



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV008
OPERATIONS OF THE
BUILDING AND PROPERTY COMMITTEE

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
25.05.2020	2	Annual Review of Policies	Secretary

1. Purpose and Background

- 1.1 To guide Building and Property Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Chairperson of the Building and Property Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2. Policy Statement

- 2.1 The Building and Property Committee shall administer and co-ordinate all operational and planning of the Club's building and contents, ensuring optimal outcome for members.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Building and Property Committee under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 32 of the Constitution; By-Law 5.4.

5. Considerations

- 5.1 The Building and Property Committee shall be responsible for:
 - 5.1.1 Maintaining the condition of all buildings and contents;
 - 5.1.2 Identifying the future needs of the Club in terms of buildings and contents;



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- 5.1.3 Making recommendations to the Board and Club Council regarding building and contents;
- 5.1.3 Preparing business case regarding future expansion of the Club facilities;
- 5.1.4 Identifying suitably qualified tradespersons and professionals to ensure the buildings and its contents remain in optimal condition;
- 5.1.5 Liaising with the Treasurer and Finance Committee regarding potential future funding requirements;
- 5.1.6 Liaising with the Supporters' Club General Manager regarding buildings and contents;
- 5.1.7 Reviewing the repairs and maintenance and budget requirements to meet the optimal requirement for the Club's buildings and contents;
- 5.1.8 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above the Buildings and Property Committee shall conduct a regular meeting on at least a quarterly basis.
- 6.2 The Building Officer and Property Officer will be the Chairperson for meetings and in their absence, a vote will occur to elect the Chairperson of that meeting.
- 6.3 The Building and Property Committee Agenda Template (TEMP014) for meetings shall be:
 - 6.3.1 Opening
 - 6.3.2 Attendances;
 - 6.3.3 Apologies;
 - 6.3.4 Disclosure of Interest
 - 6.3.5 Declaration of Confidentiality
 - 6.3.6 Confirmation of Minutes of Previous Meeting;
 - 6.3.7 Business Arising;
 - 6.3.8 Correspondence;
 - 6.3.9 Budget Issues;
 - 6.3.10 Strategic Plan;
 - 6.3.11 Reports;
 - 6.3.12 General business;
 - 6.3.13 Next Meeting Date; and



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- 6.3.14 Closure of Meeting.
- 6.4 The Building and Property Committee shall report to the Board within 7days of their meeting on the required Minutes Template (TEMP009).
- 6.5 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.6 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.7 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
- 6.7.1 Future building proposals;
 - 6.7.2 Official related issues;
 - 6.7.4 Budget approvals;
 - 6.7.5 Equipment needs; and
 - 6.7.6 Current activities designated in the Strategic Plan.
- 6.8 The Building and Property Officer may also attend any Board meeting (advising the Club Secretary seven days prior to attendance) to further clarify any resolution or recommendation from this committee.
- 6.9 Dissemination of building and property information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President