



SCOUTS AUSTRALIA
MINUTES FOR THE 467th MEETING OF THE
VICTORIAN ROVER COUNCIL
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 27th MAY 2020, AT 7:30pm

1	Welcome	
1.1	Flag Break	Vicki McKinnon
1.2	Attendance & Apologies Apologies – Nil	Jesse Carter
1.3	Acknowledgement of Country The Victorian Rover Council would like to acknowledge that this meeting is being held on the traditional lands of the Wurundjeri people, and pay our respect to elders both past and present.	

2	Congratulations, Guest Speakers, Presentations and Formal Thanks
	Good on Ya Mate – Council acknowledges and thanks the exceptional contributions to Rovering over the past month.

3	Items for Consent																									
3.1	Minutes of the previous VRC Meeting	Vicki McKinnon																								
	Motioned: Melbourne Seconded: Lerderderg Result: Passed																									
3.2	Correspondence	Jesse Carter																								
	Nil.																									
3.3	VRC Financial Report	Jody Freeman																								
	For the information of the table, a VRC Profit & Loss and Balance Sheet YTD, and a Rover Dinner financial report can be found attached.																									
	Commonwealth Bank Accounts The VRC notes that new accounts have been established with Bendigo Bank for the VRC event subcommittees. Accordingly, VRC notes that the following accounts can be closed and authorises the VRC Treasurer to complete necessary tasks to allow that to occur.																									
	<table><tr><th>Account name</th><th></th><th>BSB</th><th>Account</th></tr><tr><td>THE SCOUT ASSOCIATION OF AUSTRALIA MARB</td><td>CBA</td><td>063-144</td><td>10306231</td></tr><tr><td>SCOUTS AUSTRALIA VICTORIAN BRANCH ROVER COUNCIL VICTORIAN CONTINGENT MOOT</td><td>CBA</td><td>063-009</td><td>10515702</td></tr><tr><td>SCOUTS AUSTRALIA VICTORIAN BRANCH ROVER COUNCIL ROVER SCOUT MOTORSPORT RSM</td><td>CBA</td><td>063-009</td><td>1051-7791</td></tr><tr><td>ROVER SCOUTS MUDBASH ACCOUNT</td><td>CBA</td><td>063-120</td><td>00902168</td></tr><tr><td>BRANCH ROVER COUNCIL SURFMOT COMMITTEE</td><td>CBA</td><td>063-151</td><td>1008 4221</td></tr></table>	Account name		BSB	Account	THE SCOUT ASSOCIATION OF AUSTRALIA MARB	CBA	063-144	10306231	SCOUTS AUSTRALIA VICTORIAN BRANCH ROVER COUNCIL VICTORIAN CONTINGENT MOOT	CBA	063-009	10515702	SCOUTS AUSTRALIA VICTORIAN BRANCH ROVER COUNCIL ROVER SCOUT MOTORSPORT RSM	CBA	063-009	1051-7791	ROVER SCOUTS MUDBASH ACCOUNT	CBA	063-120	00902168	BRANCH ROVER COUNCIL SURFMOT COMMITTEE	CBA	063-151	1008 4221	
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	Motioned: Mt Dandenong Seconded: Plenty Valley Result: Passed																									
	VicRovers Cards During the month, emails have gone out to all VicRover cardholders who according to our records have a positive card balance. For those who have responded, it is intended in the next few weeks to arrange																									

payment of your card balance. More than half have responded to the survey, but a reasonable number of cardholders have not. Whilst we will endeavour to make future contact, please encourage Rovers to check their emails and respond.

3.4 Decisions of the VRC Chairman to be ratified

Vicki McKinnon

Subcommittee Vote in the Assistant Chair Election:

As the Subcommittees work directly with the Assistant Chair, it is important that they are able to vote in this Office Bearer election. One representative from Mudbash, Surfmoort, Mafeking, Baw Baw, Bogong, RSM and MARB will get one vote each in tonight's Assistant Chair election only.

Motioned: Mt Dandenong

Seconded: Melbourne

Result: Passed

Yearbook Format:

Due to the lack of content received for the 18/19 Yearbook (last year's publication) and a lack of Rovering in general for the 19/20 Yearbook (this year's publication), we have decided to combine the two years into a 'master' Yearbook for this year. All awardees from the past two years, along with reports and photos from events/assets and Regions will be included.

Motioned: Bays

Seconded: South West

Result: Passed

4 Office Bearers Reports

4.1 Chairman

Vicki McKinnon

My thanks to Matt, Sean Brown, Kieron, Jesse, Nick and anyone else who has contributed to the Rover Centre renovations in recent weeks – we've made a lot of progress, but there's still some work to go. The building will not be open for meetings again until after face-to-face Scouting has resumed and renovations are complete – and even then, will be subject to social distancing and Branch requirements. We will inform you when this is the case. Until then, please continue to meet online.

My congratulations in advance to those Rovers being elected into Office Bearer roles tonight, to take office from July 1 – good luck for the next year, and I hope that the incoming team works seamlessly together to continue the success of the current team, and further improve Rovering in Victoria. Your crew leaders have been extremely supportive of your applications, and I look forward to hearing about what you achieve as a team.

A reminder that nominations are still open for the Chairman's Award and the State Commissioner's Award – head to the website for more information. Nominations close June 30th.

As I'm sure you're all aware by now, a limited return to outdoor Scouting is now permitted – and must be exercised with all caution. If your crews are planning to Scout outdoors (in groups no larger than 10, and subject to all social distancing requirements), please ensure you refer to this document, which outlines the who, where, how far, how many and essential safety procedures that must be adhered to - <https://scoutsvictoria.com.au/media/4341/limited-outdoor-scouting-from-monday-may-18.pdf>. I am aware that Rovers are adults, and we cannot stop you from meeting up, but if we hear of any individuals or groups meeting up that are not following these requirements, action will be taken. Please be sensible – we have so much to look forward to and celebrate once this is all over, but not if we abuse the privileges that are given to us.

A plan is being finalised by Scouts Victoria to resume more face-to-face Scouting – including timing and direction for opening halls, and further extensions to outdoor activities, which I believe will be announced tomorrow. Following each easing of restrictions by the Victorian Government, there will be an announcement by Scouts Victoria in the following days – please don't assume that anything in the Scouting world has changed until it is officially announced.

Please continue to check in on your mates – the last couple of months haven't been easy for any of us, but I am impressed by the support and care shown by Rovers throughout this time. We'll be meeting face-to-face again soon!

4.2 Deputy Chairman

Michelle Saffin

This month I have continued to see our Regions sharing fantastic tips and program ideas for Remote Rovering, as well discussions about other ways to Rover during this time, including incorporating the permitted outdoor activities into Rovers. Thank you to all the Rovers who have been so adaptive to this new form of Rovering, and to those who continue to remind each other that the most important thing is the welfare of your peers, it has been truly humbling and grounding to see how smooth the transition has been, and the care and love you have for one another.

This month we also had the first meeting of the Mental Health Project Patrol, and it is really exciting to see what experts in this area are thinking and planning in this space. They are planning lots of things so if you are approached by a member or see anything coming from this group, please engage with them as much as possible. The first thing the group has worked on is a survey to see what the Rover community would like them to focus on and any ideas you might have. Please complete the survey and share with your Regions/Subcommittees/Units.

<https://forms.gle/TGPjfyHx6ezkor6A>

4.3 Assistant Chairman

Angus Manning

The past month has been a busy one. It has been good to see contingency plans for different restriction easement scenarios being discussed by the subcommittees. Again, I cannot stress enough to keep an eye out for communication from them about what they are doing amidst these restrictions given how quickly circumstances can change.

I recently had a question posed to me that I'd like to highlight:

"When a subcommittee runs at a loss, does the VRC gain executive power to appoint and/or veto potential committee members and executives?"

This is definitely an interesting and important question, especially as COVID is in some cases going to lead to a financial loss for some subcommittees, so I'm sharing the answer for everyone's future reference. VRC does not automatically exercise powers such as this when a subcommittee just 'runs at a loss'. There are a myriad of risks and unforeseen circumstances that could lead to a loss, such as a sharp decrease in ticket sales, that we cannot fully account for when budgeting. In these cases there is a lesson learnt and an impact to the following years budget (as we budget using the past year's numbers as a guide), but not a reason for VRC to step in and take extreme measures.

Where VRC will step in is in the case of miss-management; if a subcommittee makes a loss due to the substantial miss-management of its finances and activities it would be appropriate for the following committee to be appointed. Lastly if a subcommittee's elections have no or next to no members elected, VRC might also chose to make appointments to help kick-start the committee from what would be a very difficult position to start from. These are uncommon occurrences and hopefully we don't see them occur at all, but I hope my answer clears up any confusion on this question.

Now on a different note, the VRC subcommittee policy book:

Firstly, recently I held a final deep-dive meeting to go through this book and finalise its contents, and I would like to thank everyone who made it to that meeting.

I am pleased to say that the policy book is ready and tabled at this month's meeting. It has been the main goal of my term to not only get this finished, but to get it right, and I hope the long period given for feedback and consultation with our subcommittees has led to a result that accurately reflects our current best-practice. A big thankyou to Catherine also for formatting this document to the Rovers Victoria style.

Some of the content from the old policy book that was in the 'pile' to go into subcommittee policy book has been separated out to go elsewhere, so I have also proposed an amendment to the VRC Policy Book and amendments to the VRC Financial Policy Book. Of course this content has also been reviewed, it just has more appropriate documents to be in.

If you have any questions about any of this content, please do not hesitate to contact me at assistant.chair@vicrovers.com.au.

4.4 Membership Team**Tash Lema, Catriona Houston, Jacinta Swift, Jesse Carter****Membership Development:**

Over the last month I attended the Plenty Valley RoVenture AGM and I also attended the Venturer Q&A about going online. Both of these events had great content, and it was good to see what different Regions and sections are doing. I am still looking for rovers to complete this survey – if Regions can encourage their Rovers to do it that would be great. <https://www.surveymonkey.com/r/9T9ZDWL>

Program:

NIL.

Our Program:

Earlier this month we ran our first webinar on Our Program, which was very successful with a good attendance of Rovers and RAs. From this webinar we are now working on developing a FAQs document about Our Program. We are still working on Milestone resources in collaboration with Branch to be ready for our next development in the program that we will begin in July this year. When the Milestone Badges are released in July, Rovers will be able to backtrack their participates, assists and leads IF THERE IS RECORD OF THIS. This means that units need to be formally recording their Rovers participates, assists and leads in order for this to occur and to ensure that their Rovers are not missing out come July.

Training and BPSA:

With the government restrictions easing, we are planning to run our Super July Rover Basic course as a face-to-face course, pending the decision of Scouts Vic head office. After attending a NRC Training meeting, we have been instructed to run the current curriculum with new program adjustments, as the new national training curriculum won't be ready in time to launch at a July course. The Super July course will still run as a non-residential course at the Victorian Rover Centre, but there may be a smaller than normal amount of participant places due to COVID restrictions. Once we have been given a numbers guideline to follow, we'll share that with everyone. For any other training enquiries, please email training@vicrovers.com.au.

Last month, a Google Form link was included in the minutes. Please continue to distribute this link to your Regions for anyone experiencing difficulty completing their BPSA or requiring an interview during restrictions. Please note, the Google Form is being used to create a triage system; those with the highest need and shortest deadlines will be sorted first, and then I will continue down the list. It takes time to

organise BPSA interviews, as people are still busy. For all BPSA badge proposals, please contact your Region BPSA reps as normal. Google Form link: <https://forms.gle/NJZoEo1mxngrEphk9>

4.5 Quality Team

Megan Rogers, Jesse Carter, Matt Barnes, Michelle Saffin

NRC:

As discussed at last month's VRC and the meeting the week following, there was a paper tabled by NSW at the NRC table which would adjust the way NRC was funded and would result in a significant increase in the levies paid by Victoria. As explained at the open meeting held prior to NRC, we tabled 3 things to try and prevent or delay this funding adjustment:

1. Amend NSW paper to not be implemented until the 2021 invoice, which would give us approximately 14 months to adjust finances on our end.
2. A rebuttal paper stating that we should not be making such radical changes while in the middle of a structural and functional review of the NRC. A review that could alter how the institution is run and funded.
3. A paper tabled as an unrelated paper in conjunction with ACT and SA, that would have all NRC levies for the 2020 invoice covered by the previous operational budget surpluses due to the financial hardships incurred by all branches due to COVID.

The meeting resulted in:

1. The amendment being defeated; meaning that the adjustment and increase was to be implemented for the 2020 invoice.
2. The rebuttal paper being defeated; meaning that the paper couldn't be deferred until after the review had been completed.
3. The COVID paper being passed unanimously; meaning that for the 2020 invoice all levy fees will be covered by the NRC surpluses, leaving us to pay for just the Moot Buddies contributions and the conference costs.

What this means is, we don't have to pay any increased levies for this years invoice but we will need to prepare for a significantly increased invoice for the 2021 year. This bill will be calculated on the 2021 census number that will be confirmed in March. The summary document that was circulated with last month's minutes has also been attached this month. If anyone has any further questions, please get in contact at chairman@vicrovers.com.au.

In addition to the outcomes from the meeting outlined in this document, Sam de Rota, an ACT Rover was elected to the Secretary position, replacing Andrew Hilditch, and completing the NRC exec.

Secretary:

As we continue to meet in an online format, it is imperative that your reports are submitted prior to the meeting commencing. All reports not provided will not be typed up in their entirety; only key points will be listed. If you have a general business item to present, please ensure you send through a short summary to secretary@vicrovers.com.au.

Resources:

Big thank you to everyone who has helped out at the Rover Centre over the last few months. Whilst we haven't finished yet, the building will look great once everything's finished. We ask for everyone's patience and understanding once we slowly reopen the centre, as not everyone will be allowed in straight away. We are pushing to finish the last of the renovations so that we can open the Rover Centre once face-to-face Scouting returns. The back stairs are nearly complete, and will be finished on Sunday, and the library and office have been repainted.

Any subcommittees or assets who have old documents stored in the building will soon be contacted regarding what they would like done with them. Currently all documents in the building are being

digitised, and the bulk of them will most likely be destroyed. Last week, Pete and myself met with the Branch Property Manager to discuss the process of building the disability ramp.

Strategic Planning:

I have been focusing on consolidating all information from the strategic planning work that has been done, ready for review of the incoming Strategic Planning Officer.

