



# GVN540 - Building and Property Committee

## 1. Purpose and Background

- 1.1. This policy provides Moore Park SLSC's elected and appointed officers with a clear process for authorising expenditure beyond individual discretionary spending limits. It protects the Club from unauthorised spending and ensures all financial decisions are managed in compliance with relevant laws and governance standards.
- 1.2. The Treasurer and the Board of Directors remain responsible for the financial solvency and stewardship of the Club, as required under the Associations Incorporation Act and the Club's Constitution and By-Laws.
- 1.3. The purpose of this policy is to guide the Building and Property Committee in conducting, recording, and reporting its meetings and activities, while also outlining the responsibilities of the Committee and its members in maintaining and developing the Club's facilities and infrastructure to ensure these align with the Club's strategic objectives and compliance obligations.

## 2. Policy Statement

- 2.1. The Building and Property Committee shall oversee the operational and strategic planning for the Club's buildings, facilities, leases, and contents to ensure they are safe, functional, compliant, and support the Club's mission and activities.

## 3. Applicability

- 3.1. This policy applies to all members of Moore Park Surf Life Saving Club involved in the Building and Property Committee.
- 3.2. Implementation of this policy is the responsibility of the Building and Property Committee under the supervision of the Club Board.

## 4. Statutory / Constitutional / By-Law Requirements

- 4.1. This policy operates in conjunction with the Club's Constitution, By-Laws, and any relevant Surf Life Saving Queensland regulations.

## 5. Committee Composition

- 5.1. The Building and Property Committee shall consist of:
  - The **Deputy President**, who shall act as Chairperson.
  - The **Building and Property Officer**.
  - One (1) to two (2) **financial members** of the Club, appointed by the Board.

## 6. Responsibilities

- 6.1. Oversee the maintenance, safety, and repair of all Club buildings and infrastructure.

- 6.2. Manage and maintain all lease agreements and lease-related documents to ensure compliance and proper record-keeping.
- 6.3. Identify future needs for Club facilities and contents.
- 6.4. Provide recommendations to the Board regarding facility upgrades, development proposals, and property-related compliance matters.
- 6.5. Action Board directives relating to construction, renovation, and property upgrades.
- 6.6. Liaise with Bundaberg Regional Council, contractors, suppliers, and relevant authorities on maintenance, improvements, and compliance matters.
- 6.7. Maintain a register of building works, warranties, leases, and maintenance schedules.
- 6.8. Coordinate repairs and ensure facilities comply with Work Health and Safety (WHS) standards.
- 6.9. Submit written reports to the Board on matters affecting buildings and property.
- 6.10. Prepare and submit an annual budget proposal for building maintenance and capital works to the Board for consideration and approval.
- 6.11. Assist with grant submissions or funding applications related to property works.
- 6.12. Represent the Club at meetings with external organisations concerning property matters.
- 6.13. Ensure expenditure approvals are followed in line with Club By-Laws (e.g. over \$200 requires Committee approval; over \$500 requires Board approval).

## 7. Procedures

### 7.1. Meetings

- 7.1.1. The Committee shall meet at least quarterly, or as required.
- 7.1.2. The Deputy President acts as Chairperson. If the Deputy President is unavailable, the Committee shall elect a Chairperson for that meeting.
- 7.1.3. The Deputy President, as a member of the Board of Directors, shall also serve as the liaison between the Building and Property Committee and the Board.

### 7.2. Agenda Template

- 7.2.1. Meetings shall follow a standard agenda using **TEM540 - Building Committee Agenda Template**, including:
  - Opening
  - Attendance
  - Disclosure of Interest
  - Minutes of Previous Meeting
  - Matter Brought Forward
  - Safety Report

- Correspondence
- Budget and Financial Matters
- Strategic Planning and Projects
- Other Reports / Notes
- General Business
- Next Meeting
- Close
- Attachments

### **7.3. Meeting Records**

- 7.3.1. Draft minutes shall be circulated to Committee members within 7 days for review.
- 7.3.2. Approved minutes shall be signed by the Chairperson and forwarded to the Club Secretary for the next Board meeting.
- 7.3.3. Resolutions requiring Board action shall be documented on the **Committee Report Cover Sheet (Template TEM500 )** with rationale.

### **7.4. Recommendations to the Board**

- 7.4.1. Recommendations to the Board for decision may include, but are not limited to:
  - Future building projects or proposals
  - Property-related compliance or operational issues
  - Budget approvals for maintenance or capital works
  - Equipment or asset requirements
  - Strategic initiatives involving Club facilities

### **7.5. Board Attendance**

- 7.5.1. The Building and Property Officer may attend Board meetings to discuss relevant matters, provided notice is given to the Secretary at least **seven days** prior.

### **7.6. Communication**

- 7.6.1. Building and property updates shall be communicated to members through the Club Administrator via official channels.

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## Document Control

Document Name:	Building and Property Committee
Document ID:	GVN540
Version:	1
Date Created:	11 July 2025
Date Last Amended:	11 July 2025
Next Review:	📅 2 BoD Meeting
Author / Owner	Club President / Director of Administration
Status:	Approved ▾

## Change History

Version	Date	Author	Changes Made
1.0	11 July 2025	V. Nakrosa	Initial Policy drafted