

# PROPERTY POLICY

Approved by: GGQ Board 30/11/2019

## Policy

The Mission of Guiding is to enable girls and young women to grow into confident, self-respecting, responsible community members. Girl Guides Queensland (GGQ) believes that the primary efforts of its Leaders and volunteers should be to deliver this Mission. Girl Guides Queensland is a member owned and youth led organisation. The Board is vested with the overall direction and control of the property and affairs while implementation of policy and day to day management of the business is vested in the CEO.

GGQ is committed to ensuring that Guiding is delivered at locations that are well managed and maintained, to provide girls, volunteers and external users a safe space at all times.

Girl Guides Queensland owns, leases and rents a total of 165 (as of 18/11/2019) properties throughout Queensland. This policy applies to the following properties, including huts:

1. Both the land and building/s are owned freehold by GGQ (ie the property is owned outright by GGQ); or
2. GGQ owns a building on land leased from another party, such as a local Council.
3. GGQ leases a building and land from another party, such as a local Council or DNRME.
4. GGQ rents the use of a building or part of a building for the purpose of Guide meetings.

As part of the maintenance and upkeep of properties, Girl Guides Queensland (including the relevant District or Region) must fund the insurance and maintenance of the property and is responsible for the safety of all users. These efforts may divert valuable resources of time and funds away from youth members and achieving the Mission.

GGQ will not retain a property if the burden of ownership outweighs the benefit it provides.

## Principles for Managing Property

1. Every property must contribute to the Girl Guides Queensland strategic plan 2019-2021. The plan states that GGQ needs to recognise what is required to continually improve and succeed and that the goals need to support members and volunteers to effectively deliver the AGP and achieve our mission. The Five Pillars form the basis of the GGQ Strategic Plan 2019/21 and are as follows:

- Be an efficient and effective organisation
- Deliver Australian Guide Program
- Promote the value and brand of Girl Guides
- Support Adult members and volunteers
- Increase adult and youth membership

2. Every property must be safe for the youth members, volunteers and anyone who enters it. This means physically safe, locationally safe, and culturally safe.

3. Every property must be suitable for Guide activities/programmes. This means that it is actively used by a reasonable number of youth members and volunteers to best meet their goals.
4. Every property must be suitable for the community it services. It should be a venue that the community respects and is proud of. This may vary from location to location to suit the diversity of communities that Guides Queensland services.
5. Every property must be financially viable. This means that at a minimum the income from fees, fundraising and sub-letting must at least cover the operating costs of the property, including rent, outgoings, maintenance and insurance.
6. Every freehold property must contribute positively to the financial health of the organisation. This means that it should be appreciating in value (appropriate to the local market and conditions). If a property is not used by Girl Guides but is leased to an external party it should be returning an annual net income that is appropriate for the age, purpose and construction of the property based on statistical data for the geographical area.
7. If a property does not match these criteria and is unlikely to in a maximum of 5 years, it should be reviewed taking into account membership fluctuations, building condition and general economic condition.
8. The Financial Audit Risk committee will prepare a business case to present to the GGQ board for the proposal to relinquish or sell the property led by discussions with the CEO, District and Region.

### **Procedure**

All land and buildings owned by GGQ will be reviewed at a maximum of every 5 years to gather information about the physical condition of the properties.

The decision about whether to retain ownership of a property will be made by the GGQ Board after consideration of the above principles. If the GGQ Board reasonably determines that continued ownership of a property is not viable, it will be disposed of appropriately. Where GGQ owns the land, it may be sold at market price in a process that is governed through the Finance Audit Risk Committee and managed by the CEO. Where GGQ is not the owner, the property will be relinquished as per the conditions negotiated within the lease. The funds from any sale of property will be retained by Girl Guides Queensland (not the relevant District or Region) and invested to support the development and delivery of Guiding throughout Queensland.

Approved by FAR Committee 6/11/2019