4.6 Participation Team

Lachlan Buhagiar, Catherine Marley, Nick Pike

PR and Marketing:

Thank-you to all the Regions, sites, events and some crews that attended a meeting or conducted a survey with myself on marketing in Rover Scouts Victoria! The insights gained are a giant success. Consolidating the results of these meetings is providing an insight report for the next VRC Marketing Officer and will dictate the direction for current/future marketing activities.

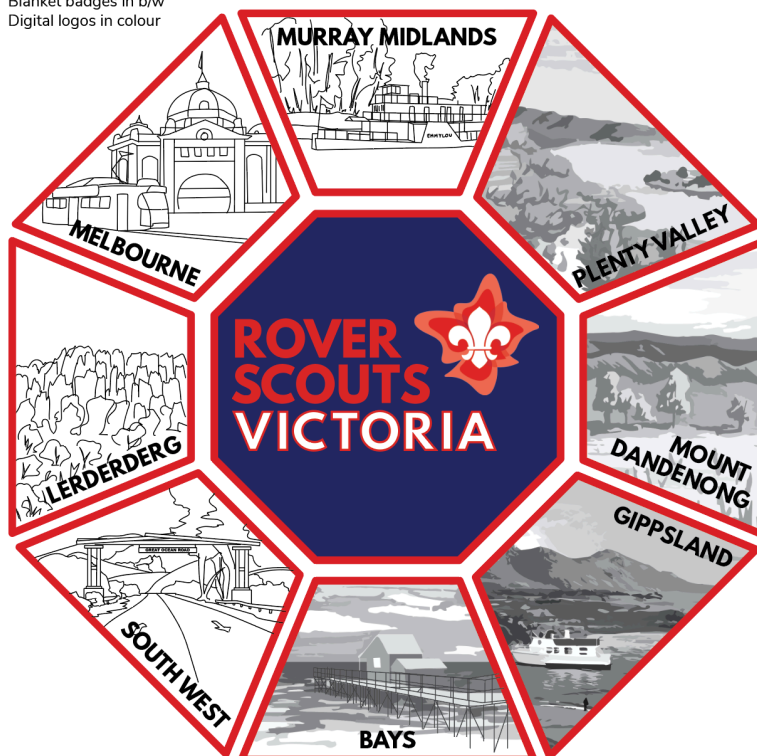
Otherwise, I am currently creating resources for Rover Scouts Victoria teams, I'm working on handover material for the next VRC Marketing Officer and communication regularly with National Rover Marketing teams.

Visual Communications:

Featured is a draft of the Region logo project. I have reworked my system for creating the images so now they will be vector for ease of printing. I am considering having the blanket badges as black and white; with the digital logos as full colour to create a more unified look as well as bringing costs down. I'm open to other ideas about this. The four vector artworks still need a bit of tweaking, but this is to give everyone an idea of what will be coming in the future. Details will be refined and contrast will be improved. If anyone has any feedback, you can email me at visual.communications@vicrovers.com.au.

As always, Subcommittees, Regions and Crews – if you need any flyers/logos/graphics made, don't hesitate to contact me on visual.communications@vicrovers.com.au.

Rover Region Logos Draft May 2020
Blanket badges in b/w
Digital logos in colour



IT:

NBN has finally been activated at the Rover Centre, with the phone porting scheduled for the end of this week.

Our Zoom licence has been purchased, however we are waiting for Branch to sort out a couple of issues before we can use it. As soon as we can use it we will have a new way to request Zoom meetings that is automated - you'll fill out a Google form and the meeting will be automatically scheduled. Once it's up and running I'll let you know how to request one.

All outstanding online store orders have been finalised, and the Mudbash Online stubbies are now available.

As Jody mentioned, we have sent out emails this month to anyone with a balance on their Rover cards. If you haven't filled out the form please do so ASAP so that this can be finalised.

We have had a request from Surfmoot to investigate options for Partial Payments of event tickets. We will be putting together an options paper to be tabled at a future meeting.

Standing Reminders:

WWCC/e-learning reminder emails are being sent once a month. Please let me know if you would like this information to go directly to crew leaders in your region, or if you would like an ad-hoc report.

You can contact the IT Team at it@vicrovers.com.au, and the online store team at store@vicrovers.com.au. Please reach out if there's anything we can assist with.

4.8 Commissioner Group**Peter Wotherspoon, Regi Caesar, Stephen Carter****Nomenclature**

The new Program, which is being implemented across the country, has some changes to nomenclature, which we need to adopt. These changes will appear in various documents over time but a major change is the replacement of the word "Crew" with "Unit". I know that this will take some time to be adopted by all within the Rover Section (including me) but it will be helpful if we consciously now use "Unit" in our documents and conversation. Also the title of Adviser is to be spelt with an "e" not an "o". Although the two spellings are both correct, use of "e" conforms with National spelling.

Elections

Congratulations to Michelle Saffin who was elected as incoming Chair of VRC for the forthcoming year. The rest of the Office Bearers team will be elected tonight and take up office from 1 July.

Rover Centre

My thanks to Matty Barnes for all his work in revamping the Rover Centre and to all those who have worked with Matty to transform the space. It is probably convenient that the Centre is effectively closed for meetings, etc. as it has enabled this refurbishment work to proceed uninterrupted. Although looking a little chaotic at the moment, when carpeting is completed and some new shelving installed we will be able to return to normality.

Also, the back stairs and platform have been replaced and mean that egress from the Centre is now via two exits should the need arise in an emergency.

Many of you will recall the on-going issues with the installation of a ramp to facilitate disabled access. There have been further discussions with Branch Property personnel over the last week to facilitate the

building of this ramp and we have obtained further quotes.

5 Items for action by OB's, Region and Subcommittee Teams

5.1 Action Items from April

Nil.

6 Sub-Committee Reporting

6.1 Mafeking Rover Park

Tash Beggs

A quiet month with a few committee members completing small tasks at the property. We have completed the Campsite audit requested by Branch. We are finalising our budget to present at the next meeting. For now we remain closed. We expect to be open in July, keeping all our fingers and toes crossed!! Tentative bookings for the second half of 2020 are open and can be made by emailing bookings@mafekingroverpark.com. Take care and we will see you at the park soon!

6.2 Surfmoort

Megan Rogers

This past month we've welcomed a few new faces to our team and announced that we're having a five-day moot. We'll have members of the committee coming along to your upcoming Region meetings for you to ask questions to and for them to give out information as it comes along, additionally, you can always email either myself (chair@surfmoort.com) or our Secretary (secretary@surfmoort.com).

Our front gate roster will be sent out shortly to the Regions who are on for the 2021 cycle (Murray-Midlands, Plenty Valley and Lerderderg) to fill in. We have some exciting announcements coming up over the next few months – stay tuned into our social media accounts, and thank you to those people who've been sending their photos of past Surfmoort's – our PR and Marketing department is very thankful to you all.

Furthermore, our current financial position has us with \$36,807.44 across both accounts, we are continuing the transition from our old Commonwealth to our Bendigo account and we've started the process of adding the new signatories to the Bendigo bank account.

6.3 Mudbash

Lucy Hubbard

Mudbash Online is up and running with many things to entertain your June long weekend even though we can't be at the park.

SHOW AND SHINE Competition for Mudbash Online!

Make your own car with whatever you want and make sure it has 'Mudbash' somewhere on it, then send a photo through to the Facebook page. Make sure you like the event to get all the important details and specifications in the upcoming days. Wins what, you ask? You'll have to find out. Anyone from any Scouting section can participate and all entries must be submitted between June 5th and 8th. The winner will be announced the following week.

Reminder about Mudbash Online's Tyre Quick-Change Competition!

Show us how quick you can change your tyre! No power tools, only hand tools. Send in a video to the Mudbash page of your quickest time and the fastest entry wins. Rules as seen on our Facebook page. Wins what, you ask? You'll have to find out. Anyone from any Scouting section can participate and all entries must be submitted between June 5th and 8th. Winner will be announced the following week.

We've teamed up with Top Gear to host live racing events for Mudbash Online! Registration includes access to all eRacing events in the nominated game over the weekend and is only \$5 per person. (This

covers online game fees, Trophies & Postage)

Scouts Victoria – eRacing:

<https://topgearsout.com/eracing/mudbash-online-2020/>

Announcing our first piece of merchandise: Mudbash 2020 stubby holders!

These are special edition online stubby holders, to commemorate doing Mudbash online this year. Get one for yourself or for you and four friends to use at this year's event. \$15 for 1 or \$50 for 5. Postage included in these prices. <https://rovers-victoria.square.site/product/MB20OnlineStubby/344?cs=true>

Our AGM will be held on Wednesday August the 12th - either via Zoom only or Zoom and in person. As you will know we won't have run the 2020 event as of that date, so it will be a different format. Role descriptions can be found on the Mudbash website. If you have any further questions about this please contact me.

6.4 Rover Scout Motorsport (RSM)

Simon Nuccio

Not a lot happening in the motorsport world. Motorsport Australia has released documentation for motorsport activities to resume. We are going to start getting things in place as per the requirements to allow us to start ASAP. However, we still have to wait for Scouting restrictions to drop before we can get back to racing. We are still planning on finishing our season at Mudbash as normal.

6.5 Bogong Rover Chalet

David Nicholls

It's been a fairly slow month for Bogong, with behind the scenes meetings happening based around the bathroom renovations and our marketing team. We're happy that skiing is to be allowed once again, but we will remain shut for the season; being unable to load the Chalet with supplies before the roads were closed for the season. Our budget is also being tabled this month.

6.6 W.F. Waters Lodge

Ann Curan

At current legislation we cannot open, it is unclear when/if we will be able to. As we have communal areas – i.e. a shared kitchen, toilet and showers for the whole lodge, it is currently unclear as to how we come past this fact. We are currently planning a number of contingency plans as to how we may be able to run, which includes the addition of sanitizer units, and extra soap and paper towel units for the bathrooms. Which we are getting quotes and prices on at this stage. But it is unclear as to what cleaning legislation we will need to follow to be able to operate. So still a waiting game with planning going on in the background to work out what our best options are.

6.7 MARB

Tash Lema

Over the last month we have been working on the change from the last date to the new date. Our team are working hard and we are hoping to have a fantastic event. We are currently looking for an Entertainment Head; please advertise this amongst your Regions. If anyone is interested, please contact our Facebook page, or email us at marb@vicrovers.com.au.

6.8 Rover Dinner

Melbourne Region

Rover Dinner is going to be held (pending corona restrictions) on Saturday 21st of November. The team are in discussions about locking in a venue.

6.9 Yearbook

VRC

After consulting with Peter and Vicki, it is proposed that this year's Yearbook be a combination of the last two Rovering years. Last year, there was an overall lack of content making the viability of the publication limited; this year, due to the rona, there has been a decrease in activity, which will result in limited content again. Combining the book will mean enough content to make it work and will include all Region, Sub-committee, and VRC highlights from both years; as well as all awardees from both years being listed and celebrated. A guideline for reporting format will be distributed shortly, and a workshop will be made available to anyone seeking assistance in writing their report. If there are any questions, please email

7 Region Reporting	
7.1 Bays	Renee Hopgood
Not a lot has happened this month. Crews have continued meeting online and we have started taking nominations for elections next month for our new Exec.	
7.2 Gippsland	Brii Cataldo
No region meeting held in May, crews have not engaged in Region planned online activities, nothing new to report.	
7.3 Lerderderg	Hamish Beshara
<p>This month Lerderderg had a discussion regarding restructuring our committee and altering role descriptions. Currently, a Development Officer heads a small team comprising liaisons for all sections, a Training Officer, and a Service Coordinator. These positions are difficult to fill and contribute little to the greater Region team. The proposed restructure will combine these seven roles into four: Development Officer, Assistant Development Officer, Program Officer and BPSA Support Officer. The latter two roles aim to support the implementation of the New Program as it rolls out, and are points of contact for the Region where New Program and award scheme matters are relevant. The paper proposing the restructure will be tabled at the June Region meeting.</p> <p>Thank you Michelle and Regi for attending this month's Region meeting. Most Rovers don't get a chance to interact with Office Bearers and the Commissioner group, so it's really nice to have that presence in our meetings and definitely demystifies the people who make decisions on their behalf and support our Regions. I extend an invitation to any Rover who would like to attend our meetings; we are an open forum, so if anyone has information they would like to present or who would like to get to know Lerderderg, feel free to contact me.</p>	
7.4 Melbourne	Jacqui Willis
Melbourne Region had a great online meeting last night and heard some fantastic ideas for virtual meetings including learning AUSLAN, baking, cocktail making and joint crew trivia and games. A number of Crews have been actively promoting these activities on their socials, which has been great to see. The Region exec is also looking towards succession for next year.	
7.5 Mount Dandenong	Liam Miles
<p>Crews have been doing online Rovering, with more elaborate activities and more joint nights with other Crews from interstate and international – getting the vibe that Crews are getting a bit sick of it though and seeing lower turnouts to nights that hopefully will turn around as restrictions are reduced.</p> <p>The Region exec are running interviews to appoint our Moist Moot chairman for next year and hope to have it ratified at our next meeting. We have also opened up nominations for our July elections. Last month we had further debate about 'eligibility for Region Chairman' with concerns around Rovers with complaints against them running for roles, with two different papers being presented with a vote on the issue being conducted at our next Region meeting.</p> <p>We also had a discussion about NRC to raise awareness with Rovers in the Region about the issues we are facing – thank you to the Rovers from outside the Region who assisted in explaining it, especially in the areas I'm not as experienced with. We would like whatever direction VRC decides to taken to be started ASAP, not left until the last minute and to preferably be in place before the next NRC conference.</p>	
7.6 Murray Midlands	Beth McKillop

No report submitted.


7.7 Plenty Valley

Nicola Dangerfield

No report submitted.

7.8 South West

Pete Bemelmans

South West's weekly meetings have been same same, all still just doing what we can. Very much looking forward to the changes in restrictions in coming months. South West did do a really interesting Region activity where a bunch of us from different crews performed the "Canned Heat" dance sequence from Napoleon Dynamite, and all the individual videos were mashed together to create a compilation which turned out really well.  Big thank you to Lily for organising the activity and creating the final result which was awesome! We have our AGM coming up in a couple of weeks where we shall be electing our new Exec.

8 Other Reports

8.1 MPAC Report

Mafeking

NIL.

9 Interstate, National and International Events and Contingents

9.1 Ireland 2021

WOSM officially announced the postponement of the 16th World Scout Moot until July 2022. The most current and reliable information can be found here: <https://www.worldscoutmoot.ie/covid-19-fags/>.

