

PROPERTY POLICY

Policy

The Mission of Guiding is to enable girls and young women to grow into confident, self-respecting, responsible community members. Girl Guides Victoria (“GGV”) believes that the primary efforts of its Leaders and volunteers should be to deliver this Mission.

GGV 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 Victoria owns and leases a number of properties throughout Victoria. This policy applies specifically to the following properties, including halls:

1. Both the land and building are owned freehold by GGV (ie the land is owned outright by GGV) ; or
2. GGV owns a building on land leased from another party, such as a local Council.

In both of these situations, Girl Guides Victoria (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.

GGV 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 Girl Guide Victoria’s strategic direction.
2. Every property must be safe for the girls, 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 Guides to best meet their goals.
4. Every property must be suitable for the community it services. This means that 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 services.
5. Every property must be financially viable. This means that at a minimum that the income from fees, fund raising 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 organization. This means that it should be appreciating in value. If a property is not used by girl guides but is leased to an external party it should be returning an annual net income of at least 7%.
7. If a property does not match these criteria and is unlikely to in the short to medium term, it should be disposed of.

Procedure

All land and buildings owned by GGV will be reviewed periodically 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 Executive Committee after consideration of the above principles. If the Executive Committee reasonably determines that continued ownership of a property is not viable, it will be disposed of appropriately. Where GGV owns the land, it may be sold at market price in a process that is governed through the Finance Committee and managed by the CEO. Where GGV is not the owner, the property will be relinquished as necessary. The funds from any sale of property will be retained by Girl Guides Victoria (not the relevant District or Region) and invested to support the development and delivery of Guiding throughout Victoria.