



Scouts Australia NSW  
 Level 1, Quad 3  
 102 Bennelong Parkway  
 Sydney Olympic Park NSW 2127

FORM A6 (APR 15)

**NOTIFICATION OF ISSUE OF  
 LETTER OF AUTHORITY**

P O Box 125  
 Lidcombe NSW 1825  
 Ph: 02 9735 9000  
 E-mail: info@nsw.scouts.com.au

For instructions to Region Commissioners see reverse

**Letter of Authority issued to:**

Family Name \_\_\_\_\_ Given Names \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town/Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_  
 Appointment applied for \_\_\_\_\_  
 Group \_\_\_\_\_ Region \_\_\_\_\_

**1. FIRST ISSUE**

I have checked the personal references supplied by the applicant and have issued a Letter of Authority.

Signed \_\_\_\_\_ Region Commissioner Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_

**2. SECOND ISSUE**

I have/have not renewed this Letter of Authority for a second period of 6 months.

Signed \_\_\_\_\_ Region Commissioner Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_

**3. THIRD ISSUE**

I have/have not renewed this Letter of Authority for a third period of 6 months.

Signed \_\_\_\_\_ Region Commissioner Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_

**STATE OFFICE USE ONLY**

DATE EFFECTIVE	DATA PROCESSING	FIRST EXPIRY DATE
		SECOND EXPIRY DATE
DATE APPOINTED	MEMBERSHIP NO	THIRD EXPIRY DATE

### INSTRUCTIONS TO REGION COMMISSIONERS

Normally a Trainee Leader is not permitted to be "responsible" for a Section until all training is satisfactorily completed and a Certificate of Adult Leadership issued.

In exceptional circumstances, where it is essential for the on-going operation of a Section, the Region Commissioner may, at his/her discretion, issue a "Letter of Authority" (Form W5), valid for a period of six months, to enable the Trainee Leader to commence training and be responsible for the Section before a Certificate of Adult Leadership has been issued.

This form should be forwarded to State Office to advise that a Letter of Authority has been issued.

**NOTE:**

1. Form W1 "Application for Adult Membership" must either accompany this form or have already been forwarded to State Office.
2. The date the Letter of Authority becomes effective will be the normal entry date for a Trainee Leader (i.e. the date the GL signs the "Application for Adult Membership").
3. The Letter of Authority may be extended for two further six month periods (18 months in total).
4. The Letter of Authority ceases to have effect: if it is not renewed for a further period by the Region Commissioner upon expiry, when the Trainee Leader becomes appointed, or if it is otherwise withdrawn.
5. The Trainee Leader will be endorsed on State Office computer records as "not proceeding" on the expiration of 12 months from the entry date, unless a third renewal of the Letter of Authority is received or a Certificate of Adult Leadership is issued.
6. One month prior to each expiry date, State Office will return this form to the Region Commissioner who will send it back to State Office with advice that it is, or is not, to be extended.