10 Tabled Items

10.1 VRC Subcommittee Policy Book

VRC

The VRC Subcommittee Policy Book can be found attached for review and voting on at June's VRC meeting. Any feedback or questions should be directed to assistant.chair@vicrovers.com.au.

The Subcommittees will be given a vote on this document.

10.2 First Aid Kit Policy

VRC

The First Aid Kit Policy is tabled to be adopted and added underneath the 'Risk Management Committee' section of the VRC Policy Book. This will be voted on at June's VRC meeting – any feedback or questions should be directed to assistant.chair@vicrovers.com.au.

10.3 Financial Management Document

VRC

Name Change: A proposed name change of the 'Financial Management Document' to be changed to 'Rovers Victoria Financial Management Policy Book', to reflect that it is policy.

Content: A series of additions and changes to the Financial Management Document, which can be found attached.

These additions and changes will be voted on at June's VRC meeting – any feedback or questions should be directed to assistant.chair@vicrovers.com.au.

10.4 VRC Budget 2020-2021

VRC

The VRC Budget for 2020-2021 can be found attached for voting on at June's VRC meeting. Any feedback or questions should be directed to treasurer@vicrovers.com.au.

Comments:

- The enclosed VRC Budget is for the operating costs of the Victorian Rover Council, funds controlled

by the VRC.

- Rovers benefit from a separate budget, the “SC Rovers” budget, within the Program budget of Branch. Numbers from that budget are separate, and not included in the figures of the VRC budget, as not controlled by us. The SC Rovers budget largely funds the operation of the Rover Centre, with additional items such as Rover Commissioner training, postage, awards, travel and conference costs for State/National meetings. Although the section does not control this budget, through it we have been able to do some maintenance this year on the Rover Centre, but this will be limited going forward. At this stage, we are assuming all normal ordinary operating costs will be met from the SC Rovers budget, and have made no allocation for these in the VRC controlled budget.
- The results for the year we are in are ok. Mudbash 2020 not running in June reduces our income by \$6k, but we have savings in expenses, particularly no Yearbook produced last year.
- For the next financial year, things will be challenging. A number of our activities will be limited, and thus the ability to draw income will also be limited. Fortunately, NRC agreed to absorb this year’s levy invoice, so we have some savings in our expenses as well. Line item comments are included in the budget document.
- The budget has been prepared including the most likely scenario for the year ahead.

10.5 VRC Standing Orders Addition – 1.7.6

Mt Dandenong

Mt Dandenong have tabled an addition to section 1.7 in the VRC Standing Orders, as outlined below:

Addition of 1.7.6:

All papers that the VRC delegation tables at NRC conferences or meetings must be presented in the form of a motion and voted on by the VRC before the NRC conference or meetings. Input from Regions for the papers will be sought out by the delegation at Region Chairman’s Meetings. In the case that there is not time to vote due to extraordinary circumstances a paper may be tabled if it has unanimous support of the delegation and must be ratified at the next VRC meeting.

Rationale for 1.7.6:

In the past few terms the VRC Office Bearers group has taken sole domain about what papers are being presented to NRC without any consultation to the Victorian Rover Council, by presenting them and voting on them at VRC, the opinions of the state can be properly put forward to a national level not just a select few rovers who don’t seek the opinion of the wider Rovering community in Victoria. By seeking input at Region Chairs meetings it allows Rovers elected by the crews to give input in a manner that does not push the length of the VRC meetings and assumingly would ensure it passes the VRC meeting unanimously as all have been consulted.

A document has been attached which includes the relevant excerpts from the VRC Standing Orders for ease of comparison when discussing this addition with your Regions. Please ensure that you refer to this document. This addition will be voted on at June’s VRC meeting – any feedback or questions should be directed to mtdandenong.chair@vicrovers.com.au.

10.6 VRC Standing Orders Addition – 1.7.7

Mt Dandenong

Mt Dandenong have tabled an addition to section 1.7 in the VRC Standing Orders, as outlined below:

Addition of 1.7.7:

All NRC agendas, minutes, budgets and any proposals from other state/territories delegations made to the NRC meeting will be presented in a timely manner at the following VRC meeting after they have been released to the delegation.

Rationale for 1.7.7:

NRC items have not been presented effectively apart from a few words in either the VRC Chairman or NRC Rep reports in the VRC minutes, which leaves the state unaware of what is occurring at a national level, by putting the amendment into our Standing Orders it will ensure the VRC is informed and able to give comprehensive responses when NRC reps ask for input, and to encourage greater openness and transparency in Victoria and at a national level. Furthermore, seeing other states/territories delegations proposals, the council can vote on the way we would like our delegation to vote at NRC, and also allow greater idea swapping for initiatives we can implement at a state or Region based levels.

A document has been attached which includes the relevant excerpts from the VRC Standing Orders for ease of comparison when discussing this addition with your Regions. Please ensure that you refer to this document. This addition will be voted on at June's VRC meeting – any feedback or questions should be directed to mtdandenong.chair@vicrovers.com.au.

10.7 VRC Standing Orders Amendment – 1.5.3**Mt Dandenong**

Mt Dandenong have tabled an amendment to section 1.5.3 in the VRC Standing Orders, the addition of section 1.5.3.3, as outlined below:

Amendment to 1.5.3, the addition of 1.5.3.3:

The chairman of the VRC is allowed to motion to ratify decisions made by the chairman in the time between VRC meetings that in circumstances dictated it could not wait to be tabled for a month and then voted on, an extra month of leniency is allowed in extraordinary situation where the decision can not be ratified before the next VRC meeting. Any decision that is not ratified is to be considered null and void; and an update on the steps the chairman has made to rectify the situation will be presented at the following VRC meeting. However, a region is required to second the motion.

Rationale for 1.5.3:

Over the past few years, several times a decision is made by the Chairman that afterward has not followed their role description - 'duties and responsibilities' point 8. By elaborating in the Standing Orders, the aim is to clarify and reinforce that the Chairman of the VRC is making decisions on behalf of the VRC Region Chairmen, and through them the rest of the state. If decisions are made that are not ratified, the VRC should not be held accountable for the Chairman failing to discuss the issues with the wider VRC and not taking into consideration the views of the Regions. A month of extra leniency is allowed for decisions made during times such as a VRC meeting being forced to cancel or the Chairman is unable to make VRC and would not be able to properly explain their decision.

A document has been attached which includes the relevant excerpts from the VRC Standing Orders for ease of comparison when discussing this amendment with your Regions. Please ensure that you refer to this document. This amendment will be voted on at June's VRC meeting – any feedback or questions should be directed to mtdandenong.chair@vicrovers.com.au.

10.8 Bogong Budget 2020-2021**Bogong**

The Bogong Budget for 2020-2021 can be found attached. This will be voted on next month; any feedback or questions should be directed to Peter Linnell, at treasurer@bogongroverchalet.org.au.

10.9 Finance Officer Position Description

A Finance Officer position description has been developed, for an Office Bearer role to sit on the VRC team, and work alongside Jody as Honorary Treasurer. This will be voted on next month; any feedback or questions should be directed to Michelle Saffin, at michellesaffin@gmail.com.

11 Items for the Information of the Victorian Rover Council**11.1 Nominations for VRC Office Bearer Positions**

Nominations for all VRC Office Bearer positions have now closed. The training requirements are, any candidate for the position of:

- VRC Chairman,
- VRC Deputy Chairman,
- VRC Assistant Chairman, and
- VRC Training Officer

must have completed an Advanced training course (or accepted equivalent). Candidates for all other Office Bearer positions require a Basic training course (or accepted equivalent) to have been completed. Rovers who do not meet training requirements for a position will not be eligible to be nominated for election. Duty statements for the positions can be found attached.

The application deadline for VRC Chairman is midday on the 21st of April, to be voted on at the April VRC meeting. The application deadline for all other positions is midday on the 26th of May, to be voted on at the May VRC meeting. All applications should be submitted through the Google form, linked below. The application form link can also be found on the Rovers Victoria Facebook page.

Link: <https://bit.ly/VRCNominations2020>

11.2 Requirements for Child Safety and WHS Modules for All Adults in Scouting

Please periodically remind the Rovers in your Regions, Subcommittees and Crews that these modules may have expired without their knowledge, and that they need to re-complete them when this occurs.

12 Voting Items

NIL.

13 Standing Items**13.1 Nominations for the Baden-Powell Scout Award****Regions**

Alberto Scelsi – Wonga Park Rover Crew, Mt Dandenong Region
Jonas Anderson – Mordy Rover Crew, Bays Region

13.2 Crew Names and Scarves**Regions**

Nil.

13.3 Workplace Health & Safety Items

The Victorian Rover Centre remains closed to all members until further notice. Access cards for all members are disabled. If you have secure access (e.g. if you are a contact for the alarm company), you will continue to have access. In the unlikely circumstance that you need access to the building, please get in contact with both the IT Officer and the Resource Officer.

14 VRC Office Bearers 2020/2021 Nominations and Elections**14.1 Nominations**

Submitted through the Google form (as of 12pm, Tuesday 26th May 2020):

All of these nominations will be moved, seconded, accepted and any relevant exemptions sought, prior to elections at May's VRC.

- Catherine Marley – Deputy Chairman **(WITHDRAWN)**

- Kieron Younger – Deputy Chairman
- Alice Hayllar – Assistant Chairman **(WITHDRAWN)**
- Matthew Barnes – Assistant Chairman
- Jacinta Swift – New Program Officer
- Lily Twyford – Strategic Planning Officer
- Tash Lema – Membership Development Officer
- Michael Watts – IT Officer
- Hamish Beshara – Training Officer
- Liam Miles – Programme Officer **(WITHDRAWN)**
- Zachary Geddes – Programme Officer
- Catherine Marley – Visual Communications Officer
- Hamish Beshara – BPSA Support Officer
- Andrew Strachan – NRC Officer
- Maddy Packer – Secretary
- Emily Kinross-Smith – Resources Officer
- Grace Archer – Marketing and Communications Officer

14.2 Elections

All applicants will have a strict maximum of 5 minutes to speak and answer any questions, before voting takes place via ElectionBuddy, an online voting platform. Elections will be grouped – candidates for a small number of roles will all speak, before the election for that group of roles occurs. Links to vote will be distributed directly to voting parties immediately prior to the election.

Election of Assistant Chair:

Nomination: Matthew Barnes

Exemption Required: Nil

Motioned: Plenty Valley

Seconded: South West

Result: Elected

~~

Election of Deputy Chair:

Nomination: Kieron Younger

Exemption Required: Nil

Motioned: Gippsland

Seconded: South West

Result: Elected

~~

Election of Secretary:

Nomination: Maddy Packer

Exemption Required: Nil

Motioned: South West

Seconded: Lerderderg

Result: Elected

Election of Resources Officer:**Nomination:** Emily Kinross-Smith**Exemption Required:** Nil**Motioned:** Mt Dandenong**Seconded:** Melbourne**Result:** ElectedElection of NRC Officer:**Nomination:** Andrew Strachan**Exemption Required:** Nil**Motioned:** Lerderderg**Seconded:** Bays**Result:** ElectedElection of Strategic Planning Officer:**Nomination:** Lily Twyford**Exemption Required:** Nil**Motioned:** South West**Seconded:** Mt Dandenong**Result:** Elected

~~

Election of Programme Officer:**Nomination:** Zachary Geddes**Exemption Required:** Nil**Motioned:** Lerderderg**Seconded:** Melbourne**Result:** ElectedElection of Program Transition Officer:**Nomination:** Jacinta Swift**Exemption Required:** Nil**Motioned:** Mt Dandenong**Seconded:** South West**Result:** ElectedElection of Marketing and Communications Officer:**Nomination:** Grace Archer**Exemption Required:** Nil**Motioned:** Murray Midlands**Seconded:** Bays**Result:** ElectedElection of Visual Communications Officer:**Nomination:** Catherine Marley**Exemption Required:** Nil**Motioned:** Plenty Valley**Seconded:** South West

Result: Elected

~~

Appointment of Training Officer:

Nomination: Hamish Beshara

Nomination endorsed by the training team.

Exemption Required: Nil

Motioned: Murray Midlands

Seconded: South West

Result: Appointed

Election of BPSA Support Officer:

Nomination: Hamish Beshara

Exemption Required: Nil

Motioned: Melbourne

Seconded: Bays

Result: Elected

Election of IT Officer:

Nomination: Michael Watts

Exemption Required: Nil

Motioned: Murray Midlands

Seconded: Plenty Valley

Result: Elected

Election of Membership Development Officer:

Nomination: Tash Lema

Exemption Required: Nil

Motioned: Melbourne

Seconded: South West

Result: Elected

Congratulations to the incoming Office Bearers team for 2020-2021!

15 General Business

15.1 Other General Business:

- RSM – Is there any form of calendar that can be released showing events that are currently planning to be run? – Calendar to be formed and distributed.
- Mental Health First Aid Course dates have been released; please see Be Informed for more information.
- There will be a Cancer Council supper at July's VRC for Scotty Harrison's birthday.
- The Avalon Airshow is coming up, which could provide opportunities for Crews to get involved.

Closing Parade: Flag Down & Rover Prayer

Meeting Closed at: 10.52pm

NRC Remote Meeting Report 30.04.2020

As promised, a brief report as to how the NRC remote meeting went with regard to the paper tabled by NSW seeking to change how the annual Conference is funded. To provide some context, taken directly from the paper itself:

COMMENT

The National Rover Council currently charges the cost of attending and participating in the annual NRC Conference to the Branch Rover Councils (BRCs) as a separate charge – in addition to NRC the Levy. This includes the Conference attendance cost (charged per head) and flight rationalisation (which divides the total cost of travel for all Delegates evenly between the BRCs). Charging the same price for each BRC – no matter their membership size – can make it more difficult for smaller BRCs to afford to attend.

Below is a breakdown of each Branch's Rover Scout membership, and the cost per member for their Delegates to attend NRC Conference (assuming all Branches sent two Delegates). It highlights a huge disparity in cost per Rover to be represented at a National level by their Branch (from \$5.31 per Victorian Rover to \$90.01 per NT Rover).

It should be the view of this Council, that excessive cost should not be a barrier to attending and contributing to the National Rover Council.

It is proposed as a solution, that the NRC Conference costs for the two Delegates of each Branch Rover Council be funded directly by the NRC through the Operations Account, and that the NRC Levy be increased to cover this change in approach.

