



Scouts
NSW

Organisation and Information Handbook

Introduction and Purpose



As members of Scouts NSW, we all have a responsibility to do our part in inspiring and empowering resilient young people by developing skills for life and contributing to our community.

This document, the Scouts NSW Organisation and Information Handbook, is an important resource which guides us to fulfil this shared responsibility through the conduct of Scouting across the State.

The Organisation and Information Handbook supports the implementation of the Scout Association of Australia's Policy and Rules (P&R) within New South Wales.

The handbook is not designed to be a comprehensive account of the conduct of Scouting in New South Wales. Instead, it outlines the frameworks by which we govern, manage, support and undertake Scouting, and where appropriate, it points to additional resources for further guidance.

The Scouts NSW Organisation and Information Handbook is an important resource for all members of Scouting in New South Wales.



Lloyd Nurthen
Chief Commissioner
Scouts NSW

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Scouts NSW

Level 2, Quad 3, 102 Bennelong Parkway
Sydney Olympic Park
NSW Australia 2127
1800 SCOUTS (1800 726 887) | 02 9735 9000
info@nsw.scouts.com.au
www.nsw.scouts.com.au



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Definitions

Please refer to Page 21 of P&R. for a full list of definitions. Only those definitions pertaining to NSW Branch are included in Table 1.

Table 1 Scouts NSW Definitions

Scouts NSW Definitions	
Activity Leader	An authorised person responsible for leading a specific activity.
Board of Directors	A committee appointed by the Branch Council to manage the affairs of the New South Wales Branch.
Chief Commissioner of NSW	The Leader who, subject to the overriding authority of the Chief Scout has authority over all youth members and other Leaders in the Scout Movement of New South Wales.
Chief Commissioner of Australia	The Chief Leader of the Scout Association in Australia.
Chief Executive Officer	Manager of the employed staff team in New South Wales State Service Centre.
District Commissioner	A Commissioner who is in charge of a number of Scout Groups within a Scout Region.
Group Leader	A person whose primary responsibility is to be in charge of a Scout Group.
O&I Handbook or O&I	Organisation and Information Handbook for Scouts NSW, which complements Scouts Australia P&R.
P&R	The regulations governing the Scout Association of Australia and the title of the document; 'Policy and Rules' (13 th edition, March 2024 revised July 2024).
Region Commissioner	A Commissioner who is in charge of a Scout Region.
Region Office	The local office of a Scout Region.
Scout Fellowship	A body of adults who adopt the Scout Promise and Law which may be affiliated at any level to provide fellowship, support of Scouting and service opportunities for its members.
Scouts NSW	Scouts Australia, New South Wales Branch.
State Service Centre	The support office of the New South Wales Branch. A term to describe the cohort of professional staff who provide centralised services to all members, Groups & Regions.
State Team	Leaders whose primary focus is on centralised support and services that enable the delivery of the Scouting program at a Region, District and Group level. Members of the State Team may hold various responsibilities in their local area or Region however they report through to the Deputy Chief Commissioner who then reports to the Chief Commissioner.
Trainee Leader	An adult person in training to be a Leader prior to being issued with a Certificate of Proficiency (COP).

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Abbreviations

Please see the list on page 23 of P&R. Only those definitions not contained in P&R but used in NSW are included in Table 2.

Table 2 Scouts NSW Abbreviations

Scouts NSW Abbreviations	
ALT	Assistant Leader Trainer
SRC	State Rover Council
LOA	Leader of Adults
LOY	Leader of Youth
LT	Leader Trainer
RCC	Recognition of Current Competence
RPL	Recognition of Prior Learning
SC	State Commissioner

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Useful Links

Table 3 Key Useful Links

Key Useful Links	
Scouts Australia	https://scouts.com.au/
Policy & Rules (P&R)	https://scouts.com.au/wp-content/uploads/2024/08/POLICY-AND-RULES-2024-13th-Edition-July-24.pdf
Scouts Australia Branding	https://scouts.com.au/members/resources/brand/
Scouts NSW	https://www.nsw.scouts.com.au/ https://www.scoutsnsw.com.au/
Member Services	https://nsw.scouts.com.au/members-services/
Rover Scouts	https://nsw.rovers.com.au/
Organisation and Information Handbook (O&I)	https://www.nsw.scouts.com.au/members-services/policies-and-resources/ > Organisation and Information Handbook

Key Useful Links	
Policies, Resources and Information	https://www.nsw.scouts.com.au/members-services/policies-and-resources/
Policies	https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/
State Forms	https://www.nsw.scouts.com.au/members-services/state-forms/
WHS Policies, Procedures and Forms	https://www.nsw.scouts.com.au/members-services/health-and-safety/whspoliciesforms/
Find Scouts	https://www.scoutsnsw.com.au/club-finder/
Scouts NSW Branding	https://www.nsw.scouts.com.au/new-brand-materials/
Youth Leading	https://www.scoutsnsw.com.au/join-scouts/youth
State Youth Council	https://www.scoutsnsw.com.au/state-youth-council
New Youth Program	https://www.nsw.scouts.com.au/new-youth-program/ https://scouts.com.au/wp-content/uploads/2019/02/New-Program-Overview_08-Web.pdf
About > Youth Program	
Joey's	https://www.scoutsnsw.com.au/join-scouts/joey-scouts
Cubs	https://www.scoutsnsw.com.au/join-scouts/cub-scouts
Scouts	https://www.scoutsnsw.com.au/join-scouts/scouts
Venturers	https://www.scoutsnsw.com.au/join-scouts/venturer-scouts
Rovers	https://www.scoutsnsw.com.au/join-scouts/rover-scouts
About > Adult Support	
Leaders	https://www.scoutsnsw.com.au/info-for-volunteers/leaders
Adult Helpers	https://www.scoutsnsw.com.au/info-for-volunteers/adult-helpers
Fellowship	https://www.scoutsnsw.com.au/join-scouts/fellowship

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Section 1 Risk Management

1.1 Governance

1.1.1 Policy Statement

- It is our policy to embed governance and risk management into all operational and business decision making. We will comply with all legislative requirements and provide leadership in optimal and best practice volunteer management. All members are aware of and comply with policy accountabilities, delegations and reporting requirements.
- All members feel safe and are empowered to report and have issues and concerns dealt with in a fair and just approach. There is transparency within Scouts NSW systems and processes.
- Scouts Australia NSW operates and complies with all Scouts Australia policies and directives, along with strategic directives from both national and state plans.
- Systems are in place for effective and efficient communication of information, to ensure it is accurate and secure, and compliment the Scouts Australia vision.
- Information will be protected and be accessible only to appropriate stakeholders. Information will be stored either electronically or in hard copy for compliance purposes, the preference is electronically.
- Appropriate members / staff will have access to email, internet and computers as and when required. This will be used appropriately.
- Information and data backups are conducted regularly, and data is stored securely and appropriately.

1.1.2 Performance Measure

- 100% reporting and escalation of all incidents and issues.
- 100% of Leaders are aware and comply consistently with their accountabilities and responsibilities.
- 100% of complaints are reported, documented and managed with 72 hours on average.
- 100% of data and information is managed in a confidential and private manner in accordance with legislation.
- 100% of members feel safe, respected and supported with respect to their culture, spirituality, sexuality, age and family situation.
- 100% of relevant legislation is represented in both policy and consistently in practice.
- 100% of forms used are approved by Scouts Association NSW.
- 100% of Scouts Association NSW approved policies and forms are communicated to relevant members within a reasonable and timely manner.
- 100% of members are aware how to locate policies and forms.
- 100% of files are secured appropriately and consistent with policy.
- 100% of technology is used appropriately and consistent with policy.

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Section 2 Quality Management

Scouts Australia NSW prides itself on its quality management framework. Core to its approach, are these four pillars supported and enhanced throughout its business. Elements of this framework include:

1. **Corporate Governance** – Foundations of quality, transparency and informed decision making. It engages strategic thinking and risk management principles to support overall continuous improvement and innovation.
2. **Systems and Processes** – Commitment to the highest quality of service delivery to meet the needs and choices of our members and the community. Policies, procedures and audits facilitate best practice concepts as well as overall optimisation of functioning & effectiveness in stakeholder needs.
3. **Leadership and Supervision** – Quality, development and supervision fundamentally rely on excellence in leadership. This quality management framework promotes this through capability and competency development, supervision approaches and case management processes.
4. **Re-design and Improvement** – Enhancing the organisation to improve, engage and consult with key stakeholders throughout its processes and planning.

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Section 3 Document Management

Scouts Australia NSW has systems and templates in place which are based on evidenced based systems and processes. These standardised systems ensure a consistent and safe approach to the delivery of programs and activities members and the community, and as a result:

- Improves and sustains member satisfaction and experience;
- Decreases risk of non-compliance with regulatory requirements;
- Decreases risk of poor service provision; and
- Improve ability to monitor systems.

The purpose of these systems ensures the release and use of documents is managed in a consistent and accurate manner which also ensure approved documents are easily accessible across the organisation.

3.1 Document Control

- (a) Only documents registered in the document control register are considered approved. This includes external documents which are used as templates. This is to ensure control is achieved and that the latest version of each document is easily identifiable.
- (b) All documents are to be reviewed on a regular basis – at least every three years and as necessary. This is documented on the document control register.
- (c) Only the Chief Commissioner NSW (or delegated representative) is to upload policy, procedure and associated documents to the document management system.
- (d) Policies, procedures and associated documents are to be uploaded to the document repository and released via communication emails/workflow documentation system. This applies to all documents unless:
 - (i) they are of limited distribution; or
 - (ii) no electronic copy exists, for instance, some external documents are only supplied in hardcopy format.

- (e) Documents are to be released in PDF format only, unless there is good reason for the document to be released in another format, for instance, forms may remain Word or Excel format for ease of completion or use.
- (f) Only the most current documents (available on the relevant website) are to be used:

- (i) **Scouts Australia – Policy & Rules**

[Scouts Australia](#) > Key Resources (Website Footer) > Policy and Rules

Direct Link:

<https://scouts.com.au/wp-content/uploads/2024/08/POLICY-AND-RULES-2024-13th-Edition-July-24.pdf>

- (ii) **Scouts Australia – NSW Policies**

[Scouts NSW](#) > [Members Services](#) > [Policies/Guidelines](#) > [Policies](#)

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

3.1.2 Policies

- (a) Only **Scouts Australia – Policy & Rules** and **Scouts Australia – NSW Policies** are considered Authorised Polices for NSW Scout Members. These are to ensure the safety and protection of its members.
- (b) Scouts Australia- NSW policies will be endorsed and controlled by Chief Commissioner (NSW) in conjunction with NSW Scouts Board of Directors.

3.1.3 Documents & Supporting Resources

- (a) Documents and Resources will be endorsed by the Chief Commissioner (NSW) (or delegated Subject Matter Experts) and managed for circulation by the Chief Commissioner (or delegated person)
- (b) Documents (DOC)- documents that are used in relation to Policies.
- (c) Standards of Practice (SOP)- Documents that are used to support Policy implementation. These suggest that they are intended to be implemented as per their direction, however individual discretion and decision making may be required to change depending on the situation at hand and resources available. These should be modified only in the presence of documented discussions with relevant subject matter experts (or delegated persons).

3.1.4 Archiving & Retention

All documentation maintained according to Legislation and as per Table 4.

Table 4 Document Archival and Retention

Document	Source	Period to Retain After Last Entry
Financial records	Corporations Act & Aust. Charities and NFP Commission Act	7 years
Minutes of AGMs and Boards	Corporations Act	5 years
Employment records	Fair Work Act	7 years
Personal information not required under Privacy Act	Privacy Act	Destroyed immediately or permanently de-identified

Document	Source	Period to Retain After Last Entry
Fundraising Certificates	Fundraising Act	5 years
Youth member records	Royal Commission Findings	Keep in perpetuity
Medical records	Medical Records Standard	7 Years since last treatment or after 25 years of age
Sensitive or confidential internal information	Royal Commission Findings	Keep in perpetuity

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Section 4 Information Systems

4.1 Information Access & Storage

- Privacy of information is protected, and appropriate stakeholders have access to information stored either electronically or in hard copy.
- Sensitive information about members shall be stored securely and confidentially.
- Where information is deemed to be protected, access to electronically stored information is password protected.
- Computer Databases store information in drives, folders and files. Some documents are protected by passwords.
- Archived records will be located and stored in a secure archive area. Destruction following archiving will be carried out under the authorisation of the Chief Commissioner (or delegated authority).
- Computer, email and internet access is considered core to communication. Ownership of equipment, software, programs and files remains the property of Scouts Australia NSW. The personal use of such is prohibited and Members are subject to organisational screening with little or no notice at times held at the discretion of Scouts Australia NSW senior management. Utilising unauthorised or pirated software/files on any computer/device is prohibited, including the use of home software/data sources.
- Scouts Australia NSW information must be actively secured by all users and report any breach to Chief Commissioners as soon as practicable.
- Every Scouts Australia NSW computer/device is protected by anti-virus software. Anti-virus scans are undertaken regularly and automatically.

4.2 Internet & Email Usage

Unacceptable activities and uses of internet/devices/computer/emails include the following, however this is not an exhaustive list, and breaches are likely to result in disciplinary actions and could lead to dismissal:

- Engaging in illegal activity;
- Sending harassing, discriminatory, abusive, malicious, sexually explicit or threatening information (including jokes, cartoons, pictures);

- (c) Using resources for personal or financial gain, advertisements, solicitation or promotions unrelated to endorsed Scouts Australia NSW activities;
- (d) Expressing controversial, potentially offensive and/or defamatory comments (including religious, political, racial or social issues);
- (e) Downloading music, software or other intellectual property of another in violation of software licenses, copyright and trademark laws;
- (f) Downloading or using any software not approved for use by Scouts Australia NSW;
- (g) Access inappropriate related sites;
- (h) Emails should not be sent that contain confidential Member information;
- (i) Email signature blocks are used according to consistent themes as approved by Scouts Australia NSW;
- (j) Access to any unrelated sites is likely to result in termination of employment;
- (k) Beyond reasonable personal use of computing resources and email is not acceptable;
- (l) Email account not checked regularly;
- (m) Emails to an @nsw.scouts.com.au email account automatically redirecting to an email account outside the @nsw.scouts.com.au domain. This has been blocked at the server level.

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Section 5 Use of an Electronic Signature

5.1 Signature Required By Scouts Australia NSW Policy

- (a) Where a Scouts Australia NSW policy requires that a record have the signature of a responsible person, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method.
- (b) Where a Scouts Australia NSW policy requires a written document, that requirement is met when an electronic record has associated with it an electronic signature using an approved electronic signature method. For further details of this Policy, visit: Direct Link: https://www.nsw.scouts.com.au/wp-content/uploads/2017/11/POL28_ElectronicSignatures.pdf ([Scouts NSW](#) > [Member Services](#) > [Policies/Guidelines](#) > [Policies](#) > Electronic Signature Policy).

5.2 Signature Required By Law

- (a) Where there is a legal requirement, beyond Scouts Australia NSW policy, that a record have the signature of a responsible person, that signature requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method which complies with Australian law.
- (b) Where a legal requirement, beyond Scouts Australia NSW policy, requires a written document, that requirement is met when an electronic record has associated with it an electronic signature using an approved electronic signature method, which complies with the Privacy Act 1998, or the Australian Privacy Principles.
- (c) The signing of a record using an approved electronic signature method does not mean that the record has been signed by a person authorized to sign or approve that record. Appropriate

Procedures must be used to confirm that the person signing the record has the appropriate authority.

- (d) This policy applies only to transactions between parties each of which has agreed to conduct transactions by electronic means.
- (e) If parties have agreed to conduct a transaction by electronic means and a law requires a person to provide, send, or deliver information in writing to another person, the requirement is satisfied if the information is provided, sent, or delivered, as the case may be, in an electronic record capable of retention by the recipient at the time of receipt. An electronic record is not capable of retention by the recipient if the sender or its information processing system inhibits the ability of the recipient to print or store the electronic record.

5.3 Approval of Electronic Signature Methods by the Chief Executive Officer for Scouts Australia NSW

- (a) The final approval of any electronic signature method will be by the Chief Executive officer of Scouts NSW. In determining whether to approve an electronic signature method, consideration will be given to the systems and Procedures associated with using that electronic signature, and whether the use of the electronic signature is at least as reliable as the existing method being used.
- (b) The approval of an electronic signature method can limit the use of that method to particular electronic records. An electronic signature used outside of its limitations will not be considered valid by Scouts Australia NSW.
- (c) In the event that it is determined that an approved electronic signature method is no longer trustworthy, the Chief Executive Officer for Scouts Australia NSW must revoke the approval of that electronic signature method. If there is continued significance for the electronic signatures, which used the revoked method, steps will be taken to see that any valid records signed with the revoked electronic signature method are signed again with an approved electronic signature method.

5.4 Rules and Procedures

Scouts Australia NSW may make rules that:

- (a) Identify specific transactions that Scouts Australia NSW is willing to conduct by electronic means;
- (b) Identify specific transactions that Scouts Australia NSW will never conduct by electronic means;
- (c) Specify the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes;
- (d) If law or rule requires that the electronic records must be signed by electronic means, specify the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process;
- (e) Specify control processes and Procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
- (f) Identify any other required attributes for electronic records that are specified for corresponding non-electronic records or that are reasonably necessary under the circumstances.

Any individual or party that makes inappropriate or illegal use of electronic signatures and/or records is subject to sanctions up to and including dismissal, suspension, and criminal prosecution, whether or not they are referenced in this policy.

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Section 6 Passwords

Members, volunteers and contractors assigned passwords are responsible for the security of their passwords and should take all reasonable precautions to prevent unauthorised access to their computer/device by logging off when unattended and changing it regularly. Sharing of passwords or documenting on another's behalf will be considered grounds for performance action and has likely an outcome for instant termination from the Association.

Relevant References & Guidelines (most relevant listed):

- *Work Health and Safety Act 2011*
- Scouts Australia, Policy and Rules 2017

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Section 7 Scouts NSW Branch (State) Constitution

Scouts NSW Branch (State) Constitution

[Scouts NSW > Member Services > Policies/Guidelines](#) > Scouts Australia NSW Constitution

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/>

Direct Link: <https://www.nsw.scouts.com.au/wp-content/uploads/2018/12/Scouts-Australia-NSW-Constitution-20-July-2019-Final.pdf>

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Section 8 Group Organisation

8.1 Preamble

- (a) The core formation of the Scout Association is the Scout Group
- (b) A Scout Group delivers the Scout program to local communities, to meet the needs of young people in accordance with the Purpose, Principles, Method, Policy and Rules of Scouts Australia and Scouts New South Wales. (refer to P&R 4 pages 18, 20 & 25)
- (c) Scout Groups provide opportunities for young people to participate in educational & recreational Youth programs which offers progressive training in accordance with the age and stage of development of members (refer to P&R Section R4.4.1 page 65)

8.2 Formation and Registration of Scout Groups and Units

8.2.1 Composition of a Scout Group

- (a) A complete Scout Group consists of a Joey Scout Unit, a Cub Scout Unit, Scout Unit, Venturer Scout Unit and Rover Scout Unit.
- (b) Multiple Units of the one type (i.e. two Cub Scout Units) if approved may also be included in the one Scout Group
- (c) Two Units within a Scout Group may meet together, if approved by the District or Region Commissioner.

8.2.2 Formation of a New Unit or Scout Group

New Units or Scout Groups must not start to meet without the prior approval of the District Commissioner and Region Commissioner.

8.2.3 Registration

- (a) All Scout Groups and Units must be registered with Scouts NSW and are recognised as Units of Scouts NSW whilst registered. Registration is a pre-requisite for Scouts NSW Insurance Cover. Unregistered Groups or members within Units who wear Scout uniform, scarf or associated materials such as badges or in any way represent themselves as members of the Scout Association are liable for prosecution.
- (b) Where geographic conditions make it impossible to establish a normal Unit, the Region Commissioner may permit the formation of a Unit holding a full unit meeting at least once a month. The Unit Leader of such a unit must be a Leader holding a certificate of Adult Appointment. Each Patrol should ordinarily have its own Assistant Leader or failing this, an Adult or Youth Helper, and, where possible, the unit should function in conjunction with an established Group possibly in the nearest town.

8.2.4 Registration Procedure

- (a) All new Groups and Units must be registered with Scouts NSW.
 - (i) “Application for Registration of a Group/Unit” form R1 needs to be completed and endorsed by the Region Commissioner.
 - (ii) New Rover Scout Units are to Use form R2 “Application for Registration of a Rover Scout Unit”.
- (b) Applications are to be lodged, by the prospective Group Leader (or Leader in Charge), with the Region Commissioner through the Region Office. In the case where the first Section is a Rover Scout Unit the Region Commissioner and the Region Rover Scout Council need to be consulted.
- (c) An “Application to Register a Group/Unit (form R1 or in the case of a Rover Unit form R2) must be completed. An application for the registration of a new Scout Group will not be processed unless there are sufficient (and at least two potential Leaders per Unit and one Group Leader) “Application for Adult Membership” or “Transfer of Adult Appointment Application” (Scouts NSW A3 Form). These potential adult Leaders need to have a Working With Children Check, a Police Clearance and have completed their mandatory e-Learning modules before the Group/Unit can be registered. Exceptional circumstances will be at the discretion of the Region Commissioner. New Scout Groups or Units that do not have someone who holds a Certificate of Adult Appointment MUST be supervised by the District Commissioner or the District Commissioners nominee.
- (d) A Rover Scout Unit will not be registered unless the “Application to Register a Rover Unit” (form R2) is accompanied with either an “Application for Adult Membership” as the Rover Adviser or an “Application for Unit Leadership Appointment” (form YA2) It is advised that for Registration of a Rover Scout Units you seek the guidance of the Region Commissioner and the Region Rover Scout Council.
- (e) The District Commissioner and Region Commissioner must independently be satisfied that registration is desirable, that the Group will be properly managed, that suitable Leaders are forthcoming, and the Group Leader (or Leader in Charge) of the Group/Unit accepts the purpose, principles, method, and policies of the Scout Association and undertakes to use their best endeavours to:
 - (i) form a Group of supporters as soon as possible, and no later than three months after the date of registration.

- (ii) develop over a period of 10 years or less a full Scout Group, unless conditions make this impossible.
- (iii) ensure that the various Units of the Scout Group receive the full Scout training for the social, physical, intellectual, character, emotional & spiritual development of its members.
- (iv) help the Group to obtain suitable accommodation, equipment and opportunities for training.
- (v) comply in the case of a sponsored group of any kind with any provisions of the association relating to such a Group.
- (vi) That the new Scout Group will open a Bank Account in the name of The Scout Association of Australia NSW Branch followed by the name of the Scout Group. See Section 41 of Scout NSW Organisation & Information Handbook.

8.2.5 Scout Unit Minimum Numbers

Applications for Registration should be based on the following minimum numbers in Table 5:

Table 5 Scouts Unit Minimum Numbers

Scouts Unit Minimum Numbers	
Joey Scout Unit	six to eight (depending on their location) and two adult Leaders
Cub Scout Unit	eight to twelve (depending on their location) and two adult Leaders
Scout Unit	eight to twelve (depending on their location) and two adult Leaders
Venturer Scout Unit	eight to twelve (depending on their location) and two adult Leaders
Rover Scout Unit	eight to twelve (depending on their location) and a minimum of 1 Rover Advisor or responsible other adult leader

8.2.6 2x2x2 Principle

- (a) As a guide, it would be expected that a viable Scout Group should consist of at least two Units; each with at least two Leaders, with the exception of Rover Units which only require one, and each Unit having the potential members as shown above, or the prospect of achieving this situation within one year or a period of time agreed with the District Commissioner or Region Commissioner. Should these numbers not be reached by the end of the first year of operation a review of the potential numbers in the Group will be undertaken by the District Commissioner to determine if the Scout Group should remain registered. In the case of a Rover Unit the review will be undertaken by the Region Rover Council and Region Commissioner.
- (b) When the District and Region Commissioner are satisfied, recommendation for the registration of the Group/Unit is made by the District/Region Commissioner to Scouts NSW through the Region Office. In the case of a Sponsored Scout Group, the sponsoring authority must also sign the form.

8.3 Registration of Group & Unit Names

- (a) A Scout Group's name should reflect its geographic location, e.g. town or suburb name.
- (b) If the suburb or town has a compass direction as part of its title the direction comes first, e.g. North Turramurra.
- (c) The use of the prefix e.g. 1st before the base name is not mandatory but recommended.
- (d) Where there is more than one word in the base name, the first word should, wherever possible be the location so that it can be logically searched on a computer in alphabetical order, e.g. Liverpool City **not** City of Liverpool.

- (e) Rover Unit associated with a Scout Group must bear the same prefix and base name as the Scout Group.
- (f) Where the desired name covers two towns/suburbs they should be separated by a hyphen e.g. 1st Burrill-Ulladulla
- (g) Where the desired name is a combination of two former Scout Groups that have amalgamated, the names should be separated by a slash, e.g. 1st Woollahra/Paddington.
- (h) Where two Scout Groups with the same base name amalgamates, a combination of both prefixes should be separated by a slash, e.g. 1st/3rd Bankstown.
- (i) For sponsored or ethnic Scout Groups, the name of the sponsor, church, religion, School or ethnic community may appear in brackets after the name, e.g. 3rd East Maitland (St Peters); 3rd Summer Hill (Trinity Grammar); 6th Strathfield (Latvian).
- (j) Where the Scout Group consists of multiple units of the same age Unit (i.e. two Cub Scout Units) each Unit must be given a name, e.g. Kangaroo Unit. The use of the names “A”, “B”, “1” or “2” are not acceptable.
- (k) While some Scout Groups will be recorded as being of a special type, e.g. Sea Scout, Air Scout, Sponsored, Special Needs; these words are not permitted to be used in the name.
- (l) It is important that new Scout Groups and Rover Units do not purchase name tapes, flags, etc. using the Scout Group or Rover Unit proposed name until the name has been registered at Scouts NSW.
- (m) Other names may be approved by the Chief Commissioner of New South Wales.

8.4 Scarf Registration

All Scout Groups/Rover Scout Units shall wear a scarf registered with Scouts NSW or if a change of scarf has been registered with Scouts NSW using form R4 “Scarf Registration”, which will only be in effect after the formation has been registered or if certified by the Region Commissioner.

8.5 Notification of Registration of a Scout Group/Rover Unit

- (a) All new Scout Groups and Rover Units registered will receive a Certificate of Registration.
- (b) The Certificate of Registration will be sent by Scout NSW State Service Centre via the Region Office to the Group Leader or Rover Scout Unit of the Scout Group. The Certificate will state the date of registration.

8.6 Registration Renewal

Registration is effective until the 31st of March each year. Re-registration is affected by the payment of the annual registration fees for each Scout Group/ Rover Unit. If a Scout Group fails to pay its fees it can be deregistered by Scouts NSW which means that the Scout Group members cannot wear uniform, hold meetings or attend events.

8.7 Registration Fees

The Scout Association collects its membership fees on an annual basis from each adult and youth member of a Scout Group or Rover Unit. This is collected by Scouts NSW State Service Centre.

8.8 Group Membership Fees

- (a) Each youth and adult member will pay a membership fee to Scouts NSW.
- (b) In addition to the State fee youth members may be charged a group fee which is payable directly to the Scout Group

- (c) A joining fee is required from each new member. This fee is determined by Scouts NSW.

8.9 Registration Changes and Transfers

Any changes desired in the registered name of a Scout Group or Rover Unit or in the nature of the registration (as open or sponsored) must be agreed to by the Region Commissioner before it can be forwarded to Scouts NSW for approval. Where a Scout Group/Rover Unit is to be transferred to another Region both Region Commissioners must agree before it is sent to Scouts NSW State Service Centre for approval.

8.10 Temporary Closure of a Scout Group/Unit

A Scout Group/Unit may be placed "In Recess" by Scouts NSW on the recommendation of the Region Commissioner, using form R6 "Application for De-Registration of a Formation". This is only permissible where a Scout Group/Rover Scout Unit is forced to temporarily close because it has lost all or most of its members, or all its adult Leaders. The Scout Group/Unit must endeavour to recruit members or adult Leaders with the aim of reopening and will be permitted to be "In Recess" for a period not exceeding 12 months. Should the Scout Group or Unit not be reformed the District and Region Commissioner are to consider if the Scout Group/ Unit has any chance of restarting before a decision is made to deregister the Scout Group/Unit.

8.11 Registration Suspension

- (a) A Scout Group may be suspended by:
 - (i) The District Commissioner who will consult the Region Commissioner before the suspension takes place regarding his reasons for wanting to suspend a Scout Group and in the case of a sponsored Scout Group, the Sponsoring Authority following consultation with the Region Commissioner.
 - (ii) The Region Executive Committee, in which case the Region Commissioner will inform the District Commissioner within 48 hours of the decision being made; in the case of a Sponsored Scout Group the Sponsoring Authority.
 - (iii) State Service Centre due to non-compliance with the Membership Fee policy.
- (b) During suspension, all activities of the Scout Group will cease and except in the terms of suspension, all Leaders in the Scout Group are automatically suspended, and no member of the Scout Group may wear the Scout Association uniform or badges.
- (c) Suspension is to be regarded as a temporary (three months) measure only, and where the suspension is directed by the District Commissioner or the Region Executive Committee, a full inquiry must follow by the District Commissioner or persons as nominated by the Region Commissioner. The Leaders concerned, and in the case of a Sponsored Group, the Sponsoring Authority, must be informed of any meetings regarding the matter and be given an opportunity to be heard. The procedure should follow that laid down by the District Commissioner.
- (d) As a result of such an inquiry, the suspension must be either withdrawn or a recommendation for cancellation of the registration and/or the appointment of any leaders must be forwarded with a full report to Scouts NSW through the Region Commissioner.
- (e) Where the suspension is made by State Service Centre due to non-compliance with the Membership Fee policy and compliance is not achieved within 3 months of suspension, Scouts NSW will obtain a recommendation from the Region Commissioner whether to Cancel the registration of the Group

8.12 Registration Cancellation (De-Registration)

- (a) Scouts NSW may cancel a Group registration on the recommendation of the Region Commissioner submitted after a meeting of the Region Executive Committee (or a subcommittee of the Region Executive Committee which has been appointed to investigate and has recommended the de-registration) at which the Group Leader concerned, and in the case of a Sponsored Group, the Sponsoring Authority, are entitled to be heard.
- (b) Failure to renew the registration in any year, under paragraph 8.6.
- (c) A Unit of a Scout Group may be de-registered when it ceases to have sufficient youth members or adult Leaders to continue functioning effectively as per paragraph 8.10.
- (d) Form R6 “Application for De-Registration of a Formation” is to be used when a Unit, Rover Scout Unit or Scout Group is to be disbanded either permanently or temporarily.

8.13 Formation Postal Address

All Scout Groups/ Rover Scout Units must supply Scouts NSW State Service Centre with a formation postal address to which mail may be sent. The use of a Post Office box is recommended for this purpose.

8.14 Registration of Unattached Groups

Where due to exceptional conditions, a Scout Group or other formation cannot be included conveniently in a Scout Region, it may be registered directly with Scouts NSW State Service Centre, to whom the Scout Group or formation will be directly responsible.

8.15 Registration Problem Reports

A full report must be made to Scouts NSW through the Region Commissioner in circumstances which reflect adversely upon the character or suitability of any person concerned in any of the following cases:

- (a) Refusal to recommend the registration of a Scout Group, or to approve the addition of a new section to a registered Scout Group
- (b) Recommendation for cancellation of a Scout Group’s registration, or a decision to disband a section of a Scout Group.

8.16 Sponsoring Bodies

- (a) The following bodies are entitled to apply for a special registration of the Group that they wish to establish, and are then known as Sponsoring Bodies: Churches, the Salvation Army, Universities, Colleges and Schools, Hospitals and Institutions, the Armed Forces, Service Clubs, Businesses and any other bodies, which may be approved by Scouts NSW State Service Centre.
- (b) Groups registered are known as “Sponsored” Groups as distinct from “Open” Groups and the person or committee appointed by the Sponsoring Body to exercise its functions with respect to each Group is known as the “Sponsoring Authority”, a different Sponsoring Authority being required for each such Scout Group.

8.17 Registration Requirements of a Sponsoring Authority

On application for the registration of a Sponsored Scout Group the Sponsoring Authority agrees:

- (a) To accept the Purpose, Principles, Method, Policy and Rules of Scouts Australia and Scouts New South Wales. (refer to P&R 4 pages 18, 20 & 25) of the Scout Association as set out in Policy & Rules and the duty of endeavouring to ensure the continuity of the Scout Group and the annual renewal of its registration.

- (b) To observe in particular “Group Supporters Rules”.
- (c) To record with Scouts NSW State Service Centre an agreement regarding property in accordance with the “Group Supporters Rules”.

8.18 Sponsored Scout Groups

The effect of registration of a Sponsored Scout Group is as follows:

- (a) The Sponsoring Authority undertakes the general support of the Scout Group and endeavours to maintain continuity.
- (b) When the sponsored Scout Group is composed of members from one religion or spiritual belief, the Sponsoring Authority is responsible for the religious or spiritual training of the Scouts.
- (c) The Sponsoring Authority as such is not responsible for matters of Scout Training, which is the responsibility of the Group Leader.
- (d) The Sponsoring Authority undertakes the responsibility of nominating suitable persons to the District Commissioner or Region Commissioner for appointment as Leaders of the Scout Group and no person shall be considered for appointment as a Leader of the Scout Group by the District Commissioner or Region Commissioner for such an appointment unless so nominated. After such nomination, the application for appointment will follow the normal procedures.
- (e) The Sponsoring Authority must ensure that an agreement under paragraph 8.17(c) of this chapter in regard to property, between the Sponsoring Authority on the one hand, the Group Leader and the Group Supporters on the other is recorded with the District Commissioner or Region Commissioner and with Scouts NSW State Service Centre. Form P4 “Sponsored Scout Groups Property Agreement” is to be used for this purpose.
- (f) In an event of a dispute between the Sponsoring Authority and the Group Leader, the matter must be referred to the District Commissioner or Region Commissioner. Both the Sponsoring Authority and the Group Leader must be given reasonable opportunity to state their respective cases.
- (g) The Sponsoring Authority has the right to be heard by the District Commissioner or Region Commissioner who must take all reasonable steps to ascertain the views of the Sponsoring Authority before a decision is made, touching any of the following matters:
 - (i) Group registration or recognition of a Unit.
 - (ii) The appointment of a Leader in the Scout Group (except where in the opinion of the District Commissioner or Region Commissioner the suspension of a Leader is a matter of great urgency).
 - (iii) An appeal by a youth member against dismissal.

8.19 Youth Membership of a Scout Group

- (a) The admission of a Youth Member into the Scout Group rests with the Group Leader but in normal circumstances will be delegated to the Leader in charge of the Unit concerned. In the case of a Scout or Venturer Scout determinations of admission will be done in consultation with the Unit Council or the members of the Scout/Venturer Scout Unit Council as the case may be. The admission to a Rover Scout Unit rests with the members of the Rover Scout Unit and its Council members.
- (b) A youth member under normal circumstances cannot be a member of more than one Scout Group except in the case of a School, College or University Scout Group or Rover Unit.
- (c) In circumstances where the behaviour of a youth member is considered to be unacceptable or in breach of the Scout Law, the adult Leader in Charge of the Unit may suspend the youth member,

after consultation with the Unit, or the Unit Council and Group Leader where appropriate. The suspension must be regarded as a temporary measure.

- (d) The Group Leader (and in the case of Sponsored Scout Group, the Sponsoring Authority) must be consulted by the adult Leader of the Unit if the adult Leader feels that a youth member's behaviour warrants a suspension. The parents or caregiver of the youth member must also be advised and the reasons for suspension given within 48 hours of the decision being made to suspend a youth member.
- (e) The approval of the Group Leader is required before the dismissal of a youth member. Before the dismissal of a youth member the Unit Council, the adult Leader of the Unit and the Group Leader should discuss the situation and try and resolve the situation first before the dismissal takes place.
- (f) The Group Leader of a sponsored Scout Group must first consult the Sponsoring Authority and the District Commissioner or Region Commissioner before the dismissal of a youth member takes place. Parents of the youth member need to be advised of the dismissal within 48 hours of it taking place.
- (g) In the case of dismissal, the Unit Council of the member's Unit should be informed of the reasons for dismissal before the dismissal takes place. The youth member has the right of appeal to the District Commissioner or Region Commissioner, or the Region Executive Committee may appoint a small committee with full power to act for this purpose. The youth member in question must be given reasonable opportunity to attend the Committee's hearing of their appeal and state their case. In the case of a Sponsored Scout Group the Sponsoring Authority has the right to be heard.

8.20 Youth Member Transfers

- (a) When a youth member moves to another location and consequently must leave their Scout Group, the Group Leader should transfer the youth member using Scouts NSW State Service Centre ScoutLink system. Acceptance into their potential new Scout Group is as per 8.19.
- (b) In case of a dispute regarding a transfer, the matter must be referred to the District Commissioner or Region Commissioner for a decision after investigating the matter.
- (c) Where a State Branch normally charges joining fees on joining, such charges will be waived in respect of adults and youth members who have transferred from another State .

8.21 Lone Scouts

Where, due to special circumstances, (usually through living in an isolated location) a youth member is unable to be a member of a Scout Group that meets physically or face to face, they may be registered in the Lones Scout Group.

8.22 Transgender Members Policy

Please note that Scouts NSW and Scouts Australia have yet to set out a policy on Transgender Members. These notes are taken from the Scouts Western Australia policy and should be used as a guide.

- (a) Respect for the dignity of other people is a fundamental value of the Scouting Movement, and includes ensuring that others feel safe, secure and free from personal and verbal harassment/abuse. The purpose of this policy is to protect the interests of Adult and Youth members who are transgender/gender diverse.
- (b) **Definitions**
 - (i) Gender is the part of a person's social and personal identity. It refers to each person's deeply felt internal and individual identity and the way a person presents and is recognised within the community. A person's gender refers to outward social markers, including their name, outward

appearance, mannerisms and dress. A person's sex and gender may not necessarily be the same. An individual's preferred gender may or may not correspond with the sex or gender assigned at birth and some people may identify as neither male or female.

- (ii) Gender Identity is the label or name one uses to define or identify their gender. It refers to one's sense of being male, female, neither, both or other, as well as our sense of ourselves in regards to our gender, gender role, masculinity, femininity, or androgyny. The most common gender identities are male & female, however there are many others in the gender diverse community such as genderqueer, trans man, trans woman, transgender, trans*, sister girl, brother boy, etc.
 - (iii) Gender Expression refers to the way a person uses appearance, mannerisms and other personal traits to express their gender. Gender expression can be any combination of masculine, feminine and androgynous traits. Traits which contribute to gender expression can include clothing and accessories, hairstyle, make-up, removal or growth of body hair, development of musculature through exercise, stance and manner of walking and manner of talking. The name, pronouns and titles a person asks others to refer to them by may also be considered a part of the person's gender expression.
 - (iv) Transgender (sometimes referred to as "Trans" is an umbrella term used to describe a wide range of gender identities that differ from the perceived norms associated with biological sex. Transgender is a term that may be used to describe someone whose gender identity does not match their gender they were assigned at birth, someone who identifies as both genders, neither gender or a third gender. Common terminology includes Transwoman (M – F) – referring to those who were born a male but identify as female; although many will identify only as female (not transwoman). Transmen referring to those who were born female but who gender identity is male (F – M); although many will only identify as male and not transmen. Some transgender people seek surgery or take hormones to bring their body into alignment with their gender identity; many may not. Some transgender people change their gender expression to match their affirmed gender; many do not.
 - (v) Gender Diverse describes a person who feels that their gender identity does not align with a specific category of gender they were assigned at birth.
 - (vi) Facilities include toilets, bathroom, change rooms and sleeping quarters including tents.
 - (vii) Pronouns are words used to refer to a person other than their name, like they, she and he. When trans* or gender diverse person comes out they may have pronouns they wish to use.
- (c) **Policy Statement**
- (i) The *Sex Discrimination Act 1984* (Cth) prohibits organisations from discriminating on the ground of gender identity or gender history.
 - (ii) In preventing discrimination on grounds of gender identity, all Members must:
 - (A) seek to protect the well-being of all Members, including those who are transgender/gender diverse.
 - (B) Ensure that respectful arrangements are made that consider the needs of transgender/gender diverse Members.
 - (C) Implement strategies to ensure that transgender/gender diverse Members are not discriminated against, either directly or indirectly.
 - (D) Maintain privacy and confidentiality of Members information.

8.23 Procedure for Winding Up a Non-Active Scout Group

8.23.1 General

From time to time and for a variety of reasons, a Scout Group ceases to be functional and it becomes necessary to wind up the affairs of the Group.

In that event, Scouts NSW policy requires that all property and funds held by or on behalf of the Group shall be handed over to the Region Trustees. Such Trustees shall then act in accordance with procedures as determined by Scouts NSW and, in the case of Sponsored Groups, with the Property Agreement lodged with the Scout Region in which the Scout Group is registered and Scouts NSW State Service Centre.

In this connection the following procedure shall be observed:

8.23.2 Procedure

- (a) Immediately it becomes evident that a closure of a Scout Group is imminent the Group Leader or Leader in Charge of the Scout Group shall notify the District Commissioner using Form R6 "Application for De-Registration of a Formation". The District Commissioner will notify the Region Office who will promptly advise Scouts NSW, giving details of the name of the Scout Group and the reasons for its closure. If the Scout Group has a Rover Scout Unit associated with it the Region Office will also advise the Region Rover Council.
- (b) The Region Trustees will promptly identify and locate all property held by the Scout Group in the name of the Scout Association, including funds, equipment, land and/or buildings. Where practicable, the Scout Group will be required to furnish the Region Trustees with an inventory of all property, with details of the location and an audited statement of accounts and balance sheet.
- (c) In the case of a Sponsored Scout Group, the Region Trustees will locate and refer to the Property Agreement previously lodged with their Region Office and Scouts NSW and will notify the Sponsoring Authority of the action intended to be taken, after first identifying which property belongs to the Sponsoring Authority and which belongs to the Scout Association.
- (d) The Trustees will arrange for the transfer to the Region Executive Committee of all funds of the defunct Scout Group belonging to the Scout Association after closing any bank accounts previously operated by that Scout Group. Note that funds may consist of:
 - (i) cash.
 - (ii) the proceeds of any bank account, including any accrued interest (note that notwithstanding the Rules of the Scout Association, there may be in fact more than one bank account).
 - (iii) funds on deposit with Scouts NSW State Service Centre.
 - (iv) or any other funds.
- (e) The Region Trustees will arrange for the collection and storage of equipment deemed to be the property of the Scout Association.
- (f) The Region Trustees will take charge of property, land and/or buildings, owned or leased to the Scout Association and will notify the appropriate authorities of the action taken. They will also inform any mortgagee or guarantor of the circumstances.
- (g) As a guide to further action, the Region Executive Committee, in consultation with the Region Rover Council where the Scout Group includes a Rover Unit, will make a factual assessment of the prospect of the Scout Group being reformed in the next twelve to twenty-four months. This assessment is especially important in a country centre where there is no other Scout Group functioning. During this period the Group shall be put into Recess.

- (h) If the Scout Group is not likely to be reformed the Region Executive Committee, in consultation with the Region Rover Council where the Scout Group includes a Rover Unit, will prepare and submit a plan for the distribution of the Scout Group's funds (including the proceeds of sale of any equipment) within the Region, to be implemented not later than twelve (12) months after Group is deregistered.
- (i) Pending a resolution by the Scouts NSW Board of Directors, in relation to the land on which the Group operates the Region Trustees will maintain the land and/or buildings in reasonable condition.
- (j) The Region Executive Committee in conjunction with Scouts NSW will put into effect the plan approved by Scouts NSW Board of Directors in regard to the retention or disposal of land/or buildings. The Region Executive Committee, in conjunction with the Region Rover Council where the Group includes a Rover Scout Unit, will arrange for the early de-registration of the defunct Group and the recall, cancellation, or transfer of all appointments held in relation to the defunct Group.
- (k) This procedure shall also apply in principle to a Rover Scout Unit formed at Region or State level.

8.24 Procedure for Merging of Two Scout Groups

8.24.1 General

- (a) From time to time and for a variety of reasons, two Scout Groups may merge into one.
- (b) Before merging two Scout Groups the reasons for the merger need to be discussed with the District Commissioner and the Region Commissioner and their approval gained.
- (c) In this situation, the following procedure shall be observed. The merger of two Groups may occur in one of the following forms:
 - (i) Where Groups A and B merge to form a new composite Group C, with both Group A and Group B becoming defunct.
 - (ii) Where Group B merges with and is absorbed in Group A, with Group B becoming defunct.

