

4.9.2 ATTACHMENT B TO SCOUTS ACT REAL PROPERTY POLICY

APPROVAL FOR PROPERTY WORKS AND/OR FUNDING - 2018

This document sets out funding and approval requirements for major repairs and improvements to local property. The process ensures that all necessary information is provided, and any serious questions answered, before the formal application is made to the PAC. It ensures proper documentation of the project scope and benefits, and its funding.

BACKGROUND

Up to date, safe and attractive facilities are key factors in the delivery of a successful Scout program, and in attracting and retaining youth members and leaders.

Each Property has a Property Manager. For Scout halls this is normally the resident Scout Group and within it the Group Support Committee is responsible for the provision and maintenance of its hall and associated facilities. It is expected to plan and budget annually for routine items such as grounds care, cleaning, repairs and painting.

However there are some major items of maintenance (e.g. re-roofing, rewiring, re-stumping), or a hall extension, that are infrequent and are of a relatively high cost. Sometimes these items are beyond the immediate or ongoing resources of a Group and require special fund-raising efforts, private sponsorship, government or other grants or bank loans.

The BEC recognises that Property Managers may need further assistance from Scouts ACT to fund these major works and has directed this process to assist Property Managers with them.

UNDERLYING PRINCIPLES

The basic principle is that today's Scouts, having benefited from the work of past generations to establish facilities, will pay for their activities and maintain and improve amenities so they pass on to future generations facilities which are in line with today's requirements and which will service Scouting into the future. So:

- Groups are responsible for the active management of their hall for Scouting and as a community facility
- Groups and their local communities are responsible for the maintenance of the facilities.

This maintenance can include significant repairs to existing halls.

- Groups are expected to fund local projects through:
 - their members' activities, including savings and accruals over the previous years and fund-raising efforts in current and future years
 - contributions by community organisations such as service clubs
 - contributions or donations of goods and services by local businesses
 - government contributions. Funding requests must be co-ordinated with Branch, to avoid possible conflicting funding requests.
 - goods and services donations from members and their families.
 - insurance payouts, where applicable.
 - loans or grants from Scouts ACT

ASSISTANCE AVAILABLE FROM BRANCH

- Scouts ACT may provide:
 - design assistance and verification.
 - legal assistance.
 - compliance assistance.
 - project management assistance
 - guarantee of third-party loan
 - direct financial assistance

BRANCH GUARANTEE OF BANK LOANS

As the incorporated body of Scouts ACT, the Branch must guarantee all third party loans made to Property Managers by banks and the like. See Branch policy 4.1.2 for details.

BRANCH LOANS

Where appropriate, the PAC can assist through grants or loans or a combination of both. Subject to the acceptance of the requirements stated later, and budgetary constraints:

- interest free loans to be repaid over less than 5 years may be made to Property Managers lacking sufficient immediately available resources to fund major structural or refurbishment works to reinstate a meeting place to a suitable and safe condition for use.
- grants or loans may be made to Property Managers for major alterations to a property.

Preference will always be to provide loans or a mix of loan and grant.

APPROVAL PROCEDURE FOR PROPERTY WORKS AND/OR FUNDING

WHERE TO START

First, get as good an idea as you can of your project. Draw up plans, get quotes and find out whether you need permits. Decide how you will raise the money if you do not already have it.

You can seek advice and non-financial help from the PAC at this stage and your approach through the Branch Office would be welcomed.

DO YOU NEED BRANCH APPROVAL?

You will need Branch approval (through PAC) if:

- the project will cost more than your delegation,
- you need government permits, or
- you need assistance with funding.

Other works projects do not require Branch approval but you should notify Branch of your project if the cost is near your delegation. The notification is to comprise Parts 1, 2.1, 2.2, 2.5 of the application guidelines.

WRITE AN APPLICATION

A project application is completed by the Property Manager.

The application should include the information in the attached application guidelines. They will help the PAC make a decision about the application.

SUBMIT THE APPLICATION

Applications, including any application for financial assistance must be submitted by the Property Manager to the Branch Office which will record it and forward it to the PAC

RECEIVE APPROVAL

Once the project has been considered by the PAC, the Group will be advised of the outcome.