As the paper was voted in, here is how Conference will now be funded:

CONFERENCE REPRESENTATION COSTS

Attendance and travel costs for two Delegates from each Branch Rover Council will be met by the National Rover Council. Attendance costs include the usual per head fee charged by the National Rover Council to cover the Conference costs (e.g. meals, accommodation, local transport and related items). Travel costs include flights between major airports of the Delegate's Branch and the Conference location, or travel from the Delegate's home to the Conference location via public transport or vehicle (where this costs is less than an equivalent flight). Vehicle costs will be reimbursed based on the 'cents per kilometre method' published by the Australian Tax Office for the current financial year.

All Delegates must submit their requested travel plans to the NRC Secretary within the requested time frame to facilitate timely bookings. The most economical routing, time of departure/arrival, and carrier will be booked, with the consideration of an individual's availability and the timing of the Conference.

BRCs are encouraged to book flights for their Observers and Advisers through NRC, to facilitate consolidated travel arrangements. The cost for these flights will be passed on through their Conference invoice.

We appreciate that this paper ‘levelled the playing field’ amongst the various states, making it equally affordable for each state and territory to attend Conference, however, for the larger states, including ourselves, this paper significantly increases our NRC bill – something that we cannot currently divide amongst our Rovers, as we do not have a Rover levy. Currently, the only way for us to fund our NRC bill would’ve been to increase appropriations even more, in turn increasing ticket prices for events – a move that neither the current, nor the incoming VRC team will make. This is why we tabled 3 things at last week’s NRC meeting, to give ourselves some breathing room to reapproach Branch and get ourselves a levy. It is also important to note that at Conference this year, when the paper was tabled, it was stated that implementation would be in 2021 for the 2022 conference, but they withdrew that statement, making these actions necessary.

Firstly, we tabled an amendment to the paper, asking that the implementation of this new funding model be delayed until the 2021 invoice, to take effect at the 2022 Conference. Despite a lengthy discussion, this amendment wasn’t seconded by any state, and the amendment failed.

An external review of the NRC is currently being undertaken, with the final report due at the 2021 Conference. Knowing this, we tabled a paper suggesting that as we do not know what that final report may suggest (and it is likely that some sort of restructure will be recommended), that it would be inappropriate to make a major funding change during the review. Again, this paper was not supported by any state, and the paper was defeated.

Our final paper was co-authored with the ACT and SA, and asked that given the disruption caused by COVID-19, that the NRC levy for all states be suspended for 2020, as outlined below:

KEY POINTS

Due to COVID-19 there has been much disruption; members are facing unemployment and restricted income, and many Branches are adjusting their financial contributions to take some of the pressure off the membership base.

During this time, we are also seeing disruption to normal program delivery; this is having a two-pronged impact. Members aren't getting value for money, and running costs have significantly decreased.

With other areas of our movement doing their part, we should be considering how we could lower the cost to our members. With the NRC Operational budget running at a profit the previous 2 years, there should be some room in the NRC reserves to help alleviate this large financial burden.

ACTION REQUESTED

- Suspend the NRC levy invoiced on the 1st July 2020
- Invoice for Moot Buddies contribution to remain unchanged
- Conference costs to be invoiced separately (if a face to face conference is allowable under future COVID-19 restrictions)
- Savings made to the Branches are to be passed on to the Grassroots Rover

COMMENT

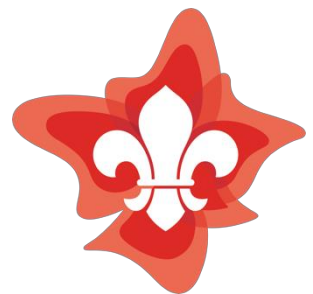
The request for Moot Buddies contributions to continue as normal is reasoned by not wanting to have less funding available to future Rovers attending Apple Isle Moot, Tasmania 2023.

This paper passed unanimously, and will mean that Victoria's NRC bill for 2020 will be significantly reduced, as we will only need to pay for Moot Buddies (charged at \$1 per Rover, from the 2019 census numbers), and the costs associated with sending Observers and our RA to Conference. It will also give us time to reapproach Branch, and negotiate a Rover levy, before the full effect of the funding paper to Victoria is realised in July/August 2021 (which is when the NRC invoice is sent out to Branches). If you have any further questions on this, please get in contact at chairman@vicrovers.com.au.

ROVER SCOUTS VICTORIA

Rover Scouts Victoria Subcommittee Policy Book

Adopted by the Victorian Rover Council _____



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DEFINITIONS

AGM	Annual General Meeting
Ex-officio	A member of a committee who is part of it by virtue of holding another office
Quorum	The minimum attendance at a meeting to make the proceedings of that meeting valid
Organisational structure	Defines the leadership structure of a subcommittee as well as the positions that make up the committee
Rover Advisers	See Scouts Australia's document 'Position Description for Rover Adviser'
SCRS	State Commissioner for Rover Support
Subcommittee members	All members of a subcommittee, as defined by the subcommittees organisational structure
Subcommittees major event	For event subcommittee's this is the main event that they plan for and hold. For assets and RSM this is their main 'Season'
VRC	Victorian Rover Council

INTRODUCTION

Subcommittees should ensure they create a safe and positive environment for both Subcommittee members and participants by adhering to the policies of Scouts Victoria and Rovers Victoria, some of which are listed below.

This document contains the policies and guidelines pertaining to Victorian Rover Council (VRC) Subcommittee operations that have been adopted by the VRC. Any change to the policies within this document must be tabled and voted on at a meeting of the VRC.

Subcommittees shall have their own policy book. Amendments to a Subcommittee's own policy book can be made provided the amendment is tabled (one month prior) and voted on at that Subcommittee's general meeting. Amendments to a Subcommittee's policy book must also be ratified by the VRC.

It is the responsibility of the Secretary of the VRC to ensure this document remains up to date with each revision. This document should be made widely available to members of the Rover Scout section by being published on the Victorian Rover Website.

Some Scouts Victoria and Scouts Australia Policies for further reference are listed here. See the Scouts Victoria and Scouts Australia website for the most up to date policies:

- Drugs & Alcohol
- Adult Code of Conduct
- Code of Ethics
- Conflict of Interest
- Inappropriate Conduct
- Privacy Policy
- Child Protection
- Social Media
- Guns & Firearms
- Work Health & Safety
- Bullying & Harassment
- Membership Policy

SUBCOMMITTEE ORGANISATION

All subcommittee members are to be Rovers under 26 years of age until the completion of the Subcommittee's Annual General Meeting (AGM). Where a suitable candidate that meets these requirements cannot be found during the AGM, an exemption can be made.

It is essential to have Rover Advisers in every Subcommittee who are nominated by the Subcommittee and endorsed by State Commissioner for Rover Support (SCRS). A committee may present suitable candidates for appointment to such a position at its AGM.

Subcommittees shall have a defined organisational structure in their policy document, which specifies all Subcommittee positions, departments including their composition (where applicable), the Subcommittee executive composition, and the number of committee members. Each position must have an accompanying position description.

Where a Subcommittee requires additional non-Rover support the Subcommittee may add these roles to its standard committee structure and have it ratified by VRC. The SCRS and the Chairman of the VRC, or their delegate, shall be considered members of each Subcommittee's executive "ex-officio".

VRC REPORTING

Subcommittees shall ensure that a representative, either the Chairman or executive member, attends each VRC meeting to present a report and to answer questions. A written report detailing the current activities of the Subcommittee, major proposals and current financial statement shall be forwarded to the VRC Secretary for inclusion in the VRC agenda on or before the third Wednesday in the month. Where a Subcommittee has nothing to report, a note confirming this and indicating current bank balances shall suffice.

The Subcommittee shall prepare a budget for each year's activities and submit it to the VRC at the date specified in the Annual Operating Schedule. Departures from the Budget should be tabled at the VRC and a short explanation of the circumstances given.

ANNUAL GENERAL MEETINGS

Subcommittees shall have an Annual General Meeting as soon as practical after the completion of its major event. The AGM will be open to all Rovers, and must be advertised through the communication channels for all regions, the Rover weekly newsletter, and at the VRC table at least two months prior to the date of the AGM. Additionally, the AGM should be advertised at events.

AGM CONTENT

At AGM's, Subcommittees shall report on:

- The financial position of the event
- Attendance of the events or assets, including:
 - Breakdowns of units (by seasons where relevant)
 - Scouting sections attendance
 - Including separating open day numbers
 - Non-Scouting attendance
 - In all cases, a comparison to previous year
- Incidents that have occurred
- Current risk statuses, open risks, and their mitigation strategies
- Feedback received to date
- Department reports, including recommendations for the incoming committee based on experience and feedback
 - The suggested template being 'What worked', 'What didn't work', and 'Recommendations'

ELECTIONS

Committee members required by the Subcommittee shall be elected at the AGM. Any Rover present may be nominated for any position at the AGM.

If a Rover is nominated who is not in attendance, written confirmation of acceptance of the nomination must be provided prior to election.

Where a Subcommittee considers prior experience to be important, or a vote is required to elect a candidate, the person should give a short description of their experience.

Unless otherwise stated in a Subcommittee's Policies (operating guidelines), voting at an AGM is on the basis of a maximum of two votes per unit in attendance.

The requirements for a quorum at an AGM shall be defined in the Subcommittee's Policy book.

The VRC Chairman, or their delegate, should conduct the elections. Where numbers are insufficient for two votes per unit, the VRC chairman or their delegate may veto this requirement as long as it is minuted.

RISK MANAGEMENT

Subcommittees must adhere to the 'Risk Management Committee' policy located in the Victorian Rovers Policy Book and to the relevant minimum requirements that are set out in Scouts Victoria and Scouts Australia Risk Management guidelines.

BUDGETING AND FINANCIAL RECORD KEEPING

Subcommittees shall be responsible for administering their budgeting, finances, and financial record keeping.

Subcommittees must ensure their finances and budgeting adhere to the policies as set out in the VRC Financial Management Policy Book, along with any relevant Scouts Victoria and Scouts Australia financial guidelines.

Subcommittees shall reference the Annual Operating Schedule set out in this document for the expected dates for presenting budgets, presenting financials to the VRC Treasurer, and holding an AGM. Budgets and AGM financial reports must be sent to budgets@vicrovers.com.au.

COMMITTEE CONDUCT GUIDELINES

The Committee Conduct Guidelines are the responsibility of the Rover in Charge to enforce. In the case whereby there is a breach; the Rover Adviser shall enforce them. In an extreme case, it is to be enforced by the State Commissioner / Assistant State Commissioners.

1. Any committee members that are rostered on for duty are not to be intoxicated
2. Where practicable, major event committees should have a separate area for their members to relax which is a significant distance away from their headquarters office.
3. Events / scheduled activities should have a roster of staffing requirements for the duration of the activity.
4. There must be adequate rest periods between shifts for all members rostered on duty.
5. A member has the right to declare that they are unable to work due to fatigue. It is the responsibility for the Rover in Charge to re-assign duties as appropriate.
6. The Rover in Charge is to delegate their responsibility to a Rover, who will be the acting Rover in charge while they are off-duty.
7. The Rover in Charge must ensure that the member to whom they have delegated responsibility is capable and able to undertake the expectations of that role.
8. Committees are responsible for the safety of everyone attending their events and working with their committee.
9. Subcommittees must induct supporting members to the event or property, so they are sufficiently familiar with all requirements of their role to be able to safely perform it.

GUIDELINES FOR UNITS AND COMMITTEES RUNNING ACTIVITIES ON BEHALF OF THE VRC

Where a unit/committee is running an activity, either for the first time, or where they have previously lost money, or where the activity itself is being run for the first time the following guidelines will apply:

1. The unit/committee must be appointed and have accepted responsibility for the running of the activity concerned for a period determined by VRC prior to the date of the event.
2. The unit/committee shall operate in accordance with all the policies in this document, along with any current directions from VRC when planning, organising, and conducting their activity.
3. The unit/committee must run a review meeting in accordance with the requirements of an AGM as specified in Subcommittee AGM Policy.

ANNUAL OPERATING SCHEDULE

Subcommittee	Budget Tabled ¹	Primary Event period	Financials Presented to VRC Treasurer	AGM
Bogong Rover Chalet	May VRC meeting	Victorian ski season	1st August	2nd Wednesday of October
Mafeking	May VRC meeting	Annual	1st August	1st of August
Metropolitan Area Rover Ball	January VRC meeting	September	1st November	November
Mudbash	November VRC meeting	Queen's Birthday long weekend	1st August	2nd Wednesday of August
Rover Dinner	March VRC meeting	October / November	1st January	January
Rover Scout Motorsport	May VRC Meeting	Annual	1st August	1st Thursday of August
Surfmoot	June VRC meeting	Australia Day long weekend	1st March	3rd Wednesday of March
WF Waters Lodge	May VRC meeting	Victorian ski season	1st August	2nd Weekend of October

¹ Budgets must be sent to budgets@vicrovers.com.au on the Wednesday one week before the VRC meeting for that month

SUBCOMMITTEE SPECIFIC POLICIES

BOGONG ROVER CHALET

Aims and objectives

1. The Bogong Chalet Management Group (hereinafter referred to as BCMG) is responsible to the Branch Rover Council (hereinafter referred to as VRC) for the management, operation, maintenance, and development of the Bogong Rover Chalet. The BCMG is also responsible to the VRC for the organization and running of the Rover Winter Ski Parties.
2. The BCMG will discharge its duties in accordance with the Principles of Scouting (P & R P 2.3) and with the Aims of the Scout Association of Australia in mind (P & R P 2.2).
3. It will carry out any directions given to it by the VRC and consider and report back to the VRC on any issue referred to it by the VRC.

Other items

Specific Membership requirements

MAFEKING

Aims and objectives

Other items

Specific Membership requirements

METROPOLITAN AREA ROVER BALL (MARB)

Aims and objectives

Other items

Appropriations

MARB will pay 40% of their profits to VRC appropriations.

