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31 January 2022

To: Group Leaders/Leader in Charge, Group Treasurers and Group Chairs, Rover Unit Leader, Fellowship Chair

Cc: ROMs, RCs/RC Treasurers, DCCs

### Annual Report Presentation

Dear Scouts Leader,

Annual Report Presentations (ARPs) are a yearly fixture in the Scouts calendar – an opportunity for your Group to reflect on the last year, engage with your families and local supporters, promote your Group locally and fulfil important governance requirements for the running of your formation.

Maybe you want to get to know your local MP so you can apply for a grant for your hall? Or maybe you need to build better engage with your local community to encourage new youth members and leaders? The completion of the ARP process is an essential part of running a successful Group. It is also an important part of ensuring Scouts NSW meets proper governance requirements for funding and charitable status.

Each year, Scouts NSW provides Annual Report Presentation (ARP) Packs for all Groups, Rover Units, and Fellowships to support you as you plan and hold your ARPs.

There are several steps that your Group needs to undertake in coming months – the Guide to ARPs in Scouting goes through this in detail, with suggestions on the running of a successful event, links to the end of financial year forms that will need to be completed, and more.

This year, the ARP Pack can be downloaded in full and includes:

- Annual Report Document Check List
- Guide to ARPs in Scouting
- A list of links to the various documents needing completion

The only major change is a new section on WHS Requirements and Compliance, along with the [Personal Interest Statement Policy](#).

To download the contents of the Group ARP Pack, click here:

[Group ARP Pack](#)

Remember, all ARPs need to take place, and all documents be submitted, prior to 30 April 2022.

If you have any questions or enquiries, please contact 9735 9000 or email [memberservices@nsw.scouts.com.au](mailto:memberservices@nsw.scouts.com.au).

Kind regards,

Melanie Dimmock  
Member Services Coordinator  
Member Services

#### Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing child safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

#### Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Support), the CEO or the Child Protection Officer at the NSW State Office.

To make a report use the [online child protection form](#), call 02 9735 9000 or email [childprotection@nsw.scouts.com.au](mailto:childprotection@nsw.scouts.com.au).

#### Imminent Danger

If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.

Where a report is made to the police, you should also subsequently notify the NSW State Office.

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