SCOUTS AUSTRALIA (NSW) – SYDNEY NORTH REGION.

 REPORTS AND RETURNS DUE FROM GROUPS IN REGARD TO PROPERTY MATTERS:

This document is intended to give a summary of property reports and returns which Groups need to submit on a regular basis. Various reports/returns will not apply to every Group. It will be necessary for each Group to look at the requirements for its own property and prepare a schedule showing when the report/returns are due and keep the schedule updated for reference of the current and future Group office bearers.

**FIRE SAFETY APPLIANCES - SERVICING & COMPLIANCE STATEMENTS:**

Fire safety equipment including extinguishers, fire blankets, hose reels, smoke detectors, exit and emergency lighting. **To be serviced every 6 months**.

The Annual Fire Safety Statement or Certificate of Compliance to be prepared every 12 months.

 A copy of the service invoice and/or Annual Fire Statement or Certificate of Compliance is to be sent to Region office when servicing is done (if not done by DBS Contracting P/L)

*Where DBS contracting P/L is the Group service contractor, Region will prepare the Annual Fire Safety Statement and submit to Council on behalf of the Group where Council has asked for the Statement.*

*Where Groups have a different contractor who prepares an Annual Statement it is the Group’s responsibility to submit the statement to Council when due (as well as sending a copy to the Region office).*

**GROUPS WITH COUNCIL LEASES - CONDITIONS OF LEASE/LICENCE**

Groups to check their own lease conditions which may include.

**Pest Inspection Report.** Due annually. To be sent to Council on date stated on the lease.

**Certificate of Current Building Insurance.** Due annually to Council.

**Certificate of Currency of Scouts NSW Public Liability Insurance** Due usually in December

 Available from State website go to “Leaders”, Resources & Policies

**Schedule of Annual Hirings of Hall** Due annually to Council if requested.

**List of Group Office Bearers for current year**. Due annually to Council if requested.

**Group Financial Return for the previous year**. Due annually to Council if requested.

 Copies of leases are with the Region Property Manager.

**GROUPS WITH CROWN LEASES- CONDITIONS OF LEASE / LICENCE / TENURE**

Check lease/licence conditions for reporting requirements. See samples above. Usually due annually

Reserve tenure - Trustees Report. Usually due annually. Return usually prepared by Region.

**GROUPS WITH RMS LEASES- LICENCES FROM RMS (WATERFRONT) RAMPS etc:**

Check lease/licence conditions for requirements. See samples above. Usually due annually.

RMS requires schedules periodically of when internal inspections are due, Maintenance program, works proposed etc

**WH&S P10 HALL MAINTENANCE REPORT:**

Form P10 available from State website - see FORMS. Due 6 monthly

To be forwarded to the Region Office

**APPROVAL FOR SLEEPOVERS IN HALLS: P9 & P10**

Complete forms P9 and P10 and forward to Region. The Region property manager will inspect the hall and advise of any conditions of the approval.

If the last P10 form is more than 6 months old then a new one has to be submitted.

**HIRING OF HALL. LONG TERM P3 & Short term P2**

**Group needs to submit the following to the Region property Manager** (via the Region office)

P3 - Hire of Scout Premises.

Certificate of Currency of Public Liability Insurance from Hirer. This s/be for $20million. Discuss with the property manager if the hirer cannot meet the amount.

Cheque for State administration fee ($90 - Feb 2017),

Copy of ID of hirer,

Copy of “WH&S Scout Hall Inspection Checklist” P10 report. not more than 6-months old.

Copy of Fire Safety compliance Certificate or equivalent. not more than 6-months old.

**For short term hall hire use the P2 form and retain it at the Group.**

**Annually - Ensure all long term hall hirers have a current Public Liability Insurance Policy.**

Each year Groups need to follow up each long term hirer and obtain a current PL Certificate.

The ideal amount is $20 million from February 2017.

Copies of the PL Certificates to be retained by the Group.

**Certificates to be posted on the hall notice board**

Fire inspection Certificate

Annual Fire Statement

Emergency telephone numbers

Evacuation plan