Specific Membership requirements

MUDBASH

Aims and objectives

Other items

Specific Membership requirements

ROVER DINNER

Aims and objectives

Other items

Specific Membership requirements

ROVER SCOUT MOTORSPORT

Aims and objectives

1. To oversee, promote, foster and conduct all aspects of motor sport events within Scouts Australia (Victorian Branch)
2. To promote friendship and courtesy on the road and in competition between all members of Rover Scout Motorsport
3. To conduct meetings and classes whereby members may obtain knowledge enabling them to become better drivers and maintain their vehicles to a high standard of efficiency
4. To affiliate with the Motorsport Australia, acknowledging its constitution and observing the published Motorsport Australia National Competition Rules (NCR)
5. To operate within the guidelines and policies established within the VRC

Other items

Specific Membership requirements

SURFMOOT

Aims and objectives

Other items

Specific Membership requirements

WF WATERS LODGE

Aims and objectives

Other items

Specific Membership requirements

First Aid Kits

POLICY

First aid kits are to be available at properties operated by the Victorian Rover Council and its subcommittees, including but not limited to:

- The Victorian Rover Centre
- Mafeking Rover Park
- W.F. Waters Ski Lodge
- Bogong Rover Chalet

Events run by the Victorian Rover Council and its subcommittees, including but not limited to:

- Mudbash
- Surfmoot
- MARB
- Rover Scout Motorsport sanctioned events
- Rover Dinner
- Training courses run by the Victorian Rover Training Support Team

At any other event/property as appropriate, at the discretion of the Victorian Rovers Risk Management Committee.

The contents of the First Aid Kits must be suitable for the level and nature of first aid that is likely to be applied, which should be identified by a risk analysis for the event/property. First aid kits must be maintained and have their contents re-stocked as needed, as well as checked and re-stocked annually.

In addition, the aforementioned properties operated by the Victorian Rover Council and its subcommittees are to have available on site a serviced and working defibrillator, the location of which is clearly marked and easily accessed by all users of the property.

At high-risk events such as working bees, or any other events deemed high-risk by the Victorian Rovers Risk Management Committee, a first aid officer or team is to be appointed for the duration of the activity.

The first aid officer or team must be a person/people who:

- Have completed a minimum of Level 2 First aid course (HLTAID003 Provide First Aid or equivalent) in the previous 3 years.
- Are willing and able to provide first aid at any time, for the duration of the activity, and have completed an induction to the event / property so that they are familiar enough with the site to perform their role
- Is familiar with the site and area within which they may be required to provide first aid
- Has an understanding of any site-specific requirements for obtaining advanced life support
- Has the resources required to obtain advanced life support (i.e phone with reception, etc)

Financial Management Document Proposals:

I propose for the following items to be added to the 'Budgets' area of the Financial Management document:

Subcommittees are expected to table budgets in accordance with the 'Annual Operating Schedule' specified in the VRC Subcommittee Policy Book.

Subcommittees must accept guidance from the VRC as to desired profit levels and budget accordingly.

Subcommittees must ensure that they generate sufficient income to finance all maintenance and development works for their respective properties and assets, as well as meeting all operating costs and servicing all loans.

When presenting budgets to VRC for approval, Subcommittees must have a committee member who is suitably versed in the proposed budget present to speak to the budget and answer questions in relation to it. This would preferably be the treasurer or a member of the subcommittee executive. Failure to do so will result in consideration of the budget automatically being deferred to the next meeting unless the VRC authorises the VRC Office Bearers to approve the budget at their next meeting. This should only be done when a full month delay in approving the budget could seriously jeopardise the success of the activity and result in a significant financial loss to the VRC.

Where an advance is required to pay deposits and confirm bookings, these may be requested and approved with the initial tabling of the budget provided a repayment to the VRC of the full amount of the float is then included as an expense item in the budget.

Subcommittees are reminded of the VRC's policy that wherever possible activity costs and charges should provide a lower cost to members of the Rover Section than non-members, and that they should consider the VRC policy on carers.

I propose for the following items to be added to the 'Expenditure' area of the Financial Management document:

The Subcommittee may purchase, without prior approval of the VRC, any items that are specified in their approved budget. Proposed expenses outside of the existing budget must be endorsed by VRC prior to purchase. - Move to finance policy book

I propose for the following item from the 'Reporting' area of the Financial Management document:

At the conclusion of the event and when all income has been received and payments made, a report will be prepared for presentation to the entity's AGM and to VRC.

To be amended to:

At the conclusion of the major event and when all income has been received and payments made, a report will be prepared for presentation to the entity's AGM and to VRC. For asset subcommittees and Rover Scout Motorsport their 'Major event' is their 'season'.

The report will be forwarded to: budgets@vicrovers.com.au, and for subcommittees the report must be submitted to this address in accordance with the dates specified in the 'Annual Operating Schedule' In the VRC Subcommittee Policy Book.

The Scout Association of Australia
Victorian Rover Council
2019/20 ACTUALS to BUDGET

	PRIOR YEARS		CURRENT YEAR				
	2018 Actual 30-Jun-18 \$	2019 Actual 30-Jun-19 \$	12 Months to 30 JUNE 2020			2021 Budget 30-Jun-21 \$	
			Budget FY20 \$	Actual @ 24/5 \$	Variance \$		Comments
INCOME							
Mudbash	-	6,000	6,000	-	(6,000)	6,000	MB21 event, possible MB20 event, MB20 appropriation to be agreed once format of the event is determined.
Surfmoot	6,000	6,000	6,000	6,000	-	6,000	SM21
MARB	500	500	500	500	-	500	M20
Rover Dinner	500	500	500	-	(500)	500	RD20
Rover Scout Motorsport	-	750	750	750	-	-	Remove no events
Baw Baw Rover Crew	6,000	6,000	6,000	6,000	-	-	minimal season 20
Bogong Rover Chalet Mgt Group	6,000	6,000	6,000	6,000	-	-	No season 20
Sundry	3,919	559	-	12	12	-	Not budgeted
Merchandise sales			-	450	450	-	Not budgeted
Interest	1,521	1,893	1,500	1,483	(17)	1,000	Low interest rates
	24,440	28,202	27,250	21,194	(6,056)	14,000	
EXPENDITURE							
Fixture Cards and Resource Folders	-	-	-	-	-	-	
Marketing & Promotion	1,133	190	2,000	865	1,135	500	Reduced
Outdoors and Adventurous Activities	-	-	200	-	200	-	Eliminated, not used
Environment	-	-	200	-	200	-	Eliminated not used
Training Subsidies & Courses	100	855	1,500	1,429	71	1,000	Reduced, includes RA Seminar costs, and add on training cost.
Awards and Presentations	1,300	640	1,300	180	1,120	300	Reduced, most of cost in SC Budget, cost of VRC Tickets to Rover dinner 4x50
VRC Meetings	-	-	250	-	250	-	Expenses for away meetings etc., Eliminated
NRC & NRYP Meeting	920	2,200	2,500	2,165	335	2,300	NRC Jan/Feb 21
NRC Levy	4,868	5,250	5,495	5,186	309	-	Presently \$4.30, deferred for FY21.
Moot Buddies	1,159	1,221	1,221	1,206	15	1,206	\$1 per head
Sundry Expenses	404	191	1,000	1,577	(577)	1,000	Expenses such as working bees, gifts, cards etc. Mostly VRC Centre clean-up 2020
Equipment Maintenance	1,029	-	1,000	353	647	750	VRC Trailer and other equipment, Carpet glue FY20. Budget allocation required
Equipment - Minor Purchases	-	229	250	256	(6)	-	We don't have anything planned at this stage, storage bins FY20
Equipment - Major Purchases	14,024	3,537	-	-	-	-	No budget
Equipment - IT	-	2,101	-	-	-	-	No budget
Postage, Stationery & Office Expenses	1,351	(239)	250	(468)	718	-	Postage for orders, offset by revenue so nil to budget, revenue item for fy20.
Communications & IT	322	407	2,000	548	1,452	1,000	SMS and IT Infrastructure operating costs, including tablets, square, domain renewals
Accounting Fees	223	382	500	348	152	500	xero, bank fees etc.
Contingencies	-	390	500	412	88	500	Non budget item, fy20 used for CBR Bus driver airfare
Year book	4,473	7,348	4,500	-	4,500	4,500	Year book printing costs, not printed in FY20, required fy21
Merchandise Costs			-	88	(88)	-	Not budgeted
Rover Centenary	3,475	(1,286)	-	-	-	-	Not required FY20/21
	34,781	23,417	24,666	14,145	10,521	13,556	
Ticketing System Sub committee Contribution	1,500	-	-	-	-	-	No longer budgeted post square
Ticket System setup costs	(1,684)	(547)	-	-	-	-	No longer budgeted post square
Net Ticketing cossts	(184)	(547)	-	-	-	-	
OPERATING SURPLUS/(DEFICIT) YTD	(10,525)	4,238	2,585	7,049	4,465	444	
Abnormal items off budget (The Moot)	86,230	-	-	-	-	-	
NET SURPLUS/(DEFICIT) YEAR TO DATE	75,705	4,238	2,585	7,049	4,465	444	
			9.48%			3.17%	

VRC Standing Orders Amendments and Additions –

(Tabled 27.05.2020 by Mt Dandenong (May 2020 VRC Meeting))

Tabled Item 10.5: VRC Standing Orders Addition – 1.7.6

Section 1.7 – ‘Delegations to the National Rover Council Conference’, currently reads:

1.7 Delegations to the National Rover Council Conference

- 1.7.1 The delegation from Victoria to the National Rover Council Conference shall consist of the VRC Chairman, the elected voting delegate, the State Commissioner – Rover Support and two observers elected by the VRC
- 1.7.2 The Chairman shall act as leader of the Victorian delegation. Should the Chairman be unable to attend the Conference, either the Deputy Chairman or the Assistant Chairman will take their place. Should none of the aforementioned individuals be able to attend, the VRC shall elect another Rover to lead the delegation.
- 1.7.3 Should the State Commissioner – Rover Support be unable to attend the Conference, they may nominate a replacement.
- 1.7.4 It is preferred that at least one member of the delegation will be willing and able to attend the following NRC meeting. It is also preferred that a member

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of the delegation should be eligible and willing to accept nomination to the NRC executive.

- 1.7.5 All members of the delegation should have been members of the VRC long enough to have an understanding of the Rover system of governance and VRC positions on issues likely to be raised.

Mt Dandenong have tabled an addition to section 1.7 in the VRC Standing Orders, as outlined below:

Addition of 1.7.6:

All papers that the VRC delegation tables at NRC conferences or meetings must be presented in the form of a motion and voted on by the VRC before the NRC conference or meetings. Input from Regions for the papers will be sought out by the delegation at Region Chairman's Meetings. In the case that there is not time to vote due to extraordinary circumstances a paper may be tabled if it has unanimous support of the delegation and must be ratified at the next VRC meeting.

Rationale for 1.7.6:

In the past few terms the VRC Office Bearers group has taken sole domain about what papers are being presented to NRC without any consultation to the Victorian Rover Council, by presenting them and voting on them at VRC, the opinions of the state can be properly put forward to a national level not just a select few rovers who don't seek the opinion of the wider Rovering community in Victoria. By seeking input at Region Chairs meetings it allows Rovers elected by the crews to give input in a manner that does not push the length of the VRC meetings and assumingly would ensure it passes the VRC meeting unanimously as all have been consulted.

Tabled Item 10.6: VRC Standing Orders Addition – 1.7.7

Section 1.7 – ‘Delegations to the National Rover Council Conference’, currently reads:

1.7 Delegations to the National Rover Council Conference

- 1.7.1 The delegation from Victoria to the National Rover Council Conference shall consist of the VRC Chairman, the elected voting delegate, the State Commissioner – Rover Support and two observers elected by the VRC
- 1.7.2 The Chairman shall act as leader of the Victorian delegation. Should the Chairman be unable to attend the Conference, either the Deputy Chairman or the Assistant Chairman will take their place. Should none of the aforementioned individuals be able to attend, the VRC shall elect another Rover to lead the delegation.
- 1.7.3 Should the State Commissioner – Rover Support be unable to attend the Conference, they may nominate a replacement.
- 1.7.4 It is preferred that at least one member of the delegation will be willing and able to attend the following NRC meeting. It is also preferred that a member

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VICTORIA

of the delegation should be eligible and willing to accept nomination to the NRC executive.

- 1.7.5 All members of the delegation should have been members of the VRC long enough to have an understanding of the Rover system of governance and VRC positions on issues likely to be raised.

Mt Dandenong have tabled an addition to section 1.7 in the VRC Standing Orders, as outlined below:

Addition of 1.7.7:

All NRC agendas, minutes, budgets and any proposals from other state/territories delegations made to the NRC meeting will be presented in a timely manner at the following VRC meeting after they have been released to the delegation.

Rationale for 1.7.7:

NRC items have not been presented effectively apart from a few words in either the VRC Chairman or NRC Rep reports in the VRC minutes, which leaves the state unaware of what is occurring at a national level, by putting the amendment into our Standing Orders it will ensure the VRC is informed and able to give comprehensive responses when NRC reps ask for input, and to encourage greater openness and transparency in Victoria and at a national level. Furthermore, seeing other states/territories delegations proposals, the council can vote on the way we would like our delegation to vote at NRC, and also allow greater idea swapping for initiatives we can implement at a state or Region based levels.

Tabled Item 10.7: VRC Standing Orders Amendment – 1.5.3

Section 1.5.3 can be found under Section 1.5 – ‘Meeting procedure of the Victorian Rover Council’, and currently reads:

1.5.3 Office Bearers are entitled to make recommendations to the VRC on matters directly related to their own portfolio as well as speak to those recommendations and seek a voting member move the adoption of such recommendations.

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1.5.3.1 Where the Office Bearer group as a whole endorses the recommendation of an Office Bearer, then such a recommendation will be made on behalf of the Office Bearer group as a whole. This is the preferred method to be taken where such a recommendation is deemed controversial.

1.5.3.2 The Chairman has similar rights to any other Office Bearer and should not be restricted by the responsibilities of the Chair.

Mt Dandenong have tabled an amendment to section 1.5.3 in the VRC Standing Orders, the addition of section 1.5.3.3, as outlined below:

Amendment to 1.5.3, the addition of 1.5.3.3:

The chairman of the VRC is allowed to motion to ratify decisions made by the chairman in the time between VRC meetings that in circumstances dictated it could not wait to be tabled for a month and then voted on, an extra month of leniency is allowed in extraordinary situation where the decision can not be ratified before the next VRC meeting. Any decision that is not ratified is to be considered null and void; and an update on the steps the chairman has made to rectify the situation will be presented at the following VRC meeting. However, a region is required to second the motion.

Rationale for 1.5.3:

Over the past few years, several times a decision is made by the Chairman that afterward has not followed their role description - ‘duties and responsibilities’ point 8. By elaborating in the Standing Orders, the aim is to clarify and reinforce that the Chairman of the VRC is making decisions on behalf of the VRC Region Chairmen, and through them the rest of the state. If decisions are made that are not ratified, the VRC should not be held accountable for the Chairman failing to discuss the issues with the wider VRC and not taking into consideration the views of the Regions. A month of extra leniency is allowed for decisions made during times such as a VRC meeting being forced to cancel or the Chairman is unable to make VRC and would not be able to properly explain their decision.