8.24.2 Procedure

- (a) Immediately after the merger has been approved by the District & Region Commissioners, the Scouts Groups involved in the merger will determine a date at which the merger will take place and advise the District and Region Commissioners.
- (b) The Region Office will promptly advise Scouts NSW State Service Centre giving details of the names of the Groups involved, the form of the merger and the reasons for the action proposed. If any of the Groups include a Rover Scout Unit, the Region Office will also advise the Region Rover Council.
- (c) Should a sponsored Group be involved, approval for the action intended to be taken shall first be obtained from the Sponsoring Authority. This may involve alteration to the Property Agreement previously lodged with Region and Scout NSW State Service Centres.
- (d) In respect of each Scout Group which will become defunct because of the merger, the following action shall be taken:
 - (i) The de-registration of any Scout Group becoming defunct;
 - (ii) The registration of any new Scout Group formed in accordance with the registration procedure shown in 8.3; and
 - (iii) The recall, cancellation, or transfer of all appointments affected by the merger.

- (e) When action as in 8.2.4 above has been taken, the merger will proceed with the composite Scout Group.
- (f) Where a new composite Scout Group is formed, the model GROUP SUPPORTERS RULES will be formally adopted, and a bank account opened.
- (g) Should the merger result in a surplus hall belonging to The Scout Association, the continuing Group will consult with the Region Commissioner as to the course of future action.

8.25 Special Purpose Groups

8.25.1 School, College and University Groups

- (a) Such a Scout Group is one that is registered as sponsored by a School, College or University, and is composed entirely of those who are, or have been, at the School, College or University. It is essential that membership of such a Group shall be voluntary.
- (b) School/College Groups are included as Sponsored Groups in the ordinary scheme of administration by the District Commissioner. It is contrary to the spirit of Scouts NSW that any deviation from or relaxation of rules, other than those herein specified should be permitted in School/College Groups. If in any special case, any relaxation appears desirable, application is to be made through the Region Commissioner to the Chief Commissioner of Scouts NSW whose approval will, however, only be given in exceptional circumstances.
- (c) Though various reasons may prevent School/College Groups from mixing as fully as other Scout Groups with local Scouts, they should wherever possible keep in touch with local Scout Groups in order to engage in the program project patrols and the wider range of activities that might be available in the spirit of the Australian Scout Promise & Law.
- (d) A Scout who belongs to a School/College Scout Group only may, with the approval of the Group Leader of that Group, qualify for program components which may result in awards during the School vacations in any Group.
- (e) A Rover Scout Unit in a College or University is registered in the usual manner.
- (f) A Scout Group in a College or University should follow the pattern of normal student organisation and need not be restricted to Scouts and adult Leaders. Application for recognition must be made to Scouts NSW. A Scout Group/Unit may combine with a Guide Club that is registered by Guides NSW.
- (g) The provisions (which prohibits membership of more than one Group) do not apply to Scouts who wish to be a member of a School, College or University Scout Group/Unit in addition to their home Scout Group; and they may retain membership of any one such second Scout Group after ceasing to be a pupil or student so long as the rules of the Scout Group/Unit and their own circumstances enable them to continue full, regular, and active membership of the Scout Group.

8.26 Multi-Sectional (Composite) Groups

8.26.1 Purpose

A multi-Sectional (composite) Group is to overcome the situation where there are inadequate numbers of youth members to effectively run a Unit within a Scout Group and there is no other Scout Group within a reasonable distance for youth members to attend.

8.26.2 Guidelines

- (a) A composite Group may commence following consultation with the District Commissioner and Region Commissioner.

- (b) Units would normally meet at the same time whilst participating in their own program.
- (c) Some meetings and activities can be run to include all youth members.
- (d) In the case of older age units (Scouts and Venturer Scouts), the Group may “buddy-up” with a neighbouring Group and participate in the full Scout program including indoor and the outdoor adventure program i.e. camps, hikes, rock and water activities, Jamborees, Ventures and the like.
- (e) The adult members of either Scout Group may also act as mentors to other adult members in the composite Group.

8.26.3 Adult Leadership

- (a) The Leader who is taking charge of the composite Group must already hold a current Certificate of Adult Appointment and Certificate of Proficiency in one of the Units they are leading. It is expected the adult Leader will also attend the Scouting Essentials course of the attached Unit and in-service training where possible.
- (b) An Appointed Leader or delegated adult by the Group Leader should be in attendance and should hold the duty of care for the activity. Where direct supervision is not possible due to the nature of the program component then their needs to be either indirect or remote supervision provided to the activity by a responsible adult. An activity example of this would be a Patrol activity, journey or camp.
- (c) Youth members in these age Sections can help Assist and Lead running the program games, activities and nights which will help the adult Leaders in turn.
- (d) In the event of youth membership increasing, for example to two patrols the Scout Group should then operate as a normal Group.
- (e) The status of the composite Group is to be reviewed annually by the District Commissioner or Region Commissioner.
- (f) Duty of care must always be exercised. E.g. two deep Leadership.

8.27 Culturally Specific Groups

8.27.1 Establishment

When members of a community contact Scouts NSW State Service Centre wishing to start a culturally specific Scout Group, they are initially referred to the appropriate State Commissioner who will systematically work through the following procedures together with the Region Commissioner of the Region where the Group is located:

- (a) Determine in which Region the Scout Group wishes to operate.
- (b) Find out if the Scout Group already has a facility (community centre, cultural centre or similar) available to them.
- (c) Determine what Unit the Scout Group has resources to start while using the following guide in Table 6 of minimum numbers:

Table 6 Culturally Specific Scouts Unit Minimum Numbers

Culturally Specific Scouts Unit Minimum Numbers	
Joey Scout Unit	six to eight youth members and two adult Leaders
Cub Scout Unit	eight to twelve youth members and two adult Leaders
Scout Unit	eight to twelve youth members and two adult Leaders

Venturer Scout Unit	eight to twelve youth members and two adult Leaders
Rover Scout Unit	eight to twelve youth members and a minimum of 1 Rover Advisor or responsible other adult leader

- (d) Prepare a list of names, addresses and phone numbers of adult Leader recruits and the Section they wish to train for.
- (e) Provide all relevant details in writing to the appropriate Region Commissioner.
- (f) All culturally Specific Scout Groups are to operate under Scouts Australia P&R, Scouts NSW Organisation & Information Handbook, wear Scouts Australia uniform and follow Scouts Australia’s program.

8.27.2 Action by Region

The Region Commissioner will appoint appropriate personnel from within the Region to undertake the following:

- (a) Interview applicants.
- (b) Assist trainees to fill out appropriate forms.
- (c) Work out a suitable training program for each recruit and monitor it.
- (d) Appoint a mentor to each new Leader.
- (e) ensure that the Group is run and operates under the rules set out in P&R, Organisation & Information Handbook, Scouts Australia Program and wear uniform as described.

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Section 9 Roles of Group Leader, Group Council and Group Supporters Committee

9.1 Group Leader

The functions of the Group Leader are set out in P&R. Direct Link:

https://soz-central.s3.amazonaws.com/products/162/download_file/POLICY_AND_RULES.pdf

9.2 Group Council

The role of the Group Council is set out in P&R. Section R4.6 page 66.

9.3 Group Supporters

- (a) The role including functions of the Group Supporters is set out in P&R R4.7 page 66 and it will function in accordance with Scouts NSW State Policies, which must be adopted at its formation or as soon after as practicable. Any variations shall be operational only after approval of the Region Executive Committee.
- (b) In the case of any difference of opinion between:
 - (i) the Group Supporters and the Group Council, the matter must be dealt with using the Behavioural Management Processes of Scouts NSW, after the Sponsoring Authority has been consulted by the Group Leader in the case of a Sponsored Group, or
 - (ii) either the Group Supporters or Group Council and any parents, supporters, or other persons engaged in any undertaking for or on behalf of the Scout Group or any Unit of the Scout Group,

the matter must be dealt with using the Behavioural Management Process of Scouts NSW , after the Sponsoring Authority has been consulted by the Group Leader in the case of a Sponsored Group.

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Section 10 Joey Scout Unit

10.1 The Joey Scout Section

The Joey Scout Section motto and symbolic framework for activities within the Section are based around “Discover Adventure”.

10.2 Joey Scout Leaders (JSL)

10.2.1 Appointment

- (a) JSLs and Assistant Joey Scout Leaders (AJSLs) are appointed on the recommendation of the Group Leader, the District Commissioner and Region Commissioner. Certificates of Adult Appointment are issued by Scouts NSW.
- (b) Those appointed in Guides NSW, ACT & NT. may also be appointed in the Joey Scout Unit provided they meet the Association’s normal requirements.

10.2.2 Training

The training for JSL and AJSL in addition to the general qualifications are as follows:

- (a) A general knowledge of, P&R, O&I, and Scouts Australia Program Handbook, as well as practical knowledge of how to work and support our youngest youth members aged from 5-8 years. Additionally, Scouts Australia has role descriptions including a list of the key skills, knowledge and attitudes we expect all adult leaders to uphold and a Code of Conduct which all adult Leaders must abide by.
- (b) An understanding of the Personal Protection Policy and Procedures.
- (c) An adult Leader in the Joey Scout Unit is to be at least 18 years of age.

10.2.3 Functions

- (a) The JSL takes charge of the Unit with the help of one or more AJSL subject to the general supervision of the Group Leader.
- (b) The ratio of adult Leaders to youth members is 1 adult to 5 Joey Scouts . The ratio also needs to take into consideration the minimum requirement of two deep leadership. Use of helpers is encouraged. The minimum age for a youth helper is nine years of age but they must be at least a registered member of Scouts NSW. All helpers must have the approval of the adult section Leader and the Group Leader.

10.2.4 Uniform and Badges

- (a) JSL and AJSLs wear uniform and badges as approved by Scouts Australia as outlined in P&R rule R14.2 appendix 4 page 122 and other support documentation.

10.3 Youth Members

10.3.1 The Joey Scout Investiture

Children become Youth Members in the Joey Scout Section when they are invested. Youth Members are invested once completing the Introduction to Scouting and Introduction to Section components in the Program Essentials. The Investiture Ceremony is described in the Program Handbook during which the Joey Scout makes the Australian Scout Promise and receives the World Organization of the Scouting Movement (WOSM) Badge and Introduction to Section Badges as well as a Scarf and any other associated Branch, Region, District and Group Badges.

10.3.2 Eligibility Training

Before being invested, a young person, must have had their fifth birthday and be attending Primary School prior to commencing in the Unit. Additionally, they will need to have completed the Introduction to Scouting and Introduction to Section before Investiture.

10.3.3 The Youth Program

After investiture, the youth member can engage in the activities and programs of their Unit, broader Section and the whole organisation. Through the Program Essentials Milestones, the Joey Scouts will Participate, Assist and Lead in the four Challenge Area related activities. Additionally, if they want to, they can explore other components of the Program through Outdoor Adventure Skills and Special Interest Areas and if they choose can aim to meet the requirements of the Joey Scout Challenge Award, the Peak Award in the Joey Scout Section. All elements are outlined in the Scouts Australia Program Handbook and you can find out the specific requirements by logging on to the Scouts Australia Program Digital System.

10.3.4 Uniform and Badges

A Joey Scout wears uniform and badges as approved by Scouts Australia and as defined by the Program.

10.3.5 Unit Council

The Unit Council is a group of youth members and adult Leaders who lead aspects of the Unit. In the Joey Scout Unit, the Unit Council is a meeting of the whole Unit.

10.3.6 Patrol Leaders

Joey Scouts will take on the role of Patrol Leaders on a rotational basis which could be as short as a specific game or activity or could be as long as a grouping of weeks or a couple of months to work with a Program Cycle so that everyone can lead their peers. Patrol Leaders should be given specific responsibilities during an activity, based on the Joey Scout's ability and as outlined in a role description in the Youth Member Guides or on the Program Resources Website.

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Section 11 Cub Scout Unit

11.1 The Cub Scout Section

The Cub Scout Motto and Symbolic Framework for activities within the Section are based around "Create the Path".

11.2 Cub Scout Leaders (CSL)

11.2.1 Appointment

- (a) CSLs and Assistant Cub Scout Leaders (ACSL) are appointed on the recommendation of the Group Leader, the District Commissioner and the Region Commissioner. Certificates of Adult Appointment are issued by Scouts NSW.
- (b) Those appointed in Guides NSW may also be appointed in the Cub Scout Section provided they meet the Association's normal requirements.
- (c) A Cub Scout Unit shall comply with the Inclusive Membership Policy.

11.2.2 Training

The special knowledge for CSL and ACSL in addition to the general training of the organisation is as follows:

- (a) A general knowledge of P&R, O&I Handbook and the Scouts Australia Program Handbook as well as practical knowledge of how to work and support our Cub Scout aged youth members from 8 to 12 years of age.
- (b) An understanding of the Personal Protection Policy and Procedures.
- (c) An adult Leader in the Cub Scout Unit should be at least 18 years of age.
- (d) To ensure continuity it is most desirable that every Unit should have at least one ACSL, and where a Unit consists of more than three Patrols additional ACSLs are desirable.

11.2.3 Functions

- (a) The CSL takes charge of the Unit with the help of any ACSLs, subject to the general supervision of the Group Leader.
- (b) In deciding matters in relation to the Program and functions within the Unit the adult Leaders should work with the Cub Scouts on the design and delivery of the Cub Scout Program. This should take place through the Unit Council.

11.2.4 Uniform and Badges

CSLs and ACSLs wear uniform and badges as approved by Scouts Australia as outlined in P&R rule R14.2 appendix 4 page 122 and other support documentation.

11.3 The Cub Scout Unit

Each Unit will have 2 or more adult Leaders to meet two deep leadership requirements.

11.3.1 Patrols

- (a) The Unit is divided into Patrols, each consisting of 4-8 Cub Scouts, including a Patrol Leader and Assistant Patrol Leader.
- (b) Isolated Patrols maybe established in places where distance or special circumstances prevent the establishment of a Scout Group.

11.3.2 Patrol Leaders and Assistant Patrol Leaders

- (a) A Patrol Leader is a Cub Scout appointed by the Unit Council and CSL to lead a Patrol of Cub Scouts.
- (b) An Assistant Patrol Leader is a Cub Scout appointed by the Unit Council and CSL, in consultation with the Patrol Leader concerned, to assist the Patrol Leader and to take their place when absent.

- (c) Patrol and Assistant Patrol Leaders wear uniform and badges as approved.
- (d) Patrol Leader and Assistant Patrol Leader role descriptions can be found in the Youth Member Guides or on the Program Resources website which outline their roles and responsibilities to the Patrol.

11.3.3 Unit Leaders

Unit Leaders are Cub Scouts that have developed skills and experience from their time in the Unit. They will take extra responsibility for leading aspects of the program that happen on a whole Unit level. A Unit should have a maximum of 3 Unit Leaders; however, some units may not have any Unit Leaders. The Unit Leader role description can be found in the Youth Member guide or the Program Resources website.

11.3.4 Unit Council

The Unit Council is an informal body composed of Cub Scout Leaders of the Unit, the Patrol and Assistant Patrol Leaders and any other Cub Scouts as determined by the Unit as required to be a part of the Unit Council. Additional information about the Patrol System, Patrol, Assistant Patrol and Unit Leaders and the role of the Unit Council can be found in the Scouts Australia Program Handbook.

11.4 Youth Members

11.4.1 The Cub Scout Investiture

Children become Youth Members in the Cub Scout Section when they are invested into the Scouting Movement or re-affirm their Australian Scout Promise after moving from the Joey Scout Section. Youth Members are invested after completing the Introduction to Scouting (if new to the Scouting movement in Cub Scouts) and Introduction to Cub Scout Section components in the Program Essentials. The Investiture or Section transition Ceremony is described in the Program Handbook during which the Cub Scout makes the Australian Scout Promise and receives the World Organisation of the Scouting Movement (WOSM) Badge and Introduction to Cub Section Badges as well as a Scarf and any other associated Branch, Region, District and Group Badges.

11.4.2 Eligibility Criteria

Before being invested, or reaffirming their Australian Scout Promise a young person, is expected to have had their 8th birthday and have completed the Introduction to Cub Scout Section component of the Program Essentials.

11.4.3 The Youth Program

After Investiture/ Section transition, the Youth Member can engage in the activities and programs of their Unit, broader Section and the whole organisation. Through the Program Essentials Milestones, the Cub Scouts will Participate, Assist and Lead in the four Challenge Area related activities. Additionally, if they want to, they can explore other components of the Program through Outdoor Adventure Skills and Special Interest Areas and if they choose can aim to meet the requirements of the Grey Wolf Award, the Peak Award in the Cub Scout Section. All elements are outlined in the Scouts Australia Program Handbook and you can find out the specific requirements by logging on to the Scouts Australia Program Digital System.

11.4.4 Uniform and Badges

A Cub Scout wears uniform and badges as approved by the organisation as defined by the Program.

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Section 12 Scout Unit

12.1 Scout Unit Section

The Scout Section motto and Symbolic Framework for activities within the Section are based on “Beyond the Horizon”.

12.2 Scout Leaders (SL)

12.2.1 Appointment

- (a) SLs and Assistant Scout Leaders (ASL) are appointed on the recommendation of the Group Leader, the District Commissioner and the Region Commissioner. Certificates of Adult Appointment are issued by Scouts NSW.
- (b) Those appointed in Guides NSW may also be appointed in the Scout Unit provided they meet the Association’s normal requirements.
- (c) A Scout Unit shall comply with the Inclusive Membership Policy.
- (d) To ensure continuity it is most desirable that a Unit should have at least one ASL in addition to the SL and where a Unit consists of more than three patrols, additional ASLs are desirable.

12.2.2 Training

The special knowledge for SL and ASL, in addition to the general training of the organisation is as follows:

- (a) A general knowledge of P&R, O&I Handbook, Scout and the Scouts Australia Program Handbook as well as practical knowledge of how to work and support our Scout aged youth members from 1115 years of age.
- (b) Additionally, Scouts Australia has role descriptions which include a list of the key skills, knowledge and attitudes we expect all adult leaders to uphold and a Code of Conduct in which all adult Leaders must abide by.
- (c) An understanding of the Personal Protection Policy and Procedures.
- (d) An adult Leader in the Scout Unit must be at least 18 years of age.

12.2.3 Functions

- (a) The SL takes charge of the Unit, with the assistance of any ASLs subject to the overall supervision of the Group Leader.
- (b) The SL will, however delegate as far as possible, to the Unit Council all internal matters of Program, Unit Management including behavioural, and where reasonable consult the Unit Council on the expenditure of Unit funds.
- (c) The SL is responsible for the support and guidance of the Unit Leaders in their role. Where no Unit Leaders exist the Scout Leader is responsible for the support of the Patrol Leaders.
- (d) The Scout Leader shall ensure that, as far as possible all members of the Unit are given opportunities to develop leadership skills, and given responsibilities based on their age and social/mental development. This will be supported by the Youth Members Participating, Assisting and Leading in the Program of the Unit.

12.2.4 Uniform and Badges

SLs and ASLs wear uniform and badges as approved by the organisation as outlined in P&R and other supporting documentation.

12.3 The Scout Unit

It is preferable that a Scout Unit consists of a number of Scouts which will allow it to operate effectively.

12.3.1 Unit Council

- (a) The Unit Council is a group of youth members and adult Leaders that lead aspects of the Unit. In the Scout section, the Unit Council is a meeting of the Patrol Leaders, Assistant Patrol Leaders, Unit Leaders and adult Leaders. If suitable, other interested Scouts can also come along to Unit Council meetings and participate.
- (b) The Unit Council is responsible for the broad program planning, minor disciplinary issues, routine Unit management and for the policies and operations of the Unit, which are within the capacity and experience of its members. The training of Unit Leaders is also partly carried out through the Unit Council.
- (c) More information on the functions of the Unit Council can be found in the Scout Section Chapter of the Program Handbook.

12.3.2 The Patrol

- (a) The Scout Unit is composed of Patrols, each containing from four to eight Scouts, including the Patrol and Assistant Patrol Leaders.
- (b) The Unit should do as many activities as possible facilitated within Patrols.

12.3.3 Patrol Leaders and Assistant Patrol Leaders

- (a) A Patrol Leader is a Scout appointed by the Unit Council with support from the Unit Leader/s and Scout Leader/s.
- (b) The Patrol Leaders support their Patrol through activities at the Scout Unit and Patrol meetings and camps.
- (c) Patrol Leaders wear uniform and badges as approved by Scouts Australia.
- (d) Assistant Patrol Leaders are Scouts selected by the Unit Leader with the approval of the Unit Leader/s and Scout Leader/s to assist the Patrol Leaders and to take their place when absent.
- (e) Assistant Patrol Leaders wear uniform and badges as approved by Scouts Australia.

12.3.4 Patrol or Unit in Council

The Patrol or Unit in Council is a meeting of all the Scouts in a Patrol or Unit for the discussion of its affairs under the leadership of the Patrol Leader or Unit Leaders.

12.3.5 Unit Leader

- (a) Unit Leaders are more experienced Scouts that have developed skills and experience from their time in the Unit.
- (b) They will take extra responsibility for leading aspects of the program that happen on a whole Unit level.
- (c) They will also join in with different Patrols through Patrol-based activities, but normally don't have a home Patrol.
- (d) A Unit should have a maximum of three Unit Leaders. Units won't always have Unit Leaders – normally these positions are held only when a Unit has some more experienced Scouts with advanced leadership capabilities.
- (e) While the level of responsibility is different for each of these roles, they will all involve:

- (i) Leading individual Scouts under their guidance.
- (ii) Acting as a role model.
- (iii) Supporting and training other Scouts through their development.
- (iv) Empowering and providing mentors with necessary skills to act effectively.
- (v) Communicating regularly with all members of their Patrol or Unit.
- (vi) Contributing as part of a network with other Leaders and as a member of the Unit Council.
- (vii) Helping make sure Unit activities run well, and are improved through the use of the Plan>Do>Review> cycle.

12.4 Youth Members

12.4.1 The Scout Investiture

- (a) Adolescents become Youth Members in the Scout Section when they are invested into the Scouting Movement or re-affirm their Australian Scout Program after moving from the Cub Scout Section.
- (b) Youth Members are invested when they have completed the Introduction to Scouting (if new to the Scouting movement in Scouts) and Introduction to Scout Section components in the Program Essentials.
- (c) The Investiture or Section transition Ceremony is described in the Program Handbook during which the Scout makes the Australian Scout Promise and receive the World Organisation of the Scouting Movement (WOSM) Badge and Introduction to Scout Section Badges as well as Scarf and any other associated Branch, Region, District and Group Badges.

12.4.2 Eligibility criteria

Before being invested or re-affirming their Australian Scout Promise, the adolescent is expected to have had their 11th birthday and complete the Introduction to Scout Section component of the Program Essentials.

12.4.3 The Youth Program

After Investiture/ Section transition, the Youth Member can engage in the activities and programs of their Unit, broader Section and the whole organization. Through the Program Essentials Milestones, the Scout will Participate, Assist and Lead in the four Challenge Area related activities. Additionally, if they want to, they can explore other components of the Program through Outdoor Adventure Skills and Special Interest Areas and if they choose can aim to meet the requirements of the Australian Scout Award, the Peak Award in the Scout Section. All elements are outlined in the Scouts Australia Program Handbook and you can find out the specific requirements by logging on to the Scouts Australia Program Digital System.

12.4.4 Uniform and Badges

A Scout wears uniform and badges as approved by the organisation as defined by the Program.

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Section 13 Venturer Scout Unit

13.1 Venturer Scout Unit Section

The Venturer Scout Motto and Symbolic Framework for activities within the Section are based around “Look Wide”.

13.2 Venturer Scout Leaders (VL)

13.2.1 Appointments

- (a) Venturer Scout Leaders and Assistant Venturer Scout Leaders (AVSL) are appointed on the recommendation of the Group Leader, the District Commissioner and the Region Commissioner. Certificates of Adult Appointment are issued by Scouts NSW.
- (b) Those appointed in Guides NSW may also be appointed in the Venturer Scout Unit providing they meet the Association’s normal requirements.
- (c) A Venturer Unit shall comply with the Inclusive Membership Policy.
- (d) To ensure continuity, it is most desirable that every Venturer Scout Unit should have at least one AVSL in addition to the Venturer Scout Leader and where the Unit consists of more than 20 Venturer Scouts additional AVSLs are desirable.

13.2.2 Training

The special knowledge for Venturer Scout Leaders and Assistant Venturer Scout Leaders in addition to the general training of the organisation are as follows:

- (a) A general knowledge of, P&R, O&I Handbook and the Scouts Australia Program Handbook as well as practical knowledge of how to work and support our Venturer Scout aged youth members from 14-18 years of age.
- (b) Additionally, Scouts Australia has role descriptions of the key skills, knowledge and attitudes we expect all adult leaders to uphold and a Code of Conduct in which all adult Leaders must abide by.
- (c) An understanding of the Personal Protection Policy and Procedures.
- (d) An adult Leader in the Venturer Scout Unit should be at least 18 years of age.

13.2.3 Functions

- (a) The VSL holds the duty of Care of the Venturer Scout Unit, with the assistance of any AVSLs subject to the general supervision of the Group Leader.
- (b) The VSL will, however, delegate as far as possible to the Unit Council all internal matters of Program, Unit Management, behavioural matters discipline and administration, including the expenditure of Venturer Scout funds and in the management of the affairs of the Venturer Scout Unit the fullest possible use must be made of the Unit Council.
- (c) The VSL is responsible for the support and guidance of the Unit Leaders in their role. Additionally, they may offer mentorship to Venturer Scouts who are performing the roles of Project Patrol Leaders or Unit Council Members
- (d) The VSL shall ensure that, as far as possible all members of the Unit are given opportunities to develop leadership skills, and given responsibilities based on their age and social/mental development. This will be supported by the Youth Members Participating, Assisting and Leading in the Program of the Unit.

13.2.4 Uniform and Badges

Venturer Scout Leaders wear uniform and badges as approved by the organisation as outlined in P&R and other supporting documentation.

13.3 The Venturer Scout Unit

A Venturer Scout Unit consists of at least 8 Venturer Scouts and, ideally 15 -20 Youth Members to operate effectively. Units below the minimum number of 8 are permitted if:

- (a) The number of Venturer Scouts within a local geographical area is less than 8 and the DC considers that it is not practical for the Venturer Scouts to join a Unit in another geographical area, or
- (b) The membership of a Venturer Scout Unit falls below 8 and the DC is satisfied that the membership will increase to a minimum of 8 within a reasonable period, or
- (c) The circumstances within a Group or a local geographical area are such that the DC considers that the formation of a Unit with less than 8 members is warranted, provided always that it is understood the Association considers that a Venturer Scout Unit of less than 8 members is not in the best interests of the Venturer Scouts concerned.

13.4 Unit Combinations

The District Commissioner is responsible for the establishment of Venturer Scout Units within combinations in accordance with the following guidelines:

- (a) Venturer Scouts from a Scout Group with less than 8 Venturer Scouts may combine with those from another Scout Group or Groups to form a Venturer Scout Unit provided such combination is acceptable to the relative Groups and their members. In these circumstances, a Venturer Scout Unit will be attached to the Scout Group concerned, but the individual members may retain their original Group membership.
- (b) Where a DC considers that due to circumstances, it is in the best interests of the Venturer Scouts in a local geographical area, the DC may authorise the formation of a separate Group consisting initially of a Venturer Scout Unit only.
- (c) Venturer Scouts will be permitted to transfer from one Unit to another within a local geographical area subject to the approval of the DC.

13.5 Project Patrols

- (a) Patrols are part of our structure throughout the Scouting program. In the Venturer Scout section, the primary purpose of Patrols is realised through Project Patrols.
- (b) This purpose includes:
 - (i) Enabling Scouts to join others with similar interests and objectives to undertake greater adventures.
 - (ii) Providing leadership and social development through teamwork, responsibility-taking and planning opportunities.
- (c) Patrols might also be used in the Venturer Scout section to provide structure to specific activities:
 - (i) Creating a structure to coordinate the Unit, including activities and Plan>Do>Review> processes.
- (d) The Unit Council is also considered a Project Patrol; this group is formed to lead the Unit over a specific time period.

13.6 Unit Council

- (a) The Unit Council is a body elected by the Venturer Scouts from its Unit membership to be responsible for the management of the affairs of the Unit. No set numbers are prescribed, and its numbers and personnel may vary from time to time according to needs. Venturer Scout Leaders attend meetings in an advisory capacity, but the Unit Leader shall be an elected Venturer Scout.
- (b) The functions of the Unit Council include the development and implementation of the Scouting Program, general organisation and administration of the Unit, responsibility for the expenditure of its funds and support to Unit members in relation to the Achievement Pathways components.

13.7 Venturer Scouts in Council

On special occasions as required, a meeting of the complete Unit may be held for the discussion of its affairs under the leadership of the Unit Leader. This body does not replace the Unit Council.

13.8 Combined Meetings

- (a) Venturer Scouts in a local geographical area may meet together as desired for training or other activities.
- (b) Such activities will be stimulated and coordinated by the Region Leader (Venturers) or such other experienced adult Leader as the Region Commissioner responsible for the Venturer Scout Unit may appoint for the purpose.

13.9 Youth Members

13.9.1 The Venturer Scout Investiture

- (a) Adolescents become Youth Members in the Venturer Scout Section when they are invested into the Scouting Movement or re-affirm their Australian Scout Program after moving from the Scout Section.
- (b) Youth Members are invested when they have completed the Introduction to Scouting (if new to the Scouting movement in Venturer Scouts Unit) and Introduction to the Venture Scout Section components in the Program Essentials.
- (c) The Investiture or Section transition Ceremony is described in the Program Handbook during which the Venturer Scout makes the Australian Scout Promise and receives the World Organization of the Scouting Movement (WOSM) Badge and Introduction to Venturer Scout Section Badges as well as Scarf and any other associated Branch, Region, District and Group Badges.

13.9.2 Eligibility criteria

Before being invested or re-affirming their Australian Scout Promise, the adolescent is expected to have had their 14th birthday and complete the Introduction to Venturer Section component of the Program Essentials. Ideally Scout Section members would move to Venturer Scouts after the time in which they are 14.5 years of age and before their 15th Birthday

13.9.3 The Program

After Investiture/ Section transition, the Youth Member can engage in the activities and programs of their Unit, broader Section and the whole organisation. Through the Program Essentials Milestones, the Venturer Scout will Participate, Assist and Lead in the four Challenge Area related activities. Additionally, if they want to, they can explore other components of the Program through Outdoor Adventure Skills and Special Interest Areas and if they choose can aim to meet the requirements of the Queen's Scout Award, the Peak Award in the Venturer Scout Section. All elements are outlined in the

Scouts Australia Program Handbook and you can find out the specific requirements by logging on to the Scouts Australia Program Digital System.

13.9.4 Uniform and Badges

A Venturer Scout wears uniform and badges as approved by the organisation and as defined by the Program.

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Section 14 Rover Scout Unit

14.1 Rover Scout Unit Section

- (a) Rover Scout Unit Motto and Symbolic Framework for activities within the Section is “Beyond the Horizon”.
- (b) Rover Scouts are the oldest youth Section in the Scouting Movement in Australia and should be the culmination of up to 20 years of learning and development through the Program and its educational objectives. Rover Scouts can be known as both adults and youth members in the organisation depending on the context of the use. For the purposes of the program they are Youth members who engage in the Youth Program they are classed as adult members in the context of training, appointments and behavioural management within the organisation to manage the Rover Scout Unit.
- (c) A Rover Scout Unit should consist of at least 8 Rover Scouts and ideally more. Units below the minimum number of 8 are permitted if:
 - (i) The number of Rover Scouts within a local geographical area is less than 8 and the DC/ Region Rover Council considers that it is not practical for the Rover Scouts to join a Unit in another geographical area, or
 - (ii) The circumstances within a Group or a local geographical area are such that the DC/ Region Rover Council considers that the formation of a Unit with less than 8 members is warranted, provided always that it is understood the Association considers that a Rover Scout Unit of less than 8 members is not in the best interests of the Rover Scouts concerned.

14.2 Project Patrols

Patrols are part of our structure throughout the Scouting program. In the Rover Scout Unit, the primary purpose of Patrols is realised through Project Patrols. This purpose includes:

- (a) Enabling Rover Scouts to join others with similar interests and objectives to undertake greater adventures.
- (b) Providing leadership and social development through teamwork, responsibility-taking and planning opportunities.
- (c) Patrols might also be used in the Rover Scout Unit to provide structure to specific activities:
 - (i) Creating a structure to coordinate the Unit, including activities and Plan>Do>Review> processes.
- (d) The Unit Council is also considered a Project Patrol; this group is formed to lead the Unit over a specific time period.
- (e) For more information about the Patrol system in the Rover Scout Section refer to the Rover Scout chapter of the Program handbook.

14.3 The Rover Scout Unit

14.3.1 Unit Council

- (a) The Unit Council is a group of youth members and adult leaders that lead the Unit. In the Rover Unit, the Unit Council includes:
 - (i) The Unit Leader.
 - (ii) Other positions on the Unit Council (like Assistant Unit Leader, Treasurer, Secretary and others the Unit sees necessary at the time)
- (b) The Rover Scouts on the Unit Council are chosen by the Unit for a fixed period of time. This is normally about 12 months, though could also be based on a certain number of program cycles. Their responsibilities don't only involve attending Unit Council meetings – there will be tasks the Unit Council needs to complete in the meantime to keep the Unit and its program running smoothly.

14.3.2 Functions

- (a) The functions of the Unit Council include the development and implementation of the Scouting Program, general organisation and administration of the Unit, responsibility for the expenditure of its funds and support to Unit members in relation to the Achievement Pathways components and meeting additional training and policy requirements as outlined by Scouts Australia and Scouts NSW young adult members.
- (b) For more information about the Patrol System or Unit Councils in the Rover Scout Unit refer to the Scouts Australia Program Handbook.

14.3.3 Rover Scouts in Council

- (a) On special occasions as required, a meeting of the complete Unit may be held for the discussion of its affairs under the leadership of the Unit Leader. This body does not replace the Unit Council.

14.3.4 The Rover Scout Investiture

- (a) Young Adults become youth members in the Rover Scout Unit when they are invested into the Scouting Movement or re-affirm their Australian Scout Program after moving from the Venturer Scout Section.
- (b) Youth Members are invested when they have completed the Introduction to Scouting (if new to the Scouting movement in Rover Scouts Unit) and Introduction to the Rover Scout Unit components in the Program Essentials.
- (c) The Investiture and Section transition Ceremony is described in the Program Handbook during which the Rover Scout makes the Australian Scout Promise and receive the World Organization of the Scouting Movement (WOSM) Badge and Introduction to Rover Scout Section Badges as well as Scarf and any other associated Branch, Region, District and Group Badges.

14.3.5 Eligibility Criteria

- (a) Before being invested or re-affirming their Australian Scout Promise, the young adult is expected to have had their 18th birthday and complete the Introduction to Rover Scout Section component of the Program Essentials. Additionally, they will need to meet the organisational requirements of being an over 18 year old member including WWCC, Police Check and completion of the mandatory E learning Modules. The Unit Leader and Rover Scout Advisor should help you through these tasks if required.
- (b) Ideally Venturer Scouts would move to Rover Scouts after the time in which they are 18 years of age however if completing the Higher School Certificate, the Venturer Scout can stay in the

Venturer Scout Section until they finish their HSC year. The Rover Scout must have concluded their time in the Scouting movement as a youth member by the time in which they reach their 26th birthday.

14.3.6 The Program

After Investiture/ Section transition, the Youth Member can engage in the activities and programs of their Unit, broader Section and the whole organization. Through the Program Essentials Milestones, the Rover Scout will Participate, Assist and Lead in the four Challenge Area related activities. Additionally, if they want to, they can explore other components of the Program through Outdoor Adventure Skills and Special Interest Areas and if they choose can aim to meet the requirements of the Baden-Powell Scout Award, the Peak Award in the Rover Scout Section. All elements are outlined in the Scouts Australia Program Handbook and you can find out the specific requirements by logging on to the Scouts Australia Program Digital System.

14.3.7 Uniform and Badges

A Rover Scout wears uniform and badges as approved by the organisation and as defined by the Program.

14.4 Leader Responsible

- (a) A Rover Scout Unit shall have a Unit Leader appointed who has been trained in the Scouting Essentials.
- (b) A Responsible Leader appointment will be held by:
 - (i) the Unit Leader, and/or
 - (ii) the Rover Adviser as determined by the Rover Scout Unit.

14.5 Unit Leader

- (a) The Unit Leader is the leader elected by the Unit from its membership.
- (b) The Unit Leader assumes responsibility for the management of the Unit. The role description of the Unit Leader can be found in the Youth Member Guide or the Program resources website.
- (c) The Unit Leader shall have completed training at minimum a Rover Scout BPS or Scouting Essentials Course prior to the issue of a Certificate of Proficiency.
- (d) The appointment of Unit Leader is made by the Rover Unit.

14.6 Rover Adviser

- (a) Rover Advisers are selected by the Unit to perform advisory functions as required by the Unit and its members.
- (b) A Rover Adviser must have attained their 27th birthday. It is normally preferred that a Rover Adviser has attained their 30th birthday.

14.7 Advancement through the Units of a Scout Group Unit Age Ranges

- (a) Moving from one Unit to another within the Scout Group represents a major step in the life of most youth members. If poorly managed, the advancement process can be a contributing factor in the loss of a youth member. It is therefore important that considerable thought is given to the timing and process by which advancement occurs to ensure that the process is as smooth as possible.
- (b) The following guidelines for advancement should be considered by the Group Council. They are intended to be a guide NOT rules or regulations to be applied in an inflexible manner.

14.7.2 Flexibility

The advancement of individual members should be based on intellectual and social maturity and readiness which should always be considered first. This will be different for each child and will be influenced by factors such as, age and participation in activities.

14.7.3 Frequency

- (a) Have advancement ceremonies at least twice a year. This may mean that some youth members will go up to the next Unit slightly earlier or slightly later than other members. Advancing in small groups is considered better than advancing individually however this decision is up to the individual advancing, their careers and the conversation should be supported by the Unit Leader and adult Leaders.
- (b) The Group Council should review the ages of youth members on a regular basis and determine a suitable timeframe for youths to start their transition to the next Unit.
- (c) The appropriate responsible adult- usually a Parents or guardian will need to be consulted about their child advancing to ensure they are comfortable with the change, and they know the process.
- (d) In some circumstances, youth members may benefit from an extended transition period during which they continue to attend and participate in both Sections (even after a theoretical advancement date).
- (e) In some circumstances it might be preferable to de-emphasise the importance of having a specific advancement date.
- (f) Consideration should be given to timing of advancement ceremonies in relation to key points during the School year (e.g. School terms, exams).
- (g) Once the Youth member transition to the next Unit in their Group they will work at completing the Introduction to Section badge for that Section and then reaffirm their Promise.

14.8 Rover Finances

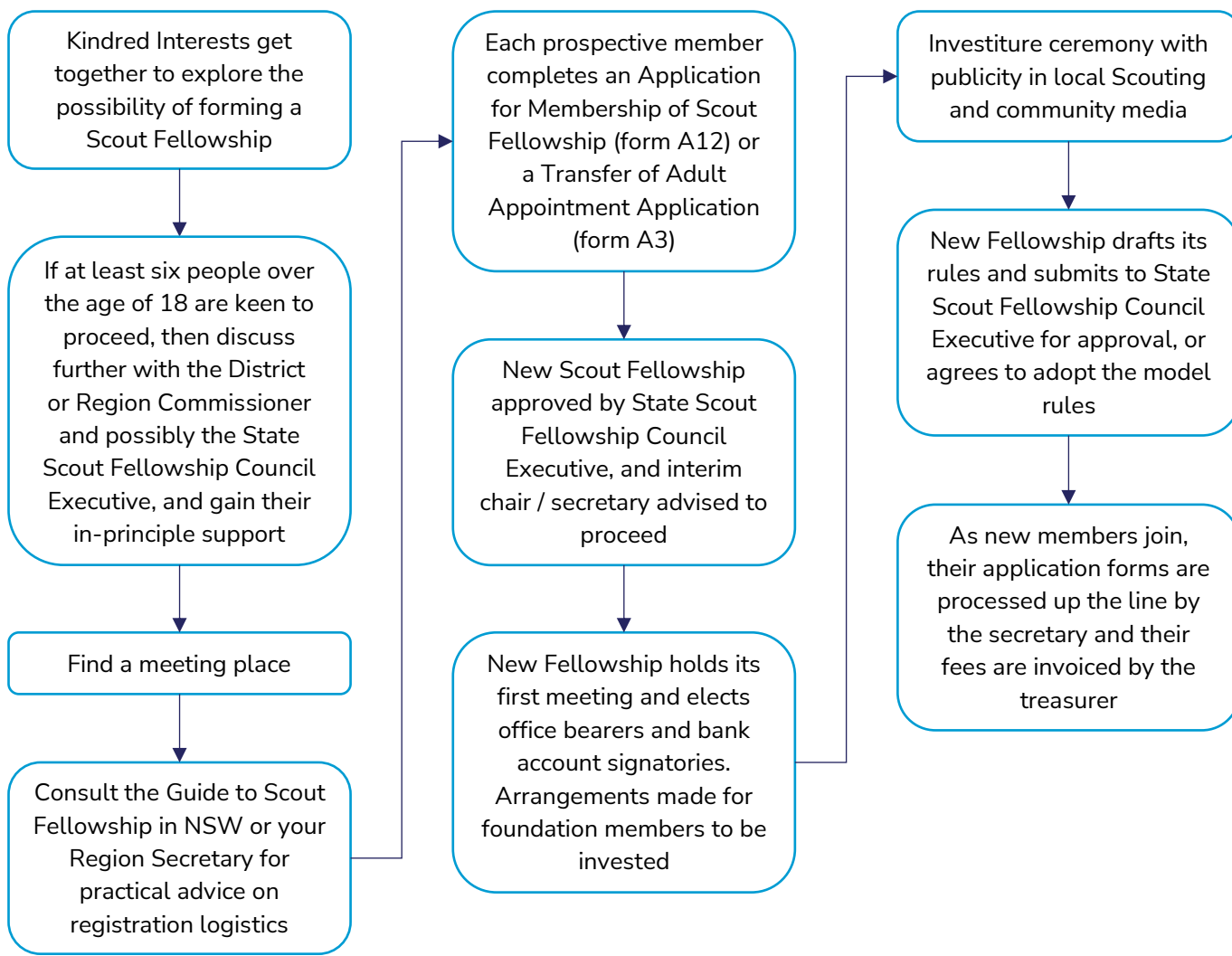
- (a) Rover Scout Units (and the State Rover Council) maintain their own bank accounts in the name of The Scout Association of Australia NSW Branch XXX Rover Scout Unit. Units are required to pay GST and arrange for their accounts to be audited prior to their annual general meetings, which must be held prior to the State Rover Council annual general meeting in April.
- (b) Most Rover Scout Units assist with fundraising. Treasurers must be familiar with the Fundraising and Sponsorship Policy in the web-based Organisation and Information Handbook to ensure compliance with the Charitable Fundraising Act and Regulation (NSW).
- (c) The Rover Scout Unit treasurer is responsible for the Unit's assets, including scarves and badges, and handles all associated merchandising and accounting. Banking and reporting shall conform with the practices as outlined by Scouts NSW.

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Section 15 Scout Fellowship

Scout Fellowship is for adults in Scouting. In NSW you must be at least 18 years old to be a registered member of Scout Fellowship. Many Fellowship members hold primary appointments elsewhere in Scouting and join a Fellowship to contribute additional skills and maintain contact with friends. Associate membership provides full access to Fellowship activities without all the benefits of full membership.

Figure 1 Process for Formation of a Scout Fellowship



15.1 State Policy

All Scout Fellowships in NSW must conform with this State Policy and the operating protocols of the location in which the Fellowship meets.

15.2 Authority

This policy carries the approval of the NSW Chief Commissioner and can only be amended by the Chief Commissioner on the recommendation of the State Scout Fellowship Council.

15.3 Name

Each Fellowship shall have a unique name followed by the words Scout Fellowship.

15.4 Purpose

The purpose of Scout Fellowship is to provide opportunities for members to enjoy mutual support, maintain contact with the Scout movement, and continue the ideals of service to Scouting through assistance to the Scouts NSW youth program and to the wider community.

15.5 Aims

- (a) To provide continuity of service for members who attain the age of 18 years and who might otherwise be lost to Scouting due to constraints of time, career, family, continuing education and place of living.
- (b) To allow members to share their wealth of experience, knowledge and contacts on an ongoing basis.
- (c) To maintain personal connections and the potential to resume a more active appointment when circumstances allow.
- (d) To provide an avenue for new members to join Scouting, and former members to re-join.
- (e) To provide specialist resources for major events and projects.
- (f) To hold social activities that are enjoyable and maintain enthusiasm for Scouting.