If the works project is approved the PAC will also advise any further requirements before the project may go ahead.

For most building works this will include proper plans for submission to obtain a building permit.

Finer detail than provided in the application may also be required concerning finances and ability to repay.

No work is to be committed to or performed until after the application is approved. Any expenses needed to prepare the application will be borne by the Property Manager.

AFTER APPROVAL

The Property Manager will be authorised to proceed with the work detailed on the following basis:

- All sources of funding are secured in writing before spending commitments are made.
- In most cases the Property Manager will be required to obtain three quotations for the work and to forward them to Branch with a recommendation as to which one should be accepted. This requirement may be varied where there is a large input of voluntary work or where other factors warrant.
- Property Managers will be accountable for the management of the project, assisted by Branch staff.
- The work must be completed within 12 months of the approval being given unless an extension has been sought and approved.
- If Branch funding or financial guarantee is provided no change to the scope of the project may be made, nor any additional costs incurred, after project approval unless prior written permission has been obtained from the PAC.

USING BRANCH FUNDS

Any Branch funds used will be advanced against suppliers' invoices for materials supplied or work performed once Property Managers allocated funds are exhausted.

Unless other arrangements are agreed, Branch will pay these invoices direct. The Property Manager must first recommend the invoice be paid i.e. certify that the work to which the invoice relates has been satisfactorily completed. If in doubt seek the advice of the Building Certifier.

Loans will usually be made on the basis that they are repaid by equal half-yearly payments over a period up to 5 years. The period will be negotiated based on the size of the loan and the Property Manager's ability to repay.

Scouts ACT financial resources are always limited and the needs across the Territory's more than 30 properties are significant so it is to be clearly understood that Property Manager's and outside resources are expected to be used to contribute to any project as part of any request for funding support from the PAC funds.

GUIDELINES FOR A WORKS PROJECT OR FUNDING APPLICATION

These guidelines are to be followed for an application for approval to carry out works requiring ACT Branch (PAC or BEC) approval,

The application is presented to Branch Office and approval received before any works are carried out.

These guidelines are written as if a Group is the Property Manager but other Property Managers need to provide equivalent information.

The project must be presented under the headings in these guidelines. Part 4 is only necessary where the time to complete payment for the works and repayment of any loans is expected to exceed two years.

Part 1. Project Background and Description

- 1.1 An outline project brief and scope of planned work including drawings if appropriate.
- 1.2 An explanation of why the project is being proposed and the consequences if it is not approved.
- 1.2 Estimated project cost, supported by quotations or at least by authoritative estimates.
- 1.3 The cost must include provision for cost of design, permits and fees, and a contingency allowance (10% of total cost suggested).
- 1.4 The name of the person who will be representing the Project Manager and be responsible for project managing the build during the life of the project.
- 1.5 The estimated time the project will take to complete.

Part 2. Project Funding

Details of proposed funding showing:

- 2.1 The Group's contribution
- 2.2 Other parties' contributions, including:
 - Government contributions and grants
 - Community or Corporate donations
 - Other
- 2.3 Any proposed Branch contribution
- 2.4 Any need for Branch guarantees of finance
- 2.5 Planned staging of works if necessary to match funding and cash flows.

Part 3. Group Financial Viability

Demonstrate the group's ability to pay for the project, including meeting any loan commitments:

- 3.1 How the Group intends to raise funds not yet in hand.
- 3.2 How the Group intends to raise the funds to pay staged costs as they occur
- 3.3 What loan repayments the Group expects to incur to pay for the work and over what term.
- 3.4 Hall maintenance plans and budgets this year and next year, plus projection for years two and three to keep the hall in a safe, suitable condition showing the Group's ability to pay for the project as well as maintain the assets

Part 4. Group Membership Viability

If the time expected to pay for the works exceeds two years, demonstrate the group's membership viability.

- 4.1 Details of the existing youth and adult leader membership of each section,
- 4.2 Details of any waiting list and plans for recruitment, stating how refurbishment is likely to affect this if appropriate.
- 4.3 Details of Group Support Committee membership/support.
- 4.4 Describe the strength of the parent support base.

AUTHORITY

This policy or amended policy was approved by the Branch Executive Committee on 23 August 2018.