



Application for ScoutLink Responsible Appointment

FORM
A14
MAY 2019

1. Appointed Leader (not a Leader in Training) or Group Supporter can be Responsible Appointment
2. If the Responsible Appointment is a Group Supporter, a completed A2 providing details of WWCC number and consent for a police check should accompany this form
3. Each Group can have two (2) ScoutLink Responsible Appointments
4. Please sign the confidentiality agreement on the back before submitting

SECTION 1 – PERSONAL DETAILS

| | | | | | | | |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Membership No. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | _____ | | | Given Names | _____ | | |
| Postal Address | _____ | | | | | | |
| Town/Suburb | _____ | | | State | _____ | Postcode | _____ |
| Appointment(s) | _____ | | | | | | |

SECTION 2 – APPOINTMENT DETAILS

| | |
|--|---|
| INDICATE SCOUTLINK ACCESS REQUESTED AS (PLEASE CHECK ONE) | |
| <input type="checkbox"/> | Formation Administration Officer (FAO) (Access to Update) |
| <input type="checkbox"/> | Formation Reporting Officer (FRO) (Access to Read only) |
| Formation: | Region: |
| Justification: | |
| Signature of Applicant: | Date: |
| Champion to Conduct ScoutLink Training: (MUST BE SPECIFIED) | |

SECTION 3 – APPROVALS

| | | |
|--|-------|-------|
| Group Leader / Leader in Charge | | |
| Signature: | Name: | Date: |
| Region Commissioner | | |
| Signature: | Name: | Date: |
| Chief Commissioner | | |
| Signature: | Name: | Date: |

| State Office Processing and Verification | | | | | | | Date |
|--|--------------------------|-----------------------------------|--------------------------|-------------------|--------------------------|---------|------|
| A2 Submitted: | <input type="checkbox"/> | WWCC: | <input type="checkbox"/> | Police Clearance: | <input type="checkbox"/> | List #: | |
| A14 Completed: | <input type="checkbox"/> | Confidentiality Agreement Signed: | <input type="checkbox"/> | | | | |
| Access Approved by Chief Commissioner | | | | | | | |
| Set up FAO/FRO Appointment and Password on the Training Server | | | | | | | |
| Notification of Training Server Access to Applicant, Region and Champion | | | | | | | |
| Notification of Training Server Password to Champion | | | | | | | |
| Notification of Completion of ScoutLink Training Received | | | | | | | |
| Record ScoutLink Training on Production Server | | | | | | | |
| Set up FAO/FRO Appointment and Password on the Production Server | | | | | | | |
| Notification of Production Server Access to Applicant (Including Password) | | | | | | | |

| | | | |
|------------|--|-----------------------------------|--|
| Scouts NSW | Level 1, Quad 3, 102 Bennelong Parkway, Sydney Olympic Park, NSW 2127 | P O Box 125 Lidcombe, NSW 1825 | Ph: 02 9735 9000 E-mail: info@nsw.scouts.com.au |
|------------|--|-----------------------------------|--|

CONFIDENTIALITY, PRIVACY & NON-DISCLOSURE AGREEMENT BETWEEN

_____ **AND**

Scouts Australia NSW

THIS AGREEMENT is made the _____ day of _____ 20 ____
BETWEEN:

_____ Of _____
(Name) (Address)
AND

The Scout Association of Australia, New South Wales Branch – (Scouts NSW)
(ABN 42 460 434 054), is a company incorporated under an Act of Parliament.

The signatories to this Agreement (“the Parties”) acknowledge that in furtherance of a business contract, service agreement or other mutually beneficial arrangement (“the Purpose”) information will be discussed and disclosed between the Parties that relates to the business operations of each organization and may include information covered by National or State Privacy Legislation or commercially sensitive and/or confidential information (the “Confidential Information”).

The Parties accept that disclosure of all or any of the Confidential Information to outside sources may impact on the business operations or viability of either or both organizations or be a breach of law.

The Parties therefore agree that they shall keep confidential and private all of the Confidential Information that may come to their knowledge, either directly or indirectly, and shall not disclose any of the Confidential Information to any person except for the Purpose and in accordance with this Agreement. It is further agreed that they will not make use of their Confidential Information except for the Purpose.

The Parties shall ensure that the Confidential Information will only be disclosed to other employees, advisors, consultant, suppliers, subcontractors or representatives on a need to know basis in furtherance of the Purpose.

Nothing in this Agreement shall require the receiving Party to maintain the confidentiality of the Confidential Information if, at the time the Confidential Information was first disclosed by the disclosing Party to the receiving Party, the receiving Party was already in lawful possession of the Confidential Information and the disclosure of each information will not be impact the business operations or viability of the other organization, the Confidential Information becomes generally available to the public or disclosure of the Confidential Information is required by legislation or court order.

Notwithstanding the termination of the Purpose, this Agreement shall expire five (5) years after the date of execution.

This Confidentiality Agreement constitutes the entire agreement between the Parties as to its subject matter and supersedes and cancels all prior agreements, undertakings and negotiations in connection with the Confidential Information; and shall only be altered in writing signed by both Parties.

EXECUTED as an Agreement by:

Signature

Name

Position / Title

Witness Signature

Name

Signature

Name

Position / Title for the Scout Association of
Australia, New South Wales Branch

Witness Signature

Witness Name