15.6 Membership

- (a) Anyone over the age of 18 can join Scout Fellowship, subject to their meeting the necessary standards and approvals required by Scouts NSW.
- (b) Applicants must accept the purpose of Scouts Australia, its principles embodied in the Scout Promise, its codes of ethics and conduct, and its policies and rules.
- (c) Prospective members must complete the standard application form, including all pre-requisites, and be approved by their Scout Fellowship and the State Scout Fellowship Council represented by the State Commissioner Fellowship.
- (d) Membership is formalised by investiture and making or reaffirming the Scout Promise.
- (e) If a member for good reason cannot attend Fellowship activities over an extended period then special leave of absence or honorary membership might be considered.

15.7 Member responsibilities

- (a) Fellowship members should set a good example and be role models for youth members.
- (b) Fellowship members should actively engage with the youth program.
- (c) Fellowship members must maintain currency of their Working with Children Checks and e-learning modules as required by Scouts NSW.
- (d) Fellowship members shall pay state membership fees and annual Fellowship subscriptions when requested, and if in arrears for over 12 months without showing good cause may be deemed to have ceased being a member.

15.8 Termination

- (a) A Scout Fellowship may suspend the membership and privileges of any member who is guilty of misconduct detrimental to the good name of Scouting, or who disobeys its rules.
- (b) A member may voluntarily retire from a Scout Fellowship by lodging their resignation in writing with the Fellowship secretary.
- (c) A member who resigns may be readmitted to a Scout Fellowship.

15.9 Uniform

- (a) Full members of Scout Fellowship, whose state membership is current, may wear the leader uniform, including a nametape and State Fellowship badge on the right sleeve, and the Fellowship scarf.
- (b) Alternatively, members may wear an informal variant which might comprise a polo shirt unique to their Fellowship, along with the Fellowship scarf. Smart casual clothes and the scarf are otherwise acceptable.
- (c) Scout Fellowship colours are [azure blue \(Pantone 7709c\) and white](#)

15.10 Finance

- (a) Scout Fellowships (and the State Scout Fellowship Council) maintain their own bank accounts in the name of The Scout Association of Australia NSW Branch XXX Scout Fellowship. Fellowships are required to pay GST and arrange for their accounts to be audited prior to their annual general meetings, usually held in April.
- (b) Most Scout Fellowships assist with fundraising. Treasurers must be familiar with the Fundraising and Sponsorship Policy in the web-based Organisation and Information Handbook to ensure compliance with the Charitable Fundraising Act and Regulation (NSW).
- (c) The State Scout Fellowship Council treasurer is responsible for the Council's assets, including scarves and badges, and handles all associated merchandising and accounting. Banking and reporting shall conform with the same practices as apply to individual Scout Fellowships.
- (d) Further information is available in the [Guide to Scout Fellowship](#) in NSW under the Role of treasurer or from the treasurer of the State Scout Fellowship Council - for contact details see the back of the Guide.

15.11 State Scout Fellowship Council

15.11.1 Role

- (a) To promote Scout Fellowship and Fellowship activities, and to encourage the development of Scout Fellowships within NSW;
- (b) To be the communications point between Scouts NSW and Scout Fellowships in other Branches;
- (c) To be the communications focus and source of guidance for all NSW Scout Fellowships;
- (d) To advise the Chief Commissioner on the rules and methods by which it governs and administers its operations;
- (e) To ensure compliance with the Chief Commissioner's requirements on matters affecting the rest of the movement, including liaison with other sections of Scouting within the state and relations with outside organisations;
- (f) To set standards for Scout Fellowships within the state and ensure that Fellowship policy and rules are adhered to.

15.12 Delegates and Executive

- (a) Each financial Scout Fellowship in NSW is entitled to send two financial voting members to the State Scout Fellowship Council and as many additional members as it sees fit. These members shall also be financial.
- (b) Those delegates shall elect an Executive Committee at each annual general meeting comprising:
 - (i) A Chair;

- (ii) A Deputy Chair;
 - (iii) A Secretary;
 - (iv) A Treasurer;
 - (v) A Marketing and Communications Officer;
 - (vi) any other positions needed to assist the Council over the next 12 months.
- (c) The role of the Executive is to deal with matters requiring immediate action, and any decisions taken must be ratified at the next general meeting of the full Council. A minimum quorum of three is required for Executive meetings with voting to be determined by a show of hands and simple majority.
- (d) No member shall hold more than one Executive position.
- (e) Casual vacancies are filled by a vote at the next general meeting of Council.
- (f) Subject to the Chief Commissioner's approval, the State Scout Fellowship Council chair shall be appointed State Commissioner Fellowship for the duration of their tenure and report to their uplines in the prevailing State organisational structure.

15.13 Meetings

- (a) In addition to the annual general meeting, which normally takes place in May and no later than 31 May each year, the State Scout Fellowship Council shall meet at least twice annually. Additional Executive Committee meetings and special meetings may be convened at any time.
- (b) Special meetings can only be convened by the chair or deputy chair on request of no less than 20% of delegates.
- (c) Notice of any meetings shall be sent to Scout Fellowship secretaries not less than seven days beforehand, and preferably earlier to allow secretaries to inform their members.
- (d) Should any matter come to a vote, a quorum shall consist of one third of eligible Fellowships with voting to be determined by a show of hands and simple majority. There is no provision for proxy voting. Should the vote be tied, the chair shall have a casting vote.
- (e) Wherever possible, provision should be made for teleconference or video conferencing access for delegates living in regional, rural and remote parts of the state.

15.14 Individual Rules for Scout Fellowships

Within the limitations of the State Policy, individual Fellowships are encouraged to develop their own local rules. A set of model rules is offered for the guidance of Scout Fellowships who may choose to adopt them in full or in part, with any variations from the model rules being subject to agreement by the State Scout Fellowship Council. In the absence of individual Fellowships formulating their own rules, the model rules will apply.

15.15 Model Rules for Scout Fellowships

15.15.1 Name and authority

- (a) This Scout Fellowship is named the XXX Scout Fellowship. It is referred to in these rules as the Fellowship.
- (b) The Fellowship shall operate with the approval of the NSW Chief Commissioner and the State Scout Fellowship Council.

15.15.2 Role

- (a) The role of the Fellowship is to [insert role]. It operates:
 - (i) As a vehicle for continued Scouting service;
 - (ii) As a source of volunteers to assist with Scouting activities; and
 - (iii) As an avenue for social activities that are fun and appealing.

15.15.3 Membership

- (a) Members of the Fellowship shall be at least 18 years of age.
- (b) Any person of good standing in the community may join the Fellowship subject to their meeting the necessary standards and approvals required by Scouts NSW.
- (c) Applications for membership shall be submitted on the prescribed form lodged with the Fellowship secretary.
- (d) New members must be approved by the Fellowship.
- (e) New members shall be invested into the Fellowship by the chair who will present them with a Fellowship scarf, badge and nametape. The scarf is turquoise and may carry a Scout Fellowship badge at the apex.
- (f) Members may resign in writing to the secretary at any time but shall forfeit any subscriptions paid in advance.
- (g) Persons in good standing who resign shall be readmitted as members after submitting the prescribed application form and being approved by the Fellowship.

15.16 Observance

- (a) Members of the Fellowship must practise the ideals of Scouting as embodied in the Scout Promise and Law, the aims and principles of the Movement and the Codes of Ethics and Conduct.
- (b) Members of the Fellowship must abide by these rules.
- (c) Fellowship members are required to actively support the work of the Fellowship. As a minimum, unless disability, place of living or any other valid reason makes attendance difficult, a member is expected to assist on at least four occasions each year.
- (d) The Fellowship shall grant any member leave of absence for up to one year. Any extensions beyond one year will require the Fellowship's further approval towards the end of the initial period of leave, and annual approval thereafter. Such approvals are not automatic. Honorary membership is also an option and does not require annual review.
- (e) The Fellowship may terminate the membership of any person who disobeys the rules of Scouting, or who fails to abide by Fellowship decisions, or whose actions are detrimental to the good name of the Fellowship. Non-observance of these rules, a lack of commitment to the annual volunteer obligation without mitigating circumstances, and non-payment of Fellowship subscriptions are grounds for termination.

15.17 Officers

- (a) Core positions shall include:
 - (i) Chair;
 - (ii) Deputy Chair;
 - (iii) Secretary;

- (iv) Treasurer; and
- (v) Marketing and communications officer.

Officers holding these core positions shall be members of the Fellowship Executive.

- (b) Non-core positions shall include:
 - (i) Delegates to State Scout Fellowship Council (2 positions); and
 - (ii) Other positions as determined from time to time.

Officers holding these non-core positions may be members of the Fellowship Executive as determined by the chair.

- (c) No more than one core position shall be held by the same person. Non-core positions may be held by people already holding core positions.
- (d) All positions, core and non-core, shall be declared vacant at each annual general meeting and all positions shall be re-elected from the body of the Fellowship.
- (e) Should an officer resign during their term; the casual vacancy shall be filled by election at the next general meeting of the Fellowship.
- (f) Any officer may be dismissed by a two-thirds majority vote at a full meeting of the Fellowship.
- (g) Position descriptions (see Roles of Executive Members in the Guide to Scout Fellowship [in NSW](#)) shall be considered to be part of these rules.

15.18 Meetings

- (a) The Fellowship shall aim to meet at least four times a year to conduct general business and hold functions. The annual general meeting is included in this total.
- (b) The Fellowship Executive shall meet as required.
- (c) The annual general meeting and election of officers should be held before 30th April.
- (d) Special meetings may be called to transact urgent business at the request of the chair, Fellowship Executive or by any three members in writing to the secretary who will then give a minimum of seven days' notice to all members.
- (e) Formal meetings will normally be held at [insert location], which is the base for the XXX Scout Fellowship. Initially they are scheduled for [insert months], starting at [insert times], but arrangements can be expected to change over the life of the Fellowship. It is important that meetings be held at a time and place most suitable to a majority of members, and this could include a change of venue at short notice or use of a teleconference or online video conferencing.
- (f) Meeting protocols shall be considered to be part of these rules.

15.19 Committees

- (a) The Fellowship or Fellowship Executive may establish permanent or temporary committees to assist its operations. Committee members need not be Fellowship members.
- (b) All committees report to the Fellowship, and any significant recommendations require the Fellowship's approval.
- (c) Committee protocols may be included in the Fellowship rules.

15.20 Fellowship Executive

- (a) The role of the Executive is to:

- (i) Transact urgent business;
 - (ii) Carry out tasks assigned to it by the Fellowship;
 - (iii) Prepare background information and proposals for the Fellowship;
 - (iv) Carry out administrative duties necessary for the efficient operation of the Fellowship;
 - (v) Keep the State Scout Fellowship Council and State Commissioner Fellowship informed of the Fellowship's affairs; and
 - (vi) Prepare an annual report for each annual general meeting including the past year's activities, plans for the coming year and financial statements.
- (b) The Executive reports to the Fellowship, and any significant decisions require the Fellowship's approval.
 - (c) The Executive shall meet as required and maintain close communication with the rest of the Fellowship.
 - (d) Executive protocols may be included in the Fellowship rules. The State Policy for Scout Fellowships should provide some assistance in this area.

15.21 Finance

- (a) The Fellowship shall conduct its finances in accordance with prevailing Scouts NSW policies and procedures.
- (b) The financial year for Scout Fellowships is the calendar year 1 January to 31 December.
- (c) The Fellowship shall operate a bank account under the name of Scout Association of Australia, NSW Branch, XXX Scout Fellowship.
- (d) The following officers shall be signatories to the bank account:
 - (i) Chair;
 - (ii) Secretary; and
 - (iii) Treasurer.

Any two of the above three signatories may operate the account. Additional signatories may be included by formal vote at an annual general meeting, with either two or three to sign. All signatories shall be provided with online access to the Fellowship bank account.

- (e) The Fellowship may raise money as it sees fit to fund its projects, subject to the provisions of the Charitable Fundraising Act and Regulation (NSW) and prevailing Scout policy.
- (f) A statement of income and expenditure shall be prepared by the treasurer for adoption at each general meeting of the Fellowship.
- (g) An audit of the Fellowship's finances must be conducted by an external auditor before 31 March each year, and the auditor shall prepare a report to be included with the financial statements presented to the annual general meeting.
- (h) Members may pay an annual subscription to help defray routine Fellowship expenses. The subscription shall be kept low to encourage membership and not be a burden on retired members. Those Scout Fellowships that have an annual subscription usually charge between \$20 and \$30, with the amount subject to annual review and agreement at each annual general meeting.
- (i) Subscriptions are payable no later than 30 September for the financial year ending on the following 31 December. Members whose subscriptions are in arrears by 12 months or more must show good cause why their membership should continue. After 12 months, such members who do not respond

to one written request for payment within 30 days of sending shall cease to be members of the Fellowship.

- (j) A Fellowship member whose state membership fees payable to The State Service Centre are not paid by another formation shall pay this fee to the Fellowship treasurer. The treasurer shall then remit this payment to The State Service Centre on the member's behalf. State membership fees are additional to the annual Fellowship subscription.
- (k) Members must be financial to vote at meetings of the Fellowship and State Scout Fellowship Council, including annual general meetings.
- (l) The Fellowship shall pay an annual affiliation fee to the State Scout Fellowship Council as determined by the Council.

15.22 Paramount laws and rules

Nothing in this document shall contradict anything contained in the *Royal Charters, Act of Incorporation and any subordinate legislation* (NSW), the NSW Branch Constitution and by-laws, and any policies and rules having force within Scouts NSW (The Scout Association of Australia, New South Wales Branch).

15.23 Variations to model rules

- (a) The Fellowship may vary these rules to facilitate the conduct of its business.
- (b) Once agreed, these rules shall not be further amended unless subject to a motion on notice to the Fellowship.

15.24 Amendments

- (a) These rules may only be amended if written notice of any proposed changes is given at least 21 days prior to a meeting of the Fellowship. The proposed changes are then tabled and discussed at that meeting, and at least two-thirds of financial members present must vote in favour for the changes to proceed.
- (b) Such amendments shall not take effect until approval is granted by the State Scout Fellowship Council.

15.25 Distribution

- (a) People seeking to join the Fellowship should be given a copy of these rules before lodging their membership applications.
- (b) If possible, these rules shall be available for download from the XXX Scout Fellowship's website.

15.26 Approval

- (a) I, [insert name], chair of the XXX Scout Fellowship, declare that this document has been approved by the Fellowship.
(Signature) (Date) 20NN (with all pages initialled)
- (b) I, [insert name], Chair of the State Scout Fellowship Council, declare that this document has been approved by the Council.
(Signature) (Date) 20NN (with all pages initialled)

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Section 16 Resource Advisors, Adult Helpers and Youth Helpers

16.1 Adult Helpers

A parent of a youth Member or an adult interested in the work of the Scout Association, who on a casual basis (i.e. no more than once per term as per *The Child Protection Act Regulation 2013*) assists the Leaders of any Unit of the Scout Group with the operation of that Unit, will be known as an Adult Helper, a non-uniformed role. While this is not an appointed position, Group Leaders must satisfy themselves as to the suitability of the person concerned. An Adult Helper who assists with a Unit more than once per term must obtain a Working with Children Check and complete (form A2) "Application for Adult Helper" and any training required. All parents of a youth member in any Section where they may be required to stay overnight at an activity will require a Working With Children Check and are required to fill in an Application for Adult Helper.

16.2 Youth Helpers

- (a) The Adult Joey Scout Unit Leader, the Adult Cub Scout Unit Leader or the Adult Scout Unit Leader may, with the approval of the Group Leader and appropriate Adult Unit Leader concerned, obtain the services of a Unit Member as a "Youth Helper" from the Cub Scout Unit, Scout Unit or Venturer Scout Unit.
- (b) Minimum age 9 years for a Cub Scout assisting with a Joey Scout Unit, 12 years for a Scout assisting with a Cub Scout Unit & 16 years for a Venturer Scout assisting with a Scout Unit or, with the approval of the Region Leader/Guide Commissioner concerned a Senior Guide.
- (c) Cub Scouts, Scouts, Venturer Scouts, Senior Guides and non-Scouting personnel must serve a satisfactory period of three months with the Unit and in NSW complete a "Youth Leadership" Course before being appointed as a Youth Helper. Youth Helpers are required to complete an "Application for Appointment as a Youth Helper" (Form Y9). Non-Venturer Scouts are also required to complete an "Application for Youth Membership" (Form Y1). On appointment non-Venturer Unit members will be invested as Members of the Scout Movement.
- (d) Training for Youth Helpers is by attending a "Youth Leadership" Course. The appointment of a Youth Helper under this Rule shall terminate on the person concerned reaching the age of 18 years.
- (e) Youth Helpers may:
 - (i) Attend every Unit meeting.
 - (ii) Run activities games under the supervision of the unit Leaders.
 - (iii) Under the supervision of the Unit adult Leaders assist in all aspects of the unit program.
 - (iv) Assist by having gear in readiness for games, activities, craft, etc.
 - (v) Assist in a minor capacity in ceremonies where appropriate.
 - (vi) Attend Unit Training Meetings {with the approval of the District or Region Leader.
 - (vii) Attend Region functions i.e. Konaras, Seeonees, Mindari's, Annual Meetings etc. (with the approval of the District or Region Commissioner).
- (f) Youth Helpers must not in any circumstances:
 - (i) Take charge of a Unit or any part of a Unit at any time.
 - (ii) Attend any adult training course.
 - (iii) Perform a role that would be taking away from the Leadership opportunities of the youth members within the Section in which they are helping

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Section 17 Behaviour Management for Scouts with Behavioural Challenges

Scouts NSW strongly supports all young people and it seeks to be a welcoming safe place, free of discrimination. As an organisation, it will take all reasonable steps to provide equality in access to Scouting for all young people. It recognises its paramount duty is to support scouts, but no less vitally importantly, it must also support its leaders.

P1.8.8 (2) of the Scouts Australia policy states;

“Scouts Australia provides for the admission of young people with physical, intellectual or sensory impairments as members of regular Scout Groups, or as members of Special Groups. However, the youth training program may not be suited to some young people with severe to profound impairments. Consideration should be given to other specialist organisations, which are able to offer appropriate youth programs for such young people.”

Things like the levels of activity and noise within Scouting, as well as new situations/ activities /social interactions can cause challenges for a young person with behavioural difficulties. This is especially so for some young people with, for example, Autism Spectrum Disorders, or Attention Deficit and Hyperactivity disorders.

Where a young person with additional needs is joining Scouts, Scouts NSW suggests an initial meeting with the parent or carer. This will enable the leaders to identify the young person's individual needs and plan any support needed to enable them to access Scouting. Ideally, this conversation would take place face to face. The conversation should involve the leader, parent or carer and, if appropriate, the young person themselves. Ensure that the meeting feels like a conversation, not an interview; it is just the starting point of an ongoing relationship.

Scouts NSW knows the resources, experience, leader to scout ratios and physical capacities of each hall/group will vary. It is for this reason Scouts NSW recognises that what may be reasonably provided by each group, will also vary.

Reasonable steps a leader could consider:

- Meeting with a parent or carer to gather guidance on what may trigger behavioural challenges and considering if this can be minimized.
- Providing a quiet but visible area, for the Scout to take themselves to calm down if they need to. (This capacity to provide this will differ according to the facilities of the individual group.)
- Ask to see the School's behaviour support plan, if possible, to gather ideas.
- Adapt the uniform worn, badge requirements or be flexible with age grouping if necessary.
- Where behavioural challenges mean a scout needs 1:1 regular assistance or supervision to ensure safety and participation, it is recognized this will be beyond the resources of most scouting groups. It is then the responsibility of the parents/carer, to provide, or access the required support. Should a request be made to the parent/carer for such support and the scout arrive without a support person, it is reasonable for the leader to request the parent/carer collect the child until arrangements are made to provide one. This requirement should be reviewed on a regular basis and adapted as necessary.

Any episodes of concern should be documented by the Leaders, so they can see where the problems lie and consider discussing the problems at the Scout Troop Council (or equivalent), to see if the Scouts have any other ideas or input.

On rare occasions, a family may make the decision not to disclose a young person's additional needs to the Scout Group. The Scout Group should not attempt to make a diagnosis, but instead focus on making reasonable

adjustments to meet the needs displayed by the young person. The label of a specific condition is not as important as understanding the individual's needs and how this affects their participation in Scouting.

In this instance, first seek the parent/ carer's support, outlining the Group's drive to meet the needs of the young person, and better support them to participate in Scouting.

However, sometimes despite this and the best efforts of leaders, there may be situations where a particular Group does not have the capacity or resources to meet the needs of a young person or may not be able to make the reasonable adjustments necessary. The decision of the Group should be first discussed with the District Commissioner or Special Needs Team, to see if they can provide any additional help to the Group prior to meeting with the parent or carer, though ultimately this decision is that of the Group Leader.

In such instances, it is best to meet with the parents/carers, Section and Group Leader, as well as the District Commissioner (if possible) and explain the concerns of the group and why you are unable to meet the needs of the child. If possible, assist the parent/carer to find an alternative Scout Group (such as a Special Needs group or a group with Leaders trained/experienced with this challenge) or even other organisation that can better suit the child's needs.

17.1 Scouting and Age of Consent in NSW

The age of consent – the age at which the government states someone is old enough to make their own decision about whether they want to have sex – varies across Australia and around the world. The information below is only relevant in NSW. The law of the place that you are in, at the time you have sex, will apply.

NSW has no legislation specifically regarding sexual activity between young people of a similar age, under the age of 16. The law in NSW is that age of consent is 16 years. This means that people (who have the mental capacity to give informed consent) aged 16 or over are considered able to make their own decisions.

Where everyone involved is over 16 and gives consent, it is legal. Conversely, where anyone is under 16, it is illegal.

In other states there are many 'close in age laws' which allow sexual activity between two young people, even when one (or both) are under-age. This type of law does not exist in NSW. While in reality the Police may use their discretion, we may not; we are legally required to report such activity to the Police/FACS (Family and Community Services).

Members should be aware that laws about consent vary state by state and NSW citizens are subject to the laws of the place they are situated when sexual activity takes place.

This can be done by contacting the Child Protection Team at The State Service Centre using the online reporting form on the Scouts NSW website, who will make an assessment and contact the authorities.

It is important to know if a young person is engaging in sexual activity with a person in a supervisory role, then the age of consent rises to 18 years.

A supervisory role could include people such as a coach/teacher/leader/healthcare worker etc.

Rovers should be particularly mindful of what their role is. The Police have and will criminally charge Leaders (and potentially Rovers) if they engage in sexual activity with a person 16 or 17 years of age.

Sexual activity involving consenting persons who have reached the age of consent is not reportable.

Relationships amongst people are an inevitable part of life and within Scouting it will be no different. However, if a relationship is disruptive or occurs in a manner that is disrespectful to others then Leaders should advise the members of this and ask them to be more mindful of others.

Relationships that do not cause disruption or involve behaviour that is disrespectful of others, are not in breach of the Scouting Laws.

Relationships between Leaders and youth members, even if the youth member is 18 years or older, may still be a breach of the Code of Conduct.

It is important that everyone involved in sexual activity consents to it, if consent hasn't been freely given, it is illegal.

Everyone must agree to sexual activity before it takes place. Agreeing doesn't mean "not saying no", or pressuring someone 'until they say yes'.

If someone agrees to sex and then changes their mind, then continuing to have sex is not consensual and is breaking the law.

For more information on consent, visit ReachOut's webpage (<https://au.reachout.com/articles/5-things-you-need-to-know-about-sexual-consent>).

All sexual activities must also be safe. For information about making choices about sex, visit <https://www.health.nsw.gov.au/sexualhealth/Pages/making-healthy-choices.aspx>.

17.2 AMENDMENT TO TERMS OF SUSPENSION ALLOWING CONDITIONAL RETURN TO SCOUTING IN SOME INSTANCES

17.2.1 Background

Managing behaviour and making decisions and implementing consequences in the Scouting environment is challenging due to the many different issues and matters with which we are confronted.

While we have policies and procedures in place, there are so many elements that must be considered, quickly and decisively, while demonstrating empathy, sympathy and flexibility. However above all, we must, and always will prioritise the safety of our young people.

When we are dealing with the choices made by or experienced by our members, we must consider the larger ramifications of our judgements/decisions; especially when those situations involve youth members, our duty of care is extraordinary.

It is not just Scouting assessment and judgment that is involved with some matters. When there are external parties involved – for example, the NSW Police Force may also be involved in the investigation of matters.

17.2.3 Sensible and sensitive management of youth activity during a complaint period

Where an investigation is taking a significant period of time for the Police or Scouts to investigate and where it is clear that there is a low likelihood of risk to any party, for example, if the parties are geographically distanced, or the alleged incident was at a major event, it is possible for Scouts to thoughtfully manage the complaint being investigated while not removing the youth member altogether from their Scouting experience.

17.2.3 Managing interactions

Where there is an active complaint which is likely to take more than a few months to resolve, consideration should be given to allowing the member to resume scouting with conditions set regarding that return to mitigate risk. To be clear, however, the primary and overarching consideration in any decision must always be the prevention of the risk of harm to any young person.

Examples of this could be (one or more may be applicable):

- Allowing a youth member to return to Scouting only in the company of a parent, or other nominated responsible supervisor.
- Not allowing the member to attend events where the person who has made the allegation is also in attendance.
- Allowing the member to return as a part of the Lones Group.
- Other appropriate measures as decided by the DCC (Governance) (or their delegate) in agreement with the Region Team. The ultimate decision involving a youth member is that of the RC and involving an adult is that of the SC CP&IM.

It is not the case that an adult leader accused of a child protection or other serious criminal matter will be able to return until all investigations, internal and external are resolved.

17.2.4 If complaint is upheld

If the outcome of a Police or Scouts investigation determines that the complaint is upheld, the member will then be dealt with in terms of the appropriate outcome for the situation, under the processes available to Scouts.

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Section 18 Support For Scout Groups

18.1 The Scout District

This is the first level of support for Scout Groups. A District is a collection of Scouts Groups in a geographical area under the control of a District Commissioner. For full details see P&R Rules R3 page 54.

18.2 The Scout Region: Organisation

A Region is a geographical area of NSW and is determined by Scouts NSW. The organisation and responsibilities of Regions is below.

18.2.1 Region Organisation

- (a) The Region organisation exists to provide the operations support link to every Group through Districts to enable the delivery of the youth program to be carried out in such a way as to the development of life skills of our youth members. The geographical locality to be administered by a Region and the name of the Region shall be determined from time to time by Scouts NSW Board of Directors.

18.2.2 Region Commissioner (RC)

(a) Appointment

- (i) Consistent with the National Adults in Scouting Strategy, the appointment of a Region Commissioner is for three years, with Adult Development Plans reviewed annually. Appointments are reviewed regularly (at least every 3 years) and can be extended at 3 yearly intervals, subject to appointment review outcomes and agreed by the Deputy Chief Commissioner (Operations) and Chief Commissioner.

(b) Functions

- (i) The Region Commissioner is part of the Branch Leadership team and the key link between the Chief Commissioner and the Region and/or District support structures at the Region. The Region Commissioner provides leadership and strategic support to the Region, Districts and Groups for the delivery of the Scout program.
- (ii) The functions of the RC are generally to be responsible to the appropriate Commissioner for the welfare, progress, and training of the members in the designated Region and for the maintenance of the policies and rules of the Association (both at a National and State level) and in particular:

(c) Inspiration and Personal Leadership

- (i) To inspire and enthuse Scouting in the Region, particularly the Region Commissioners in their broader Team, such as program and supporter function roles.

(d) Youth Program and General Support

- (i) To provide support through consultation and advice to each DC or their equivalent within the Region boundaries in the following areas:
 - (A) The definition of performance standards to be achieved by each DC or their equivalent.
 - (B) The preparation of plans to meet the strategic objectives of the State and operational plans of Groups within the District.
 - (C) The Youth Program and Training activities and maintain close liaison with the Region Rover Council.
 - (D) Marketing and promotion of the Scout Movement, including personal and visible support to each DC.
 - (E) Development and growth of Scouting within the Region so that every young person has the opportunity to participate in the Scout Program.
 - (F) Support and monitor the progress of each DC in the Region through development planning, including goal setting and review, and using ongoing consultation.
 - (G) Strongly encourage Scout Groups within the Region to develop and fill complete Groups. Note: Regions are not authorised to develop policies of their own without the prior approval of the appropriate State Committee / Commissioner or Board of Directors. In addition, Regions are not to produce any policies or rules that pertain to the area of youth program without the approval of the Assistant Chief Commissioner Youth Program (or equivalent role) at Scouts NSW.
- (e) **Management of Members**
 - (i) Implement staffing and personnel practices and relevant administration that conform to the National Adults in Scouting Strategy, formally adopted by Scouts NSW.
 - (ii) Establish and effectively maintain one or more Personnel Committees, which are to ensure that every applicant is assessed for suitability for the particular appointment being applied for.
 - (iii) Support and oversee the implementation of the Personal Protection Policy and Procedures within the Region.
 - (iv) Secure the services of persons suitable for appointment as Commissioners, and to deal with their selection, training, appointment, and performance review.
 - (v) Implement the Training and Development of Adults policy - in particular the ongoing and on-the-job training of District Commissioners, as a personal responsibility.
 - (vi) Ensure the effective working of Group Councils and Group Supporters Committees and receive from Groups copies of their annual report, including census returns and audited accounts.
 - (vii) Establish Management Committees for all Region campsites or activity sites.
 - (viii) Responsible for the functions of a DC where a vacancy occurs, until such time as the appointment of a replacement takes effect.
- (f) **Problem Solving**
 - (i) Investigate and settle disputes between members of Scouts Australia as required and as approved by State Service Centre (refer the relevant policies for Grievance and Dispute resolution).
 - (ii) Give decisions and, where appropriate, report to the Chief Commissioner on all matters referred to them as directed in P&R and other approved State Policies, procedures and practices.

(g) **Effective Communication**

- (i) Co-operate and maintain good relations with other Youth Organisations in the community, particularly Guides NSW, local media and with community leaders.
- (ii) Manage interaction with the local media in accordance with State Policy.

(h) **Review and Recognise Performance**

- (i) Assess, together with each District Commissioner or their equivalent, the performance of the geographical area under their control.
- (ii) Review and make recommendations to the appropriate Commissioner, on the registration of Scout Groups within the Region, including the de-registration of Scout Groups when the performance standards for the delivery of Scouting are not or cannot in a reasonable time be met by a Scout Group.

(iii) Deal with Decorations and Awards according to State procedures.

(i) **Property and Administration**

Keep the Region Executive Committee informed, on a timely basis, of operations support needs and plans for the future.

18.3 Vacancy

When the RC role is vacant, the functions will be performed by someone deputised by the appropriate Commissioner for the purpose until a permanent replacement is appointed.

18.4 Uniform and Badges

RCs wear uniform and badges as approved by National or the State.

18.5 Region Council

Membership, functions, and other appropriate matters are set as listed below.

18.6 Region Executive Committee

Membership, functions, finance and other appropriate matters, including those delegated by the Region Council, are set as listed in this O&I Handbook.

18.7 Disagreement of RC and Region Council

If the RC and Region Council are unable to agree in any case, the RC must refer the matter to Chief Commissioner.

18.8 Personnel Committees

- (a) Personnel Committees must be established to manage the appointment of Adult Members. Their functions extend to recruitment, renewal, and transfer interviews. Specifically, the interviews will address the interviewee's understanding of:
 - (i) Purpose, Principles, Mission and Method
 - (ii) their commitment to Scouting ideals,
 - (iii) the Code of Conduct,
 - (iv) their commitment to current and on-going training, and will make recommendations as to suitability for membership of the Association. These recommendations shall be based on fact and will include reference to performance during the appointed period. Where an exit

interview is deemed necessary, this will be conducted by the DC. Also, in consultation with Groups they will make recommendations as to alternate Human Resource strategies to enable succession planning and adequate Leadership at the local level.

- (b) These Committees shall be formed at the local level (usually aligned to divisions or equivalent) and their membership will include:
 - (i) District Leader (Adult Training and Development),
 - (ii) DC,
 - (iii) DL of the interviewee's Section.
- (c) All decisions taken by these Committees are to be by way of consensus. Any conflict in decision will cause the current application (e.g. new candidate, transfer, etc.) to be forfeited and not proceed.
- (d) These Committees will meet at intervals appropriate to the needs of the local Groups / Districts (usually not less than Monthly).

18.9 Region By-Laws

The Board of Directors of Scouts NSW under the provisions of Clause 10 of the Constitution of Scouts Australia NSW is empowered to constitute Region Councils under the control of and responsible to the Board and to prescribe By-Laws for Region Councils under clause 12 is similarly empowered under the provisions of Scouts Australia Policy and Rules (P&R). As defined in P&R, the terms Area and Region are interchangeable and have the same meaning. Scouts Australia NSW has decided to use the term:

- (a) Region to describe the organisational level that provides support to Groups, in accordance with the P&R Ruling.
- (b) Region Supporters Council to describe Region Council.
- (c) For guidance and direction of Region Executive Committees-, the model form of the By-Laws is set out hereunder. Where local conditions warrant minor alterations to the By-Laws, a Region Executive Committee may adopt such variations before submitting the By-Laws to the Board for approval, but such variations shall not alter the general structure or tenor of the standard By-Laws and only where good reason can be shown for departure from the model form of by-laws. Such By-Laws and any subsequent amendment thereof must be submitted to the Board for approval and shall not be effective until approval is given.

18.10 Region Supporters Council

To provide support to the Groups in their communities, a Region Supporters Council may be formed that has broad community representation. The Region Supporters Council should represent as broad a section of the community as possible to encourage the promotion and growth of Scouting.

18.10.1 Membership

- (a) The Region President if any (refer Section 4 of these By-Laws).
- (b) All Commissioners working within the Region.
- (c) The Region Vice-Presidents (if any), Region Chairperson, Region Treasurer, Region Secretary and Region Vice-Chairpersons (if any).
- (d) Two representatives from each Group in the Region, one of whom shall be a uniformed Leader holding a Certificate of Adult Appointment within that Group and one of whom shall be an adult supporter who does not hold a uniformed appointment.
- (e) Two representatives of the Region Rover Council, if not available an under 30 representative.

- (f) Any other additional supporters of Scouts Australia that may wish to continue their involvement in the Regions activities.

18.10.2 Functions

The function of the Region Supporters Council is to encourage the promotion of Scouting throughout the Region and to provide support where possible to the Region and its groups.

18.11 Region Executive Committee

18.11.1 Membership

Members of the Region Executive Committee are appointed or retired:

- (a) By the Region Commissioner in consultation with the Region President (if any). If a Region does not have an appointed President the Region Commissioner will consult with the Region Chairperson or their nominee.
- (b) By the Board of Directors of Scouts NSW. Where a termination is deemed unfair (i.e. by the existing members of the Region Executive Committee) an appeal may be made to the Board whose decision will be final.

18.11.2 Region Executive Committee Parties

The Region Executive Committee may consist of:

- (a) The Region Commissioner.
- (b) The Region President (if appointed).
- (c) The Region Chairperson, Region Treasurer, Region Secretary (if any), Region Vice- Chairperson (if any).
- (d) Up to five other Commissioners working in the Region, as nominated by the Region Commissioner.
- (e) Up to 7 others as appointed by the Region Commissioner, of which a minimum of 3 shall be nonuniformed lay personnel.
- (f) A representative from the Region Rover Council, if not available an under 30 representative.

18.11.3 Functions

- (a) To promote the welfare of Scouts Australia in the Region and to arrange for the harmonious cooperation between the Groups and with other organisations.
- (b) To act in conjunction with the Region Commissioner in all matters connected with Region finance and property and in the appointment and retirement of the Region Treasurer and Region Secretary.
- (c) When required by State Service Centre, collect each year, from all Groups within the Region, Census Returns and properly audited statements of receipts and expenditure, as well as other documents defined from time to time (e.g.: Fire Safety Statements) and return them promptly to State Service Centre.
- (d) To Present the Annual Operating Statement to the Annual Report Presentation of the Region each year.

18.11.4 Annual Report Presentation

- (a) The Annual Report Presentation of the Region shall generally be held each year in the months of May or June. Members of the Region Supporters Council should be invited to the Annual Report Presentation. Fourteen days' notice of the Annual Report Presentation shall be given by written

notice handed to or posted to the last known address of each member of the Region Supporters Council.

- (b) Presentation of the Annual Report and Annual Operating Statement. (Copies to be forwarded to the Board within one month of the Annual Report Presentation).
- (c) Announcement of the Region Executive Committee. Appointments of a Chairperson, Secretary and Treasurer as well as Vice-Presidents, if any. (No person to hold more than one position).
- (d) Announcement of the appointment of the President (if any).
- (e) Announcement of the appointment by the Region Commissioner of five delegates to the Branch Council, one of whom shall be the Region Commissioner and one the Region President. If a Region does not have an appointed President one shall be the Region Chairperson. Between Annual Report Presentations, the Region Executive Committee shall have the delegated authority to fill vacancies in its delegates to the Branch Council.

18.11.5 Meetings

- (a) The Region Supporters Council at its Annual Report Presentation shall announce the frequency of meetings of the Region Executive Committee, provided that it meets at least quarterly. Not less than seven days' notice shall be given of regular meetings and not less than seven days' notice of special meetings.
- (b) A special meeting shall be called on the authority of:
 - (i) The President,
 - (ii) The Region Chairperson, or
 - (iii) The Region Commissioner, or
 - (iv) On the written request of at least five members of the Region Executive Committee.
- (c) The purpose for which a special meeting is called shall be specified in the notice convening the meeting and no other business shall be transacted at such meeting.
- (d) At any meeting of the Region Executive Committee at which a matter specifically concerning the financial affairs of, or property controlled by, a Group is to be dealt with, that Group's representative may attend the meeting and participate in its deliberations relating to that specific matter. In regard to the specific matter(s) only the Group representative shall have a deliberative vote.

18.11.6 Quorum

The quorum for all Regions except North Coast and North West Regions for a meeting of the Region Executive Committee shall be seven members. A quorum for North Coast Region is five members as per amendment approved by BEC 11th November 1996. A quorum for North West Region is five members as per amendment approved by BEC 14th October 1996.

18.11.7 Voting

- (a) Each member of the Region Executive Committee shall have a deliberative vote except the Chairperson who shall have a casting vote as well as a deliberative vote.
- (b) All matters to be determined at meetings shall be determined by a simple majority of members present and voting.

18.11.8 Sub-Committees

The Region Executive Committee may appoint sub-committees for special purposes associated with the objects or functions of the Region Executive Committee and may delegate any of its powers to such sub-committees as it may prescribe. Persons who are not members of the Region Executive Committee may be appointed as members of such subcommittees.

18.11.9 Finance

- (a) The bank accounts operated by the Region shall be at Westpac/Commonwealth or other deposit taking Institution as nominated by the Board. The opening or closings of any bank accounts are to be advised in writing to the State Finance Committee.
- (b) Number of bank accounts and balances required: Region Offices are to maintain one imprest account to make payment to their suppliers. Cash receipts are to be banked into this account. However, where Regions deem it necessary to have a separate account to accumulate cash receipts the State Finance Committee approval is required and if approved, this account is not to be used for any payments to suppliers. By arrangement with the State Finance Committee other Westpac/Commonwealth or other deposit-taking institutions accounts may be allowed to be opened to cover operational needs, e.g. outlying District in Country Regions, major camp sites, Gang Shows, etc. These accounts shall be maintained by and accounted for through the Region. The required balance for each imprest bank account shall be reviewed by the State Finance Committee at its first meeting after year-end accounts have been finalised and audited. At no stage may a Region overdraw its bank account without the prior specific approval of the Board.
- (c) Name of bank accounts: The Region bank accounts shall be in the name of "The Scout Association of Australia, NSW Branch XXXX Region".
- (d) Bank Signatories: The Region Accounts shall be operated by any two of at least four signatories as authorised by the Region Executive Committee.
- (e) Banking of Monies: All monies received by the Region shall be deposited as soon as possible, and in any case, within seven (7) days of receipt.
- (f) Payment of Accounts: Accounts for payment shall be approved in the Region by those authorised by the Region Executive Committee.
- (g) Internet Banking: Regions are allowed to operate internet banking. However, they have to ensure that all payments are jointly authorised by any two people mentioned in Clause 18.11.9(d) above. The Bank reference number shall be used to record the payment on the Imprest records and noted on the invoice and filed.
- (h) Books of Account: The Region accounts are maintained at the State Service Centre within the accounting system using a standard Chart of Accounts.
- (i) Financial Reports: State Service Centre shall provide a monthly financial report for each Region. This should be no later than the 10th working day following end of month. The Region Treasurer shall table this Statement at each Region Executive meeting.
- (j) Annual Report: State Service Centre shall provide an Annual Operating Statement for each Region as an extract from the audited accounts of The Scout Association of Australia, NSW Branch for presentation at the Region Annual Report Presentation.

18.12 Region President

- (a) The appointment of a Region President is optional; however, one may be appointed by the Branch President on the recommendation of the Region Executive Committee and the Board of Scouts NSW.

- (b) The Region President is appointed for a maximum term of two years (measured from the 31st March subsequent to their appointment).
- (c) At the conclusion of the initial two (2) year tenure (measured from the 31st March subsequent to his/her appointment) re appointment of a Region President is optional. Re appointment may occur by way of nomination by the Region Commissioner.

18.13 Interpretation

These By-Laws shall be read in conjunction with and be subject to The Scout Association of Australia (New South Wales Branch) Incorporation Act and Constitution, as amended, Resolutions of the Board as well as The Scout Association of Australia Policy and Rules. 6.

ADOPTION:

Adopted at a Meeting of the XXXX Region Executive held on the NN day of XXXX 20NN

Signed: Region President or Region Chairperson

Signed: Region Commissioner

Approved by the Board

Signed: Date:

SUMMARY OF AMENDMENTS:

Amendments made to the standard Scouts NSW Region By-Laws as approved by the Scouts Australia NSW Board of Directors.

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Section 19 State (Branch) Organisation

19.1 The State Uniformed Team

The State level of Scouts NSW provides support and enables activity at every level and location. While Groups and Districts are the frontline support for the Scouting Youth Program, Region and State resources provide support, guidance and assistance in the delivery of Scouting and in the facilitation of the volunteer community.

The State Team reports to the Chief Commissioner through a number of Deputy Chief Commissioners.

The main functions of the State Team include:

- To drive the strategic direction of Scouting in New South Wales, including the member experience, culture, the human resource (volunteers, adult helpers and professional staff), and the sustainability and operations of the organisation
- Support the delivery of the Youth Program across the Branch including providing advice, support and direction to resources for the Program across Groups, Districts and Regions
- Oversee the running of State Events such as Cuboree, State Rally and Dragon Skin.
- To provide support and guidance to Regions, Districts and Groups on matters of policy and procedure, compliance and governance, inclusion and member support
- To focus on the capabilities and training of the volunteers delivering Scouting
- To deliver timely, accurate and standardised services to the frontline of Scouting
- To address matters falling outside the jurisdiction of Region, including serious behavioural issues, government liaison, stakeholder engagement, partnerships and philanthropy.

The performance of volunteer members of the Uniformed State Team is managed in the same way as volunteers in Groups, Districts and Regions with respect to annual reviews (using the Adult Development Plan tool), delivering to the position descriptions of their role, and requiring agreement from their 'up line' manager with respect to continuation in their position.

While carrying out the responsibilities of the role, members of the Uniformed State Team will at all times uphold the purpose, principles mission and method of Scouts Australia, will adhere to the Adult Code of Conduct, will abide by WOSM, National and State policies and will behave in accordance with the Australian Scout Promise and Law. Importantly, they will comply with all applicable legislative and statutory regulations.

It is the goal of the Chief Commissioner and Board of Directors that Scouts NSW develops a culture of openness, inclusiveness, genuine teamwork and mutual assistance. All members of the Uniformed State Team, as is with all volunteers and adult helpers, will be both responsible and accountable for the generation, maintenance and propagation of this culture throughout Scouts NSW.

19.2 Executive Leadership Team and State Leadership Team

19.2.1 Executive Leadership Team

The Executive Leadership Team is the term used to describe both the cohort of members in the Branch and the team who comes together as required (usually on a bi-monthly basis) to discuss matters of importance in the smooth running of the organisation. The Executive Leadership Team replaces the Chief Commissioners Council.

Hosted jointly by the Chief Commissioner and the Chief Executive Officer (CEO), the attendees include:

- Chief Commissioner
- Deputy Chief Commissioner
- DCC Governance
- Chief Executive Officer (CEO)
- 2 x Executive Managers as determined by the CEO.

The Executive Leadership Team are the decision makers for Scouts NSW as delegated by The Scout Association of New South Wales Board (as required) and for any operational matters that do not need Board approval.

19.2.2 State Leadership Team

The State Leadership Team is the term used to describe both the cohort of senior leaders in the Branch and the meeting at which they come together several times each year to help implement the long-term and short-term strategic objectives, collaborating to ensure all members focus on company-wide goals and managing, motivating and assisting teams of volunteers.