Bogong Chalet Management Group
Victorian Rover Council
Scouts Australia
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BCMG Budget for the 2020/21 Financial Year

This proposed budget is presented to the Victorian Rover Council, having been discussed, examined and approved by the Executive Committee of the Bogong Chalet Management Group. The formulas used to calculate the budget are outlined in the explanatory notes attached to this document.

The BCMG firmly believe that the long-term financial position of the Chalet is sound. We believe that the effects of the COVID-19 pandemic on the financial position of the Chalet will be minor, although negative, and is unlikely to have serious long-term implications.

The effects of the pandemic will be felt through the cancellation of the winter season. This will have two budgetary and financial impacts:

- The first being the loss of bookings revenue for the coming season.
- The second being the absence of the variable or "per head" expenses for running individual winter parties for the coming season.

However, the yearly fixed expenses for resupplying the Chalet with bulk items remain, as the resupply for the following season must be done in the second half of the budget period.

Overall, for the coming year, the losses in income outweigh the savings in expenses and the resulting projected deficit will be quite substantial. However, when balanced against the projected surplus for this year to date, the overall deficit for across both years will likely be reduced by up to sixty per cent. Further, the estimated time required to clear the remaining deficit, if treated as a short-term liability or debt, is approximately two years.

Over this past year as Honorary Treasurer, I have enjoyed the experience I have gained with the management of the accounts for the Chalet, and the Xero Software package sits at the heart of that system. I am grateful for the continuing support and assistance of both the BCMG Committee and Jody Freeman, as Honorary Treasurer for the Victorian Rover Council. The BCMG Committee and I retain a firmly positive outlook for the future of the Chalet.

Yours in Scouting,

P.E. Linnell BAcc Swinburne

Honorary Treasurer,
Bogong Chalet Management Group.

Current Year and Proposed Budget Comparison

Line Items	Budget Financial Year 2019/20		Proposed Budget Financial Year 2020/21		Budget Variance	Notes
Income	\$	\$	\$	\$	\$	
Winter Bookings						
Current financial year	70,875.00		-		(70,875.00)	1
Next financial year	12,150.00		11,765.00		(385.00)	2
Refunds	-		-		-	
Ski Hire & Transport	-		-		-	1
		83,025.00		11,765.00	(71,260.00)	
Summer Bookings						
Mountain Bike weekend	2,000.00		2,000.00		-	2
Summer Bookings	3,000.00		3,000.00		-	2
		5,000.00		5,000.00	-	
Chalet Events						
Member Events	-		1,500.00		1,500.00	2
Special Events	-		-		-	
		-		1,500.00	1,500.00	
Interest	3,000.00	-	2,000.00		(1,000.00)	3
Merchandise - onsite store	-		1,000.00		1,000.00	3
Miscellaneous Income	-		-		-	
Prepaid Revenue Adjustment	-		-		-	
Sponsorship / Donations	-		-		-	
Total Income		91,025.00		21,265.00	(69,760.00)	
Less Operating Expenses						
Winter Party Expenses						
Badges and Scarves	750.00		1,000.00		250.00	
Falls Creek SES donation	500.00		500.00		-	
Food Winter parties	6,500.00		-		(6,500.00)	1
Postage and Admin	500.00		500.00		-	
Ski Hire and Transport	8,300.00		-		(8,300.00)	1
Tawonga Hall	1,200.00		-		(1,200.00)	1
Transport Falls Creek Coaches	12,000.00		-		(12,000.00)	1
Trybooking fees	1,500.00		-		(1,500.00)	1
		31,250.00		2,000.00	(29,250.00)	
Chalet Bulk Expenses						
Diesel Fuel	3,000.00		3,000.00		-	4
Firewood	4,700.00		4,700.00		-	4
Food and consumables	16,000.00		16,000.00		-	4
Garbage Disposal	100.00		100.00		-	4
Gas	1,150.00		1,150.00		-	4
		24,950.00		24,950.00	-	
Summer Hire Expenses						
General Hire Costs	-		-		-	
MTB Weekend Costs	1,600.00		1,600.00		-	
		1,600.00		1,600.00	-	
Chalet Event Expenses						
Member Event Expenses	-		1,400.00		1,400.00	
		-		1,400.00	1,400.00	
Phone Expenses						
Phone Expenses	650.00		650.00		-	
Phone Expenses - Bookings	600.00		600.00		-	
		1,250.00		1,250.00	-	
Compliance Costs						
CFA Services	600.00		600.00		-	
Food and Health Registration	320.00		320.00		-	
Rent - Parks Victoria	-		200.00		200.00	5a
		920.00		1,120.00	200.00	
Repairs & Maintenance Expenses						
Equipment	3,000.00		3,000.00		-	
General	400.00		400.00		-	
		3,400.00		3,400.00	-	
Merchandise Expenses						
Badges & scarves	-		-		-	
Jackets	1,000.00		1,250.00		250.00	
Other Kit	500.00		500.00		-	
		1,500.00		1,750.00	250.00	
Promotions & Marketing						
General	-	-	-	-	-	
Marketing	1,500.00		750.00		(750.00)	7
Outdoors Expo	100.00		50.00		(50.00)	7
		1,600.00		800.00	(800.00)	
Working Bee Expenses						
Fuel - Transport	450.00		450.00		-	
Working Bee Costs - Food etc	150.00		150.00		-	
		600.00		600.00	-	
Bank Charges	450.00		50.00		(400.00)	5b
Consulting & Accounting	-		400.00		400.00	5b
Depreciation	-		-		-	
Insurance	14,000.00		15,000.00		1,000.00	
Prepaid Expense adjustment	-		-		-	
Sundry Expenses	1,000.00		500.00		(500.00)	5a,6
VRC Appropriation	6,000.00		4,500.00		(1,500.00)	8
Total Operating Expenses		88,520.00		59,320.00	(29,200.00)	
Net Surplus/(Deficit)		2,505.00		(38,055.00)	(40,560.00)	

Notes to the Budget:

1. These Budget items have been zeroed out as a result of the cancellation of the Winter Season due to the COVID-19 Pandemic.
2. These Revenue Items have been calculated using an estimated reduction of 20% in the number of bookings in each category from the previous season, this is then multiplied by the current booking rates.
3. These Revenue Items have been adjusted to reflect the trend in both items, reductions in interest rates and an increase in the amount of merchandise sales.
4. These Expense Items remain in the budget to facilitate the resupply of the Chalet for the 2021 Winter Season.
5. These Expense Items have been adjusted to achieve greater clarity of information and reporting.
 - a. Rent was previously bundled into Sundry Expenses.
 - b. The subscriptions fees for the Xero Software Package were previously bundled into Bank Charges.
6. After breaking items out of Sundry Expenses, the remaining amount has been reduced to 50% of the previously budgeted amount. This reduction is based on the downward trend of the remaining expense items included in this category.
7. These Expense Items have been reduced by 50% to reflect the trend in expenditure.
8. This Expense Item is set by the decisions of the Victorian Rover Council. The amount listed here is based upon a proposal to reduce the level of the contribution, this proposal is subject to VRC approval.

General Note to Expenses:

Adjustments to all expenses have been calculated using both the latest Consumer Price Index data obtained from the Australian Bureau of Statistics, and Linear Forecasting Formulas incorporating the past two years and the Year to Date. The larger of the two values produced by these calculations has been preferred in all cases.

Explanatory Comparisons Attached Below:

- Budget and Actual Year to Date for the current Financial Year (FY 2019/20).
- Current Year to Date and the Proposed Budget, to show the estimated budgetary position over both years.
- FY 2019/20 Budget and Year to Date, the FY 2020/21 Budget, and the Actuals from both FY 2017/18 and FY 2018/19.

Year to Date as at 06/05/2020 and Current Year Budget Comparison

Line Items	Budget Financial Year 2019/20		Year to Date Financial Year 2019/20		Variance
Income	\$	\$	\$	\$	\$
Winter Bookings					
Current financial year	70,875.00		87,511.50		16,636.50
Next financial year	12,150.00		1,840.00		(10,310.00)
Refunds	-		(7,316.50)		(7,316.50)
Ski Hire & Transport	-		12,520.00		12,520.00
		83,025.00		94,555.00	11,530.00
Summer Bookings					
Mountain Bike weekend	2,000.00		-		(2,000.00)
Summer Bookings	3,000.00		2,700.00		(300.00)
		5,000.00		2,700.00	(2,300.00)
Chalet Events					
Member Events	-		1,657.00		1,657.00
Special Events	-		-		-
		-		1,657.00	1,657.00
Interest	3,000.00		0.31		(2,999.69)
Merchandise - onsite store	-		4,088.00		4,088.00
Miscellaneous Income	-		741.00		741.00
Prepaid Revenue Adjustment	-		14,775.00		14,775.00
Sponsorship / Donations	-		-		-
Total Income		91,025.00		118,516.31	27,491.31
Less Operating Expenses					
Winter Party Expenses					
Badges and Scarves	750.00		977.27		227.27
Falls Creek SES donation	500.00		-		(500.00)
Food Winter parties	6,500.00		7,550.32		1,050.32
Postage and Admin	500.00		67.99		(432.01)
Ski Hire and Transport	8,300.00		11,234.93		2,934.93
Tawonga Hall	1,200.00		1,200.00		-
Transport Falls Creek Coaches	12,000.00		15,949.99		3,949.99
Trybooking fees	1,500.00		1,985.55		485.55
		31,250.00		38,966.05	7,716.05
Chalet Bulk Expenses					
Diesel Fuel	3,000.00		2,475.51		(524.49)
Firewood	4,700.00		272.73		(4,427.27)
Food and consumables	16,000.00		556.27		(15,443.73)
Garbage Disposal	100.00		67.73		(32.27)
Gas	1,150.00		797.00		(353.00)
		24,950.00		4,169.24	(20,780.76)
Summer Hire Expenses					
General Hire Costs	-		-		-
MTB Weekend Costs	1,600.00		-		(1,600.00)
		1,600.00		-	(1,600.00)
Chalet Event Expenses					
Member Event Expenses	-		1,541.27		1,541.27
		-		1,541.27	1,541.27
Phone Expenses					
Phone Expenses	650.00		573.99		(76.01)
Phone Expenses - Bookings	600.00		445.45		(154.55)
		1,250.00		1,019.44	(230.56)
Compliance Costs					
CFA Services	600.00		-		(600.00)
Food and Health Registration	320.00		286.37		(33.63)
Rent	-		177.51		177.51
		920.00		463.88	(456.12)
Repairs & Maintenance Expenses					
Equipment	3,000.00		2,019.42		(980.58)
General	400.00		1,764.62		1,364.62
		3,400.00		3,784.04	384.04
Merchandise Expenses					
Badges & scarves	-		-		-
Jackets	1,000.00		363.64		(636.36)
Other Kit	500.00		-		(500.00)
		1,500.00		363.64	(1,136.36)
Promotions & Marketing					
General	-		26.54		26.54
Marketing	1,500.00		27.24		(1,472.76)
Outdoors Expo	100.00		36.85		(63.15)
		1,600.00		90.63	(1,509.37)
Working Bee Expenses					
Fuel - Transport	450.00		-		(450.00)
Working Bee Costs - Food etc	150.00		-		(150.00)
		600.00		-	(600.00)
Bank Charges	450.00		30.00		(420.00)
Consulting & Accounting	-		259.12		259.12
Depreciation	-		-		-
Insurance	14,000.00		14,352.11		352.11
Prepaid Expense adjustment	-		23,589.05		23,589.05
Sundry Expenses	1,000.00		217.63		(782.37)
VRC Appropriation	6,000.00		6,000.00		-
Total Operating Expenses		88,520.00		94,846.10	6,326.10
Net Surplus/(Deficit)		2,505.00		23,670.21	21,165.21

Year to Date as at 06/05/2020 and Proposed Budget Comparison

Line Items	Year to Date Financial Year 2019/20		Proposed Budget Financial Year 2020/21		Variance
Income	\$	\$	\$	\$	\$
Winter Bookings					
Current financial year	87,511.50		-		(87,511.50)
Next financial year	1,840.00		11,765.00		9,925.00
Refunds	(7,316.50)		-		7,316.50
Ski Hire & Transport	12,520.00		-		(12,520.00)
		94,555.00		11,765.00	(82,790.00)
Summer Bookings					
Mountain Bike weekend	-		2,000.00		2,000.00
Summer Bookings	2,700.00		3,000.00		300.00
		2,700.00		5,000.00	2,300.00
Chalet Events					
Member Events	1,657.00		1,500.00		(157.00)
Special Events	-		-		-
		1,657.00		1,500.00	(157.00)
Interest	0.31		2,000.00		1,999.69
Merchandise - onsite store	4,088.00		1,000.00		(3,088.00)
Miscellaneous Income	741.00		-		(741.00)
Prepaid Revenue Adjustment	14,775.00		-		(14,775.00)
Sponsorship / Donations	-		-		-
Total Income		118,516.31		21,265.00	(97,251.31)
Less Operating Expenses					
Winter Party Expenses					
Badges and Scarves	977.27		1,000.00		22.73
Falls Creek SES donation	-		500.00		500.00
Food Winter parties	7,550.32		-		(7,550.32)
Postage and Admin	67.99		500.00		432.01
Ski Hire and Transport	11,234.93		-		(11,234.93)
Tawonga Hall	1,200.00		-		(1,200.00)
Transport Falls Creek Coaches	15,949.99		-		(15,949.99)
Trybooking fees	1,985.55		-		(1,985.55)
		38,966.05		2,000.00	(36,966.05)
Chalet Bulk Expenses					
Diesel Fuel	2,475.51		3,000.00		524.49
Firewood	272.73		4,700.00		4,427.27
Food and consumables	556.27		16,000.00		15,443.73
Garbage Disposal	67.73		100.00		32.27
Gas	797.00		1,150.00		353.00
		4,169.24		24,950.00	20,780.76
Summer Hire Expenses					
General Hire Costs	-		-		-
MTB Weekend Costs	-		1,600.00		1,600.00
		-		1,600.00	1,600.00
Chalet Event Expenses					
Member Event Expenses	1,541.27		1,400.00		(141.27)
		1,541.27		1,400.00	(141.27)
Phone Expenses					
Phone Expenses	573.99		650.00		76.01
Phone Expenses - Bookings	445.45		600.00		154.55
		1,019.44		1,250.00	230.56
Compliance Costs					
CFA Services	-		600.00		600.00
Food and Health Registration	286.37		320.00		33.63
Rent	177.51		200.00		22.49
		463.88		1,120.00	656.12
Repairs & Maintenance Expenses					
Equipment	2,019.42		3,000.00		980.58
General	1,764.62		400.00		(1,364.62)
		3,784.04		3,400.00	(384.04)
Merchandise Expenses					
Badges & scarves	-		-		-
Jackets	363.64		1,250.00		886.36
Other Kit	-		500.00		500.00
		363.64		1,750.00	1,386.36
Promotions & Marketing					
General	26.54		-		(26.54)
Marketing	27.24		750.00		722.76
Outdoors Expo	36.85		50.00		13.15
		90.63		800.00	709.37
Working Bee Expenses					
Fuel - Transport	-		450.00		450.00
Working Bee Costs - Food etc	-		150.00		150.00
		-		600.00	600.00
Bank Charges	30.00		50.00		20.00
Consulting & Accounting	259.12		400.00		140.88
Depreciation	-		-		-
Insurance	14,352.11		15,000.00		647.89
Prepaid Expense adjustment	23,589.05		-		(23,589.05)
Sundry Expenses	217.63		500.00		282.37
VRC Appropriation	6,000.00		4,500.00		(1,500.00)
Total Operating Expenses		94,846.10		59,320.00	(35,526.10)
Net Surplus/(Deficit)		23,670.21		(38,055.00)	(61,725.21)