Hosted by the Chief Commissioner, the attendees include:

- The Deputy Chief Commissioner
- The DCC Governance
- Assistant Chief Commissioners
- Deputy Assistant Chief Commissioners
- Region Commissioners
- State Commissioner (Rovers) and up to two executive members of the State Rover Council and
- Chief Executive Officer and the Executive Managers for each team.

19.3 The State Service Centre Roles and responsibilities

Scouts NSW Service Centre

The Scouts NSW Service Centre – also known as the State Service Centre – is responsible for supporting the operational business of the Scout Association of Australia NSW Branch and providing services to volunteer members of Scouts NSW.

Led by the Chief Executive Officer, the Centre's service units ensure the appropriate frameworks are in place for the delivery of Scouting in accordance with legislation, regulations and community expectations.

The Service Centre's key function is to plan and provide operational delivery of support services to the volunteer members of the Association and the community in which Scouts operates in NSW. The secondary function of the Service Centre is to implement State based initiatives consistent with the organisation's governance framework to enhance the sustainability of the Scout Association in New South Wales.

Service Units include the Chief Executive's Office, Youth Protection, Risk, Member Services, Training Services, Information Technology, Project Management Office, Marketing and Communications, Grants, Finance & Accounts, Commercial and Property are located at this address. By design, there is a direct alignment or relationship between the State Service Centre departments and uniformed volunteers in the State & Region teams.

Operational matters of a Region nature are referred to Scouts NSW Region Offices, which service the Scout Association's ten geographical localities (Regions) in NSW South Wales. Each Region Office is responsible for providing administrative and operational support to the Region Commissioner as well as the Region's Scout Groups and Districts in areas, including but not limited to, membership and appointments, Annual Report Presentations, events and activities, and general promotion of the Scout Movement at a Region level.

19.4 Scouts NSW Board of Directors

The Board of Directors are elected by the Branch Council and have the power and responsibility to manage the business of the Corporation and may exercise to the exclusion of the Branch Council all powers they consider necessary or desirable and the responsibility of the Corporation which are not required by the Act, the Royal Charter or the constitution to be exercised by a meeting of the Branch Council.

The constitution can be found here:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/> > Scouts Australia NSW Constitution.

19.5 The State Youth Council

- The State Youth Council (SYC) is a multi-sectional standing council comprised of Youth Members from the Scout, Venturer Scout & Rover Scout Sections (with the Joey Scout and Cub Scout sections contributing appropriately within specific sessions) from every region in NSW and with varying experience and knowledge in Scouting. It is an autonomous council with a purpose of representing the voice of Youth Members and leading specific initiatives to improve Scouting.
- The SYC works on a multitude of projects that represent Scouting youth members. From Scout of the Year Awards (SOTY) to Youth Forums, Workshops to Position Papers, as well as a clear focus on the Sustainable Development Goals (SDGs), the SYC is the collected voice of the youth in Scouting.
- SYC members convene in-person at twice yearly conferences and work together online in general and project-specific activities between conferences.
- The State Uniformed Team works together to ensure youth voice is established through all levels of governance. They form a core role in advocating for youth issues specific to their portfolio, and mentoring and facilitating the State Youth Council.
- The Scouts NSW Assistant Chief Commissioner – Youth is supported by the State Commissioner – Youth Empowerment, State Commissioner – Youth Engagement, and State Leader/s – Youth Support to enable the SYC in creating change and networks between the State Leadership Team and the State Youth Council.
- For more information about the State Youth Council:

- o <https://www.nsw.scouts.com.au/state-youth-council/>

19.6 The New South Wales Rover Council

The NSW Rover Council (also known as the State Rover Council) represents the interests, supports and makes decisions on behalf of the NSW Rover Scouts. We encourage and ensure the acceptance of all members and help to provide a safe environment for NSW Rover Scouts to learn, grow and develop into valued members of the Scouting and wider community. We are made up of executive members and representatives from all Region Rover Councils in NSW as well as the Lones Rover Unit.

The State Rover Council makes recommendations to and liaises with the National Rover Council, other Branch Rover Councils and Scouts NSW to share ideas and represent the voices of the NSW Rover Scouts. We also liaise with and provide support to the Region Rover Councils and the Lones Rover Unit to improve the Roving experience for all NSW Rover Scouts. We provide further support to Rover Scout Programs by facilitating the running of several State Rover events as well as providing recognition to our members for outstanding service to Roving through our Rover Recognition Awards, Quality Roving Awards and the National Rover Service Award - the Stan Bales Service Award.

The Rover Section is the pinnacle of the Scouts Youth Movement and as such are the example of 'youth-led, adult supported' to be followed by the younger Sections. We are self-governed and have a team of advisors to support us and assist us in our journeys. The NSW Rover Council is a perfect example of this model. We are the youth members of today and the leaders of tomorrow.

19.7 New South Wales State Rover Council Rules

19.7.1 Name

The Council shall be named the New South Wales State Rover Council and shall operate with the approval of the Chief Commissioner

19.7.2 Functions

The affairs of the State Rover Scout Section in NSW are conducted by the State Rover Council, which has the following functions:

- To make recommendations to the National Rover Council, State Youth Council and Scouts NSW
- To make decisions about the rules and methods by which it governs, administers and implements its operations, but those matters which may affect the General Principles of Scouts Australia as expressed in P&R, other Sections of Scouts Australia, or existing relations with other organisations, approval of the Chief Commissioner is required.
- To liaise with and provide support to Region Rover Councils
- To promote NSW Rover Scout Activities
- To determine the standards for Roving in NSW
- To encourage the development of Roving in NSW
- To encourage Rovers to live by the Scout Promise and Law
- To promote and encourage Roving to the younger Sections, primarily the Venturer Section, at a State Level.

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Section 20 Safety

20.1 Personal Safety

20.1.1 Knives

Please refer to the *Summary Offences Act 1988* No 25.

20.2 Naked Flame Policy

For details regarding Scouts NSW Naked Flame Policy visit: <https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Naked Flame Policy

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Section 21 Fire Safety Guidelines for Scout Properties

21.1 Exterior Preventative Measures

To prevent possible uncontrolled fires and the danger they pose to life and property, every member of the Association needs to observe strict fire safety practices at all times, both in and out of doors. Leaders should encourage a close liaison in training and instruction with officers of the Fire & Rescue Brigade responsible for their local area. Measure include:

- Remove all undergrowth from around and under buildings and maintain lawns and surrounds in tidy condition.
- Reduce ground fuel from adjacent bushland areas by selective removal of heavy undergrowth, low level shrubs, fallen timber and ground debris for a distance of at least 10 metres from buildings. Use a larger distance in areas especially prone to bush fire (e.g. directly uphill of bushland).
- Remove overhanging tree branches, clear guttering at regular intervals and where appropriate install gutter leaf guards.
- Check for open eaves, openings in wall timbers and roof cover. Have these repaired if damaged. Ensure they are enclosed in high bush fire risk areas.
- Minimise the accumulation of any combustible materials. Store rubbish and any combustibles well clear of the building (minimum. 4.5 metres).
- Incinerators should be properly designed and be clear of buildings. Note that many areas now prohibit or strictly control the use of incinerators or burning in the open. Check with your local Council for details.
- Check security and fit of all internal and external windows and doors.
- Check for gaps or holes in floors, walls, and ceiling linings.
- Store all gear neatly in defined areas. Use timber or metal cupboards, lockers or boxes where possible.
- Flammable liquids should be stored separately in a metal cabinet, locker or box, labelled with the appropriate placard, and not located such that they might prevent the use of an exit if they became involved in a fire.
- The quantity of flammable liquids shall be limited to the minimum needed and no more than 20 litres shall be kept, apart from heating oil in an approved tank. If an outbuilding is used to store flammable liquids, it must be secure and be at least one metre clear of any other building.
- The quantity of flammable gas cylinders shall be limited to the minimum needed. These may include cylinders associated with a properly installed gas supply system for the building, and a cylinder fitted for

outdoor use in a public area. The latter must be enclosed in a lockable cage or cabinet and have all parts, fittings and connections protected against dislodgment, tampering or impact. Avoid storing gas cylinders indoors; but if necessary, limit the quantity to a total capacity of 12 litres (including “empties”) and store them upright in a secure, ventilated cabinet or area.

- Leaders and persons using flammable liquids or gases need to be familiar with their hazards, precautions to be taken, and what to do in the event of a spill, leak or fire.
- All electrical wiring and fittings should conform to the current Standards Australia Code or local Supply
- Authority regulations. Any electrical installation or repair must be done by a suitably qualified licensed tradesperson. Any fuses replaced should be of the correct fuse rating.
- Do not store large quantities of combustible materials (paper, cardboard, cloth, etc.) inside the hall or in the underfloor areas. Tent poles, timber or cardboard stored under a building or stacked beside it are an open invitation to arsonists.
- Clearly label all exit doors and keep free of obstruction at all times. Lock devices should be able to be operable with an elbow (to enable easy escape even if a person’s hands are burnt). This means have door handles rather than knobs. Deadlocks must be unlocked while people are in the building.
- Scout premises are smoke-free.

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Section 22 Fire Evacuation Plan

An evacuation plan should be devised for each building where the exits are not obvious. The plan will include:

- The preferred method for reporting a fire (i.e. via the 000-emergency number).
- The preferred method for alerting occupants of the building (e.g. depending on the building, by word of mouth or alarm signal).
- The exit routes from the building.
- The location of a safe point outside the building at which people should assemble after any evacuation.
- A poster located prominently in the building, showing the information indicated above.
- Nominating who should be in overall charge in the event of a fire, and who is/are responsible for safely checking everyone is evacuated and accounted for.
- Nominating who is authorised to use extinguishers or other first-attack firefighting equipment if a fire occurs.

Note: It is the responsibility of the leader of any activity to ensure that all exits are available (i.e. not locked so as to prevent escape, obstructed in any way, or otherwise unusable) at all times.

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Section 23 Fire Fighting Equipment

It is RECOMMENDED that each building be provided with:

- (a) One (1) stored pressure water or similar extinguisher per 200 square metres of floor area (located near an exit).

- (b) One (1) extinguisher suitable for electrical or flammable liquid fires, such as carbon dioxide (CO₂) or extinguishing powder (located near but not over any flammable liquid storage and/or significant electrical equipment, or near the kitchen exit).
- (c) The position of all extinguishers and other emergency equipment should be clearly marked and they should be maintained to the appropriate Australian Standards (for most equipment this means an inspection or service every six months).
- (d) The following should be considered where location, usage, and special conditions might require additional protection:
 - (i) Additional extinguishers as described above, selected and located in accordance with Australian Standard 2444 -2001.
 - (ii) Where internal hydrants are installed or the floor area is greater than 500 square metres, a hose-reel or hose reels must be installed either externally, adjacent to the internal hydrant/s, or internally and within 4 metres of an exit. Hose-reels need to be positioned such that all areas can be reached with a nozzle from at least one reel.
 - (iii) An approved fire blanket on the wall near the exit in the kitchen area.
 - (iv) In close proximity to bushland, a sturdy garden hose with metal fittings on a reel should be provided. It should be long enough to reach around all parts of the building and any outbuildings.
- (e) Hose-reels generally provide a better standard of fire protection than water fire extinguishers and their installation is preferred wherever possible. When hose-reels are installed the requirement for water extinguishers is lessened.
- (f) Fire extinguishers (coloured all yellow) are now illegal due to the effect on the ozone layer. Any found should be handed in at the local fire station.
- (g) The fire brigade can provide advice on the selection of appropriate firefighting equipment if requested.
- (h) The following instruction should be provided to leaders and others in charge of activities who might need to use firefighting equipment:
 - (i) How to warn anyone in danger and report the fire to the fire brigade.
 - (ii) How to alert people in the area in the event of a fire, evacuate them to safety and account for them.
 - (iii) How to size up whether a fire is safe to attack with an extinguisher, fire blanket or hose-reel.
 - (iv) How to select the correct type of extinguisher or other equipment to use on the fire. (Note: It can be dangerous to use the incorrect equipment on a fire. For example, using water on an electrical fire might result in receiving a fatal electric shock).
 - (v) How to safely and effectively operate extinguishers and other first attack firefighting equipment installed in the area.

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Section 24 The Building Code of Australia

PLEASE NOTE: Any works undertaken within a Scout property with the exception of items such as changing light globes or tubes etc will require the approval of the Region Executive Committee prior to commencement to ensure compliance with our statutory regulations. If you have any doubt about the work you are proposing please

contact your Region Office or if you do not have a Region Office the Property Department at NSW State Headquarters before commencing any work.

- (a) The Building Code of Australia (BCA) details the requirements for building construction and for facilities such as fire protection. Each state and territory have its own legislation that gives the Building Code of Australia the force of law and most have made some minor variations to how it is applied in their jurisdiction. Most of the enforcement of the Building Code of Australia is done via local government.
- (b) A building may be required to be upgraded to the current Building Code of Australia requirements if:
 - (i) Major works are planned for or conducted in the building;
 - (ii) The occupancy (the use that is made of the building) is changed; and / or
 - (iii) The local Council considers there is a risk to the safety of people or from the spread of fire to adjacent premises.
- (c) A notice by Council to upgrade premises may be contested in the appropriate court.
- (d) In the Building Code of Australia Scout halls are a “Class 9N – assembly building”. Existing halls might be deficient to the current edition of the Building Code of Australia with regard to:
 - (i) Fire Hydrants – Building Code of Australia clause E1.3 requires them if the building is over 500 square metres in area.
 - (ii) Fire Hose Reels – Building Code of Australia clause E1.4 requires them if internal fire hydrants are installed or if the building has any fire compartment (see definition of a “fire compartment” in section 4.6) greater than 500 square metres in area.
 - (iii) Automatic Sprinklers – Building Code of Australia clause E1.5 requires them if the building is over 25 metres high or has a fire compartment with a floor area over 3500 square metres or a volume greater than 21000 cubic metres.
 - (iv) Smoke and Heat Vents – Building Code of Australia table E2.2b requires an automatic smoke exhaust system, or automatic smoke/heat vents if the area of a fire compartment is more than 2000 square metres. If the fire compartment is between 2000 and 5000 square metres in area then an automatic smoke detection and alarm system or an automatic sprinkler system is an acceptable alternative. (Some jurisdictions may have stricter rules. For example, in NSW, any air handling system, other than single room type units, must have an automatic emergency shutdown.)
 - (v) Emergency Lighting – Building Code of Australia clause E4.2 requires emergency lighting in specified locations in buildings with a floor area of more than 300 square metres. The exact specifications are complex, but essentially mean that, wherever you are in the building, you would have emergency lighting available to make a safe escape.
 - (vi) Emergency Exits – Building Code of Australia clause D1.4 requires the travel distance to a single exit not to exceed 20 metres. If two or more exits are available, one must be within 20 metres, or the distance to a point from which you can choose which exit to use must not exceed 20 metres and the total distance to that exit in that case must not exceed 40 metres. This distance can be increased to 60 metres if the building has certain structural features. Building Code of Australia clause D1.6 defines the minimum width of passageways and doorways. This varies according to the number of occupants involved; for up to 100 people the passageway must be at least 1 metre wide and the doors 750mm wide. Building Code of Australia clause D2.20 requires any swinging door in the path of travel to open outwards if the

building is over 200 square metres in area. For buildings smaller than 200 square metres in area, the door may open inwards provided it has a device for holding it in the open position.

- (e) The Building Code of Australia also has a large number of regulations that apply to any stage or backstage area of a theatre or hall. These are impractical to summarise here, but advice should be sought if such areas exist in a Scout hall.
- (f) A “fire compartment” is a part of a building enclosed by a barrier to fire spread such as fire resisting walls and floors. In most Scout halls, there will only be the one fire compartment; that is, the entire building.
- (g) Of the items mentioned, those most likely to affect Scout halls are hose-reels, emergency lighting, and outward swinging doors. These should be provided in larger buildings, and considered in smaller buildings as part of a good risk management, even if no obligation is imposed.

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Section 25 Drugs, Smoking, Alcohol and Other Substances

Failure to comply with the following Policies may lead to a member being required to show cause to the Region Commissioner and possibly the Chief Commissioner, why disciplinary action, up to dismissal from the Association should not be taken.

25.1 Youth Members

Youth members (Joey Scouts, Cub Scouts, Scouts and Venturer Scouts), including those older than 17 years, are not permitted to consume alcohol or cigarettes prior to or while attending Scouting meetings, activities, or any other function they attend as a representative of the Scout Movement.

Possession or use of tobacco products by any youth member, at any Scouting activity, will result in the product being confiscated. Continued possession may lead to removal from the activity.

Any youth member reasonably suspected to have consumed alcohol or any other drug will be stood down from participating in activities and required to leave the event as soon as practical, even if they are over 17 years of age. The parent or guardian of the Youth Member will be contacted and requested to arrange transport to remove the Youth Member from the event.

25.2 Alcoholic Drinks

While the Scout Association is not abstinent, our responsibilities to youth, their parents / guardians and other members require adults to be particularly circumspect regarding the consumption of alcohol while taking part in Scouting activities.

Rovers and Leaders are not permitted to consume alcoholic drinks during Joey Scout, Cub Scout, Scout, Venturer Scout or Rover Scout meetings or activities except as provided below. Rovers and Leaders must not consume alcoholic drinks before attending Joey Scout, Cub Scout, Scout, Venturer Scout and Rover Scout meetings or activities.

In particular, Leaders and Rovers must never allow themselves to be placed in a position where there can be any suggestion that the consumption of alcohol may have affected their ability to exercise proper care of members and activities under their charge or supervision. If reasonably suspected of having consumed alcohol, they may be stood down from an activity and required to leave.

Alcohol must not be served or consumed at ANY Scouting meeting/event without prior written approval from the Chief Commissioner or designate (for State level events), the Region Commissioner (for events at or below Region level). With approval, alcoholic drinks may be consumed in moderation at formal Scouting functions where accepted convention would normally permit the serving of predinner drinks and table wines with meals.

With the prior written approval of the Chief Commissioner (or designate) or Region Commissioner, and only under suitable circumstances in an area not available to youth members of the Association, alcoholic drinks may be consumed in moderation by Rovers, Leaders and other adults at a Scouting function or activity which lasts several days (such as a Jamboree, Jamborette).

For commercial bookings (non-Scout events or activities) such as wedding receptions, private bookings, birthday celebrations and corporate events held at the State managed Activity Centres, consumption of alcoholic drinks will require prior approval from the Chief Executive Officer (or designate).

Rovers must seek a recommendation from their Region Rover Council (RRC) Executive or RRC Chair which is to be forwarded to their Region Commissioner for final approval at least fourteen (14) days prior to the event, in relation to events within their home Region.

Rover events or activities beyond their home Region boundaries, the Region Commissioner responsible where the event is to be located should receive the recommendation of the home Region Rover Executive or RRC Chair at least fourteen (14) days prior to the event.

Approval for State level Rover events should be sought from the Chief Commissioner (or designate) following consultation with the relevant Region Commissioner (where the event is to be located if a Region site) and upon a recommendation of State Rover Council (SRC) Executive or SRC Chair at least fourteen (14) days prior to the event.

All events where alcohol is consumed, the premises must be cleaned immediately (not left to the next day) and all empty and full containers for alcoholic beverages removed.

25.3 Drugs

Drugs, other than over the counter medications or those prescribed for a member attending a Scouting event must not be brought to an event. When a member brings medically prescribed drugs to an event, they must not provide them to any other person (except in the case of emergency when authorised by an appropriately medically qualified person or where an EpiPen is required).

It is noted that medically prescribed medications are also advised to the leader in charge of an event by the appropriate form or Activity Notification process.

25.4 Smoking

Recognising the legal implications regarding passive smoking all buildings situated on properties owned or controlled by The Scout Association NSW have been declared 'Smoke Free' areas.

All people using any of our buildings are to be made aware of this by signage and other appropriate means (e.g. induction processes and event agreements).

Smoking, by adults, whether Members, Supporters, Parents, Contractors or Employees:

- (a) Whilst at Scout meetings and activities may only occur off-site.
- (b) Out of sight of youth members.
- (c) Far enough away from youth members that they cannot smell the smoke.
- (d) At a place that will not allow the effects of smoking to enter any Scout building and (subject to (e) below) not closer than 5 metres of any Scout property boundary.
- (e) Where the size of the property is such that is not practical for someone to leave the site to smoke, the Association may consider identifying a discreet location on-site that meets the requirements of (b) through (d) inclusive. The NSW Scoutsafe Committee must approve the identification of such a location.

Adults smoking in uniform when in view of the public should be discreet and aware that their smoking could reflect negatively on the Association.

Contractors, workers, and employees must observe the appropriate SafeWork and Work Health & Safety and Environment smoking rules and whilst on any Scout property does not breach the requirements of (b) above.

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Section 26 Legislation

26.1 Branch (State) Act of Incorporation

The Legal Basis of Scouts

Foundation of Scouting

Although Scouting commenced, by popular belief, with an experimental camp on Brownsea Island in Poole, Dorset in the United Kingdom in 1907 conducted by Inspector-General of the Cavalry (as he then was), Robert Stephenson Smyth Baden-Powell, it did not become a legal entity until on 4 January, 1912 by Royal Charter there was established a Body Corporate given the name “The Boy Scout Association”:

“For the primary object of instructing boys of all classes on the principles of discipline, loyalty and good citizenship... in Our United Kingdom of Great Britain and Ireland or in Our Colonies or dependencies”.

New South Wales

Pursuant to that Royal Charter, Scouting was carried on in New South Wales from 1908. It was not a separate locally incorporated body until the Boy Scouts Association – New South Wales Branch Incorporation Act No. 26 of 1928 was enacted and assented to on 12 October 1928. That Act was amended by the Boy Scouts Association – New South Wales Branch Incorporation (Amendment Act) No. 45 of 1968 on 5 December 1968. The only effect of that Act was the change of name. There was a further amendment effected on 17 December 1986 by the Boy Scouts Association (Amendment) Act No. 148 of 1986 which further changed the name to the Scout Association of Australia New South Wales Branch, at which time the word “Boy” and “boy” were omitted from the name.

Australia

Each State of Australia was an independent Branch of the Scouting Movement but being desirous of having an Australian national identity formed an unincorporated Association styled the Australian Boy Scouts Association which adopted a Constitution and By-Laws on 6 December 1959.

Subsequently, in order to give full corporate status to that national association, Her Majesty, Queen Elizabeth II, on 23 August 1967 at the court at Balmoral granted a Royal Charter creating a Body Corporate by the name of “The Australian Boy Scouts Association”.

That Royal Charter (to quote the advice from Scouts Association NSW Honorary Solicitor, Roger Butler OAM LLB): “did not purport directly or indirectly or by inference to repeal the 1928 Act or in any way undo the creation of the New South Wales body corporate. Indeed, clause 9(1) of that Royal Charter acknowledged that it did not in any way abrogate, prejudice, limit or adversely affect any existing rights of any existing Branch...”.

The Conduct of Scouting in New South Wales

The Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No. 26, (as the original Act is now known) (“the Act”) established a corporation known from 1986 as “The Scout Association of Australia New South Wales Branch”. That corporation is colloquially referred to as “Scouts Australia NSW”.

Section 5 of the Act provides as follows:

“The Corporation shall control the Scout Movement in New South Wales and shall have power to do all things deemed necessary or requisite for providing and maintaining an efficient organisation for the purposes of the Association in New South Wales including and without restricting the generality of this provision the performances and exercise of all such duties or powers as may be delegated to it by the Association under the provisions of the Royal Charter.”

The remaining provisions of the Act, inter alia, vest all property in the Corporation and give it all powers necessary to deal with that property.

The 1912 Royal Charter provided that the Association would be governed by a Council which could establish Bye-Laws and, in accordance with those Bye-Laws, appoint a committee “in such manner and with such powers and duties as may be prescribed by or in accordance with the Bye-Laws”.

In New South Wales the name “Corporation” replaced the name “Association” and the title of “Council” became “The Branch Council”.

The Branch Council adopted a Constitution (the New South Wales name given to the Byelaws). The current NSW Constitution was adopted by the Corporation (Branch Council) on 14 July 2018.

The Constitution provides for the establishment of a Board (previously known as the “State Executive Committee” or “SEC” and prior to that the “Branch Executive Committee” or “BEC”).

Under the *Corporations Act 2001* (Cth) the members of the SEC are company directors subject to that Act.

The Constitution in clause 4.6(a) provides:

“The Directors acting as the Board have the power and responsibility to manage the business of the Corporation and may exercise to the exclusion of the Branch Council all powers they consider necessary or desirable and the responsibility of the Corporation which are not required by the Act, the Royal Charter or this constitution to be exercised by a meeting of the Branch Council. The Branch Council is not empowered to direct the Board how it must exercise the powers conferred on the Board by this clause.”

It follows from the foregoing that all power and authority of Scouts NSW is vested in the Board (the SEC) and the Constitution regulates the manner in which those powers and duties are exercised.

The structure, regulation, constitution and control of all Regions, Districts, Groups, leaders, youth and other members of Scouts NSW are, subject to the Constitution, controlled by the Board (the SEC).

The Corporation has a common seal and any document requiring the seal to be affixed (generally speaking, a Deed or a document having the same effect as a deed) must be signed by three directors. All other documents binding the Corporation must be executed in such manner as the Board may direct or by two directors. The Board may delegate pursuant to clause 5.8(a) of the Constitution as follows:

“Subject to clause 5.8(d), the Board may delegate any of its powers to one or more committees consisting of the number of the Directors and other individuals they think fit.”

Clause 5.8(d) provides as follows:

“The Board must not appoint a person to a position on a committee nor delegate any of its powers to an individual unless the Chief Executive has procured a Background Check of the person and the results of the Background Check indicate that the person is a fit and proper person to hold membership of that committee.”

Current as at: 8 July 2019

Review: 8 July 2024 or whenever a new Act is proclaimed or Constitution adopted, whichever is the sooner.

26.2 Legal Proceedings

26.2.1 Civil Proceedings

Background

The Scout Association of Australia New South Wales Branch (colloquially known as “Scouts Australia NSW”) (“Scouts NSW”) is a body corporate (that is to say, a legal identity in its own right separate from the persons who are members of Scouts) under the Royal Charter of 4 January, 1912 (Imperial) and the Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No. 26 (as the original 1928 Act is now known).

As such, Scouts NSW can sue and be sued in a court of tribunal of competent jurisdiction.

No member of Scouts NSW can sue or defend proceedings on behalf of Scouts NSW unless that person has been given delegated authority from the Board (otherwise known as the State Executive Committee or the “SEC”) of Scouts NSW.

Commencing Proceedings For Scouts NSW

Should any member of Scouts NSW believe that it is in the interest of Scouts NSW to commence legal proceedings then the matter should be referred to State Service Centre promptly. In ordinary circumstances, such referral should be via Group, District and Region. However, in any case of emergency (e.g. a threat by a person or Authority to demolish a Scout hall) immediate notice should be given straight to the Chief Executive at State Service Centre.

Any member commencing legal proceedings on behalf of Scouts NSW, without the authority of the SEC, risks dismissal of the proceedings for want of authority and an order for costs against the member who instituted those proceedings. Where a member of Scouts NSW believes that it is in the interest of Scouts that proceedings be commenced then they should refer the matter (directly in an emergency, or otherwise through Group, District and Region) to State Service Centre.

Defending Proceedings Against Scouts NSW

Whilst it is unlikely that legal proceedings against Scouts NSW would be served on a member (since proper service must be at the registered office, Level 1, Quad 3, 102 Bennelong Road, Homebush NSW 2128) it is conceivable that proceedings could be commenced by the uninitiated against a specific Scout Group. Should such proceedings be received, they should be immediately referred to State Service Centre, direct, but with a copy to the Group, District or Region as the case may require.

Claims of a legal nature that are not actually court proceedings (e.g. a solicitor’s letter of demand) should not be responded to at the local level but on-sent through Group, District or Region to State Service Centre. Again, in the case of urgency, direct to State Service Centre but copied to Group, District or Region as the case may be.

Personal Liability & Insurance

Proceedings are sometimes threatened or taken against a member of the Movement, usually a Leader, as a result of some event (e.g. injury to a youth member) for which the Leader (and through them, Scouts NSW) is alleged to be responsible. Scouts NSW is insured against such claims and where the Leader has not acted recklessly or wilfully then Scouts NSW and the Leader will be covered by that insurance. No statements should be made by the Leader without approval of Scouts NSW. On receipt of a legal proceeding, or even a threat of proceedings the same should be referred to State Service Centre promptly, either directly in an emergency with appropriate notification to Group, District or Region.

Legal Representation

Where legal proceedings are involved that relate purely to a local matter, then Scouts NSW would generally be willing to retain the services of the Group or District’s Honorary Solicitor (or solicitor willing to act for the Leader,

Group or District). Otherwise, Scouts NSW has its own panel of solicitors to be engaged. Many matters arise that do not involve litigation where the knowledge and expertise of a local solicitor may be invaluable, particularly where that solicitor is happy to act in an honorary capacity or for a reduced fee. However, no communication should be sent on behalf of Scouts NSW, even at the local level, without the approval of State Service Centre.

26.2.2 Criminal Proceedings

Scouts NSW does not institute (prosecute) criminal proceedings against any person.

Where a person (uniformed or non-uniformed) involved with Scouts NSW is the subject of criminal proceedings (usually commenced by the Police) the extent to which Scouts NSW can be involved is very limited. In these cases, defendants are generally “on their own” and Scouts NSW is legally obliged to co-operate with the prosecution on the provision of information requested by the prosecution. Member support is generally limited to advice and counselling.

26.2.3 Quasi-Criminal Proceedings

Sometimes Scouts NSW or its members are the subject of proceedings that fall between civil and criminal as these two classes are generally understood. For instance, a parking or overload offence or prosecution by a local authority for dumping of waste or unlawful clearing may be commenced. Such matters should be immediately reported, again either directly in the case of an emergency (copied to Group, District or Region) or via Group, District or Region otherwise. State Service Centre will then determine the appropriate response.

Current as at: 8 July 2019

Review: Not later than 8 July 2024

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Section 27 Commercial Activities

Scouts NSW operates three Commercial Activity Centres; Baden Powell Scout Camp, Cataract Scout Park and the Alpine Activity Centre.

Situated on 36 hectares adjoining Lane Cove National Park, the Baden-Powell Scout Centre offers flexible training facilities and cabin-style accommodation in a bushland setting only 25 kilometres from Sydney CBD. The Centre is available for use by both Scouting groups and the public, offering a low ropes course, orienteering, rogaining, abseiling, crate stacking and other facilitator-led activities.

Cataract Scout Park in Appin hosts large events including major Scout and Guide camps, major music festivals, fitness events, School camps, church camps and boot camp type activities for corporate groups and community groups. A number of outdoor activities are available at Cataract, including abseiling, climbing, high ropes, giant swing, bush walking, archery, caving, orienteering, commando/fitness (Challenge Valley) and a water slide.

The Alpine Activity Centre is located in Jindabyne, in the heart of Australia’s rooftop, the Snowy Mountains, and at the gateway of Kosciuszko National Park. It is within walking distance to central Jindabyne and Lake Jindabyne, and offers year-round self-contained cottages and dormitory-style accommodation for Scouting groups, community groups, Schools, families and their friends.

More information relating to each centre can be found at the link below;

<https://www.nsw.scouts.com.au/contact/find-scouts/activity-centres/>

Scouts NSW Commercial Activity Centres have developed Risk Assessments, WH&S policies, Incident Forms and Standard Operational Systems for all adventure activities. They can be found by going to the link below;

<https://www.nsw.scouts.com.au/members-services/health-and-safety/whspoliciesforms/>

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Section 28 Copyright

28.1 Preamble

- (a) Regardless of your role in Scouts NSW, you will find yourself exposed to a wide range of enticing informational sources which you feel can be used or adapted for the Scouting program. Such items may be contained in books, magazines, newspapers, photographic or illustrated works, musical scores, stage plays, videos, films and computer disks, etc.
- (b) Beware - all materials are the legal property of someone or some organisation. Their use or modification without written permission from the Copyright owner can constitute a breach of the Copyright laws in Australia and other countries for which there are now severe penalties. Ignorance of the law is no excuse.
- (c) Such Copyright owners have direct access to bodies like the Australian Copyright Council, the Copyright Tribunal, Performers Rights and collection-licensing outlets like Copyright Agency Ltd. Additional powerful remedies are available from the Federal Court in relation to infringement of intellectual property rights through a series of court orders like the John Doe or the Anton Pillor order.
- (d) The John Doe order - where the Copyright owner is permitted to seize infringing material from an identified person. The Anton Pillor order - where the Copyright owner is permitted to enter and search for and remove infringing material, and so on.
- (e) The Copyright laws have become increasingly important in all walks of industry as an effective means of halting what appears to be a "growth industry" of Copyright infringements for those people who choose to ignore or remain ignorant of the law. Authors, artists and business companies, etc., have become far more conscious of the need to protect the results of their hard work and expensive outlay from plagiarism.
- (f) To enable you to operate in this climate and do the right thing for yourself and Scouting, a brief outline of the Copyright Act is given, along with tips to avoid pitfalls of Copyright.

28.2 Copyright Act Of 1968

The rules of the Copyright law are, unfortunately, very complex and often difficult for the average person to grasp without expert legal opinion and guidance. The *Australian Copyright Act of 1968* and subsequent amendments, provided in sections 31, 85 and 86, convey the exclusive right of an author, artists, etc., to do any of the following acts:

- (a) to produce the work in a material form;
- (b) to publish the work;
- (c) to perform the work in public;
- (d) to broadcast the work;
- (e) to cause the work to be transmitted to subscribers to a diffusion service;
- (f) to make an adaptation of the work.

While many other details apply, this explanation is sufficient for you.

28.3 The Duration of Copyright

- (a) The duration of Copyright depends on the nature of the Copyright material. Where the original or first owner of Copyright is an actual person, Copyright on literary, dramatic, musical or artistic work

lasts for the life of the person plus 70 years. Where the first owner is a company, the duration is 70 years only.

(b) That, in essence, is the basic Copyright duration. However, there are many variations that can cause the Copyright to be extended for longer periods. If, for instance, the original owner (person or company) transfers the Copyright to another party (this can be done through a will, trust, etc., or can be purchased), the Copyright can be extended. One example is in Scouting. Baden-Powell passed away in 1941, therefore you may think that from 2011 all his books e.g. Scouting for Boys, Rovering to Success, no longer carried a Copyright. The Copyright is still in force and is held by the Scout Association. Therefore, before you can use any of the material, you need approval. This is the situation in many cases.

(c) Section 33 of the *Copyright Act 1968* provides as follows:

(i) Duration of copyright in original works.

(A) This section applies to copyright that subsists in a work under this Part.

(ii) Works first made public before 1 January 2019.

(A) The following table has effect if the work was first made public before 1 January 2019.

Duration of copyright--works first made public before 1 January 2019		
Item	If ...	the copyright continues to subsist until ...
1.	no other item of this table applies	70 years after the calendar year in which the author of the work died.
2.	(a) the work is: (i) a literary work (other than a computer program); or (ii) a dramatic work; or (iii) a musical work; or (iv) an engraving; and (b) the author of the work has died; and (c) the work was not first made public before the author died; and (d) item 3 does not apply	70 years after the calendar year in which the work was first made public.
3.	the identity of the author of the work is not generally known at any time before the end of 70 years after the calendar year in which the work was first made public	70 years after the calendar year in which the work was first made public.

(d) Works never made public, and works first made public on or after 1 January 2019

(i) The following table has effect if the work was not first made public before 1 January 2019.

Duration of copyright--works not first made public before 1 January 2019		
Item	If ...	the copyright continues to subsist until ...
1.	no other item of this table applies	70 years after the calendar year in which the author of the work died.
2.	(a) the identity of the author is not generally known at any time before the end of 70 years after the calendar year in which the work was made; and (b) the work is not first made public before the end of 50 years after the calendar year in which the work was made	70 years after the calendar year in which the work was made.
3.	(a) the identity of the author is not generally known at any time before the end of 70 years after the calendar year in which the work was first made public; and (b) the work is first made public before the end of 50 years after the calendar year in which the work was made	70 years after the calendar year in which the work was first made public.

28.4 Copyright Expiry

How do you know whether an item you are interested in using is covered by Copyright? The answer to this is complicated by the Universal Copyright Convention to which Australia subscribes. One such arrangement requires a Copyright notice in the form of a Copyright C symbol in a circle followed by the name of the Copyright owner and the year of first publication, e.g., “Copyright John Brown in 1995”. This ensures that works created in Australia have full protection in other countries. No such notice is required to obtain Copyright protection in Australia. As a result, you could be led to believe that such work without a Copyright notice is in order to use without permission. This assumption may or may not be correct as an implied copyright exists until otherwise proven by you.

28.5 Copyright - Study, Research Purposes

- (a) Generally speaking, apart from any fair dealing for the purposes of private study, research, criticisms or review as permitted under the Copyright Act, no part of any work may be reproduced by any process without written permission.
- (b) How much Copyright work may you utilise under the term fair dealing? The Copyright Act does not clearly define this section. It does refer to “substantial part” where infringements are involved and here the Courts have laid down certain rules that define “substantial part”.
- (c) In a contested article, for example, both the original work and the copy of the contested work are examined and also the economic impact of copying in determining whether a “substantial part” has been used. If it is found that a small part of the original work makes up a major part of the contested work, the Copyright has been infringed.
- (d) If, for example, you use a small part of an original work, which contains a summary of the original work, and even though this part so copied is only a minor part of your article or works, you have broken the Copyright laws. Illustrations including graphs, charts and technical drawings in themselves, and the copying of these items, would infringe Copyright.

28.6 How to Avoid the Pitfalls of Copyright

The following examples represent Copyright problem areas that are misunderstood by some Scouting people:

- (a) Scouting handbooks and other publications of The Scout Association of Australia are Copyright of that Association. Apart from the purposes of review, etc., already discussed, membership of the Association does not confer the right of reproduction of materials by any means - manual, electronic or mechanical - from these publications without written permission. However, a written application to the National Publications Officer (c/- Scouts Australia National Office) designating an article or illustration, will generally result in a simple "yes" for permission to use the item in your Section, Group, or Region magazine. Occasionally, some requests cannot be met because of a shared Copyright by the Association with another publication, or a limited Copyright agreement.

- (b) Scout publications of any of the States of The Scout Association in Australia or overseas Associations will require written application to, and permission from these respective States or Associations on your behalf by the National Publications Officer.

- (c) Do publishers restrict the amount of materials you may use?

YES! Asking for an open option (called a blanket approval) to reproduce anything in a publication is never given! It is wise to request one or two small items initially and reapply later. However, there are restrictions to the overall quantity from one publication.

- (d) What are your obligations to the use of approved Copyright reproductions?

You may only reproduce the material in your publication. You may not give use of the material to other people. Your article headline should show a Copyright symbol and the foot of the article should contain this indication: Permission to reproduce this article (and illustration) must be obtained from (name of publisher). Scout courtesy demands that a copy of your publication should go to your source of permission otherwise your next request may be met with a NO!

- (e) Can you reproduce from any other Scout magazine or newsheet?

NO! Unless the magazine indicates that permission is available to reproduce any material except that which is Copyright; you must request written permission. If you do reproduce where permission is indicated, acknowledge the work, e.g. "from Group Scoop" and send a copy to its editor.

- (f) To avoid Copyright problems, can you trace, modify or redraw illustrations?

NO! The Copyright entails the illustration and the concept it portrays, and the Courts generally decide violations. Play safe and request permission.

- (g) Can articles, illustrations and photographs voluntarily submitted by contributors to a magazine, be used for other purposes following publication?

Copyright authorities consider the answer is a legal minefield but favours the contributors. Unless a contributor transfers Copyright to the publication, there is a shared Copyright for the initial reproduction in that magazine. Reproduction elsewhere or in another form would be a violation of Copyright. Another magazine reproducing the article without permission could be in strife as well.

- (h) Are there problems associated with producing a Scout songbook?

YES! You need Copyright clearance and permission in writing for those songs still in Copyright plus payment of any reproduction fees including performing rights, etc. Those songs presumed to be out of Copyright will need to be legally checked and if you are thinking of adding a few parodies of popular songs, don't! You will be infringing Copyright under the Act.

- (i) Can a video of a Scout activity on television be used to promote local Scouting?

Only with the permission of the television station management who would then provide one from their records at a fee. A recorded copy of your own would break Copyright public use. Though recent law changes have allowed some local of copying.

- (j) Can I program material into my computer?

The use of material on computers comes under the current rules of Copyright. You are basically using an electronic device to reproduce material, thereby infringing Copyright if you do not adhere to the rules. If you create a disk or CD for use or place material on a network, you are in effect creating multiple copies, as you have created multi-access to the material. Also, be wary of copying material from disks, CD or network information systems, as Copyrights apply to the material.

- (k) If you acknowledge the source of your material, is it in order to reproduce?

NO! Reproduction of Copyright material is an infringement and in any case the onus is on you to prove it is not Copyright before using. Obtain written permission for use, as verbal permission is of little value if the use of material is contested.

Correct as of the 10th of May 2019

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Section 29 Intellectual Property

29.1 Intellectual Property

Scouts Australia NSW and Scout Australia will own 100% of the intellectual property which is generated by Scouts Australia NSW and Scouts Australia staff and key Branch and National volunteers and work conducted on behalf of Scouts Australia NSW and Scouts Australia.

For the purpose of this policy:

- (a) Work means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which Intellectual Property Rights subsist or are capable of subsisting and is wholly or partly created, made or discovered by the Member either:
- (i) in the course of the employment/service with Scouts Australia NSW; or
 - (ii) otherwise using the facilities, resources, time or any other opportunity provided by Scouts Australia NSW or a related body corporate of the Association.
- (b) Intellectual Property Rights means all existing and future rights which are capable of protection by copyright, patent, design, trademark or other registration or other forms of protection available in Australia or elsewhere.
- (c) Without limiting the terms of any additional agreement or undertaking the member is required to enter during the course of the employment/service with respect to intellectual property, the work and all Intellectual Property Rights in the work will belong absolutely to the Scout Association, and the Member agree to do all things necessary and execute any document required to give effect to this ownership.
- (d) The member must immediately and fully communicate to the Scout Association any work created, made or discovered by the member.
- (e) The member consents to the use of all existing and future works made by the member in the course of the member's employment, and agrees to waive any moral rights the member may have in them, and to consent to any act which amounts to an infringement of any such moral right, in favour of the

Scout Association. The member also agree that this consent and waiver extends to any licensees and successors in title to the Scout Association in respect of such works, as well as to any persons who are authorised by the Scout Association or by its licensees and successors in title to do acts compromising the copyright of such works. The member agrees to execute any further document necessary to give effect to this. For the purpose of this clause, the expression "moral rights" includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.

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Section 30 Privacy Policy

For details abouts Scouts NSW Privacy Policy please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Scouts NSW Privacy Policy

30.1 Privacy Laws and Scouts

The benefit of a leader sharing parent contact information with other parents is enormous. It lets them coordinate ride sharing, gear borrowing and information, to name just a few things- we encourage it.

There is no difficulty in doing this with respect to privacy laws, as long as you have the permission of the person whose information you are sharing.

So just send a permission note, an email or when the Scout signs up get their parents/carers consent. Just double check the information shared is limited to what you have permission to share, and only goes to those people you have said it would go to.

And a reminder- children's own personal contact information should not be included.

30.2 Privacy in dealing with behavioural matters

From time to time we deal with matters involving individuals where there are allegations, sometimes proven, sometimes not, that if made public at any point in this person's life- may have a negative impact on them. The State Child Protection Team, for this reason, is careful in considering whether to include the names of people involved in documents they send or conversations that they have in dealing with a matter.

It is important that all documents involving people where such allegations are made, not only be disseminated in a very circumspect matter, ideally the name of any youth member should be redacted/de-identified if it is going to anyone outside the very highest levels of the organisation.

Examples would include a youth member who makes an allegation against another youth member of inappropriate sexual behaviour. We do not want a now 11-year-old, to see a document on our letterhead with this allegation, whether it is shown to be correct or not, released publicly at a later point in their lives. So particularly correspondence to parents or leaders, should contain only the initials or another non-name descriptor of those involved, regardless of whether others have written the full name of a child in any documents.

It may be acceptable to verbally mention the names of those involved, if appropriate.

Another example is a child alleging inappropriate behaviour by an adult, while it may be okay to give the name of the complainant to the adult, to allow them to defend themselves. In either case, when considering whether to disclose the name of a complainant to a person (verbally or in writing), close attention should also be given to the risk that any harm may come to the complainant as a result of that disclosure, and whether there are any additional mitigating steps that Scouts NSW can put in place before disclosing the complainant's identity to ensure their safety, particularly if the complainant is a child.

Children are entitled to life-long privacy for events that occur in their childhood and Scouts NSW should endeavour to ensure we do not release documents naming children to people who may choose to release them publicly, later in that child's life.

Equally, allegations against an adult should be extremely tightly controlled for the same reason.

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Section 31 Environmental Policy

Since Scouting began, young people have been connecting with the outdoors, learning from nature and taking positive action for their local and global environments. Today the world is facing many more environmental challenges than when Scouting started; therefore it is crucial to keep the environment central to Scouting and to ensure that Scouts are a positive force for change.

Scouts NSW supports and follows the National Environment Charter in all their activities, through group, district, region and state, and is also working on how we can support the National Sustainability Action Plan, through implementation of the Sustainable Development Goals in everything we do.

31.1 Environmental Activities

Every year, Scouts across Australia organise and participate in a huge number of environmental activities including erosion prevention works, energy and water saving projects, wildlife monitoring projects, tree plantings and environmental training courses. Many Scout Groups are also involved with national events such as Clean Up Australia Day.

Additional activities are organised by Regional Environment activity teams in most regions, based around the requirements under the nationally recognised version of WOSM's Environment Program as both weekend and weeknight activities. As well as these, we encourage our youth to complete environmental projects in order to attain their Special Interest Area badges, to ensure a youth focused and lead environmental program is accessible to all.

31.2 Water conservation

As a supporter of the Sustainable Development Goals and the Scouts Australia Sustainable Development Action Plan, Scouts NSW strives to conserve and use our water resources in a well sustainable manner. This includes installation of water efficient devices within campsite and hall facilities, as well as where possible, the installation of water tank infrastructure. Additionally, we consider water availability in risk assessing our events, working closely with our Local Council and State Government departments to ensure that water use is responsibly handled during times of water restrictions.

31.3 Energy conservation

In line with our commitments under the Sustainable Development Goals and the Scouts Australia Sustainable Development Action Plan we work to continually assess and review our use of energy resources aiming to minimise our organisation's carbon footprint. This includes the encouragement of our Groups and facilities to use alternate energy where possible, including solar lighting for permanent and temporary facilities, as well as the periodic review of currently existing energy contracts, to preference companies with a good reputation for use and investment in renewable sources. We also work to encourage and support the knowledge and education of our youth members on their own energy usage, and the impact their energy usage has on global climate change.

31.4 International Partnerships and Programs

As members of Scouts Australia and the World Organisation of the Scouting Movement, we are participants in the nationally recognised version of WOSM's Environment Program, as well as supporting members of the United Nations Sustainable Development Goals. Under these, we are partners with a range of organisations, including

the World Wildlife Fund and SOLAfrica. As a National Organisation, we also have supporting partnerships with Planet Ark and Clean up Australia. We pursue both currently existing and future partnerships in line with the Sustainable Development Goals, to actively contribute to global action, as well as to give our youth the opportunity to access these programs in a safe, engaging and enjoyable manner.

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Section 32 International, Australian and NSW Major Events

32.1 International Overview

Scouts Australia receives many invitations to events around the world. When sufficient expressions of interest are received, a Contingent is established. Information about applications and deadlines can be found by contacting the nominated Contingent Leader or by contacting the International Office. Other events that Scouts Australia has received an invitation to attend are listed as Upcoming Events. If you are interested in attending, you must contact the International Office who will collate expressions of interest from around Australia, and make provision for a Contingent to be established, or for an individual to attend on their own. Don't forget that you can also plan your own overseas adventure – but where there is an international event hosted by another National Scout Organization, a Contingent must be coordinated through the International Office. If the thought of heading overseas is still a little intimidating or the timing isn't right, there are still heaps of things you can do to have an international experience. Take a look at the Special Interest Areas chapter of this Guide.

More information about travelling with Scouts, can be found on the Scouts Australia International Resources page - <https://scouts.com.au/what-we-do/international/resources/>.

If you require further information on Travelling with Scouts Australia NSW, please email bc.international@nsw.scouts.com.au.

32.2 Branch Friendship Tours

Branch Friendship Tours (BFTs) are locally (Group, District, Region or State) organised overseas activities where there is no established Australian Contingent and includes service projects, cultural exchanges, camping events and outdoor adventure activities.

All Branch Friendship Tours must be registered with the Scouts National Office and approved by the NSW State International Commissioner and the International Commissioner of Australia.

A Branch Friendship Tour would normally only include members from only our Branch. Members from other Branches who wish to join a specific Branch Friendship Tour organised by another Branch shall do so by registering with the Tour Leader. Such members shall have the approval of their home Branch to participate in the Branch Friendship Tour organised by another Branch.

If you would like more information about BFTs, please visit <https://scouts.com.au/what-we-do/international/resources/> or email bc.international@nsw.scouts.com.au.

32.3 Scouts International Student Exchange Program (SISEP)

The Scouts International Student Exchange Program (SISEP) is an educational and cultural exchange experience operated by Scouts Australia through Branch Coordinators. It is not every day that a person has the opportunity to represent their country. Scouts Australia provides this opportunity through this program therefore it is imperative that the manner with which individuals conduct themselves when overseas is exemplary. Participants will be expected to act as ambassadors for their country by their attitudes and behaviours. They will share their knowledge and love of their own country and lifestyle by addressing Scout, School and family life in the host country. Similarly, they will also have opportunities to share their knowledge and experience of life in the host

country on their return home. It encourages international goodwill and understanding between Australia and other Scouting countries through the facilitation of an exchange experience for Venturer Scouts.

More information about travelling with Scouts, can be found on the Scouts Australia International Resources page under SISEP - <https://scouts.com.au/what-we-do/international/resources/>.

32.4 International Program in Australia

32.4.1 Pen-Pals

If you are a Joey Scout, Cub Scout or Scout, you can register for our International Pen-Pals Program. Our program encourages international friendship by offering a means of communicating with other Scouts abroad with the protection of knowing that the paired contacts are verified members of another National Scout Organization.

As well as exchanging emails, international Pen-Pals can talk to each other on Skype and share photos and videos using any number of online social networking tools.

If you see someone on Facebook requesting a Pen-Pal, please encourage them to register via filling out this form:

<https://docs.google.com/forms/d/e/1FAIpQLSecytKc1nFIZ-qkaOzkWs2WnzYDS3uKqinMqFjPRubDr7jNyw/viewform>

32.4.2 STEM

JOTA Jamboree On The Air (JOTA) and Jamboree On The Internet (JOTI) is an annual virtual global camp in which around 500,000 Scouts and Guides from all over the world make contact with each other by means of amateur radio and the internet. Through JOTA/JOTI every member of Scouts Australia can make friends, exchange stories, experience different cultures and have fun as part of the largest activity in World Scouting. JOTA/JOTI also gives Scouting members an awareness that they belong to a worldwide Movement. These resources can also be used all year around as part of the youth program. This event is held around the world on the third weekend in October each year.

32.4.3 Better World Scouting

Scouts of the World

The Scouts of the World (SWA) Award provides the opportunity for Venturer Scouts and Rover Scouts to “Create a Better World” by facing the challenges of the future as identified by the Sustainable Development Goals. SWA focuses on three main challenges for the future:

- Peace, security and disarmament.
- Development and poverty eradication.
- Protecting our common environment.

The SWA can be completed in partnership with a section of the Baden-Powell Scout Award or the World Scout Environment Badge as long as appropriate approvals for each of the awards have been received.

For more information, please email bc.international@nsw.scouts.com.au.

Messengers of Peace

Messengers of Peace is a global initiative, launched by the World Organization of the Scouting Movement (WOSM), based on the WOSM slogan of “Creating a Better World”. Envisioned in 2010 by His Majesty King Abdullah of Saudi Arabia and His Majesty King Carl XVI Gustaf of Sweden, its aim is to create a better world globally by acting locally.

Through the Messengers of Peace Online Platform, it aims to connect people from every National Scouting Organization (NSO) through the sharing of peace projects.



Scouts do good turns and help others because it is part of the Scout Promise and Law. It is also because it is nice to help others and to make a difference, even if it is only a small action.

Whenever we are kind to people, we send a message of love and peace, making a difference to the recipients and also ourselves. It just feels good. More information can be found at <https://www.scout.org/messengersofpeace>

32.5 Australian Scout Jamboree

The Australian Scout Jamboree is a Scout Section event generally held every three years by Scouts Australia. The Jamboree is traditionally held in early January and typically runs for 10 nights.

32.5.1 Jamboree Organising Committee

Branches bid for the honour of hosting the Jamboree and form a Jamboree Organising Committee (JOC) with the primary task of organising and running the Jamboree. Activities and experiences are usually based in and around the main Jamboree site with off-site activities offered, usually on a day basis, to water related activities and other activities consistent with the Section program.

32.5.2 Contingents

The largest organisational unit of the Jamboree is a Contingent and is generally formed from one or multiple Branches, Overseas or National Scouting Organisations.

32.6 National Australian Venture

The Australian Venture is a Venturer Scout Section event generally held every three years.. The format of a Venture recognises through experiences a program geared to the age group and usually includes a number of onsite activities and a choice of offsite expeditions. The Australian Venture normally runs for about 12 nights.

32.7 Australian Rover Moot

Australian National Rover Moots are held every three years, typically lasting from nine to eleven days each, and are run by each Branch (State) on a rotating basis. They have participants from each Australian Branch and often attract interest and attendance from members of international Scout organisations most commonly including the United Kingdom, Canada, the United States and many Asian-Pacific organisations. Moots contain two sections, the first half involves expeditions with groups ranging from approximately 10-50 Scouts engaging in various activities dependent on their interests, these may be adventurous, sight-seeing or community involvement based, the second half of the moot is based on a campsite and involves a variety of on-site activities, as well as a closing and opening ceremony. Past Australian Rover Moots have also held the status of Asia-Pacific Region Moots.

32.8 NSW Events

32.8.1 Cuboree

The NSW Cuboree is a five-day standing camp for Cub Scouts. It is an exciting event which brings together Cub Scouts from all across NSW. A cuboree is fun filled while offering Cubs an experience to explore their limits and make new friends.

32.8.2 Scout Rally

State Rally is an annual Scout Section event held around the end of winter. State Rally is focused on giving the attendees a memorable experience that is:

Exciting and Challenging

- Achievement Pathway/Program Essentials focused

- Patrol System based where

Scouts are encouraged to take up opportunities of youth leadership while, participating in the activities offered.

32.8.3 Dragon Skin

Dragon Skin is a Venturer Section event run every year over the Easter long weekend for NSW Venturer Scouts and Senior Guides, Dragon Skin is held in a NSW State Forest. Venturers are also invited from other Branches to compete for the coveted Dragon Skin.

32.8.4 State Rover Moot

A moot is a gathering of Rover Scouts, typically commencing on a Friday evening and concluding on a Sunday afternoon. A moot involves a series of activities that are to be completed in teams or units typically consisting of between 5-10 members, the teams with the most points will win prizes. Each region in New South Wales will run their own moots.

Once a year, typically on the October long weekend, the State Rover Council will host a Moot. State Rover Council Moots are run by a team who put in a tender at least 6 months before the moot is to run and is voted on by the State Rover Council. Upon being successfully endorsed the Moot organising team consisting of a Moot Chief, Assistant Moot Chief, Caterer, Sites and Services officer, Welfare Officer, Administration Officer, Treasurer, and whatever other positions the Moot team require will begin the process of organising State Moot. They are to report every two months to the State Rover Council and are overseen by the SRC Activities Officer and SRC Chair.

Other states may form contingents to attend the NSW State Rover Moot and must have a contingent leader to do so, similarly if any NSW Rover Scout wishes to attend another states event such as Mudbash, Surf Moot etc a NSW Contingent must be appointed and is overseen by the NSW State Rover Council.

Section 33 Property Management

GUIDELINES FOR USE OF SCOUT PREMISES (OTHER THAN GUIDES NSW)

1.1 Preamble

1.1.1 The primary purpose of Scout premises is to provide for the needs of Scouting. Groups should aim to make full use of their premises and make them a centre from which good Scouting will radiate.

1.1.2 However, it is in keeping with Association policy that Scout premises should, where possible and when not required for Scouting purposes, be used by other worthwhile organisations for the benefit of the wider community.

1.1.3 Only land and buildings should be made available for use by other organisations; equipment should only be used for Scouting purposes.

1.2 Responsibility

By virtue of our Incorporation Act it is the State Service Centre that owns or has a legal interest in land owned or used by Scouts in the State and similarly it is the Board of Directors that alone has power to enter into agreements relating to the regular use of land by other organisations. For this reason and in the interest of Scouts NSW generally and the particular Groups concerned it is important that every proposal for regular use be referred to the State Service Centre for consideration.

1.3 Relevant Factors

In considering a proposed regular use of Scout premises by other organisations the following things need to be taken into account:

1.3.1 Nature of the Scouts' Holding

a) Scout land can only be used by other organisations if the interest of the Association in the land permits it. Land held under -

freehold ownership: may be so used

lease: may be used by other organisations provided the lessor first gives permission. Unauthorised use of the land is a breach of the lease and entitles the lessor to terminate the lease.

licence: as for "lease"

b) Crown land Reserve: temporary licences may be granted to other organisations. Contact State Service Centre for further information regarding Minister's consent requirements.

1.3.2 Type of Organisation

a) Organisations that use Scout premises should be compatible with the Scout Movement in that they should be for the benefit of the community generally.

b) In view of our close association with Guides NSW, use by them is naturally suitable and desirable.

c) Since Scouts normally make little use of premises in the daytime during the week, the Association believes that use by the following organisations, which would be expected to use premises during those periods, is particularly suitable:

Playgroups, Weight Watchers International, Senior Citizens, League of Health, Physical Culture Clubs, ballet and dancing classes, Country Women's Association, youth groups, junior sporting clubs, martial arts classes, Rotaract and other similar organisations.

The relevant Scout Formation should ensure that playgroups remain gatherings of children and their parents and that a parent of each child is present and that they meet for not more than two to three hours daily. If those requirements are not adhered to, the group is liable to be classed a "child care centre" within the meaning of the Child Welfare Act which would cast unwelcome obligations on the Association. Most playgroups belong to the Playgroup Association of NSW, in which case contact should be made with that Association:

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P O Box 6665 Wetherill Park DC NSW 1851

Phone: 1800 171 882 (02) 9604 5513 Fax: (02) 9604 5541

Email: admin@playgroupnsw.com.au

to confirm that the Playgroup Association is prepared to take out the licence for the particular playgroup wishing to hire the Scout hall. If the playgroup is registered with the Playgroup Association and has an affiliation number with the Playgroup Association, it is not necessary to produce evidence of public liability insurance, as 'The Scout Association of Australia' is noted as an interested party on that Association's insurance policy.

d) The ways in which all such organisations use Scout premises should be subject to some control and restrictions, for example, uses involving pop groups and bands should not be permitted.

e) For non-mainstream religious groups, it is important to sight a copy of their Aims and Objectives.

1.3.3 Statutory Restrictions

Some statutes, particularly the Local Government Act, prohibit certain uses of premises and impose conditions on certain types of use, and such restrictions should be investigated.

1.3 Agreements

- a) For the protection of the Association and the particular Scout Formation concerned, a licence agreement must be entered into between the State Service Centre and each organisation or its representatives. For an organisation that does not have corporate status (i.e. registered under the Companies Code or the Associations Incorporation Act), the arrangement must be made by representatives who are authorised by that organisation to sign legal documents on their behalf. The names and positions held in the company e.g. Director, Secretary, of those authorised signatories should be provided with the licence application form.
- b) It is important to have a written licence agreement so as to establish and identify the organisation or representatives of such organisation responsible for the use of premises by the organisation and so as to exclude the Association from liability arising out of the use of premises by the organisation.
- c) A business name is not a separate legal entity i.e. it cannot be sued. Therefore a person trading with a business name e.g. ABC dance should be shown as Mary Smith trading as ABC dance as the licence agreement would be signed by the proprietor of the business name.
- d) A street address for the hirer must be shown in the licence agreement in case a legal service of notice is required. A Post Office Box cannot be served with a legal notice.
- e) The licence document in each case is prepared by the State Service Centre.

1.3.5 Occupation Fees when Scout Premises are used by Others

- a) Outside bodies occupying Scout Premises are required to enter into a licence agreement with the State Service Centre. The licence protects the interests of the Association and the licensee and provides for a fee appropriate to the occupation to be charged. The occupation fee is to be reviewed annually, or at any other time when there is a change in circumstances that requires review e.g. cost of connecting to the sewer.
- b) In assessing the occupation fee to be charged the various costs that the responsible Scout Formation is required to meet in relation to the premises must be considered e. g. recurring costs for cleaning, garbage charges, power and water supply, insurance and repairs and maintenance etc. The fee charged must reflect an adequate proportional share of these costs, especially where several hirers are using the premises.
- c) This share should be determined by apportioning the costs on a time usage basis.
- d) Hall hire charges are determined firstly by the Group and Region must approve the charge. As a guide to Groups an alternative method of fixing the hire fee for commercial type groups – e.g. dance/karate classes and the like, is to charge 10% to 15% of the hirers' gross income.

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Establish the numbers in the hirers' classes and the fees their students pay to them to determine this figure. See Question 4 Attendance on P3 form.

- e) Should any "profit" fee be charged the likely effect on the Association's exemption from the payment of land tax and of rates to Councils and Water Boards must be considered.
- f) As a further guide the cost factors to be taken into consideration when determining fees are as follows:

Freehold Tenure

Recurring costs:

□ Insurance premiums on buildings, Land Tax (if applicable), cleaning, electricity and/or gas, garbage charges, sanitary charges where not sewer, water and sewerage charges, where applicable repairs and maintenance of the property, including upkeep of grounds, fencing.

Additional recurring charges incurred by reason of the use of premises by others:

□ Allowance for depreciation of furniture and fittings, if used. Any other costs incurred by reason of other occupation of the premises.

Non-recurring costs:

□ Any additional capital expenditure to provide for the additional use should be funded by the Scout Formation concerned and the resulting improvements remain vested in the Association.

□ In assessing the occupation fee, a commercial return should be a basic component in order to provide an adequate return on capital invested. Such expenditure would include additional accommodation provided. Installation of cupboards or fittings, or any alterations to enable the premises to be used by other organisations. (Comments in the opening paragraphs regarding rates to be noted.)

Leasehold Tenure

Recurring costs:

As for Freehold but add the following:

□ Rent

□ Any recurring costs borne by the Association as required by lease or licence conditions.

1.3.6 GST (Government Goods and Services Tax)

This currently is charged when premises are managed by Region Offices. Where premises are managed by Scout Groups, GST is not required to be collected.

A clause is inserted into licence agreements to the effect that the document is prepared with the licence fee and all other moneys payable being exclusive of the GST and that it is additional to the hire fee. If it is required to be paid, it is to be paid at the same time as the licence fee is paid.

1.3.7 Safety Considerations

Allowing other organisations to use Scout premises imposes special obligations on the Association to ensure that the required use can be carried on safely. Check the guidelines in this Manual under "Fire & Fire Safety" and "Security". A written report on the recommendations in the audit report done on each hall must be submitted with the P3 application stating what recommendations have been completed and a programme to complete any outstanding recommendations.

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1.4 Procedures

1.4.1 Licence for Regular Use

It is again stressed that each regular use or proposed use must be referred to State Service Centre for consideration so that an agreement may be entered into.

The procedure for doing so is for the relevant Scout Formation to complete an "Application for Use of Scout Premises" (Form P3) using the guidelines above in assessing the proposed licence fees. If prepared by a Group Formation, (rather than Region Office) the application requires the approval of the relevant Region and must be accompanied by evidence of the proposed licensee's public risk insurance cover of at least \$20 million. The licence agreement is prepared by the State Service Centre for an upfront fee of \$90.00 (as at November 2005) The \$90 fee should be collected from the hirer and sent to the Group's Region Office with the P3 application form.

N.B. P3 application forms should be completed by the Scouting person in charge of hiring out the hall, not the actual hirer. All questions must be answered and evidence of public liability insurance of \$20 million e.g. a certificate of currency is required to be attached to the application form. The certificate of currency must note the interested parties, namely The Scout Association of Australia New South Wales Branch and if the property is leased (e.g. Council owned), the name of the owner should also be shown on the Certificate of currency. The \$90.00 licence processing fee should also be attached before the P3 forms are sent to Region Office for approval. Region Office will then instruct the State Service Centre to prepare the legal documentation.

1.4.2 Casual Hiring

The procedure is different in the case of premises being used by another organisation for a single function, although the principles above concerning who can be allowed such use and for which purposes apply equally to such casual hiring's. The form to use in such cases strictly for single functions is "Hire of Premises" (Form P2) for a hall. The Group has this form signed by the hirer in duplicate, handing one copy to him and retaining the other. Public risk insurance does not have to be obtained by private hirers e.g. a child's birthday party, but councils, businesses e.g. a football club and other community organisations which would clearly have their own public liability insurance cover should be asked to obtain a certificate of currency as evidence of their cover.

Should a hirer wish to use the premises more than six (6) times a year a P2 form is not appropriate. In that case a P3 form for a licence agreement should be completed with the required attachments.

2. GUIDELINES FOR JOINT USE OF PREMISES WITH GUIDES NSW

2.1 Preamble

The following guidelines are set out for the direction of Groups and Regions when it is proposed to enter into an arrangement for the joint use of property with Guides NSW (see also GUIDELINES FOR USE OF SCOUT PREMISES (other than Guides NSW) Above).

2.2 Use of Property

2.2.1 All existing, or proposed, occupation of any sort, whether tenancies or tenancies-in-common, must be referred in the first instance through channels to the State Service Centre of each Association by the respective Scout and Guide units concerned so that the proper legal arrangements may be made between the Associations.

2.2.2 Joint fundraising with the Guides may only be carried out with the approval of the Executive Committee of both Scouts NSW and Guides NSW. Approval will only be given where it is intended that joint ownership of real property be 50/50 in all matters relating to the acquisition, development, maintenance, occupation and, if appropriate, disposal of the property.

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2.2.3 Usage of Scout property by Guides NSW requires the approval of the respective State Service Centre of each Association. Local agreements are not recognised nor are they legally binding.

2.3 Occupation Fees when Scout Premises are used by Guides NSW

2.3.1 Guides occupying Scout premises are required to enter into a licence agreement with State Service Centre. The licence protects the interests of both Scouts NSW and Guides NSW and provides for a fee appropriate to the occupation to be charged. The occupation fee is to be reviewed annually or at any other time when there is a change in circumstances that requires review.

2.3.2. In assessing the occupation fee to be charged the various costs that the Scout unit is required to meet must be considered and the fee must reflect an adequate proportional share of these costs.

2.3.3. This share should be determined by apportioning the costs on a time usage basis.

2.3.4. Should any "profit" fee be charged the likely effect on the Association's exemption from the payment of land tax and of rates to Councils and Water Boards must be considered.

2.3.5. As a guide, the cost factors to be taken into consideration when determining fees are as follows:

Freehold Tenure

Recurring costs:

- Insurance premiums on buildings, cleaning, electricity and/or gas, garbage charges, sanitary charges where no sewer, water and sewerage charges, where applicable repairs and maintenance of the property, including upkeep of grounds, fencing.

Additional recurring charges incurred by reason of the use of premises by Guides NSW:

- Allowance for depreciation of furniture and fittings, if used. Any other costs incurred by reason of the occupation of the premises.
- Note: When Water and Sewerage Rates are charged by reason of letting Scout Premises, consideration should be given as to whether any of these charges should be borne by Guides NSW.

Non-recurring costs:

- Any additional capital expenditure to provide for the additional use should be funded by the Scout Formation concerned and the resulting improvements remain vested in the Association.
- In assessing the occupation fee, a commercial return should be a basic component in order to provide an adequate return on capital invested. Such capital expenditure would include additional accommodation provided, installation of cupboards or fittings, or any alterations to enable the premises to be used by Guides NSW (comments in the opening paragraphs regarding rates to be noted.)

Leasehold Tenure

Recurring costs:

- As for Freehold but add the following :

Any recurring costs borne by the Association as required by the lease or licence conditions such as payment of rates.

2.4 Agreement Relating to Occupation

An agreement, or licence, whichever is appropriate, relating to the occupation will be arranged and entered into between the Executive Committees of Guides NSW and Scouts NSW. Sufficient copies of the document will be made available for the information of the Group concerned once the agreement, or licence, has been entered into.

2.5 Procedures

An "Application for Use of Scout Premises" (Form P3) should be completed as required for other users, but no office bearers of Guides NSW should be shown and evidence of public risk insurance is not required.

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The application requires the approval of Region Office before being forwarded to State Service Centre, which will prepare the licence and arrange for execution by both Associations.

3. APPENDIX

3.1 Definition of Terms Used

Contract Agreement enforceable by law, normally in writing in the case of land, between two or more parties.

Fee Simple Holding land in fee simple is the same as freehold tenure.

Freehold The most complete tenure of land - the person having the freehold is the owner of land.

Leasehold The tenure of a lessee under a lease, which is an inferior tenure to freehold.

Lease A contract by which the person holding the freehold or leasehold (known as the lessor or landlord) gives possession of land or a building to another (known as the lessee or tenant) for a specified time, usually on payment of rent, upon specified conditions.

Licence A contract similar to a lease by which the licensor gives the use of land or buildings to the licensee, but the licensee is not given exclusive possession. often a licence does not have a fixed time of expiry, but gives use of a building for specified hours during the week.

Local Government Act Act of the NSW Parliament regulating amongst many other matters town planning codes restricting the use of land, health and building regulations and the method of administration by a municipal or shire council.

Reserve Crown land may be reserved from sale to the public and set aside for a specified purpose - in the Association's case "for use by Scouts". The Association is appointed trustee to manage the land reserved.

Tenancy Leasehold interest of a tenant under a lease.

Tenure Mode of occupying or holding land.

Title A person's right to property.

4. PERMISSION TO ACQUIRE REAL ESTATE - PROCEDURES

4.1 Real Estate can be acquired ONLY with the prior approval of the Association. The procedures set out below detail the steps required by the Board of Directors when acquiring Real Estate, whether by purchase, gift, or devise, and are necessary to protect the interests of the Association and to ensure that we conform with our Act of Incorporation.

4.2 Whilst these procedures may seem overly lengthy, all are necessary and could only be varied under special circumstances at the express direction of the Board of Directors.

4.3 The Formation seeking to acquire property shall ensure that the acquisition is suitable and can legally be used for the purposes of the Association.

This involves inquiry to determine:

- a) the suitability of the site for Scouting purposes,
- b) the zoning of the property,
- c) the amount of any outstanding charges on the property, e.g. Council rates,
- d) the existence of any road widening or other order restricting the use of the property; and in the case of a gift or devise,
- e) whether the property can be used by one or more Formations of the Association,
- f) the saleability of the property, should the need arise at a future date.

4.4 The Formation obtains a valuation of the property from a qualified and licensed valuer (unrestricted or otherwise appropriate to the property under consideration).

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4.5 The application for purchase or acceptance requires the written support of the Region Office, prior to submission to State Service Centre, as does any application to the Scout Development Fund for financial assistance.

4.6 If financial assistance other than from the Scout Development Fund is required in order to complete a purchase, an "Application for Permission to Borrow" (Form P1) must be completed by the Formation and with the appropriate recommendation(s), submitted to State Service Centre.

4.7 The Formation should provide advice whether a "local" Solicitor will act for the Association in the matter. Should the State Legal Adviser act for the Association, that Adviser will charge the normal fees (as per the scale) for the services provided, which is payable by the Scout Formation concerned.

4.8 Upon receipt at State Service Centre of the documentation relating to paras 4.3, 4.4, 4.5, and 4.6 (if applicable) and 4.7, the matter is considered by the Assets Management Committee. Should the Assets Management Committee support the application for acquisition (by purchase, gift, or devise), its recommendation is made to the Board of Directors, and details of the proposed acquisition will be notified on the notice paper of the meeting.

4.9 Following approval by the Board of Directors, the Applicant is advised to furnish the relevant documentation, e.g. the contract for purchase, to the Assets Management Committee for approval and subsequent execution under Seal, by resolution of the Board of Directors. In readiness for settlement, the relevant transfer document (in the name of the Association) is similarly processed.

4.10 Following receipt of the title document, a Property record is entered in the Association's computer system. A photocopy of the title document is provided for the Region and the Formation.

The title document, e.g. Certificate of Title or Conveyance, is retained in safe custody by State Service Centre, unless the property becomes the security for a mortgage; in such event, it is retained by the mortgagee.

5. PERMISSION TO SELL REAL ESTATE - PROCEDURES

Real Estate can be sold only with the prior approval of the Association.

Paras 4.4, 4.5, 4.7, 4.8 and 4.9 of the procedures for acquiring real estate (see above) apply and, in addition the application must include a recommendation to the disposal of the proceeds of sale. Generally the Board of Directors will only permit the proceeds to be used for a long-term capital purpose, such as the acquisition of real estate or the erection of buildings or additions to them, where the relevant Group is active. In the case of defunct Groups, the proceeds of sale will normally be credited to the Scout Development Fund. The sale of freehold land to pay for the erection of permanent buildings on leased land is seldom approved.

6. RELEASING PROPERTY TO THE STATE SERVICE CENTRE

When a Region releases a property to the State, a signed document from the Region Commissioner is required.

33.1 Rates & Taxes

The position with regards to the liability of the Scout Association of Australia NSW (the current name of what was the Boy Scouts Association NSW Branch) ("the Association") to pay rates and taxes is as follows:

33.1.1 Council Rates

- (a) The Association is exempt from the payment of rates to the local Council on property that is owned and occupied by the Association and is used solely for Scouting purposes. This exemption arose out of a judgment delivered in the case of *The Boy Scouts Association, New South Wales Branch v. The Sydney City Council* (Reference - Court's decision Vo1.4, 1959 Local Government Reports page 260), which recognised the Association as a "public charity" within the meaning of these words in

section 132(1) of the *Local Government Act 1919*. Since the *Local Government Act 1993* (LGA '93) the same exemption has been enacted in section 556 (h) of that Act.

- (b) Occupation for the purposes of seeking exemption from a rating charge on land has been held to be:
 - (i) Fencing the land;
 - (ii) Erecting a building on the land;
 - (iii) Holding an occasional meeting on the land.
- (c) If the land has been occupied in the sense of any of the above then it can be regarded as an "occupation" within the meaning of the Court ruling in the case of *Newcastle Hospital v. Newcastle City Council* (1959 100 CLR 1) - this forms the basis of the ruling in all subsequent cases of this nature. This means that, provided vacant land or Premises owned by the Association are "occupied", exemption from rating can be claimed.
- (d) If the Association's property is leased, licensed or rented, or in some other way occupied for other than Scouting Purposes, then the property is rateable in the proportion which the leased, licensed etc. portion of the premises bears to the whole of the premises or in the proportion which the time the premises are occupied for other than Scouting purposes bears to the whole of the time the premises are used.
- (e) Where the land is held by some form of tenure such as a lease, licence, or permissive occupancy, the Association's liability in the matter of rates on the land is dealt within the wording of the document entered into between the Association and the authority granting tenure. The tenure document must be examined before exemption from rating is claimed so that the Association's rights, if any, in the matter are ascertained. 1.6 Reserves from sale for use of Boy Scouts granted by the Crown are exempt from the payment of rates under section 556 (b) of the *Local Government Act 1993*.

33.1.2 Water Rates Section 558 LGA '93

- (a) As premises owned by the Association are exempt from the payment of rates on land, certain water reticulating authorities, including the Sydney Water and the Hunter District Water Board, have under the appropriate sections of their Acts granted exemption from rating and charge only for services rendered, that is, water by measure, and sewerage services rendered. Usually the charge for sewerage services rendered is a flat charge based on the number of toilets or urinals on the premises.
- (b) Where the local Council is the water reticulating authority, charges are made for water supply and sewerage local rates based on the Unimproved Capital Value of the land. The Council may at its discretion grant exemption from rating and charge for water by measure and for sewerage services on a flat rate basis.
- (c) Other water reticulating authorities are known to grant exemption from rating and the local authority should be approached to determine whether it would be agreeable to grant an exemption. Again, any exemption granted is at the discretion of the reticulating authority.
- (d) Reserves from sale for use of the Association property (usually expressed in Acts, ordinances, rules or on parish maps as "Boy Scouts") are exempt from the payment of water supply and sewerage local rates based on the Unimproved Capital Value of the land and exemption can be claimed. Water will be charged for by measure and sewerage services on a flat basis.

33.1.3 Land Tax

- (a) Since amendments to the *Land Tax Management Act* in 1985, the exemption formerly enjoyed by the Association for all of its properties is not automatic. Property owned by the Association is not taxable if it is used and occupied solely by the Association.
- (b) A ruling has been given by the Commissioner for Land Tax that land used solely for a Scout Hall is not taxable, even where casual hiring's occur. However, where commercial activities are carried on at the premises, such as shops or offices, tax will be payable. Cases giving rise to any doubt must be referred to State Service Centre.

33.1.4 Council Charges

- (a) These charges are not "rates", being charges made for services rendered in respect of the collection of garbage, sanitary services or for the construction of works such as kerbing and guttering. The charges cannot be avoided nor can exemption from them be sought.
- (b) Where there is uncertainty on the part of the Group or Region (or other Scout Formation) concerned as to its liability to pay rates, the matter should be referred, through the proper channels, to the Property Department at State Service Centre for advice.

33.1.5 Stamp Duty

The Association enjoys an exemption from this New South Wales duty for instruments to which General Exemption 24(a) in s. 275 of the *Duties Act 1997* (NSW), including leases and agreements for sale.

33.1.6 Sales Tax

- (a) In spite of representations made to the Commonwealth Government and to the Commissioner of Taxation over years, the Association enjoyed no general exemption from sales tax. Section 38.250 of the *A New Tax System (Goods and Services Tax) Act 1999* which provides as follows:

Nominal consideration, etc.

- (i) A supply is GST-free if:
 - (A) the supplier is an endorsed charity, a gift-deductible entity or a Government School; and
 - (B) the supply is for consideration that:
 - (I) if the supply is a supply of accommodation – is less than 75% of the GST inclusive market value of the supply; or
 - (II) if the supply is not a supply of accommodation – is less than 50% of the GST inclusive market value of the supply.
- (ii) A supply is GST-free if:
 - (A) the supplier is an endorsed charity, a gift-deductible entity or a Government School; and
 - (B) the supply is for consideration that:
 - (I) if the supply is a supply of accommodation – is less than 75% of the cost to the supplier of providing the accommodation; or
 - (II) if the supply is not a supply of accommodation – is less than 75% of the consideration the supplier provided, or was liable to provide, for acquiring the thing supplied.
- (iii) Subsections (i) and (ii) do not apply to a supply by a gift-deductible entity endorsed as a deductible gift recipient (within the meaning of the ITAA 1997) under section 30-120 of the ITAA 1997, unless:

- (A) the supplier is:
 - (I) an endorsed charity; or
 - (II) a Government School; or
 - (III) a fund, authority or institution of a kind referred to in paragraph 30125(1)(b) of the ITAA 1997; or
- (B) each purpose to which the supply relates is a gift-deductible purpose of the supplier.

Note: This subsection denies GST-free status under this section to supplies by certain (but not all) gift-deductible entities that are only endorsed for the operation of a fund, authority or institution. However, supplies can be GST-free under this section if they relate to the principal purpose of the fund, authority or institution.

For further reading, see the ATO's fact sheet 06 for record keeping, administration and payment.

- (b) However in November 1994 exemption from sales tax was granted for goods purchased for the operation of Cataract Scout Park, but excluding goods purchased for resale. The basis of the exemption under sub-item 127 (1)(b) of the First Schedule to the *Sales Tax (Exemptions and Classifications) Act 1992* is that the Association is the trustee of Crown land, namely the trustee of Cataract Scout Park (Crown Reserve 91262).
- (c) Therefore this exemption is restricted to goods purchased for Cataract Scout Park and other campsites held by the Association as trustee of Crown reserves. The exemption is strictly confined to goods used at those campsites.

33.1.7 Tax File Number

- (a) Scouts Australia is exempt from company tax on income but action must be taken under the tax file number legislation by all Groups and other Formations that receive income from investments (including interest on bank accounts) to ensure that income tax is not deducted by investment bodies from interest and dividends received.
- (b) Advice has been received from the Australian Taxation office that the Association as a registered charity does not have to quote a Tax File Number with regard to investments, bank accounts, etc. However, all Groups and other Formations holding bank accounts or investments will have to advise the investment bodies concerned of this exemption.
- (c) All Groups and other Formations should complete an appropriate form in full and forward it to each investment body and bank with which they deal. Initially that action should have been taken by 30 June 1991 but if that deadline has been missed, the Formation concerned should act promptly on learning of its omission. The exemption block on each form needs to show: "NL - section 23 (e)".
- (d) The forms to be used are generally Form T or J, depending upon the name in which the account is held, and are available from the investment bodies.
- (e) It is important to note that the completed forms are to be sent to the appropriate investment bodies and not to the Taxation office.
- (f) Failure to render these forms may result in the bank or investment body deducting tax at the highest rate from your interest or dividend income.

33.1.8 Tax Deductibility for Donations

- (a) Donations to Scouts Australia valued at \$2.00 or more, are tax deductible. Any official registered element (or formation) may receive such donations and a receipt issued by that element.

- (b) A numbered receipt should be issued in the name of the Association by the receiving element of the Association. In addition, the book of accounts of the element showing that gifts have been applied towards the aims of the Association, should be made available, on demand, to officers of the Australian Taxation office should they wish to inspect it.
- (c) It is emphasised that a gift or donation - to attract tax deductibility, must be without consideration. Hence, a payment to the Association by way of fees, subscriptions, or fees or levies for activity purposes, are not payments by way of gifts as to attract tax deductibility because they are not completely gratuitous and are not given without some benefit or consideration passing to the person making the payment.

33.1.9 Prescribed Payments System

- (a) The Prescribed Payments System affects any Formation that employs contractors or subcontractors on construction projects with a total value exceeding \$10,000.
- (b) Any Formation that comes under this category is required to register as a Prescribed Payer with the Taxation office where further information on its obligation will be available.
 - (i) Purchase
 - (A) Real Estate cannot be purchased without the approval of Scouts NSW Board of Directors
 - (ii) Maintenance
 - (iii) Building Code of Australia

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Section 34 Guidelines for Use of Scout Premises (Other Than Guides NSW)

34.1 Overview

The primary purpose of Scout premises is to provide for the needs of Scouting. Groups should aim to make full use of their premises and make them a centre from which good Scouting will radiate.

However, it is in keeping with Association policy that Scout premises should, where possible and when not required for Scouting purposes, be used by other worthwhile organisations for the benefit of the wider community.

Only land and buildings should be made available for use by other organisations; equipment should only be used for Scouting purposes.

34.2 Responsibility

By virtue of the Incorporation Act it is the State Service Centre that owns or has a legal interest in land owned or used by Scouts in the State and similarly it is the Board of Directors that alone has power to enter into agreements relating to the regular use of land by other organisations. For this reason and in the interest of Scouts NSW generally and the particular Group concerned it is important that every proposal for regular use be referred to the State Service Centre for consideration.

34.3 Relevant Factors

In considering a proposed regular use of Scout premises by other organisations the following things need to be taken into account:

34.3.1 Nature of the Scouts' holding.

- (a) Scout land can only be used by other organisations if the interest of the Association in the land permits it.
 - (i) Land held under - freehold ownership: may be so used
 - (ii) lease: may be used by other organisations provided the lessor first gives permission. unauthorised use of the land is a breach of the lease and entitles the lessor to terminate the lease.
 - (iii) licence: as for "lease"
- (b) Crown land Reserve: temporary licences may be granted to other organisations. Contact State Service Centre for further information regarding Minister's consent requirements.

34.3.2 Type of Organisation

- (a) Organisations that use Scout premises should be compatible with the Scout Movement in that they should be for the benefit of the community generally.
- (b) In view of our close association with Guides NSW, use by them is naturally suitable and desirable.
- (c) Since Scouts normally make little use of premises for Scouting purposes during weekdays, the Association believes that use by the following organisations, which would be expected to use premises during those periods, is particularly suitable:
 - (i) Playgroups, Weight Watchers International, Senior Citizens, League of Health, Physical Culture Clubs, ballet and dancing classes, Country Women's Association, youth groups, junior sporting clubs, martial arts classes, Rotary and other similar organisations.
 - (ii) The relevant Scout Formation should ensure that playgroups remain gatherings of children and their parents and that a parent of each child is present and that they meet for not more than two to three hours daily. If those requirements are not adhered to, the group is liable to be classed a "childcare centre" within the meaning of the Child Welfare Act which would cast unwelcome obligations on the Association. Most playgroups belong to the Playgroup Association of NSW, in which case contact should be made with that Association:

P O Box 6665 Wetherill Park DC NSW 1851
Phone: 1800 171 882 (02) 9604 5513 Fax: (02) 9604 5541
Email: admin@playgroupnsw.com.au

to confirm that the Playgroup Association is prepared to take out the licence for the particular playgroup wishing to hire the Scout hall. If the playgroup is registered with the Playgroup Association and has an affiliation number with the Playgroup Association, it is not necessary to produce evidence of public liability insurance, as 'The Scout Association of Australia' is noted as an interested party on that Association's insurance policy.
- (d) The ways in which all such organisations use Scout premises should be subject to some control and restrictions, for example, uses involving pop groups and bands should not be permitted.
- (e) For non-mainstream religious groups, it is important to sight a copy of their Aims and Objectives.

34.3.3 Statutory Restrictions

Some statutes, particularly the Local Government Act, prohibit certain uses of premises and impose conditions on certain types of use, and such restrictions should be investigated.

34.3.4 Agreements

- (a) For the protection of the Association and the particular Scout Formation concerned, a licence agreement must be entered into between the State Service Centre and each organisation or its representatives. For an organisation that does not have corporate status (i.e. registered under the Companies Code or the Associations Incorporation Act), the arrangement must be made by representatives who are authorised by that organisation to sign legal documents on their behalf. The names and positions held in the company e.g. Director, Secretary, of those authorized signatories should be provided with the licence application form.
- (b) It is important to have a written licence agreement so as to establish and identify the organisation or representatives of such organisation responsible for the use of premises by the organisation and so as to exclude the Association from liability arising out of the use of premises by the organisation.
- (c) A business name is not a separate legal entity i.e. it cannot be sued. Therefore, a person trading with a business name e.g. ABC dance should be shown as Mary Smith trading as ABC dance as the licence agreement would be signed by the proprietor of the business name.
- (d) A street address for the hirer must be shown in the licence agreement in case a legal service of notice is required. A Post Office Box cannot be served with a legal notice.
- (e) The licence document in each case is prepared by the State Service Centre.

34.3.5 Occupation Fees when Scout Premises are used by Others

- (a) Outside bodies occupying Scout Premises are required to enter into a licence agreement with the State Service Centre. The licence protects the interests of the Association and the licensee and provides for a fee appropriate to the occupation to be charged. The occupation fee is to be reviewed annually, or at any other time when there is a change in circumstances that requires review e.g. cost of connecting to the sewer.
- (b) In assessing the occupation fee to be charged the various costs that the responsible Scout Formation is required to meet in relation to the premises must be considered e. g. recurring costs for cleaning, garbage charges, power and water supply, insurance and repairs and maintenance etc. The fee charged must reflect an adequate proportional share of these costs, especially where several hirers are using the premises.
- (c) This share should be determined by apportioning the costs on a time usage basis.
- (d) Hall hire charges are determined firstly by the Group and Region must approve the charge. As a guide to Groups an alternative method of fixing the hire fee for commercial type groups – e.g. dance/karate classes and the like, is to charge 10% to 15% of the hirers' gross income. Establish the numbers in the hirers' classes and the fees their students pay to them to determine this figure. See Hire of Scout Premises Application Regular Use form P3.
(<https://www.nsw.scouts.com.au/members-services/state-forms/>)
- (e) Should any "profit" fee be charged the likely effect on the Association's exemption from the payment of land tax and of rates to Councils and Water Boards must be considered?
- (f) As a further guide the cost factors to be taken into consideration when determining fees are as follows:
 - (i) **Freehold Tenure**
 - (A) Recurring costs:
 - (l) Insurance premiums on buildings, Land Tax (if applicable), cleaning, electricity and/or gas, garbage charges, sanitary charges where not sewer, water and sewerage

charges, where applicable repairs and maintenance of the property, including upkeep of grounds, fencing.

- (B) Additional recurring charges incurred by reason of the use of premises by others:
 - (I) Allowance for depreciation of furniture and fittings, if used. Any other costs incurred by reason of other occupation of the premises.
 - (C) Non-recurring costs:
 - (I) Any additional capital expenditure to provide for the additional use should be funded by the Scout Formation concerned and the resulting improvements remain vested in the Association.
 - (II) In assessing the occupation fee, a commercial return should be a basic component in order to provide an adequate return on capital invested. Such expenditure would include additional accommodation provided. Installation of cupboards or fittings, or any alterations to enable the premises to be used by other organisations. (Comments in the opening paragraphs regarding rates to be noted.)
- (ii) **Leasehold Tenure**
- (A) Recurring costs:
 - (I) As for Freehold but add the following:
 - 1) Rent
 - 2) Any recurring costs borne by the Association as required by lease or licence conditions.