Estimated Deficit over both years: (14,384.79)

Two Previous Years, Year to Date and Budget Comparison

Line Items	FY2017/18 Actuals \$	FY2018/19 Actuals \$	FY2019/20 Year to Date \$	FY2019/20 Budget \$	FY2020/21 Budget \$
Income					
Winter Bookings					
Current financial year	60,682.50	73,993.50	87,511.50	70,875.00	-
Next financial year	13,265.00	14,315.00	1,840.00	12,150.00	11,765.00
Refunds	(1,415.50)	(1,665.50)	(7,316.50)	-	-
Ski Hire & Transport	5,195.00	9,253.50	12,520.00	-	-
	77,727.00	95,896.50	94,555.00	83,025.00	11,765.00
Summer Bookings					
Mountain Bike weekend	3,290.00	2,060.00	-	2,000.00	2,000.00
Summer Bookings	6,724.20	210.00	2,700.00	3,000.00	3,000.00
	10,014.20	2,270.00	2,700.00	5,000.00	5,000.00
Chalet Events					
Member Events	-	2,411.00	1,657.00	-	1,500.00
Special Events	300.00	-	-	-	-
	300.00	2,411.00	1,657.00	-	1,500.00
Interest	2,043.52	2,044.40	0.31	3,000.00	2,000.00
Merchandise - onsite store	3,125.10	3,601.00	4,088.00	-	1,000.00
Miscellaneous Income	11,863.01	-	741.00	-	-
Prepaid Revenue Adjustment	13,860.00	(1,510.00)	14,775.00	-	-
Sponsorship / Donations	-	4.00	-	-	-
Total Income	118,932.83	104,716.90	118,516.31	91,025.00	21,265.00
Gross Surplus	118,932.83	104,716.90	118,516.31	91,025.00	21,265.00
Less Operating Expenses					
Winter Party Expenses					
Badges and Scarves	805.80	1,188.18	977.27	750.00	1,000.00
Falls Creek SES donation	-	1,000.00	-	500.00	500.00
Food Winter parties	6,461.80	6,457.82	7,550.32	6,500.00	-
Postage and Admin	736.73	211.98	67.99	500.00	500.00
Ski Hire and Transport	5,188.25	8,171.11	11,234.93	8,300.00	-
Tawonga Hall	1,100.00	1,690.00	1,200.00	1,200.00	-
Transport Falls Creek Coaches	11,019.09	11,580.91	15,949.99	12,000.00	-
Trybooking fees	1,376.40	1,631.50	1,985.55	1,500.00	-
	26,688.07	31,931.50	38,966.05	31,250.00	2,000.00
Chalet Bulk Expenses					
Diesel Fuel	2,509.79	2,543.85	2,475.51	3,000.00	3,000.00
Firewood	4,350.00	4,200.00	272.73	4,700.00	4,700.00
Food and consumables	14,566.54	12,872.80	556.27	16,000.00	16,000.00
Garbage Disposal	124.15	-	67.73	100.00	100.00
Gas	1,932.94	992.25	797.00	1,150.00	1,150.00
	23,483.42	20,608.90	4,169.24	24,950.00	24,950.00
Summer Hire Expenses					
General Hire Costs	309.09	-	-	-	-
MTB Weekend Costs	3,569.22	1,640.59	-	1,600.00	1,600.00
	3,878.31	1,640.59	-	1,600.00	1,600.00
Chalet Event Expenses					
Member Event Expenses	-	2,255.57	1,541.27	-	1,400.00
	-	2,255.57	1,541.27	-	1,400.00
Phone Expenses					
Phone Expenses	651.83	576.66	573.99	650.00	650.00
Phone Expenses - Bookings	590.85	545.40	445.45	600.00	600.00
	1,242.68	1,122.06	1,019.44	1,250.00	1,250.00
Compliance Costs					
CFA Services	1,127.77	1,040.32	-	600.00	600.00
Food and Health Registration	300.00	308.30	286.37	320.00	320.00
Rent	188.02	192.72	177.51	-	200.00
	1,615.79	1,541.34	463.88	920.00	1,120.00
Repairs & Maintenance Expenses					
Equipment	831.61	1,738.83	2,019.42	3,000.00	3,000.00
General	2,209.05	3,974.25	1,764.62	400.00	400.00
	3,040.66	5,713.08	3,784.04	3,400.00	3,400.00
Merchandise Expenses					
Badges & scarves	483.00	-	-	-	-
Jackets	3,010.01	2,681.82	363.64	1,000.00	1,250.00
Other Kit	8,265.13	-	-	500.00	500.00
	11,758.14	2,681.82	363.64	1,500.00	1,750.00
Promotions & Marketing					
General	35.04	64.73	26.54	-	-
Marketing	481.00	-	27.24	1,500.00	750.00
Outdoors Expo	-	11.79	36.85	100.00	50.00
	516.04	76.52	90.63	1,600.00	800.00
Working Bee Expenses					
Fuel - Transport	619.32	547.52	-	450.00	450.00
Working Bee Costs - Food etc	145.35	360.98	-	150.00	150.00
	764.67	908.50	-	600.00	600.00
Bank Charges	30.00	30.00	30.00	450.00	50.00
Consulting & Accounting	222.74	381.84	259.12	-	400.00
Depreciation	12,050.94	10,939.54	-	-	-
Insurance	13,216.41	13,555.51	14,352.11	14,000.00	15,000.00
Prepaid Expense adjustment	647.01	1,135.63	23,589.05	-	-
Sundry Expenses	568.35	800.17	217.63	1,000.00	500.00
VRC Appropriation	6,000.00	6,000.00	6,000.00	6,000.00	4,500.00
Total Operating Expenses	105,723.23	101,322.57	94,846.10	88,520.00	59,320.00
Net Surplus/(Deficit)	13,209.60	3,394.33	23,670.21	2,505.00	(38,055.00)

FINANCE OFFICER

This role is a 2-year term, with a ratification for continuation after 12 months.

ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees must have completed the Training Requirements for the relevant position.
3. Nominees must have proven experience or knowledge of financial management (through current study, qualification or work in the field).

DUTIES AND RESPONSIBILITIES

The Finance Officer shall work alongside the Honorary Treasurer.

Specifically, the VRC Finance Officer should:

1. Work with sub-committees and assist with the preparation of budgets and reporting of expenditure against budgets as per the financial arrangements component of the Sub-Committee and Finance Policy Books.
2. Assist the VRC Honorary Treasurer, and subcommittees with the maintenance of the VRC and its subcommittee financial records and systems (presently xero and shared OneDrive file store).
3. Stay informed of branch financial decisions and communicate their real and/or potential impacts to the VRC.
4. Provide support to Regions for budgeting and expenditure reporting annually, as well as for any Region events.
5. Assist the VRC to understand and make informed decisions regarding the NRC budget and expenditure reporting provided to them.
6. Support the VRC to write and report on their annual budget.
7. Support the VRC IT team and take responsibility for the maintenance and management of the finance side of the Victorian Rovers Online Store.
8. Chair finance meetings for the finance team (including the Assistant Chair and the Honorary Treasurer).

Profit and Loss

Scouts Australia Vic Branch - Victorian Rover Council Unassigned Head Cost Centre, Victorian Rover Council July 2019 to June 2020

	Actual	Budget	Var AUD	Var %
Income				
220.03 - Merchandise - pre event sales	450	-	450▲	0.0%
250.1 - VRC Revenue - Mudbash	-	6,000	(6,000)▼	-100.0%▼
250.2 - VRC Revenue - Surfmoort	6,000	6,000	-	0.0%
250.3 - VRC Revenue - MARB	500	500	-	0.0%
250.4 - VRC Revenue - Rover Dinner	-	500	(500)▼	-100.0%▼
250.5 - VRC Revenue - RSM	750	750	-	0.0%
250.6 - VRC Revenue - Baw Baw RC	6,000	6,000	-	0.0%
250.7 - VRC Revenue - Bogong CMG	6,000	6,000	-	0.0%
270 - Miscellaneous Income	12	-	12▲	0.0%
295.01 - Interest	1,483	1,500	(17)▼	-1.1%▼
Total Income	21,194	27,250	(6,056)	-22.2%
Gross Profit	21,194	27,250	(6,056)	-22.0%
Less Operating Expenses				
340.1 - VRC Outdoors and Adventurous Activities	-	200	(200)▼	-100.0%▼
340.2 - VRC Environment	-	200	(200)▼	-100.0%▼
340.3 - VRC Training	1,429	1,500	(71)▼	-4.8%▼
340.4 - VRC Meetings	-	250	(250)▼	-100.0%▼
340.5 - VRC Awards and Presentations	180	1,300	(1,120)▼	-86.2%▼
340.7 - VRC Yearbook	-	4,500	(4,500)▼	-100.0%▼
340.8 - VRC IT & Communications	548	2,000	(1,452)▼	-72.6%▼
340.9 - VRC Sundry Expenses	1,577	1,000	577▲	57.7%▲
341.1 - VRC Equipment Maintenance	353	1,000	(647)▼	-64.7%▼
341.2 - VRC Equipment Minor Purchases	256	250	6▲	2.4%▲
345.1 - VRC NRC Meeting Cost	2,165	2,500	(335)▼	-13.4%▼
345.3 - VRC NRC Levy	5,186	5,495	(309)▼	-5.6%▼
345.4 - VRC NRC Moot Buddies Levy	1,206	1,221	(15)▼	-1.2%▼
347 - Postage	(468)	250	(718)▼	-287.1%▼
366 - Square Payment Service charge	(5)	-	(5)▼	0.0%
368 - Bank Charges	30	-	30▲	0.0%
412 - Accounting & Consulting	323	500	(177)▼	-35.3%▼
430 - Marketing & Promotions	865	2,000	(1,135)▼	-56.8%▼
445 - Merchandise expense - pre event	88	-	88▲	0.0%
590 - Contingencies	412	500	(88)▼	-17.5%▼
Total Operating Expenses	14,145	24,666	(10,521)	-42.7%
Net Profit	7,049	2,584	4,465	173.0%

Balance Sheet

Scouts Australia Vic Branch - Victorian Rover Council Victorian Rover Council As at 31 May 2020

31 May 2020

30 Jun 2019

Assets

Bank		
600 - NAB - Vic Branch Rover Scouts	36,754	54,425
600.01 - BBL - Vic Branch Rover Council	6,060	-
600.02 - BBL - Rover Scouts (Square clearing)	783	-
606 - BBL - VRC INTL Rover Service Project	176	176
670 - Scouts Victoria - Branch Rover Investment	104,388	103,766
Total Bank	148,161	158,367
Current Assets		
610 - Accounts Receivable	326	12,530
641 - NAB Term Deposits	60,000	60,000
675.2 - Advance - MRP MPAC	29,598	29,598
676.1 - Advance - Mudbash	3,598	3,622
676.4 - Advance - Rover Dinner	-	600
Total Current Assets	93,522	106,349
Total Assets	241,682	264,716

Liabilities

Current Liabilities		
800 - Accounts Payable	951	31,226
801 - Other Creditors	200	200
810 - Rovers Membership System Card balance	6,071	6,071
815 - Donations Payable (Can cash)	933	958
820 - GST	(929)	(572)
830 - Square Payment Clearing	715	140
Total Current Liabilities	7,940	38,023
Total Liabilities	7,940	38,023
Net Assets	233,742	226,693

Equity

960 - Retained Earnings	226,693	222,455
Current Year Earnings	7,049	4,238
Total Equity	233,742	226,693

Profit and Loss

Scouts Australia Vic Branch - Victorian Rover Council Rover Dinner For the 6 months ended 31 May 2020

May-20

Income

205.01 - Fee - Rover participant Presold	3,250
Total Income	3,250
Gross Profit	3,250

Less Operating Expenses

399 - Venue / Site hire	273
505 - Catering	2,052
587.01 - Profit Distribution - Region	926
Total Operating Expenses	3,250
Net Profit	-

APPENDIX A:

DUTY STATEMENTS

VRC OFFICE BEARERS

CHAIRMAN

ELIGIBILITY

1. The position of VRC Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC and preferably have 12 months experience as an Office Bearer.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. The Chairman will be responsible for Chairing the monthly meeting of the VRC and the VRC Office Bearers, ensuring that the VRC functions smoothly and effectively, and should ensure that required actions are followed up.
2. The Chairman is responsible for working with the Office Bearers to ensure they are able to perform their roles successfully.
3. Organise and chair Office Bearer meetings and weekends as necessary.
4. Within the Office Bearers group lead a small team of Office Bearers as delegated with the other Chairmen.
5. Ensure that the VRC is represented on other bodies and councils as appropriate.
6. Carry out the recommendations and policy of the VRC.
7. The Chairman may sit on all VRC sub committees in an ex-officio capacity.
8. The Chairman has the right to make decisions on behalf of the VRC as circumstances dictate, but, where appropriate, the Chairman should notify the VRC of decisions made and such decisions should be ratified at the first opportunity.
9. The Chairman will produce an Annual Report by 30th June detailing the work done which is relevant to these duties.
10. The Chairman will fill the honorary position of Immediate Past Chairman for a period of three months after leaving Office.