34.3.6 GST (Government Goods and Services Tax)

- (a) This currently is charged when premises are managed by Region Offices. Where premises are managed by Scout Groups, GST is not required to be collected.
- (b) A clause is inserted into licence agreements to the effect that the document is prepared with the licence fee and all other moneys payable being exclusive of the GST and that it is additional to the hire fee. If it is required to be paid, it is to be paid at the same time as the licence fee is paid.

34.3.7 Safety Considerations

Allowing other organisations to use Scout premises imposes special obligations on the Association to ensure that the required use can be carried on safely. Check the guidelines under "Fire & Fire Safety" and "Security". A written report on the recommendations in the audit report done on each hall must be submitted with the "Hire of Scout Premises Application Regular Use" (<https://www.nsw.scouts.com.au/members-services/state-forms/>) application stating what recommendations have been completed and a programme to complete any outstanding recommendations.

34.4 Procedures

34.4.1 License for Regular Use

- (a) It is again stressed that each regular use or proposed use must be referred to State Service Centre for consideration so that an agreement may be entered into.
- (b) The procedure for doing so is for the relevant Scout Formation to complete a "Hire of Scout Premises Application Regular Use" form (<https://www.nsw.scouts.com.au/members-services/state-forms/>) using the guidelines above in assessing the proposed license fees. If prepared by a Group

Formation, (rather than Region Office) the application requires the approval of the relevant Region and must be accompanied by evidence of the proposed licensee's public risk insurance cover of at least \$10 million. The license agreement is prepared by the State Service Centre for an upfront fee of \$90.00 (as at November 2005) The \$90 fee should be collected from the hirer and sent to the Group's Region Office with the Hire of Scout Premises Application Regular Use form.

- (c) N.B. Hire of Scout Premises Application Regular Use forms should be completed by the Scouting person in charge of hiring out the hall, not the actual hirer. All questions must be answered and evidence of public liability insurance of \$20 million e.g. a certificate of currency is required to be attached to the application form. The certificate of currency must note the interested parties, namely The Scout Association of Australia New South Wales Branch and if the property is leased (e.g. Council owned), the name of the owner should also be shown on the Certificate of currency.
- (d) The \$90.00 license processing fee should also be attached before the P3 forms are sent to Region Office for approval. Region Office will then instruct the State Service Centre to prepare the legal documentation.

34.4.2 Casual Hiring

- (a) The procedure is different in the case of premises being used by another organisation for a single function, although the principles above concerning who can be allowed such use and for which purposes apply equally to such casual hiring's. The form to use in such cases strictly for single functions is Hire of Premises Form (<https://www.nsw.scouts.com.au/members-services/state-forms/>) for a hall. The Group has this form signed by the hirer in duplicate, handing one copy to him and retaining the other. Public risk insurance does not have to be obtained by private hirers e.g. a child's birthday party, but councils, businesses e.g. a football club and other community organisations which would clearly have their own public liability insurance cover should be asked to obtain a certificate of currency as evidence of their cover.
- (b) Should a hirer wish to use the premises more than six (6) times a year a Hire of Premises form is not appropriate. In that case a P3 form for a license agreement should be completed with the required attachments.

34.4.3 Disposal

Real Estate cannot be disposed of without the permission of Scouts NSW Board of Directors.

34.4.4 Hall Security

From time to time, Leaders and Committee personnel are faced with aspects of security ranging from the protection of hall and equipment, to that of member's personal property. The following broad guidelines and advice may be of assistance:

- (a) Ensure external doors are strong enough to prevent being 'kicked in'. They should be fitted with deadlocks. If the hall has double doors, fit strong top and bottom inside holding bolts on one door.
- (b) Restrict the number of door keys issued and maintain a register of persons to whom keys are issued. Keys should be tagged with telephone numbers - not hall title or address. If door keys are lost, assume security is breached and consider replacing the entire set. Keys can also be registered with a locksmith, which prevents them being duplicated without authorised approval.
- (c) Windows are best secured with arc mesh or bars welded to a steel frame bolted through the wall with nuts welded to the frame so that they cannot be unscrewed.
- (d) Consider the use of external lighting using a time switch to turn on at dusk and off at dawn. The cost has dropped markedly for security lighting which comes on when someone approaches a building. That lighting is highly recommended as a deterrent to intruders.

- (e) Ensure the local Police Station, Fire Station and friendly hall neighbours have your Group Leader's telephone number and address in case of a "break-in" or emergency.
- (f) All Regions have appointed Safety and Security officers for your assistance.
- (g) Please refer to Sleeping In Scout Halls, 45.2.

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Section 35 Human Resources

35.1 Appointments Introduction

- (a) Scouts Australia is a community-based organisation which presents the "Scouting Program" to young people who are usually members of Scout Groups.
- (b) The success of any Scout Group is largely dependent upon the quality of its adult leadership and, while Leader training programs can develop adult members, the initial selection of suitable persons for leadership positions is the responsibility of each Scout Group.
- (c) Scouts NSW is committed to providing a child safe environment and to safeguarding children and young people from harm. This commitment is embedded throughout the recruitment and appointment process for all Adult Members and is supported by Scouts NSW's child safe policies, procedures and practices, included but not limited to the Youth Protection Policy and Procedure, Codes of Conduct and our requirements under the reportable conduct scheme. All recruitment activities are undertaken with the primary objective of identifying persons who demonstrate child safe attitudes, behaviours and values and who are suitable to work with children and young people.
- (d) Notwithstanding the responsibility of Group Support Committees to recruit suitable persons to leadership positions, no application may progress without the endorsement of the Leader in Charge of the formation (this could be the District Commissioner, if there is no current Leader In Charge).
- (e) In every case, it is the responsibility line leader recruiting each individual to satisfy themselves that the applicant is suitable by virtue of character and previous history to be entrusted with the care of young people and/or leadership of adults. This includes consideration of the applicant's demonstrated commitment to child safe practices, behavioural expectations and risk awareness as identified through interviews, referee checks and screening processes.
- (f) As set out in the separate section of this Handbook, membership may be suspended or cancelled at any time without reason under the provisions of P&R and Scouts NSW procedures.
- (g) This administrative statement details the procedures to be followed in the initial appointment of all Adult Members. Both the administration procedures and the leader training requirements for appointment will proceed concurrently.

35.2 New Appointments

The procedures below apply to all adults seeking membership in scouting leading to appointment as an adviser, leader or commissioner.

35.2.1 Step 1 The Group Leader (or Leader in Charge)

- (a) Will discuss with the prospective adult member, the role the adult will play in Scouting and the general expectations, i.e. the Purpose, Principles, Mission & Method of Scouting.
- (b) The GL or equivalent at Group level or the supervising Commissioner will conduct an Introductory Interview. This interview is a mandatory part of the child safe recruitment process and must be conducted prior to an applicant engaging in child-related work. In addition to discussing time

commitment, financial considerations, uniform requirements, resources and support available, the interview must include child safe behavioural and situational questions designed to assess the applicant's suitability to work with children and young people.

- (c) Child safe interview questions are to explore matters such as appropriate boundaries, responses to concerning behaviour, understanding of Scouts NSW Codes of Conduct, and the applicant's attitudes toward child safety and safeguarding responsibilities. The purpose of these questions is to assist interviewers to identify any responses, behaviours or values that may indicate a risk to children or young people.
- (d) Interviewers must use the approved child safe interview question set and guidance material made available by Scouts NSW. This material includes example behavioural and situational questions and information on how to identify responses that may indicate a person is not suitable to work with children and young people. These resources are accessible via the Scouts NSW website.
- (e) Where an interviewer identifies responses or behaviours during the interview that raise child safety concerns, the matter must be immediately escalated to the Youth Protection and Issues Management Team for review and advice on next steps.

35.2.2 Step 2

- (a) The applicant will complete an "Application for Adult Membership and Appointment" (Online Form A1). The applicant must name two-character referees, other than relatives or members of Scouts Australia. Using an electronic signature, the applicant is to sign the undertaking and mutual agreement incorporating the Purpose, Principles, Mission & Method as well as Policies and Rules, and give written consent for a confidential Police and character checks being made by the State Service Centre. The prospective adult member must complete a Working With Children Check by the NSW Office of the Children's Guardian via their website and have it verified at Services NSW Centre.
- (b) In view of the responsibility to parents/guardians and of the dangers, which have been found to exist, every precaution must be taken to see that applicants whose character or activity is inappropriate in any way should not be admitted into Scouts Australia. Accordingly, the Group Leader (or Leader in Charge) will check with the referees whose names have been provided by the potential adult member as to the suitability of the applicant. Should any indication be given that the applicant may be unsuitable for appointment, the Group Leader (or Leader in Charge) must use discretion in dealing with the situation and consult their supervising Commissioner. Where circumstances indicate that a criminal offence may have been committed, the Commissioner must escalate the matter to the Youth Protection and Issues Management Team.
- (c) The Group Leader (or Leader in Charge) will complete the reference check form via the email link in the "Application for Adult Membership and Appointment" email as well as endorse the applicant in with the level of participation that the applicant may have within Scouts NSW as a prospective adult member as outlined in the paragraphs below.
 - (i) participate in youth and adult meetings, while a WWCC and police clearance is obtained and confirmed. Until then a prospective adult member can be involved in youth member activities when under direct supervision of an appointed adult leader, who holds a current 'Certificate of Adult Appointment' (excluding Advisers and Scout Fellowship members). It is important to note that until a prospective adult member receives their Certificate of Adult Appointment, they are not permitted to be left alone in charge of youth members. During this time, the prospective adult member should be encouraged to participate actively in Scouting so that they may raise any concerns or clarify any questions to assist them in confirming their commitment to the general Principles of Scouting.

- (ii) may participate in adult meetings and adult training courses only but may not have contact with youth members.
- (iii) may not proceed until approval is received from State Service Centre. This means no involvement in Scouting activities until clearance is provided.
- (d) If the applicant has disclosed a previous criminal offence at the time of submitting an application, the application will require approval from the Scouts NSW, the application will need to be approved by the Scouts NSW Child Protection Team prior to the Group Leader's approval. During this time the applicant is not to attend any Scout meetings.
 - (i) If the Child Protection Team or the Group Leader (or the Leader in Charge) do not wish for the applicant to have any involvement with Scouts NSW, notification will be made to the Region Commissioner. If they, after making discreet enquiries, consider that the applicant should proceed, the Commissioner, will detail the circumstances in a confidential letter to the Chief Commissioner of New South Wales. This letter will be attached, to the applications History File saved on a secure drive in State Service Centre.
- (e) It is at this time that the prospective adult member will commence a six-month probation period. During this period the prospective adult member and Scouts NSW (i.e. the Region Commissioner) reserve the right to terminate the prospective adult member's membership at any time.
- (f) If, at any stage during the training period the prospective adult member chooses not to proceed, they should be thanked for their interest in Scouting, an exit interview completed using the "Notification of Leader Resignation" (A4) form and the A4 form forwarded to the Region Office. The supervising Commissioner should do the interview.

35.2.3 Step 3

- (a) The Region Commissioner will approve the applicant online, then the Region Office Manager confirms the WWCC, Scouts State Service Centre will put the applicant onto a Police Clearance List. State Service Centre will notify Region when Police Clearance has come through and Membership has been accepted. The Region will then advise the supervising Commissioner and the District or Region person responsible for Adult Training and Development of the acceptance of the application.
- (b) It is at this time the adult member may be "invested" as a Leader, a formal ceremony to recognise the acceptance by the adult member of the Scout Promise and Law. Upon investiture, the Leader may wear the uniform of Scouts Australia.
- (c) A "Certificate of Adult Membership" will be issued with a covering letter from the Chief Commissioner welcoming the prospective Leader to Scouts NSW, sent direct to the adult member. It is at this time that the period known as "Service Start Date" commences.
- (d) If the applicant is not accepted by State Service Centre as an adult member of Scouts NSW, the Region Commissioner and supervising Commissioner will be advised directly in confidence and will conduct a suitable exit interview. Also, the District or Region person responsible for Adult Training and Development is to be informed to cancel any other completed documentation.

35.2.4 Step 4

- (a) If not already completed the Region or District person responsible for Adult Training and Development shall arrange for the adult member to meet with their Mentor to develop a Personal Training Plan. The Mentor will guide the adult member through their pre-appointment training requirements.
- (b) The Trainee Leader will complete "basic training" as detailed in the Adult Training and Development Prerequisites and Information document.

- (c) Advisers (excluding Rover Advisers) will complete training as determined by the RC (ATD). Upon completion of Basic Training, the DL (ATD) and or Leader in Charge submits the following forms to Region Office: A3 Application for Transfer and L10 Completion of In-Service. The State Service Centre will prepare the Certificate of Adult Appointment and send to the Region Office for presentation. Advisers and Fellowship Members will receive their Certificate of Adult Appointment once any agreed training has been completed.
- (d) All Leaders, other than Advisers, will receive a "Certificate of Proficiency" upon completion of their Basic Training. This certificate, a training document, recognises their competence as an adult Leader. This Certificate will be issued through to the adult Leader with a covering letter from the Chief Commissioner via the Region Office. Where an Adviser wishes to participate in all components of Basic Training a Certificate of Adult Proficiency will also be issued. Advisers and Fellowship Members will receive their Certificate of Adult Appointment once any agreed training has been completed.

35.3 Transfer of Appointments

35.3.1 Transfers within New South Wales

- (a) **Step 1**
 - (i) A Leader seeking transfer of appointment will advise the Group Leader (or Leader in Charge) of their desire to transfer their appointment and with agreement between the parties complete an "Application for Transfer of Adult Appointment" (Form A3)
 - (ii) Where the transfer is for a new Leader or an Advisor appointment it will be necessary for all the requirements to enable the issuance of a Certificate of Proficiency to have been completed first before the A3 can be processed. Refer to note "d" below.
 - (iii) For a transfer between two different formations it is highly recommended that the "new" formation consults the "old" formation for their advice as to the Leader's suitability before the form is endorsed. Also, where the transfer (or new appointment if applicable) relates to roles at District / Region level it is a requirement that an appropriate level of consultation will occur with key parties prior to the appointment being made. For example, the appointment of a District Cub Scout Leader will require the District Commissioner to consult with the Region Commissioner Cub Scouts prior to submitting the A3. Similarly, consultation by the Region Commissioner with the State Commissioner for the relevant aged based section will occur for Region Appointments. This is to ensure that support and awareness for the new appointment is clear prior to the person taking up their new duties. A Mutual Agreement should be completed for the new role.
 - (iv) For the training requirements Refer to the Scouts NSW Online Training Calendar and Recognition of Prior Learning guidelines.
- (b) There will be occasions where the Region Commissioner considers it necessary to transfer an adult Leader who currently holds a "Certificate of Proficiency" (i.e.: a competent adult Leader) to a new appointment prior to any training having been completed for the new appointment. In these cases, approval should be sourced from the Chief Commissioner Delegate. The adult Leader will be transferred to the new appointment immediately following endorsement from the Chief Commissioner delegate. The adult Leader appointed to a new role without completing the required training will be known as a "Provisional Leader" (e.g. "Provisional Leader(District)") and will be required to complete the required training for the new appointment within twelve (12) months. Any "Provisional Adult Leader" who does not complete the required training within the 12 months will have their appointment reviewed.
- (c) **Step 2**

- (i) The A3 transfer request will be sent to the Team Leader and relevant Commissioner for approval.
- (d) **Step 3**
 - (i) Once endorsed by the Team Leader and relevant Commissioner the form will be sent to the State Service Centre for processing.
- (e) **Step 4**
 - (i) Provided a correctly completed transfer form is submitted, an adult Leader will be transferred to the new appointment immediately following endorsement.

33.3.2 Transfer of adult Leaders from interstate or overseas

Appointment of an adult Leader is managed at State level. Accordingly, all adults seeking membership and appointment in New South Wales need to make a fresh application. Therefore, the steps for appointment are:

Step 1

- (ii) The adult Leader seeking transfer is to complete in full an “Application for Adult Membership and Appointment” . It should be noted that an adult Leader who has had immediate past service with another Branch or country does not receive automatic “transfer” to NSW. Compliance with NSW appointment standards is required. Accordingly, they should attach a copy of their service record from their previous Branch or country for assessment with the Application.
- (iii) The Group Leader (or Leader in Charge) of the formation where the adult Leader is seeking appointment has the same level of responsibilities as defined for a new appointment (e.g. interview, referee checking).

Step 2

Following the interview by a responsible person in the Region the applicant may be granted credit for training based on demonstrated competency for some or all adult training previously undertaken. The standard Skills Recognition/RPL application forms are to be used. Where this is fully granted a “Certificate of Proficiency” will be issued and depending upon training qualifications and the position sought a “Certificate of Adult Appointment” will also be issued.

Previous service in another State or country will be included for the purposes of “record of service” calculations. However, confirmation of this service will be sought from the Branch or country concerned. This will not delay the appointment process.

35.4 Resignations

- (a) Adult Leaders who resign their appointment should advise their Group Leader (or Leader in Charge) or supervising Commissioner, by completing a “Notification of Adult Leader Resignation” (Form A4). Once endorsed this form should be sent to Region Office.
- (b) Region Office will submit the resignation form to the State Service Centre for inclusion on the Appointments List. State Service Centre will not process resignations without Form A4 having been submitted.
- (c) It is practice that when an appointed adult Leader resigns, they will be sent a letter of thanks from the Chief Commissioner to their last known address.

35.5 Reinstating Appointments

Initially, it is assumed that all adult members returning to active service must complete the requirements for new appointees, including the two on Demand e-learning modules, Child Safe Scouting and WHS for Scouting. Adult Leaders who return after a break in service may be granted credit for part or all adult training previously undertaken, depending on the individual circumstances and length of time that a former Leader have been out of the movement.

A former Leader returning after a break in service of more than three years is expected to undertake the same training as a new Leader. This is because the Program and the curriculum has changed significantly in that period, and the Leader will not have had the benefit of experiences on the job to bridge the gap.

Returning adult Leaders are exempted from parts of the training program on the basis of demonstrated competency and experience at the discretion of the State Commissioner (ATD) (or their appointee) or on the recommendation of an approved Assessor. A new Application for Adult Membership and Appointment (form A1) and Introductory Interview needs to be completed.

A Leader who has gained the Wood Badge is entitled to continue wearing it on return, but the provisions of the above paragraphs will still stand.

35.6 Dual Appointments

From time to time Scouting recognises that it may be necessary for an adult Leader to hold more than one 'uniformed' appointment. While this is generally discouraged (i.e. It is preferred to have one role / one person) local conditions may demand that fulfilling more than one role for a period of time is required. Where this is deemed necessary the following rules need to apply:

- (a) Dual appointments will generally be restricted to Unit adult Leaders (or aged based section) working at the Group formation level and fulfilling 'uniformed' roles above Unit (e.g. Cub Scout Leader to also be District Cub Scout Leader, Scout Leader to also be Group Leader or Group Leader to also be District Commissioner). It is not intended for Leaders to be appointed across multiple Groups. It is not intended for Leaders to be appointed across multiple Groups or across two sections in the one Group.
- (b) The term of a Dual Appointment will initially be for three years and may be renewed following an appropriate review being conducted (refer A10 forms) by the responsible Commissioner. However, where a Dual Appointment is approved the date for review will be integrated and the three-year cycle will commence from the date of the latest appointment. Therefore, an interim review of the persons existing appointment may be required.
- (c) In all cases a A13 (Application for Dual Adult Appointment) is to be used. Do not use an A3 as this will transfer the person permanently to the new appointment.
- (d) It is expected that an adult Leader seeking a Dual Appointment would complete the required "basic level" of Adult Training and Development relevant to the role they seek Dual Appointment in within twelve months. However, the Dual Appointment need not be held up pending completion of the required "basic level" training provided an appropriate assessment of skills is completed by the Region Commissioner or nominee to ensure adequate competency is in place (as provided in the form A13) before submitting the appointment application.
- (e) These appointments will require the recommendation of the Team Leader of the Leader involved and the endorsement of the Region Commissioner.
- (f) Dual appointments are restricted to two appointments only. The only exceptions to this (i.e. more than two) are "honourable charges" (i.e. Training Team appointments) and members of a registered Scout Fellowship. Under exceptional circumstances Dual Appointments may be considered for

adult members holding existing appointments above Group formation level (e.g. District Joey Scout Leader seeking a dual appointment as a Region Commissioner Joey Scouts). In these cases, an accompanying letter of recommendation (together with the A13) needs to be prepared outlining the exceptional circumstances and sent through the Region Commissioner (where applicable) to the responsible Deputy Chief / Assistant Chief Commissioner for endorsement. A similar submission process is to apply when a Region / State appointee seeks Dual Appointment at a Group or other local level appointment.

- (g) Once processed an updated Certificate of Appointment will issue carrying the additional appointment notation. Any adult Leader Insignia that may be worn is to reflect the appropriate appointment as determined by the Leader themselves relevant to the circumstances.
- (h) Dual Appointments will only apply to full time / active appointments. This means Honorary appointments are ineligible.

35.7 Leave Of Absence

The Region Commissioner, at their discretion, may grant Leave of Absence to an adult Leader for a period of up to, but not exceeding, six months. The period taken as Leave of Absence will qualify as service for that adult Leader, Membership Fees will continue to be charged during this period of leave. Applications for Leave of Absence are to be made using Form A8. Upon the expiry of the six months, should the Leader feel they cannot return to full time leadership, an interview is to be conducted with the supervising Commissioner to discuss that Leader's future involvement in Scouting and/or their resignation.

Leaders taking a Leave of Absence must not attend or participate in any Scouting Activities, Events, Scout Youth Program meetings, Teams meetings, or as a member of a Scout Committee or Council. They must not wear Scout uniform for the period for which they are taking the Leave of Absence.

Should the applicant for a Leave of Absence be the subject of an active and unresolved behavioural complaint, the application for a leave of absence must be authorised by the DCC PYS&S, for no more than four weeks. Should the applicant wish to take further time, at the conclusion of four weeks the applicant will be transferred to suspended membership pending return to answer outstanding matters.

35.8 Military Leave

An adult Leader may apply for military leave in the event of being called for full-time "Active Service" whilst a member of the Australian Defence Forces. Such leave, if granted by the Chief Commissioner, will count towards the qualifying period for service as an adult Leader so long as the person concerned was engaged in active work in one of the specified appointments with Scouts NSW immediately beforehand, and, save in approved exceptional circumstances, resumed work within a year afterwards.

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Section 36 Adult Training & Development

36.1 The Scheme

The Scout Association of Australia NSW is responsible for delivering a system for the training and development of adult Leaders in all functions and at all levels. This system includes the integration of the new adult Leader, basic and advanced training and support for the duration of the appointment. The system includes the acquisition and development of the knowledge and skills necessary for each function and the personal development of adult Leaders. It is flexible and allows for previous experience

and skills to be assessed, and allows for the acquisition of additional skills and knowledge. [Please refer to the current Training Pathway, available at https://www.nsw.scouts.com.au/members-services/training-and-activities/leader-training/](https://www.nsw.scouts.com.au/members-services/training-and-activities/leader-training/)

36.2 Scouts Australia Institute of Training (SAIT)

Youth members in the Venturer section, Rovers and Adults in Scouting are eligible to achieve nationally recognised qualifications based on evidence provided of their scouting skills. The Scout Association of Australia coordinates the recognition of its members skills through the registered training organisation name of Scouts Australia Institute of Training (SAIT). Find out more about SAIT here: <http://training.scouts.com.au/Qualifications>

SAIT offers members the opportunity to achieve nationally recognised qualifications via an RPL process. See section 37.4 for more information.

36.3 The Program

The Adult Training and Development system is specially designed for Australian Adults in Scouting and Australian conditions. It complies with the objectives of the World Scout Committee and meets external accreditation standards as determined by the VET (Vocational Employment & Training) sector. The system consists of preliminary, basic, advanced and supplementary training. Basic training will normally be completed within twelve months of entry into the Movement. This results in presenting the Gilwell Woggle and the Certificate of Proficiency. Advanced training should be completed within three years. This results in presentation of the Wood Badge, including a set of wood beads, a parchment and Gilwell Scarf. Supplementary training programs are also offered in specific areas. A detailed explanation of the Adult Training & Development Program including dates, venues and costs for relevant courses / workshops of the Adult Training & Development Program is provided each year in the Adult Training & Development Calendar (refer the NSW Scouts State Website). Rover Scouts are eligible to complete Wood Badge Training. To complete Advanced Level Training, Rover Scouts must be in a leadership role within Scouting and be able to fully demonstrate the evaluation requirements for the Wood Badge. This should take place over a minimum of four months and can occur from a Unit level through to National level. A comprehensive system of Training of Trainers and Assessors, at Basic and Advanced Levels, support the Training and Assessment personnel. Specific aspects of the Training Scheme are accredited and recognised by the Australian Government. For more information about Adult Training and Development go to <https://scouts.com.au/members/training/adult-training/>.

36.4 Skills Recognition

A National procedure for the recognition of previous experiences has been developed, enabling adult Leaders to demonstrate the transfer of the full range of an individual's skills and knowledge, irrespective of how it has been acquired, to their Scouting role.

36.5 Personnel

The following positions support the delivery and ongoing support of training:

- (a) The State Commissioner Adult Training and Development, is responsible for skilling of adults through the Adult Training and Development Pathways.
- (b) The State Commissioner Vocational Education and Training (VET) supports the recognition of the organisations members through skills they have gained or demonstrated through Scouting.
- (c) The Region Commissioners Adult Training & Development and their respective District Leaders support the local management of the Trainee Leaders and ensure the needs of formations are met from an Adult Training perspective.
- (d) Mentors are appointed to assist each new adult member with their training and ongoing support.

- (e) Leader Trainers and Assistant Leader Trainers are appointed nationally to conduct training programs.

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Section 37 Adult Leader Training

37.1 Training Application and Endorsement

Please see details by visiting:

<https://www.nsw.scouts.com.au/members-services/training/> > Prerequisites and Information for Courses

37.2 The Wood Badge

The Wood Badge is a Scouting leadership program and the related award for adult leaders in the programs of Scout Associations throughout the world. Wood Badge courses aim to make Scouters better leaders by teaching advanced leadership skills, and by creating a bond and commitment to the Scout Movement. Courses generally have a combined classroom and practical outdoors-based phase followed by a project phase. The adult Leader needs to put their newly gained experience into practice for a period of three months.

37.3 Annual Training Commitment

It is expected that all Leaders in the Scout Movement will keep themselves up to date in aspects of their role. This might be by checking for new or updated modules on the Scouts Australia on-demand system, by attendance at District or Region training activities such as Koonaras, Seeonees, Mindaris or special days or weekends arranged for this purpose

37.4 Recognition of Prior Learning and Recognition of Current Competencies

- (a) Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) are an assessment process used by Registered Training Organisations (RTOs) to evaluate a person's skills, knowledge and experience gained through working and learning in Australia or overseas, be it through life experience, work or other activities such as volunteering. RTOs can also provide a credit against units of competency, often shortening the time needed to undertake a qualification. See section 36.2 for information about Scouts Australia Institute of Training.

37.5 Training of Trainers Program

A National Training Team supports the implementation and evaluation of the training program:

- (a) Leader Trainers and Assistant Leader Trainers are appointed nationally to conduct and evaluate training programs.
- (b) Membership of the National Training team is by invitation.
- (c) Members of the National Training Team undertake additional training in order to fulfill their role.

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Section 38 Scout Decorations & Awards

38.1 Adults

Scouts Australia authorises a number of decorations and awards for both uniformed and non-uniformed adult members for Long Service and Good Service. Details can be found in “Decorations and Awards” in P&R. Awards for Good Service are announced on World Scout Day each year.

38.1.1 Rules Relating to Service Awards for Adults

- (a) The date from which service in Scouts Australia commences to accumulate for the purpose of Service Decorations:
 - (i) On or before 30/6/85 the Service Start Date is taken as the date of the Leader's first appointment.
 - (ii) Between 1/7/85 and 31/8/90 inclusive, the Service Start Date is the date Police clearance was received.
 - (iii) Between 1/9/90 and 31/12/91 inclusive, the Service Start Date is the date the Application for Adult Membership was received at State Service Centre.
 - (iv) From 1/1/92 the Service Start Date is the date the Application for Adult Membership was signed by the Group Leader or Leader-in-Charge.
 - (v) For Leaders who joined a National Scout Association in another Country other than Australia their service will commence from the date they joined that National Scout Association.
- (b) Periods served in the following capacities do not count for Service decorations:
 - (i) Resigned
 - (ii) Retired
- (c) Although service in a non-uniformed capacity as an office bearer (specified management roles only - see P&R) may count towards a Service Decoration, the decorations are only issued to uniformed members.
- (d) A Service Decoration may be granted to an office bearer at Group, Region or State level in one of the following capacities:
 - (i) President, Chairman, Secretary, Treasurer, Vice-President, Deputy Chairman, Assistant Secretary, and Assistant Treasurer
- (e) The period of service need not be consecutive. The total length of service is calculated to the nearest month.
- (f) Cloth emblems indicating the number of years' service in five yearly increments from 5 to 50 years will be issued by State Service Centre for wearing on uniform.

For full details, visit: <https://scouts.com.au/blog/2019/11/06/adult-recognition-award-nominations-2020/>

38.1.2 Civil Honours and Awards

- (a) Introduction
 - (i) Whilst Scouts has its own system of awards (for length of service and conspicuous service), members of Scouting who have given exceptional service, both to Scouting and/or to the community generally, will qualify for awards outside Scouting. This Section deals with those, that is to say, non-scouting recognition. service), members of Scouting who have given

exceptional service, both to Scouting and/or to the community generally, will qualify for awards outside Scouting. This Section deals with those, that is to say, non-scouting recognition.

(b) Categories of Awards

(i) Civil Honours and Awards come in a number of categories:

- (A) For bravery (e.g. Victoria Cross (VC), George Cross (GC), Cross of Valour (CV), Star of Gallantry (SG), Star of Courage (SC), etc) (see 38.1.2(c) below);
- (B) Order of Australia (substituting, in Australia, for the Imperial Order of the British Empire) (see 38.1.2(d) below); and
- (C) Other community awards (see 38.1.2(e) and 38.1.2(f) below).

(c) Bravery Awards

There are four levels of Australian Bravery Decorations:

- (i) Cross of Valour (CV);
- (ii) Star of Courage (SC);
- (iii) Bravery Medal (BM);
- (iv) Commendation for Brave Conduct.

These awards are regulated by the Australian Bravery Decorations Regulations (1975 No. S28) and made by the Governor-General on the advice of the Australia Bravery Decorations Council. All the necessary procedures can be accessed on the Governor-General's website.

(d) Order of Australia

- (i) The Order of Australia is administered by the Council of the Order of Australia, an independent advisory body that consider nominations and makes recommendations to the Governor General. They are supported by a Secretariat in the Office of the Governor-General in Canberra. The Order had a number of levels ranging from Knight/Dame of the Order of Australia (AK/AD), Companion of the Order of Australia (AC), Officer of the Order of Australia (AO), Member of the Order of Australia (AM) to Medal of the Order of Australia (OAM). The first (AK/AD) was subsequently abolished and the other four remain.
- (ii) Scouts Australia NSW has a committee, the Australian Honours Advisory Committee (AHAC), formerly the Civil Awards Committee (CAC), the role of which is to:
 - (A) identifying of appropriate awardees and facilitating their nomination for an award (and in this regard please note in AHAC-3 the introductory NB namely that the AHAC does not make nominations nor approve or reject the nominations by others);
 - (B) responding to queries from the Secretariat concerning nominees whose community service includes Scouting. The AHAC investigates that nominee and then informs the Secretariat as to whether Scouts supports the nomination or not.

(e) Other Awards

- (i) These awards may be made by the State Government, Local Councils and other organisations (e.g. Australian of the Year, Australian Sportsman of the Year, Australian Sportswoman of the Year, etc) (refer to AHAC-1 – para 38.7.1 below). Scouts does not have the resources to monitor the multitude of such awards and potential members of Scouting appropriate for such awards are best nominated at the local or Group level.

(f) Guides For Your Assistance

- (i) Any person may nominate another person for an award in any category. On behalf of the AHAC, Dr. Warwick Bateman AM, has prepared and published three excellent Guides to assist those wishing to make a nomination. Those Guides:
 - (A) AHAC-1 “This Year Increase Community Awareness of Local Scouting”;
 - (B) AHAC-2 “A Guide for the Preparation of an Award Nomination with the Order of Australia”; and
 - (C) AHAC-3 “The 10 Steps That Can Help You Prepare a Person’s Nomination for the Order of Australia”

These are available on Scouts’ NSW website.

Current as at 15.04.20 ORB/TMM/3032/2

Review not later than 15.04.25.

38.2 Youth Awards

38.2.1 Youth Awards Overview

For full details visit:

<https://www.nsw.scouts.com.au/new-youth-program/discover/> > Overview of the New Youth Program

Direct Link: https://scouts.com.au/wp-content/uploads/2019/02/New-Program-Overview_08-Web.pdf

38.2.2 Joey Scout Challenge Award (Joey Scouts)

- (a) The final achievement as a Joey Scout, before they move up to Cub Scouts, might be the Joey Scout Challenge Award. This is the Peak Award for Joey Scouts.
- (b) To achieve the Peak Award, Joey Scouts, need to:
 - (i) Achieve Milestone 3 in the Program Essentials.
 - (ii) Complete Stage 1 for Bushwalking, Bushcraft and Camping Outdoor Adventure Skills.
 - (iii) Complete 6 activities, of at least 2 hours each, across 2 or more different Special Interest Areas.
 - (iv) Participate in and reflect on an adventurous journey of at least 3 hours duration.
 - (v) Complete a personal reflection on your Scouting journey through the Joey Scout section. This should be supported by an adult Leader and with other Joey Scouts.

38.2.3 Grey Wolf Award (Cub Scouts)

- (a) The final achievement as a Cub Scout before moving up to Scouts, might be the Grey Wolf Award. This is the Peak Award for Cub Scouts.
- (b) To achieve the Peak Award, Cub Scouts need to:
 - (i) Achieve Milestone 3 in the Program Essentials.
 - (ii) Complete Stage 3 for Bushwalking, Bushcraft and Camping Outdoor Adventure Skills.
 - (iii) Achieve 8 stage progressions in the Outdoor Adventure Skills across any of the skills.
 - (iv) Complete 6 Special Interest Area activities, of at least 4 hours each, in at least 2 of the Special Interest Areas.
 - (v) Plan and lead an adventurous journey of at least 4 hours duration (total time may include planning).

- (vi) Complete a leadership or personal development course of at least one day duration.
 - (vii) Complete a personal reflection on your Scouting journey through the Cub Scout Section.
- This should occur with other Cub Scouts and be supported by an appropriately qualified adult Leader, Unit Leader and Patrol Leader.

38.2.4 Australian Scout Award (Scouts)

- (a) The final achievement as a Scout before they move up to Venturer Scouts, might be the Australian Scout Award. This is the Peak Award for Scouts.
- (b) To achieve the Peak Award, Scouts need to:
 - (i) Achieve Milestone 3 in the Program Essentials.
 - (ii) Complete Stage 5 for Bushwalking, Bushcraft and Camping Outdoor Adventure Skills.
 - (iii) Achieve 10 stage progressions (total) in the Outdoor Adventure Skills across any of the skills.
 - (iv) Complete 6 Special Interest Area activities, each totalling at least 8 hours, across at least 3 of the Special Interest Areas.
 - (v) Plan and lead an adventurous journey of at least 3 days, 2 nights duration.
 - (vi) Complete a leadership or personal development course of at least a weekend duration.
 - (vii) Complete a personal reflection on your Scouting journey through the Scout section. This can be supported by adult Leaders, Patrol Leaders and other Scouts.

38.2.5 Queen Scout Award (Venturer Scouts)

- (a) The final achievement as a Venturer Scout before they move to Rover Scouts, might be the Queen's Scout Award. This is the Peak Award for Venturer Scouts.
- (b) To achieve the Peak Award, Venturer Scouts need to:
 - (i) Achieve Milestone 3 in the Program Essentials.
 - (ii) Complete Stage 5 for Bushwalking, Bushcraft and Camping Outdoor Adventure Skills.
 - (iii) Achieve 12 stage progressions in the Outdoor Adventure Skills across any of the skills.
 - (iv) At least 4 of these should be at Stage 4 or above.
 - (v) Complete 6 Special Interest Area activities, each totalling at least 12 hours, in at least 3 of the Special Interest Areas.
 - (vi) Plan and lead in an adventurous journey of at least 4 days and 3 nights duration.
 - (vii) Complete a leadership or personal development course of at least a weekend's duration.
 - (viii) Complete a personal reflection on your Scouting journey through the Venturer Scout section. This should be led by your peers and supported by adults and include at least one member not from the 'home' Unit.

38.2.6 Baden Powell Scout Award (Rover Scouts)

- (a) The final achievement as a Rover Scout may be the Baden-Powell Scout Award. This is the Peak Award for Rover Scouts.
- (b) To achieve the Peak Award, Rover Scout need to:
 - (i) Achieve Milestone 3 in the Program Essentials.
 - (ii) Complete Stage 5 for Bushwalking, Bushcraft and Camping Outdoor Adventure Skills.

- (iii) Achieve 14 stage progressions in the Outdoor Adventure Skills across any of the skills.
- (iv) At least 6 of these should be at Stage 4 or above.
- (v) Complete 6 Special Interest Area activities, each totalling at least 18 hours, in at least 4 of the Special Interest Areas.
- (vi) Plan and lead an adventurous journey of at least 4 days and 3 nights duration.
- (vii) Complete a leadership or personal development course of at least 30 hours duration.
- (viii) Complete a personal reflection on your Scouting journey. This should be led by your peers and supported by adults and include at least 3 Rover Scouts, two of whom must not be a member of the same Rover Scout Unit.

38.2.7 Baden Powell Lodge Service Award

- (a) This Award encourages service to the Scout Movement and the community. The award is made on the recommendation of the State Rover Council to the Rover Scout Unit who gain the highest number of "Rover Unit Hours" in completing service projects/community involvement within the Scout Movement and the community.
- (b) Presentation of the award to the winning Rover Scout Unit, is made at the annual "Founder's Night" of the Lodge Baden Powell. The uniform event is held to commemorate the Founders birthday. There are usually over 100 Freemasons and non-Freemasons in attendance including representatives of past winning Rover Units.

38.2.8 The Rover Service Award (Stan Bales Award)

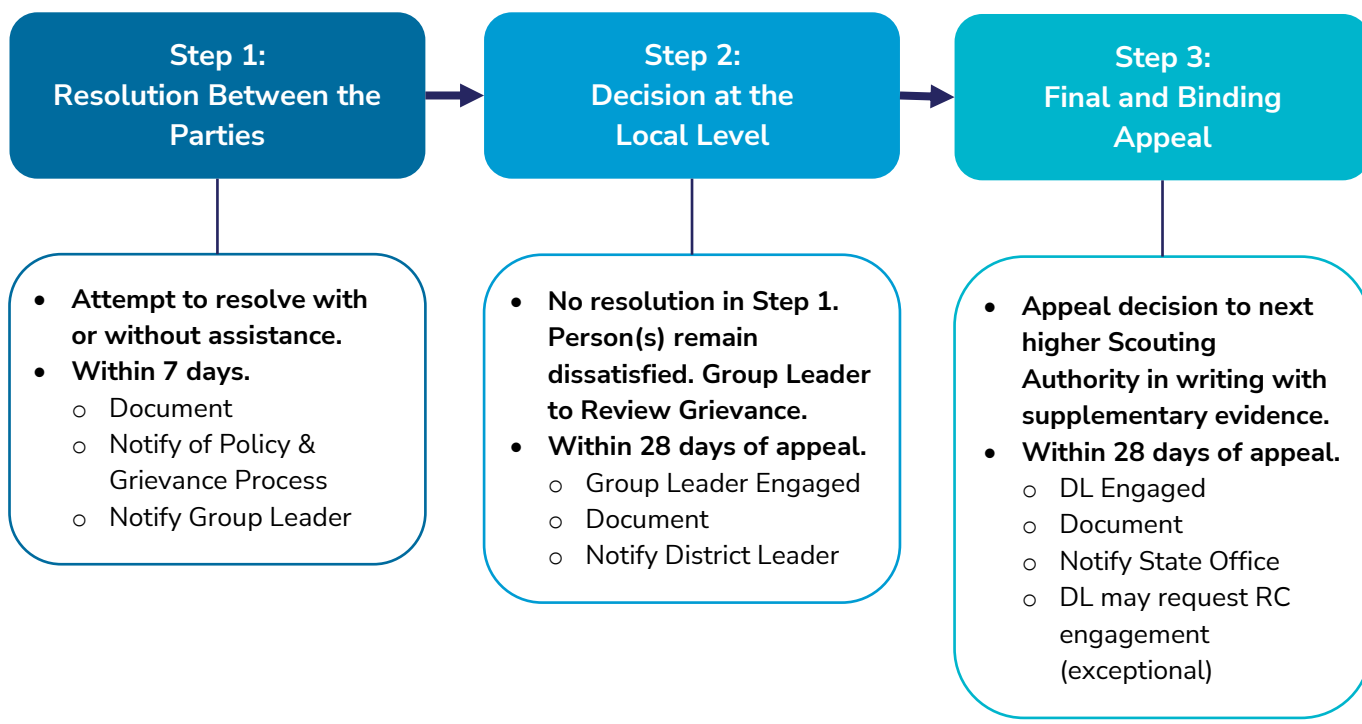
- (a) The Rover Service Award is the peak service award for members and supporters of the Rover Scout Section across Australia. Recipients are recognised for exceptional and continual service to the Rover Scout Section. For Rover Scouts this means a minimum of five years of outstanding service (which can be accumulated concurrently) and ten years for non-Rovers.
- (b) The Rover Scout Award is known as the Stan Bales Award in NSW. Nominations are made in secret to the NSW Rover Council Vice Chairman or the State Rover Adviser who then form a panel to discuss the nominations. The recipients of the award are kept secret and are announced alongside the Adult Service Awards. The presentation of the Stan Bales Award is held at an appropriate time.
- (c) The award is named after Stan Bales who was heavily involved in Scouting, particularly the Rover Scout Section over many years.
- (d) Stan first became a Leader at 1st Newtown (St Stephen's), in 1928 and then moved to 1st Petersham, where he was involved with the Scout Troop and then the Rover Unit. In 1954 Stan became Area Commissioner for Rovers in what was then Central West Metropolitan Area (Region). In 1955 Stan moved to Branch (State) and was NSW Branch (State) Commissioner for Rover Scouts until 1978. During his twenty-three years in the Branch (State) role Stan saw many changes during his term of office including the welcoming of females into Rover Scouts and increasing self-governance for the Section (age range).

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Section 39 Grievance Handling

Conflict Resolution, Grievance & Dispute Management Between Adults - Scouts NSW has put in place a three-step procedure suitable for dealing with such situations; see Figure 2.

Figure 2 Adult to Adult Grievance & Dispute Management Process



39.1 Step One – Resolution Between the Parties

- It is incumbent on ALL Adults in Scouting, in the first instance, when they have a grievance or dispute with another Adult in Scouting, to obey the Scout Laws and, with Courage (if needed), but showing respect and Consideration for the other, attempting to explore in a Friendly, Cheerful and Helpful way the reasons underlying the grievance or dispute. After all, it may have arisen through a miscommunication, misunderstanding or simple mistake which will be readily identified and rectified.
- Timeframe: - The parties should attempt to resolve such a matter as soon as possible, but certainly within 7 days of it being first raised by one with the other.

39.2 Step Two – Decision at the Local Level

- If, despite the best efforts of the parties in the first instance, a resolution cannot be reached, any grievance or dispute will be taken seriously and managed expeditiously. Normally, the issue will be dealt with at the management level at which the grievance or dispute originated (for example, by the Group Leader in relation to issues between parents and leaders; the Activity Leader for issues between activity participants etc.).
- The person to whom the grievance is referred will consider all facts and points of view in relation to the grievance before making their decision on the matter.
- They will do this by giving the involved parties an opportunity to state their views clearly and will ensure that all facts are clear and understood. If necessary, they may speak to other persons who can assist them in forming a view (such as witnesses or technical experts – such as a District Scout Leader or Training Leader).
- When making a determination, the person to whom the grievance is referred will, when possible, seek a solution that is manageable by the parties and that accords with the best interests of Scouting.

- The person to whom the grievance is referred will clearly state the factors on which they have based their decision, documenting, document the basis of the grievance and the determination but they do not need to notify anyone else of it.
- Timeframe: - The person to whom the grievance is referred will make a decision about the dispute usually within 28 days of the matter being referred to them.

39.3 Step Three – Final and Binding Appeal

- In those unusual occasions where the parties are not satisfied by the determination at the local level, one or both of them may seek an appeal to the next higher Scouting authority who will make a final and binding determination.
- Typically, where the original dispute arose at Group level, the decision at Local Level will have been made by the Group Leader and this appeal lies to the District Commissioner or their delegate (such as the District Scout Leader etc.). That person may, if the matter is particularly complex seek advice from others and, in rare circumstances a matter may be accepted by someone else (such as a Region Commissioner) who will review the circumstances, the earlier decision and make a final determination which is to be binding on the parties.
- This determination together with copies of relevant supporting documents will be stored at State Support Office.
- A failure by one or other of the parties to accept this final determination may found a basis for cancelling that person's membership with Scouts Australia.
- Timeframe: - This final determination will usually be made within 21 days of the appeal.

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Section 40 Behavioural Management Grief and Trauma Support

Scouts NSW holds the health and welfare of its members as its highest priority.

When Scouting is touched by traumatic and critical events, managing and supporting those in need, is one of the roles of Scouts NSW.

Individual members will react differently to the same experience. How each person responds is determined by a great many factors. When a death or significant loss is associated with a traumatic incident it is common for the coping process to be complicated. Generally, individuals will need to come to terms with the shock of the actual events of the trauma, before dealing with anything else.

What do I do when a major critical incident occurs?

1. Seek Help.
 - (a) Immediately contact appropriate emergency service and arrange their attendance. Enlist onsite or nearby assistance if suitable. Ensure the care and wellbeing of those involved to the best of your ability.
2. Notify.
 - (a) If possible, notify the senior member of your Region, or in office hours contact Scouts NSW Head Office on (02) 9735 9000. Advise the facts and what help you need. Keep them updated. At the next opportunity lodge (within 48 hours) an online notification via the Scouts NSW website.
3. Refer Media.
 - (a) All Media Requests are to be referred to Scouts NSW. If approached, a statement such as, "Our State Service Centre handles requests for information, let me find their contact details for you," is better than saying "No comment."

Helping those not injured but involved, or observers of the incident.

1. Remove.
 - (a) If necessary, move those involved away from the immediate scene.
2. Consolidate.
 - (a) Ensure those involved, including observers are kept together. If the incident involves emergency services, check with them before allowing people to leave. Ensure there is a record of who was in attendance, especially if the incident is serious.
3. Manage.
 - (a) Ensure speculation and rumour is not a substitute for the facts. All information given should be a factual account of what has happened and answer questions honestly. Do not speculate on what may or could have occurred to cause the event or the outcome.
 - (b) (Avoid using terms that may imply fault. Now is not the time to consider blame, determining the facts will be necessary later, for now simple statements such as “They were injured falling.” are best.)

What happens next?

In the first few hours, provide lots of support.

1. Comfort and console.
2. Foster a trusting open atmosphere and answer questions openly and honestly. One of the best ways to mentally process and deal with trauma, is by having a clear understanding of what has occurred.
3. Show you care. Simply sitting quietly beside the person may be all that is required at this stage.
4. Continue to provide information about what happened and about what is being done to help those involved. This ongoing information also helps to return a sense of security.
5. Accept that some people may prefer silence but allow expression of emotional reactions anguish, fear, disbelief, helplessness, and anger as well.
6. Listen with understanding and empathy.
7. Responses such as “You’ve had a frightening experience.” or simply “I’m sorry.” are adequate. Avoid telling the person how he or she must be feeling.
8. If the emotional stress is intense stay with the person until other support persons can take over.
9. Be alert for anyone who appears not to respond at all to support and who maintains a high level of disturbance. Such persons may require referral to specialist counselling or medical attention. (See below.)
10. Reassure that the current emotional state is a normal response to such an experience. Also reassure that it is normal to play over in your mind repeatedly what occurred. Assure the person that others involved will likely be feeling the same way, and that it will lessen in time.
11. Be alert for the “phantom incident” effect where a person adds to his or her anxiety level with thoughts and comments such as, “If I’d been standing next to him, I would have been hurt/killed” and “We were lucky! Just imagine what would have happened to us if we...” Gently, but firmly, remind the person that this did not happen.
12. Ensure support for the person during the reality tasks of the immediate aftermath. E.g.: seeking and receiving news of others injured, giving statements to the police, recovery of personal possessions from the incident scene.
13. Set people simple practical tasks to restore a sense of present reality and of regaining control of him/herself.
14. Encourage people to name someone they would contact when/if they felt the need to talk, or felt down.

15. Check that support is available before the person leaves the incident scene or goes back into the Troop lines.

The first few hours have been managed, what happens next?

The time of greatest reaction and need is 24 to 72 hours after a critical incident. Remember that young people are very resilient and will take their cue from how their leaders react. Follow up the youth members during this time.

1. For those on whom the incident has had a marked impact, this period is characterised by:
 - (a) a resurgence of intense emotions - anger, guilt, fear, despair.
 - (b) intrusive thoughts and perhaps nightmares.
 - (c) a need to piece together the details of the events of the incident and to work through the experience and associated emotional reactions.
2. In order to assist those in need:
 - (a) Encourage a resumption of regular routine, as a structured environment will facilitate recovery.
 - (b) Provide support for Leaders, and others who are in close contact with those affected. (See below)
 - (c) It is no longer suggested that we probe people for their feelings and emotions after a traumatic event. Should the person bring up the topic, then by all means listen, but reliving the emotions can cause further trauma and have a worse outcome long term. Questions such as "How did you feel when the incident happened?" or "How did you feel when you heard what happened?" Are no longer recommended.
 - (d) Sticking to the facts and providing information, especially where it reduces anxiety- such as "The paramedics quickly gave them painkillers, so they felt better", is helpful.
 - (e) Reassure the person that intrusive thoughts, recurring nightmares, intense feelings and mood swings are normal reactions and are likely to be short-lived.
 - (f) Encourage youth members and Leaders who show an intense need to work through the events of the incident and their reactions to them, to seek help through their local medical practitioner, School counsellor or Community Health Centre. (Other resources are listed below.)
 - (g) Questions such as "Where were you when...?" "What did you do when...?" can be useful in a group to help participants understand the events better.
 - (h) Where the incident has involved death or serious loss, it may be at this stage that the grieving process begins. Where death has occurred encourage, but don't insist or force participation in memorial services and attendance at funerals by those close to the deceased.

What are the reactions to Grief or Loss in young people?

1. Youth members of scouting age react to traumatic experiences in a number of ways:
 - (a) A common immediate reaction to a traumatic experience may be fearfulness, which can persist for some time. This results from, the challenge to the youth member's sense of security and invulnerability. Scouts in their early teens may wish to explore philosophical or religious questions about death. They may tend to turn to their peers for support and consolation. This can be upsetting for Leaders and parents who may feel shut out in their efforts to help, but is a normal age appropriate response.
 - (b) Generally, youth members who are around eleven and older, share adult understandings of death. They may experience grief reactions including shock, denial, guilt, anger and bargaining when someone has been badly injured or died, and finally acceptance before they are able to return to a level of functioning similar to that evident before their loss.

- (c) For people of all ages there is often a compelling urge to put together a detailed picture of the events of the incident, often by repeatedly going over details with others who were involved. This is a healthy part of recovery, as long as it doesn't continue for a prolonged period of time or become overly distressing.
- (d) For some it may be important to visit the scene of the incident. Over time, a sudden memory, sound, situation, or smell may trigger flashbacks or sudden recall of vivid disturbing mental images. Intense anxiety and stress may be reactivated for a short time, again this is normal and usual brief, if it persists additional help may be needed.
- (e) It may be hard to know exactly when this will be, but it is important for the Scouting routine to aim for returning to normal. Routine breeds security.

So, how can I best support members after a traumatic incident?

1. Communicate caring and acceptance
 - (a) Demonstrate a sincere interest in what the youth member is saying. Young people will communicate more effectively when they feel safe, accepted and understood.
 - (b) Recognise and acknowledge youth member's feelings so that they are able to feel at ease in exploring information further, but do not probe in a way that reminds or reinforces feelings of distress.
 - (c) Maintain a positive attitude so that youth members are helped to view the future in a hopeful way. Reassure youth members that their feelings and behaviours are normal reactions and will fade in time.
2. Be Patient
 - (a) Allow the youth member to express his/her concerns at a rate, which is personally comfortable.
 - (b) Be patient in gaining an understanding of the youth member's account of the incident. The story may be told in a garbled form with disjointed factual and emotional content flowing quickly initially.
 - (c) Tracing back carefully over aspects of the story, which can be discussed with comfort, may assist in ordering thoughts, reducing fears and re-establishing trust. Provide information to youth members when they request it in a way that they can understand. Do not attempt to hide the facts, but be careful also not increase distress.
 - (d) Use a quiet, steady voice, with minimal prompts, (e.g. uh-huh, mmm, nods) to encourage the youth member.
 - (e) Use open-ended questions when seeking more information about facts, and issues around how they are managing. Closed questions can be used when the Leader wants specific information, e.g. "Who is at home now?" "Was Christine on that bus?"

Further Support

KIDS

- Kids (ages 5-25) Helpline 1800 55 1800 or email counsellor@kidshelpline.com.au or webchat at www.kidshelpline.com.au
- Youth Beyond Blue 1300 22 4636 www.youthbeyondblue.com
- Headspace (Youth Mental Health Foundation) visit www.headspace.org.au for your local centre

ADULTS

- Lifeline Crisis Support 13 11 14
- Adults Beyond Blue: Depression and Anxiety Support 1300 22 46 14
- Men's Line 1300 78 99 78
- Parentline NSW 1300 1300 52 (M-F 9am-9pm; S-S 4pm-9pm)

- Local GP practice- to find a GP near your location www.healthdirect.gov.au can help

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Section 41 Finance & Fundraising

Please note that some Sections on Finance have not been written.

Major fundraising activities and activities aimed at securing sponsorship are implemented at all levels within Scouts Australia from National to Group. Whilst Groups and Regions are encouraged to obtain sponsorships or donations or fundraise at "local" level, approaches to medium to large companies at "Scouts State Service Centre" level should only be done after consultation with the Chief Executive Officer or Chief Commissioner. This is necessary to ensure approaches are not made by more than one section of Scouts Australia NSW at any one time. The Chief Executive Officer or Chief Commissioner will be aware of any National and State activities. The need for consultation is particularly important during the "build up" to Jamborees to be held in NSW, as fundraising by the Jamboree organisers is at a significant level at these times.

Youth members should earn funds, not solicit them. Funds gained in Scout Job Weeks, car washes, sale of lamingtons, chocolates, etc. and walkathons are seen as earned. Funds raised by raffles, guessing competitions, etc. are seen as donations and are the responsibility of Group and other support committees, which should not involve youth members in those activities.

Scouts Australia NSW has for many years been a charity registered under the *Charitable Collections Act 1934*. Since the *Charitable Fundraising Act 1991* came into force (1st September 1993) the Association has been the holder of an authority to fundraise under the 1991 Act.

Charitable Fundraising Act 1991 includes soliciting or receiving money or other benefit as a "fundraising appeal" if the purpose of the soliciting or receiving is a charitable purpose, irrespective of whether the money is received as a donation or for the supply of food, entertainment or other goods or services.

Guidelines to Regulations on Fundraising

Charitable Fundraising Act Guidelines are for the guidance of all Formations in fulfilling their obligations under the *Charitable Fundraising Act 1991* and the *Charitable Fundraising Act Regulations 1993*.

The Charitable Fundraising Act is about accountability. It is about accounting for the funds we raise from our members and the public and how we spend them. It is really what we are doing already BUT DOING IT BETTER.

41.1 Authority

- (a) The New South Wales Branch of The Scout Association of Australia has been issued with an "Authority to Fundraise" under the Act. This means that this State is considered by the New South Wales Government to be the "Peak Body" and it is therefore responsible for the compliance with the provisions of the Act by all the Formations, committees, and activities etc. under its control.
- (b) Before conducting any fundraising activity, each Formation, committee, activity or any other entity within Scouts Australia NSW is required to obtain a Charitable Fundraising Act "Certificate of Authority to Fundraise".
- (c) A Group or Rover Scout Unit shall obtain a Certificate of Authority to Fundraise for each fundraising activity from its supervising Commissioner.
- (d) Any Formation (other than a Group or Rover Unit), committee or activity shall obtain a Certificate of
- (e) Authority to Fundraise for each fundraising activity from State Service Centre.

- (f) The Certificate of Authority to Fundraise will be issued for the period of the activity only, with a maximum period of one year for any ongoing activity such as Cash a Can etc. held on a regular weekly, bi-weekly or monthly basis.
- (g) Any Formation that continually fails to comply with the requirements of the Act will be de-registered so as not to put in jeopardy the fundraising authority of the State.

41.2 Definition of Fundraising

- (a) Under the Act, “fundraising” has a very wide interpretation.
- (b) “Fundraising” is defined as ‘soliciting or receiving of any money, property or other benefit from the public, if the appeal is made for a charitable purpose or for the support of an Organisation having a charitable object’.
- (c) Note that the definition covers not only donations solicited but also those received, even though there has been no request made for a donation.
- (d) The definition is wide-ranging and in some instances perplexing. Therefore, to avoid confusion, State Service Centre has decided that all income received by any Formation of The Association will be treated as Fundraising and accounted for accordingly. Only Membership Fees will be recorded separately (refer to the Formation Cash Book).
- (e) The following are examples of Fundraising:
 - (i) Scout Job Weeks;
 - (ii) Donations, solicited or unsolicited;
 - (iii) Raffles, lotteries and “games of chance” (these are also subject to the Lotteries &
 - (iv) Art Union Act);
 - (v) Competitions;
 - (vi) Sponsorship (walkathon, telethon, pole sitting or similar event);
 - (vii) Cash a Can;
 - (viii) Supply of: Food (catering, lamington drive, cake stall etc.);
 - (ix) Entertainment (concert or Gang Show);
 - (x) Other goods or Services; and/or
 - (xi) Or in connection with any other commercial undertaking.

41.3 Requirements of the Act

The Act places certain requirements on an Authority Holder. Consequently, all Formations of the Association are in turn subject to those requirements as well. These requirements are detailed in these Guidelines and in the Formation Cash Book (or electronic version).

41.4 Financial Accountability

41.4.1 Accounts

- (a) The Act requires that Organisations prepare annual accounts and present them in an acceptable manner.
- (b) All Group Support Committees, Rover Units, Scout Fellowships, and other Formations of the Association will use this Cash Book to maintain their financial records. The Cash Book provides for

both monthly reporting and annual reporting which, when completed correctly, comply with the relevant requirements of the Act.

- (c) Accounts will contain detailed instructions and guidelines for Treasurers and Auditors involved in keeping the Formation's accounts.
- (d) Treasurer will produce for signature, monthly auditable:
 - (i) Statements of payments and receipts;
 - (ii) Summary of income and expenditure;
 - (iii) Fundraising income and expenditure;
 - (iv) Bank Reconciliation;
 - (v) Up-to-date printouts of all accounts; and
 - (vi) Current Bank Statement.

41.4.2 Auditing Accounts

- (a) The Act requires that a registered company Auditor or qualified Accountant audit all accounts where available. Should such a person not be available, then the audit may be carried out by a person with suitable accounting experience, who has no direct personal association with any member of the Group Support Committee and has been approved by the supervising Commissioner.
- (b) Names of Auditors must be submitted to the supervising Commissioner allowing plenty of time for approval to be given.
- (c) The role of the Auditor is to examine the records of the Formation in order to form an opinion as to:
 - (i) whether the accounts show a true and fair view of the finances of a Formation and, in particular, the financial results of fundraising activities for which they relate.
 - (ii) whether the accounts and financial records have been properly kept in accordance with the legislation.
 - (iii) whether all moneys received including the result of fundraising activities conducted during that year have been properly accounted for.
 - (iv) whether the accounts relate to ALL monies held by the Formation.
 - (v) whether the funds are held in trust or belong directly to the Formation.
- (d) The audited accounts, signed by the Auditor, the Chairman of the Group Support Committee and the Treasurer, are to be formally adopted at the Annual Report Presentation and a motion of adoption recorded in the Minutes.

41.4.3 Recording of Funds Received

- (a) All funds received must be accounted for and recorded in the appropriate section of the Accounts.
- (b) When handling cash, two people should count the money together.
- (c) Receipts should be issued when money changes hands. All money paid to the Treasurer should be receipted. Numbered Scout Association of Australia Receipt Books should be used. The register of Receipt Books in the Formation Cash Book must be maintained.
- (d) All proceeds from fundraising activities must be paid into the Formation bank account in total. No deductions should be made for cash reimbursements. Such reimbursements must be made from

Petty Cash. Petty Cash expenditure and payments must be recorded in a suitable book which forms part of the annual accounts and must be audited.

- (e) Only one bank account will be maintained by a Formation. Where a Venturer Scout Unit or Rover Unit is part of a Group, the Unit may conduct its own bank account and maintain suitable financial records. These records and Bank Statements must be audited by the Formation's Auditor and consolidated with the Formation's annual accounts.

41.4.4 Expenditure of Funds

- (a) Funds may only be expended when approved by a properly constituted Committee and recorded in the Minutes.
- (b) The Act states that funds raised for a specific purpose may only be expended for the particular specified purpose. It is therefore suggested that when raising funds, the stated purpose should be a general description (e.g. for Scouting Activities, or Scout Hall Extension, or Ongoing Activities).

41.4.5 Responsibility of Groups, Rover Scout Units and other Formations

- (a) It is a requirement that a Formation shall hold an Annual Report Presentation (ARP) at which an audited set of accounts will be presented. To ensure a uniform and orderly system of reporting the Association has decided that Formations shall hold their ARPs as follows:
- (b) To ensure a uniform and orderly system of reporting, Groups, Rover Scout Units and all Formations attached to Regions shall:
 - (i) Have a Financial Year commencing on the 1st of January each year.
 - (ii) Hold an Annual Report Presentation each year no later than the 30th of April.
- (c) The Formation Cash Book or the electronic version of the cash book has been designed to record and present the financial statements to comply with the requirements of the Act. The following forms within the Cash Book are to be completed in triplicate:
 - (i) Fundraising Income and Expenditure.
 - (ii) Annual Financial Report.
 - (iii) Notes forming part of the Annual Financial Report.
- (d) One copy of each form to be retained by the Formation in the Cash Book with one copy going to the Region.
- (e) The supervising Commissioner present at the Formation's Annual Report Presentation will collect the Region's copies of these forms and forward them immediately to the Region Office, together with the record of office Bearers, Record of Assets, Census and any other forms that may be required by the Association and the Charitable Fundraising Act.
- (f) The Region shall retain these records for a period of seven years.
- (g) The Act requires that the Department be notified in the following circumstances:
 - (i) When a new Formation is registered with the Association (this will be done by State Service Centre).
 - (ii) When a Formation is de-registered by the Association (this will be done by State Service Centre).
 - (iii) The change of the postal address of a Formation. (State Service Centre will arrange this upon receipt of notification from the Formation).

- (iv) The appointed office holders of the Formation together with their addresses and phone numbers. This information must be filled in on the form supplied by the Association on completion of the Annual Report Presentation.
- (h) A Census will be taken by all Formations during March each year and submitted to the Annual Report Presentation.

41.5 Guidelines for All Formations to Follow When Fundraising

41.5.1 Prepare a Plan

- (a) Nominate the specific purpose for the fundraising activity. Members are more willing to participate if the activity is to raise funds for a particular purpose.
- (b) Plan the activity in detail.
- (c) A fundraising activity is more successful if it is well planned in advance.

NOTE:

- (i) The purpose designated for a fundraising activity should be, if possible, for a general or achievable project.
- (ii) Special conditions apply when youth members are engaged in a fundraising activity

41.5.2 Prepare a Budget

- (a) Each Formation should prepare an annual budget to determine their expected financial requirements and plan the means by which they are going to finance those expenditures.
- (b) A specific budget should be prepared for each fundraising activity.
- (c) The Act requires that each fundraising activity should show a profit.
 - (i) In the case of an Art Union such profit must exceed 40%.
 - (ii) In the case of a Financial Appeal such profit must exceed 60%.
 - (iii) In the case of sale of goods such as through lamington drives or chocolate sales, the activity must show a reasonable profit margin similar to a normal commercial transaction.
- (d) If a profit earned on a fundraising activity falls short of the requirements stated above, then a statement should be prepared, detailing the reasons for the shortfall. This statement should be attached to the accounts and be available should a Department Inspector from the Government office of Charities wish to examine the Accounts.
- (e) It is recognised that certain activities, such as Gang Show etc., may not be able to show the required profit margin. These activities may be classed as "Training Activities".

41.5.3 Obtain a Certificate of Authority to Fundraise

- (a) The Certificate of Authority to Fundraise should be obtained from the supervising Commissioner well in advance of the proposed activity so that in the case of any possible doubt about conducting the activity, enquiries can be made of the Department so any appropriate extra authorisation may be granted in time for the fundraising activity to proceed.
- (b) Two copies of the Certificate of Authority to Fundraise will be issued. One copy is to be returned to the supervising Commissioner as soon as possible after the completion of the fundraising activity, with a statement of income and expenditure for the activity.

41.5.4 Identification of the Formation

- (a) Uniformed Members should wear scarf as a minimum.

- (b) Non uniform personnel should wear suitable Scouting identification.
- (c) In the case of Stalls, Cash a Can etc., a Group Name Banner will suffice as identification.

41.5.5 Recording of Income Received

- (a) Numbered receipts, tickets or docketts should be issued for each transaction, or if this is not possible a tally sheet signed by the payee should be kept. The proceeds should be counted with at least two persons present. The Treasurer should issue a receipt to the person responsible for conducting the activity when the funds from the activity are received.
- (b) In the case of Cash, a Can or similar activity, a Tally Sheet should be kept listing the amount paid out for each transaction and signed by each person receiving a payment.
- (c) The total proceeds from a fundraising activity must be banked into the Formation's account without delay. Such funds will be separately identified for that particular fundraising activity.
- (d) Reimbursement for out of pocket expenses must be made by cheque or from a properly recorded Petty Cash float.

41.5.6 Statement of Income and Expenditure

- (a) A statement of income and expenditure for each fundraising activity shall be prepared on completion of the activity and submitted to the next regular Committee meeting of the Formation.
- (b) The duplicate copy of the Certificate of Authority to Fundraise will be filled in stating the total income received and the total expenses incurred for the fundraising activity. The certificate will be forwarded to the supervising Commissioner as soon as possible after the completion of the activity.

41.5.7 Record of Assets of a Formation

- (a) A record of ALL the assets of a Formation should be prepared and updated for each ARP. Equipment purchased or received as a donation during the year should be included on the list. All items on the Record of Assets should be inspected regularly and re-valued to ensure adequate insurance cover.
- (b) Alteration and additions to buildings carried out during the year should be included on the Record of Assets and up-to-date valuations obtained.

41.5.8 Insurance

- (a) Our insurance covers the Association and all registered members and voluntary helpers whilst they are undertaking Authorised Scouting Activities. Our broker liaises with our insurer in the event of a claim or potential claim.
- (b) Information regarding Scouts NSW Insurance may be found in the policy and resources section of the Scouts NSW webpage.

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/insurance-information/>

- (i) What is covered? ISR (Property and Contents)
- (ii) Public and Products Liability
- (iii) Personal Accident (Injuries to Scout members)
- (iv) Marine Transit (Scout equipment whilst being transported)
- (v) Motor Vehicles, Trailers & Pleasure craft (Boating equipment)

41.5.9 Participation of Youth Members in Fundraising Activities

- (a) The Act states, and it is the State Policy that generally, youth members under the age of eight years will not participate in a fundraising activity except in special circumstances e.g. fun runs or other special events.
- (b) It is the Association's Policy that the raising of funds is not the responsibility of youth members except in activities specifically approved by the Board of Directors, e.g. Scout Job Weeks.
- (c) Youth members between the ages of 8 and 15 years participating in an approved fundraising activity:
 - (i) Must wear suitable identification whilst fundraising. A scarf is considered suitable for assisting with general fundraising activities. For Scout Job Weeks, participants should also carry the official Job Week card which must be signed by the Leader and show the participant's name.
 - (ii) Must have parental or guardian consents to participate in the fundraising activity. If a general Parental Permission form has not been signed when the child joined Scouts Australia NSW, then this form should be signed before the child is permitted to join the fundraising activity.
 - (iii) Must work in pairs, particularly when entering private premises and must operate in their local neighbourhood.
- (d) An Adult Leader or the child's Parent or Guardian should know the locality in which the child plans to operate.
- (e) For youth members participating in a fundraising activity over an extended period and in a group, as well as the above requirements, arrangements must be made for refreshments, toilet facilities and rest breaks at suitable intervals.

41.5.10 Participation by Adults in Fundraising Activities

- (a) Adults participating in face to face fundraising, door to door, on the street or in a Shopping Centre, must wear suitable Scouting Identification.
- (b) Adults working on a stall or similar venue need not necessarily wear identification provided the stall displays a suitable identification Banner.

41.5.11 Complaints Handling

- (a) The Charitable Fundraising Act requires that Scouts Australia NSW as an Authority Holder, set up a mechanism that will properly and effectively deal with complaints made against the Authority Holder or Formations under its control.
- (b) Complaints may be made to the NSW Department of Gaming and Racing or direct to the Authority Holder.
- (c) If complaints are made to the Department, the Department will immediately contact the Association at State Service Centre and request that the complaint be investigated and reported on.
- (d) The Region Office will handle complaints directed at Formations other than those attached to State.
- (e) The complaint will be given an identifying number preceded by the Region identification.
- (f) A "Complaints Register" will be kept at each Region Office. The Register will include the date the complaint was made; the name, address and telephone number of the complainant; the nature of the complaint; the name of the Formation, person or persons which are the subject of the complaint; the action taken to investigate the complaint; details of the findings; and the date and manner by which the complainant was informed of the outcome.

- (g) The Region Commissioner, or nominee investigating the complaint, will be required to complete an “Action Sheet”. The Action Sheet will include the same information as the Complaint Register together with details of investigations made and any interviews with the person or persons who were the subject of the complaint.
- (h) When a complaint is received by a Leader related to a perceived breach of the Act, the Leader will immediately advise the relevant Region Office which will record the information in the Complaint Register, allocate a complaint number and raise an Action Sheet. The Region Commissioner or their Nominee will investigate the complaint.
- (i) A copy of the Complaint Register sheet will be forwarded to State Service Centre.
- (j) When the investigation is complete, the Action Sheet is to be returned to the Region Office, who will advise State Service Centre of the result of the investigation.
- (k) The Complaints Register is to be reviewed monthly by the Region Commissioner and outstanding complaints followed up.
- (l) All records pertaining to the complaint will be kept at the Region Office for seven years.
- (m) The Region Commissioner shall, after due consultation and consideration, decide any action which needs to be instituted where an individual has been an offender, particularly if on more than one occasion.
- (n) Where the Organisation is at fault, appropriate steps should be instituted to prevent a further occurrence.

41.5.12 Lotteries and Art Unions Act

- (a) Minor Lotteries, such as Raffles, may be conducted without the need for a permit under the Lotteries and Art Unions Act, however special conditions apply.
- (b) An application for a permit to conduct games of chance, such as housie (bingo), lucky envelopes, chocolate wheels etc. must be lodged with the Department.
- (c) Further information is available from the New South Wales Department of Gaming and Racing as follows:
 - (i) Fundraising Raffle Fact Sheet
 - (ii) Fundraising Games of Chance Fact Sheet
 - (iii) Art Union Fact Sheet

41.5.13 Importance of Compliance

- (a) Persistent or continuous failure to comply with the requirements of the Charitable Fundraising Act by a Formation or an individual, could result in the AUTHORITY TO FUNDRAISE issued to Scouts Australia NSW, being withdrawn. This would mean that ALL fundraising activities being conducted by ALL Formations would have to cease immediately.

41.6 General

- (a) If a fundraising activity is promoted to be for a specific purpose and that purpose fails, then funds cannot be used for any other purpose without applying to the court.
- (b) Provided the total value of the prizes offered in any one lottery (raffle) does not exceed \$20,000, a permit from the office of Charities - Department of Gaming and Racing (NSW) is not required, but the prior sanction of the Association must be obtained. The Lotteries and Art Unions Act (NSW) and Regulations there under should be carefully studied by all persons who will be participating in the

organisation of such lotteries (raffles) in order to avoid the penalties provided under the Act. In this regard, attention is particularly drawn to:

- (i) All prizes must be distributed by the drawing of lots.
- (ii) Prizes may comprise only "goods, wares or merchandise" as defined in the Act and may not consist of or include cash, open orders or the like, tobacco in any form or any item which is primarily in the nature of a "service", but alcoholic drinks may now be included up to 20 litres.
- (iii) A net profit of not less than 40% of the gross proceeds in any one lottery must be returned to the Association.
- (iv) For more details, reference should be made to the "Raffle Fact Sheet" published by the Department of Gaming and Racing (NSW) and held also at the Region Office.
- (v) Groups should not overlook the expertise of Regions in the area of fundraising. For instance, they may be able to show you how to avoid being left with a large quantity of confectionery or biscuits which are hard to sell. As well as the Charitable Fundraising Act requirement that Formations should report to their next higher level of management on the proceeds of a fundraising appeal, there are Scouting rules covering such reporting, which should be observed (see GROUP SUPPORT COMMITTEE RULES).

41.7 Fundraising for Other Organisations

- (a) Scouts Australia NSW is frequently approached by charitable and statutory bodies to make a house-to-house distribution of pamphlets to promote Appeals or to assist them in door to door collections.
- (b) Distribution of pamphlets is a worthwhile activity for Scouts and inculcates a spirit of public service if it is properly presented and explained to our youth members and well organised by our Adult Members. It also offers an opportunity for furthering good public relations with the community. However, collection of donations is restricted to adults by law.
- (c) The problem is that these requests become too frequent. Sometimes the approach is made to State Service Centre and sometimes direct to local Groups or Regions.
- (d) If our youth members are asked to perform this service too often, they come to regard themselves as little more than "workhorses" and it prevents Scouts from engaging in Scouting activities.
- (e) Embarrassment is caused when State-wide appeals are promoted at local level, sometimes through local Councils, and results in a variety of reactions from Groups or Regions.
- (f) State-wide Appeals:
 - (i) The support of a State-wide appeal must be decided at State level. The organisation concerned then knows whether or not it has the backing of the whole State and can act accordingly. If Regions are approached locally for a State-wide appeal, they should not agree to cooperate without the authority of State Service Centre. The State Service Centre will approve of these appeals only in consultation with Region Commissioners. This should ensure that this form of public service is done properly or not at all. State Service Centre will normally limit such appeals to one in each calendar year.
- (g) Local Appeals:
 - (i) When Region Commissioners are approached to support appeals which affect only their own Region, they should make their decisions in the light of local relationships and the virtue of the cause. In reaching a conclusion they should bear in mind that they will be expected to cooperate in State-wide activities from time to time. In all cases they will seek the advice of State Service Centre.

- (ii) When a local appeal involves more than one Group, they must act only in accordance with the decision of their Region Commissioner. Region appeals will normally be limited to one in each calendar year, but this would be additional to the one approved State-wide appeal.
- (h) Non-Charitable Local Requests:
 - (i) These can come from local bodies and can be considered as a form of community service without remuneration or as a means of raising funds for Groups if the approach is from a commercial organisation.
 - (ii) The procedure for coordination applicable to "Local Appeals" as above would apply in these cases.
- (i) Requests for Assistance:
 - (i) Bodies seeking the Association's help in this fashion should approach the State of National Office by 1st August of the year prior to the event, as the Association prepares its programs at about that time.

41.8 State-Wide and National Sponsorship Guidelines

- (a) Definition:
 - (i) Sponsorship is a form of marketplace support that enhances programs and activities consistent with the objects of the Association.
 - (ii) Sponsorship may be direct, or indirect, financial or in kind.
 - (iii) Sponsorship may be by way of affiliation, endorsement, royalty, joint venture licence, underwriting, discounting of commercial rates, term agreements or other such mechanisms as may be mutually agreed.
- (b) Essentials:
 - (i) A sponsor must have an ethical market profile with the Australian public, which is consistent with the objects and values of the Association.
 - (ii) A sponsorship must generate positive outcomes and enhance the community perception of the Scouting Movement.
- (c) Sponsor/Association Outcomes:
 - (i) The Association needs to clearly identify each Sponsor's objective in the allocation of funds.
 - (ii) Where a sponsor seeks to achieve specific outcomes, the parties will:
 - (iii) Identify the methods of measuring success against the objective(s).
- (d) Incorporate adequate evaluation and performance audit criteria.
- (e) Protection:
 - (i) The Association will protect icons, names, and various properties through registered devices and trademarks. The use of Scouting icons and properties will in each case be determined in negotiation between the parties and defined in appropriate contractual agreements. Sponsors who wish to use such icons and properties will directly or indirectly reimburse the Association for such use.
- (f) Agreements:
 - (i) Each sponsorship agreement will be evidenced in writing.

- (ii) Each agreement will be for a specified period. Agreements may be subject to extension or renewal, alternatively to termination in the event of contravention of the obligations of the parties.
 - (A) The specific obligations of the parties will be identified.
 - (B) Costs applicable to the Association (if any) will be documented.
 - (C) Ownership of copyright and trademark rights shall vest in the Association.
 - (D) Payments, or in-kind benefits to the Association will be documented.
 - (E) Warranty of ownership and rights by the parties shall be documented.
 - (F) Permission to assign interest, if agreed, shall be documented.
 - (G) Clauses shall be included which cover waiver, arbitration, serving of notices, and confidentiality.
- (g) Unacceptable Sponsorships
 - (i) Scouting is a values-based organisation and therefore there are certain companies and products that are not acceptable.
 - (ii) The Values Statements in P&R should be consulted in evaluating proposals.
- (h) Sponsorship Upgrades
 - (i) There are current sponsorships by National organisations at Region and State levels.
 - (ii) Where a nationally-based Sponsor organisation wishes to upgrade the level of sponsorship to a State wide or National level, which involves a significant change in style and activity, State Service Centre and where appropriate National Office will endeavour to enhance the existing benefits and as a minimum position, protect the existing contract.

41.9 Tax Issues When dealing with Volunteers

- (a) Given that there are many adults giving their time to Scouts an important practical consideration for many may be if payments to volunteers constitute assessable income and whether their expenses are tax deductible.
- (b) What is a volunteer?
 - (i) There is no common law definition of “volunteer” for tax purposes, although it typically means someone who enters into any service of their own free will, or who offers to perform to perform a service or undertaking. A genuine volunteer does not work under a contractual obligation for remuneration, and would not be an employee or an independent contractor.
 - (ii) Volunteers can be paid in cash, given non-cash benefits or a combination of both- payments include honorariums, reimbursements and allowances.
 - (iii) Generally, receipts which are earned, expected, relied upon and have an element of periodicity, recurrence or regularity are treated as assessable income.
 - (iv) Conversely, where a person’s activities are a pastime or hobby, rather than income producing, money and other benefits received from those activities are generally not perceived as assessable income.
- (c) Expenses incurred by volunteers
 - (i) On the tax deductibility of volunteer’s expenses, a volunteer may be entitled to claim expenses incurred in gaining or producing assessable income- except where the expenses are of a capital, private or domestic nature.

- (ii) For instance, expenditure on items such as travel, uniforms, or safety equipment could be deductible, but expenses incurred for private income-producing purposes must be apportioned – with only the income producing portion of the expense being tax deductible.

For example:

Q. Robert operates a commercial fishing trawler and uses navigational charts in his business. He also volunteers as an unpaid training officer at the volunteer coastguard. Robert purchases two identical sets of navigational charts – one for the business, the other as a training aid in coastguard courses.

A. Yes, Robert can claim the part incurred in gaining or producing assessable income – in this case half the cost.

- (d) What about donations? Are these deductible?

- (i) It is also common for volunteers to donate money, goods and time to not-for-profit organisations. To be tax deductible, a gift must comply with relevant gift conditions, and:

(A) Be made voluntarily

(B) Be made to a deductible gift recipient, and

(C) Be in the form of money (\$2 or more) or certain types of property

- (ii) Donors can claim deductions for most, but not all gifts they make to registered deductible gift recipients. For example, a gift of a service, including volunteers time, is not deductible as are money or property transferred to the deductible gift recipient. However, individuals may be entitled to a tax deduction for contributions made to fundraising events, including dinners and charity auctions.

41.10 Limits of Authority Policy

For details of this Policy please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Limits of Authority Policy

Relevant References & Guidelines (most relevant listed):

- Scouts Australia, Policy and Rules 2017
- POL Communications – Scouts Australia NSW
- *Charitable Fundraising Act 1991*
- *Charitable Fundraising Act Regulations 1993*

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Section 42 Public Relations

42.1 Definition

'Public Relations' is defined by the Public Relations Institute of Australia as 'the deliberate, planned and sustained effort to establish mutual understanding between an organisation and its publics'.

Public Relations includes the interaction with external stakeholders to better understand what they are interested in or concerned about, and what they would like, or need to know. It involves meeting with key people to make representations on behalf of the organisation; preparing material for and working with the media to gain editorial coverage in newspapers, magazines, radio and television; preparing and posting information on websites and

social media; preparing print material for distribution to particular publics ranging from brochures to annual reports; arranging conferences, and promotional activities and events.

42.2 Brand and Logo

The Scouts NSW brand fits within the Scouts Australia brand hierarchy. It is made up of many elements including a landmark (or logo), imagery, gumtree graphics, iconography, a colour palette, typography and guidelines on how we write and speak. The Scouts Australia brand is trademarked and all copyright belongs to Scouts Australia. Any use of Scouting branding that benefits individuals or other organisations or companies, or associates us with other organisations, needs prior written permission from Scouts Australia. Guidelines for how to use the brand can be found in the Brand Book: <https://scouts.com.au/members/resources/brand/>. Also see: <https://www.nsw.scouts.com.au/new-brand-materials/>

42.3 Public Appearances and Statements

Uniformed members of Scouting are encouraged to seek prior approval from the NSW State Service Centre (Head of Communications) before speaking with local media, even if they are only talking about a local Scouting event or matter. It is important for Scouts NSW to be able to monitor all media interactions, in case there are other matters taking place that a spokesperson could unwittingly be asked about.

Uniformed members of Scouting should always seek prior approval from the NSW State Service Centre (Head of Communications) for any national media or broadcast (TV, radio) requests, because these are carefully managed at a State level.

For any media interactions, it is imperative that uniformed members do not make opinions on the Scouting organisation, its philosophy, leadership or policies.

42.4 Social Media Guidelines

For Scouts NSW Social Media Guidelines please visit: <https://www.nsw.scouts.com.au/members-services/policies-and-resources/> > Social Media Guidelines

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Section 43 Activities

Scouts Australia NSW has one Adventurous Activity Policy that is supported by a variety of Standard Operating Procedures (SOP). The Adventurous Activities policies and rules continue to be reviewed on a regular basis by the State Activities Council to ensure that Scouts Australia NSW continues to meet community expectations and best practice within the outdoor recreation environment. The policy and procedures documents can be downloaded.

43.1 Adventurous Activity Policy

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>
> Adventurous Activities > Adventurous Activities Policy

43.2 Alpine and Snowfield Activities SOP

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>
> Adventurous Activities > Alpine and Snowfield Activities SOP

43.3 Boating Activities SOP

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>
> Adventurous Activities > Boating Activities SOP

43.4 Bushwalking Activities SOP

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Bushwalking Activities SOP

43.5 Challenge Rope Activities SOP

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Challenge Rope Activities SOP

43.6 Rock Activities SOP

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Rock Activities SOP

43.7 Commercial Activities Policy

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Commercial Activities Policy

43.8 Flying Fox Activities Policy

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Flying Fox Activities Policy

43.9 Prohibited Activities Policy

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/>

> Adventurous Activities > Prohibited Activities Policy

43.10 Other Adventurous Activities

Where Scouts NSW SOPs do not exist for a specific adventurous activity, the activities should be conducted following best practice and should adhere to any applicable community or industry standards such as the Australia Adventure Activity Standards and the related Good Practice Guides (available at: <https://australianaas.org.au/>).

43.11 Activity Forms

- (a) Activity participants and parents must be properly informed about any activities youth are participating in and provide informed consent prior to participating. Leaders can use either Operoo (previously known as CareMonkey) or the E1 part I and II for this purpose.
- (b) The E1 part III (Activities and Rescue pages) must be completed for all adventurous activities including those where Operoo has been used to obtain informed consent for participation. The E1 part III must be lodged with the appropriate parties (including but not limited to the Group Leader/Leader in Charge and the appropriate Commissioner at Region Level) at least 14 days prior to commencement of the activity using the WHS-3 Adventurous Activity Plan online form

43.12 Gang Show

- (a) “Gang Show” is a theatrical performance by youth members (mostly under 25 years old) of Scouts and Guides. Some Gang Shows have leaders of Scouts and Guides on stage too. Leaders, youth members and parents help behind the scenes. The aim is, through performance, to empower young people to make a positive contribution to society.
- (b) The production teams and cast (all volunteers) plan, write, compose, choreograph, build scenery and props, make costumes and rehearse for several months. A typical show requires three to six months of rehearsals. Every show does it differently, but every show has the same three priorities.

- (i) it is for the young people.
 - (ii) it is a public shop window on Scouting and Guiding, and therefore a great PR opportunity.
 - (iii) They aim to break even financially with their performances.
- (c) The duration of performance ranges from one day to two weeks, and tickets are available to the public. While a Gang Show is purely an amateur production, the costs can be similar to a professional production.

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Section 44 First Aid in Scouting

All Leaders are strongly encouraged to formally train in First Aid and keep current any certification, in addition, the teaching of first aid to Scouts at all levels of Scouting is an integral activity for any scouting group.

Dealing with health issues falls under our duty of care as Leaders- it is reasonable that you act according to the best of your knowledge, always bearing in mind what other resources you can access for guidance, for example calling a parent, other Leaders or emergency services.

A person competent in first aid ideally will be available at all scouting activities, and the details of all Scouts and Leaders medical conditions and allergies should be accessible for Leaders to check. Be aware that these things change over time, and this information needs to be regularly reviewed. Groups are encouraged to enrol in Care Monkey on the Scouts NSW Website, to allow for ease of access and updating of this information.

Whether in the hall or out, a first aid kit should be available for use. The kit needs to be practical for the number of participants, the place and the activity. Ideally it will be clearly identifiable, accessible and robust enough to survive the environment in which it is.

As early as developmentally appropriate Scouts should carry a personal first aid kit. This may be a small kit with band-aids, a bandage and some wipes, and graduating to a more complete kit as the Scout becomes more competent and independent. Leaders can discuss with Scouts what is suitable to carry in these kits, Leaders will ideally encourage Scouts to manage minor problems, with supervision- as needed.

All events which need more than just simple measures, should be notified to Scouts NSW. If medical treatment, dentistry, ambulance travel or hospitalization of a youth or adult (whether a member of Scouts Australia or not) is needed, it is a requirement that the online form on the Scouts NSW page be completed.

HOMESICKNESS- warrants special mention. There are many tried and tested ways to reduce this happening and to manage it.

Firstly, ask parents to help. Some things to suggest to parents include-

- Don't tell the Scout you will really miss them, or will be sad without them. This can unwittingly undermine the Scouts ability to cope, tell them how proud you are of them.
- Don't discuss a rescue plan- this sets up a negative expectation and may encourage the Scout to want to leave when there is a minor negative event. The family visiting camp may accentuate the problem.
- If the Scout calls home, ask the parents to advise the Scout they will contact the Leader, and encourage the Scout to do the same, rather than trying to solve the issue over the phone.

Strategies for managing homesickness require patience and kindness.

While at camp, these include, include-

- Keep the Scout engaged and busy, doing something fun. Watch out for the Scout who is often alone or not included by others, who seems to become upset easily or not eating. Be alert for bullying.

- Get them talking to friends or Leaders, it is likely they have all felt the same way at some time.
- At major events approaching 'Listening Ears.' People who volunteer to be sounding boards for people experiencing stress.

Consider involving more experienced Leaders early, they may well have great experience dealing with this and may be an invaluable resource.

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Section 45 Sectional Requirements for Accommodation

45.1 Priority statement

During overnight activities and events, it is recommended in most circumstances that youth and adults alike have separate accommodation for all genders and between Adults and Youth. In cases where accommodation cannot be separate such as combined hall sleeping or alpine huts it is best practise to designate space areas for separate genders and adults/ youth where possible. For cases where there are Transgender or gender diverse members present, it should be about making them comfortable in a way that best fits their gender identity following discrete and respectful discussion with the member in question and or their parent if they are in the younger Sections to sleep in an environment in which they feel safe.