NOTES

1. The Chairman can appoint the VRC Deputy/Assistant Chairman as his/her proxy to meetings without VRC approval. VRC approval is required, where time permits, for the appointment of any other proxy.
2. The Chairman shall not cast a deliberative vote at meetings, but may exercise a casting vote where there is a tied vote on the floor of the meeting.

DEPUTY CHAIRMAN ELIGIBILITY

1. The position of VRC Deputy Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. The Deputy Chairman is responsible for supporting and working with Region teams.
2. Organise and chair Region Chairman meetings/workshops as necessary.
3. Within the Office Bearers group lead a small team of Office Bearers as delegated with the other Chairmen.
4. Chair the monthly meeting of the VRC in the absence of the Chairman.
5. Act as proxy for the VRC Chairman as requested or appointed.
6. In conjunction with the Strategic Planning Officer, ensure the Victorian Rovers strategic plan is effectively implemented and considered in the decision making processes of the VRC.
7. Carry out duties as requested by the VRC Chairman, or by the VRC.
8. Ensure that the annual "away" VRC meetings are organised and promoted.
9. Attend both VRC and VRC Office Bearer's meetings.
10. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

ASSISTANT CHAIRMAN ELIGIBILITY

1. The position of VRC Assistant Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. The Assistant Chairman is responsible for supporting and working with Asset, Activity & Event Teams.
2. Organise and chair Sub-Committee Chairman meetings/workshops as necessary.
3. Within the Office Bearers group lead a small team of Office Bearers as delegated with the other Chairmen.
4. Act as proxy for the VRC Chairman as requested or appointed.
5. Carry out duties as requested by the VRC Chairman, or by the VRC.
6. Attend both VRC and VRC Office Bearer's meetings.
7. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

TRAINING OFFICER ELIGIBILITY

1. The position of VRC Training Officer shall only be open to current invested Rovers.
2. Nominees for this position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. Ensure that the concepts and benefits of Rover training are promoted widely.
2. Encourage Rovers to take an active interest in the development and running of Rover Training Courses.
3. Lead and manage the Rover Training Support Team.
4. Chair the meetings of the Rover Training Support Team.
5. With the Rover Training Support Team ensure sufficient Rover Training courses are run each year.
6. Ensure that additional Training Courses are developed and organised as and when necessary.
7. Promote the specific Training Courses.
8. Assist with the running of the VicRovers Induction Day.
9. Ensure that the content, format, and presentation of Training Courses available to Rovers are periodically reviewed.
10. Attend VRC and VRC Office Bearer meetings, producing agenda items relating to these duties.
11. Monitor feedback from all Rover Training Courses.
12. Ensure the Rover section is represented at the State Training Team meetings
13. Attend both VRC and VRC Office Bearer's meetings.
14. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

SECRETARY ELIGIBILITY

1. The position of VRC Secretary shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must be have suitable literacy and IT skills.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. Attend the monthly VRC meetings and take the minutes and produce the agenda.
2. Attend the monthly VRC Office Bearers meetings and weekends and take the minutes.
3. Attend Risk Management Meetings to take the minutes.
4. Attend any other meetings as requested.
5. Oversee updates made to the Crew Resource Folders.
6. Produce, or assist in producing, letters required by the Office Bearers or VRC Advisers.
7. Attend both VRC and VRC Office Bearer's meetings.
8. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

NRC DELEGATE ELIGIBILITY

1. The position of NRC Delegate shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC.
4. Nominees must be able and willing to travel as part of this role.
5. Nominees must have completed the Training Requirements for the relevant position.

Note: Holding this position does not preclude holding another position at the VRC, however it is preferable to have a stand-alone appointee.

DUTIES AND RESPONSIBILITIES

1. Keeping the VRC up-to-date with relevant changes and decisions that may influence Victorian Rovers
2. Assist the VRC Chairman to represent Victoria at NRC meetings throughout the year.
3. Assist the running of the NRC by taking on a project or area to manage for the duration of their time in office.
4. Lead the process of consulting for and drafting of papers from the VRC to be presented at NRC.
5. Attend both VRC and VRC Office Bearer's meetings.
6. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

MEMBERSHIP DEVELOPMENT OFFICER ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees for the position should be experienced Rovers with an understanding of the way that both the Venturer Scout and Rover Scout sections operate, at both a local and state level.
3. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

The VRC Membership Development Officer is responsible for the coordination of activities which contribute to the recruitment and retention of Rovers within Victoria. Specifically, the VRC Membership Development Officer should:

1. Develop high-level recruitment and retention strategies for various audiences, including:
 - a. Members of youth sections (particularly Venturer Scouts);
 - b. Young Leaders who are not also Rover Scouts; and
 - c. Young people that are not current members of Scouting.
2. Lead practical initiatives which support the recruitment and retention of members by:
 - a. Providing information, support, and resources that enable recruitment and retention at the Crew and Region level; and
 - b. Developing programs, activities, and events which contribute to recruitment and retention at a State level.
3. Be the primary link between the Venturer Scout Section and the Rover Scout Section by:
 - a. Serving as a member of the Victorian Venturer Council; and
 - b. Ensuring that the Rover Scout Section is represented on relevant Venturer Scout committees and organising teams (including major events such as Anything Goes, Hoadley Hide, Victorian Gathering, etc.)
4. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc.
5. Producing an Annual Report by 30 June detailing the work done over the course of the previous year which is relevant to these duties.

MARKETING AND COMMUNICATIONS OFFICER ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees for the position should have relevant skills, and be experienced Rovers with an understanding of the way that the Rover Scout section operates at both a local and state level.
3. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

The VRC Marketing and Communications Officer is responsible for internal and external marketing and communications regarding the Rover Scout section in Victoria.

Specifically, the VRC Marketing and Communications Officer should:

1. Contribute to a well-informed Rover Scout section in Victoria by:
 - a. Administering relevant social media channels and the weekly e-newsletter; and
 - b. Assisting Rover subcommittees and events to develop relevant marketing and communications materials.
2. Create consistency in marketing and communications messages at a state and national level by:
 - a. Representing the Rover Scout section at State-level marketing meetings; and
 - b. Representing Victoria in the NRC Marketing and PR Working Group and establishing consistency between NRC marketing objectives and our own.
3. Managing the promotion of Rovering within Scouting and the wider community by:
 - a. Ensuring the Rover section is represented in *Australian Scout* magazine, including by producing content and acting as a reference point for other Rovers who may contribute;
 - b. Arranging for the production of relevant marketing and communication materials, and
 - c. Supporting Crews to engage in positive public relations by providing resources, templates and guidelines.
4. Lead and participate in the work of the Marketing Team by:
 - a. Developing the strategic marketing and communications direction of the Rover Scout section in Victoria; and

- b. Recruiting additional non-voting members with relevant skills and experience as required.
- 5. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc.
- 6. Producing an Annual Report by 30 June detailing the work done over the course of the previous year which is relevant to these duties.

VISUAL COMMUNICATIONS OFFICER ELIGIBILITY

1. The position of VRC Visual Communications Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Nominees should have relevant skills in visual communications (i.e. photography, videography, visual design, video production, photoshop).
5. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. Responsible for capturing and displaying Rovering through visual manners (photography, videos, infographics etc.)
2. Work closely with the Marketing and Communications Officer.
3. Develop visual content for events such as Rover Dinner, State ARAP, Facebook posts, marketing posters.
4. Work with the Yearbook Chairman to produce the Annual Rover Yearbook.
5. Attend both VRC and VRC Office Bearer's meetings.
6. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

IT OFFICER ELIGIBILITY

1. The position of VRC Information Technology Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Must have relevant education or experience in IT.
5. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. Manage all Rovers Victoria IT systems, including Rovers Victoria websites, email system and Rover Centre IT infrastructure.
2. To work with the Marketing, Communications & Visual Communications Office Bearers to keep a well-maintained web site that shows the view of the VRC.
3. Liaise with all VRC sub-committees so as to keep their web sites up to date and within the VicRovers format.
4. Act as a reference point and give guidance to any Rover wishing to put information on to the internet.
5. Maintain the electronic access system for the Rover Centre and update access levels as required.
6. Attend VRC and VRC Office Bearers meetings.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

RESOURCES OFFICER ELIGIBILITY

1. The position of VRC Resources Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. The Resources Officer is responsible for the upkeep and maintenance of the Victorian Rover Centre.
2. Organise and coordinate regular working bees to ensure regular maintenance of the Rover Centre.
3. Organise and coordinate repairs or works needing to be done at the Rover Centre.
4. Organise and manage Rover section resources so that they are available to be utilised by Rover Crews and Regions for their regular programs.
5. Work with the State Quarter Master to ensure Rover Crews have access to the necessary resources to be able to run great programs and activities.
6. Attend VRC and VRC Office Bearer meetings producing relevant agenda items, reports, etc.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

PROGRAM OFFICER ELIGIBILITY

1. The position of VRC Program Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Have relevant training or knowledge in various aspects of the Rover Program.
5. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. The Program Officer is responsible to the VRC for encouraging participation in a diverse Rover Program, Specifically, this will involve:
 - Encourage Rover participation in WOSM Creating a Better World Framework. (Messengers of peace, Scouts of the World Award etc.)
 - Be a point of contact for information about Programming opportunities for Rovers, Crews and Regions.
 - Liaise with the State Adventurous Activity Council, reporting relevant items to the VRC and to the VRC Office Bearers.
2. Promote programming opportunities locally, nationally and internationally.
3. Promote other training and social activities open to Rovers both external and internal to scouting.
4. The Program Officer is responsible for driving the environmental sustainability of Victorian Rovers. Specifically, this will involve:
 - Developing and implementing projects to improve the sustainability of Rovers.
 - Working with the sub-committees and assets to assist them to develop and implement Environmental Action Plans.
 - Coordinate, promote and run events such as EnviRoVent.
5. Represent the Rover Section at meetings of the State Program meeting, reporting relevant items to the VRC and to the VRC Office Bearers.
6. Attend VRC and VRC Office Bearer meetings producing relevant agenda items, reports, etc.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

BPSA SUPPORT TEAM LEADER ELIGIBILITY

1. Appointment to the BPSA Support Team is a three-year appointment, which can be continued after the Rover has turned 26.
2. The position of VRC BPSA Support Team Leader is a one-year appointment and shall only be open to current invested Rovers.
3. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
4. Nominees for the position must be experienced in the BP Award and have been members of their Region or the State BPSA Support Teams
5. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

1. BPSA Support Team Leader is responsible for managing the Victorian BPSA Support Team
2. Organising regular training and development for the Region BPSA Support Teams.
3. Managing the accreditation of members who have completed this training and are eligible to be members of Region BPSA Support Teams.
4. Promote the BPSA Award to Victorian Rovers.
5. Be a point of contact for queries relating to the BPSA.
6. Attend VRC and VRC Office Bearer meetings producing relevant agenda items, reports, etc.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

STRATEGIC PLANNING OFFICER

ELIGIBILITY

1. The position of VRC Strategic Planning Officer shall only be open to current invested Rovers. Nominees must be eligible to remain a current invested Rover for the duration of the term.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Have relevant training or knowledge in various aspects of the Rover Program.
4. Nominees must have completed the Training Requirements for the relevant position.

DUTIES AND RESPONSIBILITIES

The Strategic Planning Officer is responsible for the writing and implementation of the Strategic Plan for Victorian Rovers. Specifically, the VRC Strategic Planning Officer should:

1. Develop a Strategic Plan for Victorian Rovers.
 - The strategic plan should span a three-year period.
 - This plan will outline the goals and intentions of the Rover section.
 - The plan is only to be written after consultation with the Rover section.
2. Maintain strong communication around the strategic plan.
 - The VRC Office Bearers team are aware of their responsibilities to the strategic plan goals.
 - The Region chairs are aware of their responsibilities to the strategic plan goals.
 - Crews are aware of their responsibilities to the strategic plan goals.
3. Ensure consistent implementation of the strategic plan across the Officer Bearer's term.
 - Create and implement a three-year implementation plan.
 - Create and implement a 12-month implementation plan (for each year).
4. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc.
5. Producing an Annual Report by 30 June detailing the work done over the course of the previous year which is relevant to these duties.

NOTES

1. It is preferred that this position is held for a 3-year period.

PROGRAM TRANSITION OFFICER ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees must have completed the Training Requirements for the relevant position.
3. Nominees must have proven knowledge of the new program, and the Victorian implementation strategy.

DUTIES AND RESPONSIBILITIES

The Program Transition Officer is responsible for the transition onto the 'Our Program', in line with the Victorian implementation strategy.

Specifically, the VRC Program Transition Officer should:

1. Have ongoing communication with the State program team, the State Commissioner for New Program and the State Program Specialist to ensure all information and knowledge is up-to date and in line with the Victorian implementation strategy.
2. Develop and implement roll-out of the program in the Rover Section.
3. Ensure Units have up to date information regarding the program transition.
4. Coordinate the tracking of Unit progress with the role out, in conjunction with the Region Chairs.
5. Keep in-touch with the Venturer section regarding their implementation, and how our sections can work together on program implementation.
6. Provide training to Rovers regarding the program transition and the 'Our Program' model for implementation.
7. Provide in-depth training and support to Rovers who will be key to program transition, including Region Chairs, Rover Training Support Team, Sub-Committee chairs etc.
8. Provide resources relevant to the Rover section, and that these are easily accessible for members.



ROVER TRAINING PROCESS

Basic Training Overview

Membership requirements met

Tech skills

e-Learning
common core

e-Learning
Rovers

ROVER BASIC PRACTICAL COURSE

e-Learning bush walking

basic
bushwalking
course

OR

Recognition
of proficiency
process

Reception of Gilwell Woggle
For R.A.'s: Certificate of Adult Leadership

Rover in-service



ROVER TRAINING PROCESS

Advanced Training Overview

Advanced
e-Learning
common core

Advanced
e-Learning
for Rovers

ROVER ADVANCED PRACTICAL COURSE

a minimum of six months after Basic Training has been completed

Propose Wood Badge project on course

Complete 10 hour
Wood Badge project

Local assessment over four months

Reception of Rover Wood Badge

Further development opportunities:

- Adventurous Activities (instructor or guide)
- Axe and Log