45.1.1 General

- (a) In the younger age groups – Joey Scouts and Cub Scouts – sleeping arrangements are generally allowed where youth members of the same gender agree to share a tent or bunkroom. An example of this is at the larger events such as Cuboree or Jamboree where space, cost and equipment considerations usually result in youth members sharing tents with peers of the same gender.
- (b) Should a youth member wish to maintain a private sleeping arrangement, that should be respected by other members.
- (c) Co-habitation or shared sleeping arrangements by Scouts NSW members over the age of 16 years is discouraged due to duty of care and perceptions of lack of appropriateness in an organisation where children and young people are in the care of others who may not necessarily be immediate family. This also allows for respect of privacy for young adults and adult members and allows for Scouts NSW to operate in compliance with Child Safe Scouting.
- (d) Adult members or Rover Scouts who are in a relationship may wish to co-habit or share sleeping quarters however this is to be undertaken respectfully, especially if there are youth members in attendance.

45.2 Sleeping in Scout Halls

- (a) The decision to have a policy for sleeping in Scout Halls was based on numerous changes to the building codes, local Government regulation changes and the current focus on risk management in the community.
- (b) The report "Fire Safety and Amenity Code for Scout Halls When Used for Sleeping Purposes" clearly points out areas of concern. After investigation by the State Service Centre it was confirmed that Scouts NSW Personal Accident Policy would not cover non-scouts in this environment (because they are not members of the Scout Association).
- (c) Scouts NSW Public Liability Policy does cover the Scout Association and its properly authorised adult Leaders for any claims made as a result of an incident during a sleepover. What this insurance policy does not cover is a claim from one non-scout made against another non-scout.

45.2.2 Arrangements for Sleeping in Scout Halls

In an effort to minimise the legal exposure to the Scout Groups, Scouts NSW and the volunteers these instructions must be followed:

- (a) Before any sleepover activities are undertaken the Sleeping in Scout Halls Report, Fire Safety and Amenity Code for Scout Halls When Used for Sleeping Purposes” must be read and complied with by the Group’s Supporters Committee.
- (b) Scout Groups who wish to use their Group Hall for a Unit sleepover must complete an “Activity /Sleepover in Scouts Halls” form P9 and forward the form and the other requirements listed to the Region Commissioner for their approval. The application covers one year and must be renewed each year assuming a Scout Group wishes to continue using the Scout Hall for sleeping.

For full details of this Policy, visit: <https://www.nsw.scouts.com.au/members-services/state-forms/> > Property

45.3 Joey Scouts and Cub Scouts

45.3.1 Overnight Activities

- (a) To be read in conjunction with Policy & Rules chapters on:
 - (i) Child Protection and Protection from Harm;
 - (ii) Duty of Care;
 - (iii) The Functions of the Group Leader;
 - (iv) Training of Leaders;
 - (v) Provisions for Members of different genders.
- (b) In keeping with the general Scouts NSW rules relating to overnight Camps and Hikes, the Group Leader (or nominated Leader-in-Charge of a Group) has the authority to approve overnight activities for Joey Scouts and Cub Scouts subject to the requirements below.
- (c) Joey Scouts and Cub Scout Unit Camps. Joey Scouts and Cub Scouts may be taken on Unit Camps in accordance with the following rules:
 - (i) Two Leaders holding current Certificates of Proficiency, one of whom must hold a current appointment for the Joey Scout or Cub Scout Unit, shall be present at all times.
 - (ii) The Leader in charge shall hold the following qualifications:
- (d) A current Certificate of Proficiency for the Joey Scout or Cub Scout Unit and a Woodbadge in Leader of Youth.
- (e) Overnight activities for Joey Scouts and Cub Scouts must be conducted in a manner consistent with the Scouts NSW Youth Protection Procedures, in particular having regard to appropriate arrangements for ensuring two adults are present, ensuring appropriate sleeping and ablution arrangements, and safe travel arrangements.
- (f) Adult child ratio should be at least one adult per team of up to five Joey Scouts or up to eight Cub Scouts, always maintaining a minimum of two adults. One adult shall be proficient in first aid and be the designated First Aider. The First Aider shall be responsible for provision of a first aid kit.
- (g) Provision should be made for the safe storage and distribution of personal medication belonging to youth members. Parents should be consulted, and documentation provided on all individual youth member medical requirements. Appropriate written medical “Management Plans” should be provided by the parents where necessary e.g. Asthma, Allergic Reaction etc.

- (h) Accommodation for sleeping is to be provided at approved Cub Scout Camp premises. These would normally include Region and District campsites, State Activity Centres, accredited Sport and Recreation sites etc. Group Halls, Church halls or other similar buildings must be approved by Scouts NSW. The Region Commissioner Youth Programs or Region Commissioner that works in the supporting the Joey Scout or Cub Scout section should be consulted where necessary. An appropriate location could also be National Parks sites, bush camps and Bushwalking/ Canoeing Campsites as long as Parents are aware of the facilities provided and are happy for the youth member to attend.
- (i) Sufficient sleeping bags or blankets must be brought to the activity to enable each Joey Scout or Cub Scout to make a separate bed or sleeping area in a tent. If it is the youth members first time away from home it may be worth discussing with the parents/ guardians any habits or requirements the youth member has around bed time.
- (j) Joey Scouts and Cub Scouts would generally have separate sleeping accommodation from other youth sections however depending on the camp and location it may be deemed appropriate by the Group Leader or Leader in Charge to allow mixed Section sleeping accommodation, noting it is still important where humanly possible to separate youth with large age gaps e.g. Joey Scouts and Cub Scouts from older Scouts and Venturer Scouts.
- (k) All youth members (Joey Scouts and Cub Scouts) should have separate sleeping accommodation to Adult Leaders and Helpers attending the Camp.
- (l) Adequate toilets and showers shall be available within close proximity to sleeping accommodation and if they are not the Parents/Carers need to be made aware of this before the activity can go ahead so they can make an informed decision regarding attendance.
- (m) Meals for Joey Scouts and Cub Scouts should have adult support and in most cases the adults leading the cooking process with some input if appropriate by the youth members.
- (n) Joey Scouts and Cub Scouts may prepare and cook some meals under adult supervision in a camp situation during the course of the Joey Scout or Cub Scout Camp.
- (o) Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed (refer to P&R) l) 'ACTIVITY NOTIFICATION PROCEDURES' are to be implemented and "Parent Consent Forms" obtained. Parents and guardians must be advised of the particulars of the activity (informed consent).
- (p) Joey Scouts and Cub Scout Unit Camp programs (for both wet & dry weather conditions), menu and other details should be completed ideally one month prior to the Joey Scout or Cub Scout Unit Camp and must be submitted to the Group Leader for approval.

45.4 Sleepovers

- (a) Approval for the use of Scout Halls for overnight accommodation must be in accordance with Scouts NSW 'SLEEPING IN SCOUT HALLS' Policy.
- (b) Where permission has been given to use a hall, Joey Scouts and Cub Scouts may sleep overnight in accordance with the same rules that apply to Unit Camps.

45.5 Scouts and Venturer Scouts

- (a) To be read in conjunction with Policy & Rules chapters on:
 - (i) Child Protection and Protection from Harm;
 - (ii) Duty of Care;
 - (iii) The Functions of the Group Leader;

- (iv) Training of Leaders;
- (v) Provisions for Members of different genders.
- (b) In keeping with the general Scouts NSW rules relating to overnight Camps and Hikes, the Group Leader (or nominated Leader-in-Charge of a Group) has the authority to approve overnight activities for Scouts and Venturer Scouts subject to the requirements below.
- (c) Overnight activities for Scouts and Venturer Scouts must be conducted in a manner consistent with the Scouts NSW Youth Protection Procedures, in particular having regard to appropriate arrangements for ensuring two adults are present, ensuring appropriate sleeping and ablution arrangements, and safe travel arrangements. Close consideration should also be given to these matters when an activity may involve no adults being present, such as an overnight hike.
- (d) Provision should be made for the safe storage and distribution of personal medication belonging to youth members. Parents should be consulted, and documentation provided on all individual youth member medical requirements. Appropriate written medical “Management Plans” should be provided by the parents where necessary e.g. Asthma, Allergic Reaction etc.
- (e) All youth members should have separate sleeping accommodation to Adult Leaders and Helpers attending the Camp.
- (f) Adequate toilets and showers shall be available within close proximity to sleeping accommodation and if they are not the Parents/Carers need to be made aware of this before the activity can go ahead so they can make an informed decision regarding attendance.
- (g) Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed (refer to P&R) l) ‘ACTIVITY NOTIFICATION PROCEDURES’ are to be implemented and “Parent Consent Forms” obtained. Parents and guardians must be advised of the particulars of the activity (informed consent).
- (h)

45.6 Rover Scouts

- (a) Rover Scouts must always sleep separately to any youth members in compliance with Child Safe Scouting. This includes any Scouting event where a youth member from a Joey Scout, Cub Scout, Scout or Venturer Scout Unit is present.
- (b) As Rover Scouts are identified as Adult Youth Members under the National P&R, they may camp at non youth (i.e. no Joey Scout, Cub Scout, Scout or Venturer Scout present) events as they wish once taking into consideration the followings paragraphs.
 - (i) When sleeping in dormitories, genders may be split at the discretion of the Region Commissioner, taking into consideration that transgender people are to sleep in the area they [Section 39](#) for handling concerns of members who are not comfortable sharing space with a transgender person.
 - (ii) As Rover Scout events may have booted Rovers, ex-Rovers or a non-youth member attend in a support capacity, extra measures must be taken into consideration the minimisation of incidents for participants. It is recommended that at Rover program events the organising committee sleep in a separate site. At non-program events the organising committee makes the decision as to whether non-Rovers in attendance at the event are to sleep in the same vicinity as Rover Scouts. It is recommended that non- Rovers sleep separate from Rovers at all events. The organising committee is responsible for the final decision.

45.7 Bushwalking

45.7.1 Bushwalking

All hikes and bushwalks (including overnight) should be in accordance with the Scouts NSW 'BUSHWALKING POLICY' (<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Adventurous Activities > Bushwalking Activities SOP). In addition, the following guidelines must be followed:

- (a) Where a bushwalker activity Leader, who is not trained in the Joey Scout or Cub Scout Section, is used to lead the hike, a Leader from the Joey Scout or Cub Scout Section must attend.
- (b) The hike is to be on clearly defined tracks, and of a suitable duration and terrain that is within the physical capabilities of the Joey Scouts or Cub Scouts.
- (c) Where the hike involves an overnight stay, a maximum of one night is recommended. It is suggested that one night is an adequate challenge for Joey Scouts or Cub Scouts and only in rare circumstances would a two-night hike be appropriate. The rules for Joey Scouts and Cub Scout Unit Camps still apply.
- (d) For youth members, backpack weight should not exceed one quarter of total body weight as an absolute maximum and ideally should be less than this. Tents, camping equipment, cooking equipment, food and sleeping gear are ideally to be transported to the overnight destination. Joey Scouts and Cub Scouts would not be expected to carry all overnight gear required.
- (e) Joey Scouts and Cub Scouts may prepare and cook some meals under adult supervision in a camp situation during the course of the hike.
- (f) Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed (refer to P&R).
- (g) Joey Scouts and Cub Scouts are not permitted to share sleeping accommodation with older youth members or adult Leaders.
- (h) Parents and guardians must be advised of the particulars of the activity (informed consent).

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Section 46 Communications

46.1 Media

- (a) For the purpose of this policy, media contact includes (but not exclusively) any of the following when it is done as a representative of Scouts NSW:
 - (i) responding to media enquiries over the phone and via email;
 - (ii) providing information via media releases or statements;
 - (iii) disclosing information to the media;
 - (iv) letters to the editor;
 - (v) interviews or briefings;
 - (vi) comments on talkback radio;
 - (vii) addressing a seminar or conference where the media are present; and / or
 - (viii) and media activities for events, reports, and launches.

These are all managed and overseen by the NSW State Service Centre.

- (b) Scouts Australia NSW aims to ensure that we respond to the media's request for information accurately and fully and to ensure that the response does not contravene issues of a legal or confidential nature. We aim to be courteous and professional at all times.
- (c) No member of the Association may express opinions in the public press, or on radio or television on matters of Scout policy or principle, without the prior approval of National or State Service Centre (refer to Scouts Australia Policy & Rules).

46.2 Endorsements

- (a) Scouting organisations may be invited to feature publicly or appear publicly to provide or support some commercial or advertising venture. No arrangements should be made until NSW State Service Centre approval has been obtained. In the same regard, some organisations may seek to sponsor a Scouting activity in return for Association support for their product or service. Again, no arrangements of any sort should be entered into without NSW State Service Centre knowledge and approval.
- (b) Youth and adult members in uniform are not allowed to appear on the stage of theatres in public performances other than their own, or on television, without the permission of State Service Centre, given through the Region Commissioner (refer to Scouts Australia Policy & Rules).

46.3 Engagement with the Media

The Communications team in NSW State Service Centre oversees all media engagement and acts as the primary spokesperson for the organisation.

- (a) All other employed staff at NSW State Service Centre will not initiate media contact or respond directly to media enquiries.
- (b) If employed staff are contacted directly by a journalist, they will request the journalist's name, contact details, publication, and deadline. This information should be passed promptly to the Communications team.

46.3.2 Members of Scouts Australia NSW Contacted by the Media

- (a) Members of Scouts Australia NSW are able to initiate media contact or respond directly to media enquiries in the case of local news outlets. For all national media outlets, they must be referred to the Communications team.
- (b) If a member of Scouts Australia NSW is contacted directly by a journalist from a media outlet that is not local to them, they will refer the journalist to the Communications team in NSW State Service Centre.

46.3.3 Spokesperson

- (a) The Chief Commissioner, the Chief Executive Officer (or authorised delegate) are the main Scouts Australia NSW spokespeople.
- (b) At times and depending on the issue, a person other than the Chief Commissioner or Chief Executive Officer may be asked to be a spokesperson due to their knowledge, experience and expertise.
- (c) Spokespeople will be briefed prior to the interview and debriefed after.
- (d) Contact with the media will be through the Communications team in NSW State Service Centre.

46.3.4 Responsibilities

- (a) The Chief Commissioner and/or Chief Executive Officer (or their delegate) is responsible for approving all external content for media including media releases, media statements and letters to the editor.
- (b) For identified issues, the media enquiry and the organisation's responses are to be logged by the Chief Commissioner NSW (or authorised delegate).

46.3.5 Authorised Media Contact at the Local Level

- (a) Scouts Australia NSW recognises that there are times when Scout Groups, Districts and Regions will contact the local press to promote Scouting and generate positive media for the local Group, District or Region.
- (b) The following are examples of appropriate media contact at a local level:
 - (i) Youth or adult members receiving a special award in Scouting – i.e. Joey Promise Challenge, Grey Wolf, Australian Scout Medallion, Queen's Scout Award, Baden-Powell Award, Adult Recognition Award
 - (ii) Scout Group holds an Open Day, Recruitment Drive, Fundraising Drive
 - (iii) ANZAC Day participation, Citizenship Ceremony Participation
 - (iv) Please Note: This list is not exhaustive.
 - (v) For 'local' media contacts (local newspapers) a Group Leader, District Commissioner, or Region Commissioner is authorised to make comment on local Scouting issues as outlined above.
 - (vi) If time permits, the Group Leader, District Commissioner, or Region Commissioner should contact the Chief Commissioner NSW (or authorised delegate) to advise of the impending story or the comment envisaged. This gives Scouts Australia NSW an opportunity to value add to the media enquiry. Additionally, this process provides an early warning of a potential State level media enquiry.
 - (vii) If time does not permit prior to the media contact, the Group Leader, District Commissioner, or Region Commissioner should advise the Chief Commissioner NSW (or authorised delegate) at the earliest opportunity post interview or publication.

46.3.6 Breaching this Policy

If a member of Scouts Australia NSW is found to be in breach of this policy, it will be reported to the Chief Commissioner and/or the Chief Executive Officer.

46.4 Contact With External Organisations

- (a) All communications are authorised and delivered by the Chief Commissioner of Australia.
- (b) Local communications and public relations on matters that relate to local activities, are managed by Scout Groups, by the appropriate person responsible on behalf of the Group Leader. Duties include:
 - (i) Maintaining news of Group activities (including forthcoming activities) as well as essential Region functions or activities to all sections of the Group including the Group Support Committee and parents.
 - (ii) Acting as spokesperson for the Group Leader with local press and electronic media.
 - (iii) Liaising with the Region Commissioner (Communications and Public Relations) or their appropriate District Commissioner on relevant matters and taking advantage of presenting opportunities for the Group.

- (c) Region level, by appropriate person responsible on behalf of the Region Commissioner. This person is directed by and reports to the Region Commissioner, undertakes these essential operations. A close liaison should be maintained between the Region and Group to coordinate planning, training and activities.
- (d) While the professional Communications team in State Service Centre is primarily concerned with the overall State function, it offers the following services:
 - (i) Support for Scout Groups with media and communications advice
 - (ii) Linking of Group Websites to the NSW Website
 - (iii) Guidelines for social media interactions
 - (iv) Marketing material to promote the Scout Groups

Relevant References & Guidelines (most relevant listed):

- Scouts Australia, Policy and Rules 2017 POL Communications – Scouts Australia NSW

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Section 47 Child Protection Policies & Procedures

47.1 Scouts NSW Youth Protection Policy and Procedures

- (a)** Scouts NSW has a zero-tolerance policy towards abuse. It is important that every adult and child in Scouting in NSW is aware of and familiar with the Scouts NSW Youth Protection Policy and Procedure and understand who they can approach and the appropriate steps to take, should any form of abuse be brought to their attention.

All Adults and Youth Members should familiarise themselves with the latest versions of the Youth Protection Policy and Procedure, available at nsw.scouts.com.au/youthprotection

47.2 National and International Events & the NSW Child Safety Standards

From time to time, Scouts NSW members may participate in national and international scouting events, which are in jurisdictions with different child safety requirements than NSW. As part of our commitment to ensuring the safety of young people, the Chief Commissioner and/or Assistant Chief Commissioner (International) will review plans for any national or international event that Scouts NSW members will participate in, and ensure their consistency with the NSW Child Safety Standards. If it appears that there may be an inconsistency between the event plan and the NSW Child Safe Standards, the Chief Commissioner will notify and seek further advice from the NSW Office of the Children's Guardian regarding how to ensure youth safety, or whether Scouts NSW members should not participate in the event.

47.3 Gender Identity and Transgender Members

At the time of publishing this version of O&I, Scouts Australia has no agreed national policy to help provide guidance to our members with respect to gender identity or transgender considerations. The three guiding documents currently used by Scouts NSW are:

- Transgender Members' Policy (approved 6 February 2017) Scouts WA
 - <https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Transgender Scouting > WA Scouts Transgender Members Policy
- Transgender Members' Procedure (approved 6 February 2017) Scouts WA

- <https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Transgender Scouting > WA Scouts Transgender Members' Procedure
- Supporting Young People – Gender Identity (approved January 2017) Scouts Queensland
- <https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Transgender Scouting > Scouts Queensland – Supporting Young People: Gender Identity

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Section 48 Miscellaneous

48.1 Gilwell Reunion

A network for Leaders who have undertaken Advanced Training and been awarded the Wood Badge. Reunions are conducted throughout the State from time to time.

48.2 Lord Baden-Powell Society

The Lord Baden Powell Society is a National group of dedicated Scouting supporters that help to raise funding for Scouting programs.

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Section 49 Registering a Vehicle in the Name of Scouts NSW

For details regarding this procedure please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/> > Other Information > Registering a Motor Vehicle or Trailer in the name of the Association

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Section 50 Registering a Vessel in the Name of Scouts NSW

For details of this procedure please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/> > Other Information > Registering a Vessel in the name of the Association

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Section 51 Insurance Policies of Scouts NSW

For details of Scouts NSW Insurance Policies please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/insurance-information/>

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Section 52 Conflict of Interest Policy & Procedure

For details of this Policy and Procedures please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Conflict of Interest Policy and Procedure

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Section 53 Emergency Lighting and Exit Signage for Scout Halls

For details of this Policy please visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Property: Emergency Lighting and Exit Signage for Scout Halls

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Section 54 Personal Protection Policy & Procedures

For details about this Policy visit:

<https://www.nsw.scouts.com.au/members-services/policies-and-resources/policies/> > Personal Protection Policy & Procedures

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Section 55 Managing Medications/Health Conditions

Many of our youth members will require some assistance with managing medical problems. Usually this will be at a level that may be provided by any sensible adult, without prior knowledge or training. Such as supervising the use of an asthma inhaler, or the taking of their regular medication.

In the case where a Leader is requested to provide this additional level of support, the parent or carer should be asked to provide further information and provide permissions prior to the activity.

This may be in the form of a simple list of medications and the times they should be administered or something similar. If necessary, the parent/carers should be asked to demonstrate or explain further what is required.

In the case of conditions where emergency care may be needed, such as may occur in cases of epilepsy or diabetes- the parent should be asked to provide the Leader with an Action Plan. (See also Factsheet- Allergy and Anaphylaxis) These are the types of Action Plans commonly provided to Schools. The Leader should be familiar with the plan or have access to this plan, at all times. The parent may be asked to attach it to each permission form and keep another up-to-date copy with the Leaders.

In the case of more complex medical situations, such as younger members with diabetes or any mental health conditions, where the leader is not trained or confident to assist, it is reasonable for a parent or carer, to be asked to accompany the youth member. This person may not need to be physically with the youth member at all times, but may need to be onsite and available to provide assistance if needed. Consider your options.

Leaders should ensure the privacy and dignity of the youth member, by maintaining confidentiality and not discussing medical needs where others could hear this. This may include providing privacy for administration of medication.

Under no circumstances should prescription medication be withheld from a youth member without permission of a parent/carers or health professional. If the Leader finds a youth member in possession of medication, they were unaware of, steps should be made to confirm the need and use of it. For example, consider if the youth member is mature, sensible and reliable, or if there is a parent/doctor/pharmacist who may be contacted to provide advice.

Scouts NSW encourages the continued use of the normal usual medication dispensing method used by the youth. The requirement for special dispensing equipment is not a policy of Scouts NSW, however, on an individual basis, for example, if the medications are complex, this may be suggested to a parent/carer to assist the Leader.

The decision regarding who holds the medication, whether it be the youth themselves or the Leader, should be made in discussion with the member, parent/carer/youth member and Leader. Consideration should be made of the maturity/safety of the member and the other youth.

Providing Paracetamol or Ibuprofen

In general, the provision of medication by Leaders such as simple paracetamol ('Panadol' and other brands) and ibuprofen ('Nurofen' and other brands) is discouraged. Consider if, for example, rehydration or an early night will be sufficient to alleviate a problem.

If an older (e.g.: 14 years +) youth member requesting such medication approaches you, or they have their own supply and wish to self-administer, and you feel it is a reasonable request, there are a number of things to consider:

- The age and maturity of the person making the request.
- Whether the youth member has other medical conditions/allergies. Check the box/package. For example, ibuprofen (Nurofen etc) may cause worsening of asthma, in some asthmatics.
- Consider the correct dose, and check the instructions on the box.
- Repeated doses should not be provided.
- In general, for the under 14-year age group any medication should only be provided with a parent's permission. However, if the Scout Leader is appropriately qualified, such as a medical practitioner, and the parent has signed an E1 consenting to treatment, then this may be taken into consideration

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Section 56 Workplace Health and Safety (WHS)

- (a) Scouts NSW aims to safely deliver a fun, challenging and adventurous program that excites young people and their families. Most of what we do is described as recreational, however employed staff and volunteers are called workers and are covered under Workplace Health and Safety (WHS) laws. Whenever members of Scouts NSW are performing tasks that are seen as 'work', they are required to comply with the applicable WHS procedures. Tasks such as mowing a lawn, holding committee meetings and Gang Shows can be regarded as work.
- (b) The requirements for WHS are similar to the expected duty of care for many recreational activities and we apply the same standards to both areas. Areas associated with 'work' carry additional requirements aimed at protecting workers. At Scouts NSW, we use the term WHS for both recreational and workplace health and safety.
- (c) Members will find all information related to Health and Safety on the Scouts NSW Health and Safety page under the Member Services tab (<https://www.nsw.scouts.com.au/members-services/health-and-safety/>). This also includes further information on what activities may be seen as 'work' at Scouts NSW.
- (d) In case of an incident (injury, illness or near miss):
 - (i) Report all incident using the WHS Incident Report
 - (A) <https://www.nsw.scouts.com.au/members-services/health-and-safety/> > Report a WHS Incident

- (B) Direct Link: <https://www.nsw.scouts.com.au/about/child-health-safety/report-a-whs-or-health-matter/>
- (ii) If a serious incident occurs, such as one requiring ambulance, police or fire services, inform your manager (by phone) ASAP and follow up with the incident form when you are able to.
- (iii) If a serious incident occurs as a result of paid or unpaid work, cease operations, make safe and do not allow the scene to be disturbed. Serious workplace incidents must be notified to SafeWork NSW; State Service Centre staff will normally do this however you may inform your manager in the first instance and establish who will notify. SafeWork NSW has the right to attend the site to investigate. Do not disturb the scene until Safe Work NSW has advised whether they intend to investigate. Refer to [SafeWork Australia's Incident Notification information sheet](#) for further information and regulator contact details.
- (e) Important Information regarding construction work and property maintenance:
- (i) Construction and other high-risk tasks, such as those involving a risk of falling more than 2 m, potential disturbance of asbestos, electrical work, operation of chain saws or forklifts, are subject to additional requirements under the WHS laws. Only appropriately trained and competent persons may undertake work in accordance with the WHS laws, Codes of Practice and applicable Scouts NSW procedures. This applies to all person performing this work, regardless of whether they are performing the work on a volunteer or paid basis. Details about these requirements and the Codes of Practice can be found at be found at SafeWork Australia Construction (<https://www.safeworkaustralia.gov.au/construction>) or Safe Work NSW Building and Construction (<https://www.safework.nsw.gov.au/your-industry/construction>).
- (ii) Where a contractor or trade person is engaged to perform the work, they must have suitable insurance and apply WHS compliance requirements to their work on Scouts properties.
- (iii) Be aware that many Scout Halls contain asbestos. Prior to commencing building work, refer to the site's Asbestos Register. Do not disturb any material that could be asbestos.

For details about these Policies please visit <https://www.nsw.scouts.com.au/members-services/health-and-safety/>

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Section 57 Assistance Animals

The use of assistance dogs in Australia is becoming more widespread.

They are now being used not only by the visually impaired, but for wide range of needs.

Some included uses relevant to scouting are:

- Physical disability service dogs
- Post-traumatic stress disorder dogs
- Autism Service dogs and
- Emotional Support dogs
- Guide dogs
- Medical Alert dogs
- Hearing dogs

Assistance animals are legally entitled under the *Federal Disability Discrimination Act 1992* (amended 2009) (DDA) access to all public places in Australia. This Act takes precedence over most other laws, including state

laws and council regulations. The sole exception is the *Civil Aviation Act 1988* (CAA) which allows an airline to refuse passage to an assistance animal if there is a genuine concern regarding safety. This means a notice denying entry to dogs at a park or other public place, does not apply to assistance dogs.

The general guiding principle is that anywhere a person with a disability may go- an assistance animal may go. Just like a person with a disability, scouting activities may necessitate considering whether making adjustments are reasonable and possible, to cater for the additional needs involved.

More resources may need to be deployed, to allow inclusion- and you may need to consider it is reasonable for a parent/carer/adult helper to be asked to accompany the youth member/assistance dog. This person may not need to be physically with the youth member at all times, but may need to be onsite and available to provide assistance if needed.

For events where a weight limit is imposed upon what a Scout may carry, consider how the inclusion of food or other equipment may be possible- such as an adult transporting the food by car to a sleep point.

During the night, if the dog is to sleep with the Scout, then including this in the permission form would allow guardians to consider this as part of granting informed consent. Consider whether it may be possible to have the quarters closer to the leader's area, to provide assistance if needed.

If other members of the Scout group, for example those with dog phobias, protest the presence of the animal, the inclusion, by law - takes precedence. Hopefully, with time and employing some imagination, this can be negotiated successfully.

Liability for damage caused by an assistance animal is not clear at this time. It is likely the owner would be considered liable.

As to what counts as an assistance animal- the decision in *Mulligan v Virgin Australia Pty Ltd* [2015] FCAFC 130 stated that-

“An animal may be an assistance animal under the DDA if it has received relevant training, regardless of who has provided that training. It isn't necessary that an animal has been trained by an 'accredited' organisation. The DDA provides several ways an animal can qualify as an assistance animal. Under one of these, an animal will qualify as an assistance animal if it is trained to assist a person with a disability, and trained to meet standards of hygiene and behaviour that are appropriate for an animal in a public place. “

Please note, while uncommon in Australia - animals, other than dogs, are also covered by the DDA. “(2) For the purposes of this Act, an assistance animal is a dog or other animal.”

REFERENCES:

- <https://www.assistancedogs.org.au/>
- <https://www.assistancedogsinternational.org>
- <https://www.guidedogs.com.au/resources/>
- <https://www.minddog.org.au/minddogs/federal-laws/>
- <http://www.canineessentials.com.au/laws-in-australia/>
- http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/dda1992264/s9.html

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Section 58 National Disability Insurance Scheme (NDIS)

Scouts NSW aims to be an inclusive organisation - this includes youth and adults with disabilities.

Our (prospective) youth members, and adult members under 65, who have a permanent and significant disability can qualify for funding support through the Australian Government's National Disability Insurance Scheme (NDIS) administered through the National Disability Insurance Agency (NDIA). The NDIA provides funding for supports that are considered reasonable and necessary to live an ordinary life and achieve personal goals.

Everyone's needs and goals are different. That's why the NDIS provides the flexibility for individuals to manage their support needs through a person-centred approach of 'choice, voice and control'. This also means each individual's experience with the NDIS might be different.

58.1 Can NDIS funding support be used for Scouting?

- (a) It is important that individuals with a disability involved in or considering Scouting do include Scouting in their NDIS plan. This will ensure they receive the appropriate supports and allow them to achieve the most from Scouts. Scouting also benefits from having increased support and accessibility for, and participation by, members with disabilities.
- (b) It is possible for funding support to cover or offset the costs of Scouting membership and/or activities, equipment (etc) depending on:
 - (i) the inclusions in the NDIS plan of the (prospective) member.
 - (ii) how their NDIS plan is managed.

58.2 Inclusions in the NDIS plan

- (a) An NDIS plan is prepared after a person with a disability (and/or a family member or representative) meets with an NDIS planner or a Local Area Coordinator (LAC) to discuss their individual support needs and goals.
- (b) One such goal might be to maintain or increase their social, community and recreational participation through groups and activities. Individuals within Scouting or who would like to try Scouting may choose to identify Scouting as a possible way to meet this goal.
- (c) In order to meet this goal, the individual may have a variety of support needs including but not limited to personal support to engage effectively, specialised equipment to participate in an activity, and/or funding to pay for membership and/or camp fees.
- (d) The following are the applicable NDIS categories that might cover Scouting participation, and their definitions:
 - (i) Assistance with Social and Community Participation (Support Category 1.04):
 - (A) Provision of supports to enable a participant to engage in community/social or recreational activities within the community during the week, evening, weekend or public holidays.
 - (ii) Community and social activity costs:
 - (A) This support is included in a participant's plan to enable them to pursue recreational activities and engage in the community. As a core support, it may be used for activities such as camps, vacation and outside School hours' care, course or membership fees. The intent of this Support Item is to provide funding to enable a participant to participate in community activities, particularly when the participant is at risk of being socially isolated.
- (e) Increased Social and Community Participation (Support Category 3.09)
 - (i) This category is participation in skills-based learning to develop independence in accessing community.
- (f) Innovative Community Participation:

- (i) This support item is designed to allow mainstream and incumbent providers to offer new and innovative services to NDIS participants. Any standard applicable to the industry in which the provider operates would need to be met.
- (g) Community Participation Activity Costs:
 - (i) This item will enable providers to claim for tuition fees, art classes, sports coaching and similar activities that build skills and independence. Camps, classes and vacation activities that have capacity building components can be claimed. All supports funded under this item need to be determined as reasonable and necessary given the participant's plan goals and could include, but are not limited to:
 - (h) Funding to attend a "camp" or groups that build a person's relationship skills and offer a range of activities and opportunities to explore wider interests.

Sourced from the NDIS Price Guide: Victoria, New South Wales, Queensland, Tasmania

Valid from: 1 July 2017

As examples, funds might cover the costs of a paid carer to support a youth member attending Scout meetings or activities (including camps), or offset membership fees, camp costs, etc.

Please note that an NDIS plan is reviewed regularly and can be changed.

58.3 Management of the NDIS plan

- (a) The management of funds in an individual's NDIS plan can occur in one of four ways:
 - (i) NDIA managed – the funding is managed, in consultation with the individual, by the NDIA. All individuals and organisations providing supports under an NDIA managed plan must be approved (registered) NDIS Service Providers.
 - (ii) Service Provider managed – The funding is managed, in consultation with the individual, by the individuals personally nominated service provider/s. These include both private and charitable non-government organisations. All individuals and organizations providing supports under a Service Provider managed plan must be approved (registered) NDIS Service Providers.
 - (A) Please note that Scouts NSW is not a registered NDIS service provider.
 - (B) Therefore for NDIS plans that are NDIA managed or Service Provider managed, NDIS funds cannot be used to cover or offset Scout-related expenses such as membership fees or activity costs, but they may still be able to utilize their plans to engage in Scouting in terms of a support worker/s (provided through an NDIS Service Provider) and the purchasing of adaptive or modified equipment to engage effectively (assessed and purchased through a NDIS Service Provider).
 - (iii) Plan-Managed – the funding is managed, in consultation with the individual, by a plan management service, with funding for this provided in the NDIS plan.
 - (A) Individuals and organizations providing supports under a Plan-Managed plan do not have to be an approved NDIS Service Provider.
 - (iv) Self-Managed – the individual or a nominee manages the NDIS plan funding. They are responsible for the paying and recording of all funded supports paid utilizing NDIS funds. Individuals and organizations providing supports under a Self-Managed plan do not have to be an approved NDIS Service Provider.
 - (A) Individuals whose NDIS plans are self-managed or plan-managed may be able to use their funds to pay for membership fees, camp fees, and equipment from any supplier if these items have been included in the plan.

- (B) Note that families will need tax invoice/receipts from Scout groups in order to complete NDIS documentation.

58.4 Support Workers

- (a) Any personal support worker who attends weekly Scouting meetings or events for the sole purpose of supporting a Scouting member with a disability cannot simultaneously carry out the role of an adult helper within Scouting and therefore is not required to complete an A2 application form. When attending Scouts as a support worker they are carrying out employment as an employee of the individual with a disability or service provider commissioned by the individual.
- (b) As a legal requirement, all support workers and service providers funded by the NDIS must hold a Working with Children Check and Vulnerable People Check (if/when introduced) as well as a Police Clearance Check. It is reasonable for Scouts NSW to request a copy of certifying documentation for each support worker. A paid Support Worker will still be required to complete an E1 for any activity they attend.
- (c) While in attendance it is expected that all support workers will follow Scouting policy and guidelines. It will be up to the Leader to provide guidance for the support worker in this regard. There are, and will be, exceptions to this rule when in following Scouting policies or guidelines would prohibit them from carrying out their support role effectively. This may include as examples, but is not limited to, the following:
- (i) Two Deep Leadership: A support worker may have to support an individual with their needs by removing them from the group, e.g. during an emotional or sensory meltdown. At this time, one on one may be the best possible solution.
 - (ii) Adults within youth amenities: A support worker may be required to assist an individual with toileting and or showering at an event. This may or may not be an individual of the same gender. They should ensure privacy for the individual and others. Where possible they should use an accessible bathroom.
 - (iii) Adults within youth tents/bunkrooms: A support worker may be required to sleep within the same tent as an individual with a disability to ensure their overnight needs are met. Additionally, they may be required to enter a youth member's tent to assist with dressing, bed preparation and so on. Two Deep Leadership applies where other youth members are present.
 - (iv) At any time during which the needs of an individual with a disability require a support person to contradict Scout policy or guidelines it should be noted that they are doing it under the provision of their employment and not as action on behalf of Scouting and therefore indemnify Scouts NSW.

58.5 Further Information

To learn more, or for support of individuals with a disability in Scouting please contact the NSW State Commissioner, Special Needs: sc.sn@nsw.scouts.com.au

Facebook: #Special Needs (Scouts) and Inclusion Support (Guides) - <https://www.facebook.com/groups/inclusioninscoutsandguides/>

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Section 59 Allergies and Scouting

Allergies can be to food (nuts/some fruits/eggs/dairy/fish/shellfish); medications; insect stings; animals; dust mite; pollen or latex. They may be mild or severe and life threatening (anaphylaxis).

The best management will always be avoiding the trigger for the allergy, but this can be quite difficult. For example- No Scout Group should ever claim to be 'Nut Free'. Making such a statement may bring a false sense of security. To illustrate- even Icy Poles- (a popular lemonade ice-block) says on the label- "May contain traces of nuts." These should not be given to nut allergic youth, but at the same time, banning all such food types from scouting is impossible.

There are however some things you can do-

- Look at the source of any allergy and see if there is a way you can reduce the risk of exposure. e.g. - Reminding Scouts to wear shoes to avoid bee stings.
- Ask parents of all younger scouts not to bring items that a member is allergic to. (This is unlikely to remove the allergen from being present at the camp, but may reduce the overall potential environmental exposure.)
- Be prepared for a reaction.
- Have the parents of allergic youth (or any adult) provide an Allergy Action Plan to the scout group. These should be easily accessible and the youth member should have a further copy, along with any medication they need with them at all times.
- As part of your Risk Assessment always consider how you will access urgent medical assistance, particularly if you are in a remote or isolated place.

In general, for food allergies, Scouts NSW would encourage youth with severe allergies (anaphylaxis) to provide their own food at scout activities. When possible provide a separate area for food preparation and cooking.

Scouts NSW recommends Leaders consider doing free online training (e-courses) which available at the Australasian Society of Immunology and Allergy's website. www.allergy.org.au and enrol in the free ASCIA anaphylaxis e-training: Australian Schools course. Enter 'Scouts NSW' and 'volunteer' as your employer.

Some points to consider are:

- Skin exposure (touching) has rarely been found to result in severe allergic reactions.
- Banning specific foods will not eliminate the risk of accidental exposure.
- An EpiPen (or Anapen) should be carried and supplied by the person who needs one, to all events.
- 25% of severe allergic reactions occur in people who are not known to be allergic prior to the reaction. Because a person has previously eaten or been exposed to something, does not mean they cannot develop an allergy at any time.

Scouts NSW does not endorse the Scout Group purchasing EpiPen's (or Anapens)- these should be supplied and carried by the person who needs them. If there is concern the medication will overheat whilst camping, then then ask the parents to consider looking into the insulated case for the EpiPen.

In responding to an allergic reaction, the following principles should be followed.:

- Action Plans should be used as emergency guides as to whether the person is experiencing a mild to moderate or severe allergic reaction.
- Lay person flat; do not allow them to stand or walk. If breathing is difficult, allow them to sit.
- If in doubt, administer the Adrenaline EpiPen (or Anapen) first and other medication listed on their Action Plan second.
- Adrenaline is the only medication of proven benefit in treating anaphylaxis.
- Antihistamines, corticosteroids and asthma medicines are not suitable alternatives for treating anaphylaxis. If in doubt, administer the Adrenaline EpiPen (or Anapen) first and other medication second. After the Adrenaline EpiPen (or Anapen) is administered the person must be transported to hospital by ambulance (where possible) for further observations.

- Anaphylaxis can sometimes present with isolated life-threatening asthma-like symptoms without other signs such as rash or swelling. If someone with a known food or insect allergy has sudden severe breathing difficulty, staff should treat for anaphylaxis first, administer the Adrenaline EpiPen (or Anapen) and follow the Allergy Action Plan.
- Leaders should be prepared to administer an Adrenaline EpiPen (or Anapen) in an anaphylaxis emergency, as even older children and adults may be too unwell to self-administer themselves. No child, teen or adult experiencing anaphylaxis should be expected to be fully responsible for self-administration of an adrenaline. The Action Plan or container holding the Adrenaline EpiPen (or Anapen) will have administration information guides on them. Free online training is available from www.allergy.org.au as discussed above.
- Leaders should strongly consider being trained to administer cardiopulmonary resuscitation- and commence if the person is unresponsive and they have shallow breathing or no breathing.

For further information, visit www.allergyfacts.org.au.

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Section 60 Member Support

A dedicated Member Support team, are ready to offer independent support if you or your group are currently experiencing difficulties. You can request assistance from an experienced Scouting member. The Member Support Team are appointed by the State Commissioner- Member Support, suitably experienced individuals are encouraged to apply.

The Member Support Team may be involved when there is a trauma or loss experienced by a member or group, when there are difficulties within a group and its dynamics or providing support in the event a member is under significant stress.

The Member Support Team are not counsellors, but they can accompany you for panel and fact-finding meetings, assist you in navigating challenging situations, and offer general support during difficult periods.

Support for any member is available through the Member Support Team which may be accessed via the State Commissioner - Member Support or Region Commissioner.

Things like the levels of activity and noise within Scouting, as well as new situations/ activities /social interactions can cause challenges for a young person with behavioural difficulties. This is especially so for some young people with, for example, Autism Spectrum Disorders, or Attention Deficit and Hyperactivity disorders.

Where a young person with additional needs is joining Scouts, Scouts NSW suggests an initial meeting with the parent or carer. This will enable the leaders to identify the young person's individual needs and plan any support needed to enable them to access Scouting. Ideally, this conversation would take place face to face. The conversation should involve the leader, parent or carer and, if appropriate, the young person themselves. Ensure that the meeting feels like a conversation, not an interview; it is just the starting point of an ongoing relationship.

Scouts NSW knows the resources, experience, leader to scout ratios and physical capacities of each hall/group will vary. It is for this reason Scouts NSW recognises that what may be reasonably provided by each group, will also vary.

Reasonable steps a leader could consider:

- Meeting with a parent or carer to gather guidance on what may trigger behavioural challenges and considering if this can be minimized.
- Providing a quiet but visible area, for the Scout to take themselves to calm down if they need to. (This capacity to provide this will differ according to the facilities of the individual group.)
- Ask to see the School's behaviour support plan, if possible, to gather ideas.

- Adapt the uniform worn, badge requirements or be flexible with age grouping if necessary.

For information on the subjects shown below please see Scout NSW Website:

- Activity Centre Information
- Books you should have read
- Campsite Directory
- Approved Venue

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Section 61 Memorabilia

COLLECTION OF ITEMS OF POTENTIAL HERITAGE VALUE

The donation of an item of potential heritage value to Scouts NSW should be done in accordance to the following terms.

1. Those seeking to donate potential heritage items should be directed to contact the Assistant State Commissioner for Heritage (or their appointed delegate). This person can be reached heritage.museum@nsw.scouts.com.au

Alternatively, donors can refer to the Scouts Heritage website at www.nsw.scouts.com.au/about/scout-heritage

2. The ASC Heritage (or their appointed delegate or other duly appointed person) will send the potential donor a form to outline the items to be considered. Alternatively, the donor can complete the online donation form on the website at www.nsw.scouts.com.au/about/scouterheritage/memorabilia/donate-your-scouting-memorabilia/

3. A decision will be made and the potential donor will be notified about the outcome of the decision, aiming for all decisions to be finalised within 1 month.

4. Items of heritage value accepted by Scouts Heritage must be donated unconditionally. This means that at a later date, dependent on the needs of Scouts NSW and for the promotion of the Movement, a donated item may be displayed or not displayed at the discretion of the ASC Heritage (or their appointed delegate or other duly appointed person). Similarly, dependent on the needs of the Movement any donated item may be traded, recycled, re-donated, sold or decommissioned from the collection. Scouts Australia NSW – Chief Commissioner’s Council - Agenda Item Form V.1: 20June17

5. Items not accepted for inclusion in the Heritage Collection, may be accepted by other formations and provided to others within Scouts for their use, as long as the donation is unconditional. Scout formations or representatives are not to agree to conditional donations and be similarly very circumspect with regards to receiving items which are loans. Formations are encouraged to avoid accepting items of limited Heritage value- as the care and storage needs of such items are potential burdens to the formation now or in the future.

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Amendment Log

November 2021 – Section 33 - Property – Amendment Public Liability requirement

November 2021 – Section 35.7 - Leave of Absence – addition of participation restrictions

November 2021 – Section 60 – Member Support – Appointment's approved by State Commissioner

November 2021 – Section 38.2 - Youth Awards, amendment of Peak Award requirements.

November 2021 – Section 32.5 - Update to all event descriptions

November 2021 – Section 61 – Addition of memorabilia section

June 2023 – Section 19.2 – Change in responsibilities due to organisational restructure

September 2024 – Various Changes to Key Links Table, Removing Contradictions to Independent Polices,
Updated Terminology

July 2025 – Section 34.4.1 Increase Public Liability coverage requirement from \$10,000,000 to \$20,000,000 to be
in line with Market standards