



SCOUTS AUSTRALIA
MINUTES FOR THE 456th MEETING OF THE
VICTORIAN ROVER COUNCIL
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 22nd MAY 2019, AT 7:30pm

1	Welcome	
1.1	Flag Break	Paul Byrnes
1.2	Attendance & Apologies Apologies – Jody Freeman, Tash Beggs, Channii Seneviratne, Ann Curan, Josh Daniels, Liam Miles, Beth McKillop	Vicki McKinnon
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 a number of exceptional contributions to Rovering over the past month.	
Presentation of Woodbadge to Kieron Younger. Congratulations to Kieron!	
Welcome to State Commissioner Gilwell, Russell Bradd and ASC Gilwell, Joan Bradd.	

3	Items for Consent	
3.1	Minutes of the previous VRC Meeting	Paul Byrnes
	Motioned: Bays Moved.	Seconded: Plenty Valley
3.2	Correspondence	Vicki McKinnon
	NIL.	
3.3	VRC Financial Report	Jody Freeman
	A VRC budget for 2019/2020 is tabled and can be found attached. In addition to the budget, we have a need to replace the VRC trailer, which has been costed at approximately \$3,500. This cost will be incurred from VRC reserves, and has not been included in the budget for that reason. That said, it is worth noting that this is a necessary expenditure that is likely to be incurred in the near future as the current trailer has reached the effective end of its useful life.	
3.4	Decisions of the VRC Chairman to be ratified	Paul Byrnes
	NIL.	

4	Office Bearers Reports	
4.1	Chairman	Paul Byrnes
<p>Last month we said we had made some serious progress on our Rover Levy. We were under the impression the change was set to go through, but a serious of administrative setbacks have ensured this won't happen for this census unfortunately. We will be working with Jon Willis to remedy this and see what direction our finances may take, but at this point, it will not be going forward. We made a big push for accountability at NRC this year, and got an external audit happening. Very proud to see that a number</p>		

of exceptionally qualified individuals have put their hands up to work on this project and I expect to see some fantastic things result from their work, in line with our own Ezgi's involvement, watch this space.

The training team once again did a fantastic job with May Madness, special thank you to Sue, Regi and Jesse for another incredible job and a great batch of newly trained Rovers. Thank you to Tash Borg previously of this table for helping us with our centenary shirt orders, they should be good to go around the same time as the Mudbash merch.

Census is coming up, as of this evening we're sitting on 1,369 Rovers, which will go down as we go through June, but please make sure all your Crews know to talk to their members about their registration and getting in contact with Group Leaders.

I'll be working closely with Vicki over the next 2 months to bring her up to speed on what's on the agenda for her as Chair, she will be coming to the State Leadership Team meeting and the Program Meeting next month so we can have an orderly transition.

Michelle as Strat Planning has done an outstanding job over the past year to bring together what I think is a very engaging and palatable strategic plan for the State. Please make sure you go through it and reflect on how you can perform better in relation to the issues identified as it gets rolled out in the near future.

Mudbash is gearing up to be awesome this year, Steph and her team are putting in some great work and have really pulled everything together well for a team that has had a few months less than the average.

4.2 Deputy Chairman

Ian Collins

I would just like to yet again remind all the Regions that the end of financial year is coming up and to make sure your books are in order. You should also be reminding all of your Crews that their books will need to be in order as every year the Vic Branch audits a random selection of Crews and Regions. I also encourage everyone to step up yourself or encourage others to step up for positions of responsibility at the upcoming Region AGMs.

4.3 Assistant Chairman

Vicki McKinnon

Next week, on Wednesday the 29th of May, the subcommittees will be having a risk management meeting to discuss the Mudbash EMP and other risk management related issues that have come up over recent months. Pre-sale tickets for Mudbash close on Friday – order your ticket now so you don't miss out! From all accounts, it is shaping up to be a fantastic event. Mitch has put a tremendous amount of effort into getting the Blood Challenge for 2019 off the ground already, so head on over to the Facebook page if you haven't already, and give it a like to stay up to date with all things blood donation related.

4.4 Quality Team

Michelle Saffin, Jacinta Swift, Madeline Ancill

Strategic Planning:

The strategic plan is well on the way to being presented next month! At this stage in the process I am looking for one more small group of Rovers to assist with finalising the plan. Please email strategicplan@vicrovers.com.au this week if you are interested in taking part in this review: it will take no more than 30 minutes!

New Program:

Nothing to report.

Membership Development:

I attended the last Victorian Venturer Council meeting. They were all very pleased to see a Rover and are looking forward to working with us in the future. I will be in contact with them in the future to see the

future plans. I'm sure there will be more action taken next term, however, this is a great start.

4.5 Admin Team

Vicki McKinnon, Edwin Ryan, Aaron Webb, Megan Rogers

Secretary:

Nothing to report.

IT:

JOIN THE VRC IT TEAM!

We're looking for Rovers with IT skills to help maintain our websites, event systems, commerce systems, network infrastructure, audio visual and conferencing, and other IT services. Rovers Victoria depends on the IT team, and the IT team depends on our Rover members to set the direction for this portfolio and meet the expectations of our organisation.

If you know a tech savvy Rover with a bit of free time, please ask them to get in touch! This is a great opportunity for them to gain resume value with practical IT experience, broaden their IT skills, provide service to the Scouting movement, and even progress their BP award. Direct them to:

<https://forms.gle/a3a3oPXiqhxSoP2Y7>

COMMERCE SYSTEMS POLICY

A Commerce Systems policy has been drafted by the IT Team and is attached. I propose introducing this policy to set out how the VRC online store and POS system are to be managed into the future. Please send all feedback to it@vicrovers.com.au.

UPDATING CONTACT DETAILS

A reminder for Subcommittee and Region teams to keep their team and Crew contact details up to date - please email it@vicrovers.com.au with any changes so we can update the website, email forwarders, and Crews map.

Resources:

No report submitted.

NRC:

The NRC has selected their independent review team, which will examine the role of the NRC. These panellists have been chosen for their backgrounds within Scouting. A Victorian, Chris Young, has been selected to sit on this review panel – he has had 30 years experience in senior management and consulting in multinational corporations and government authorities. He has taken on various Senior Project Management roles related to technology and IT infrastructure consultancy. Throughout his work life, he has participated in reform discussions and conferences across organisations such as the UN, the Australian Government, and Scouts Victoria. The duty of this panel is to review the structure of the NRC and its function. Reports on the progress of the review will be given to the NRC during selected meetings and the results of the review will be presented in January 2021.

4.6 Membership Team

Samuel Smith, Jesse Carter

BPSA:

No report submitted.

Training:

Very successful May Madness course! Well done to all participants and presenters. If you missed out, July's non-residential course is coming up fast! Now is the time to be finishing your modules and submitting your tech skills forms.

Next week, on Thursday 30th of May, the training team will be running another BOS workshop. We're encouraging anyone looking to complete their BOS recognition of prior learning to attend this session; there will be opportunities to ask questions, seek help and have your workbook signed. Please contact the training team with any questions at training@vicrovers.com.au

ROVER

Course Code	Course Name- Rover, Rover Advisors	Start Date	Application Closing Date	Course Fee	Course Date/Location	Course Date/Location
105777	ROVER ADVANCED PRACTICAL	Fri,03 May 2019	Fri, 12 Apr 2019	\$150.00	03 May 2019 - GILWELL PARK 04 May 2019 - GILWELL PARK	05 May 2019 - GILWELL PARK
105778	ROVER BASIC PRACTICAL	Sat,04 May 2019	Fri, 12 Apr 2019	\$100.00	04 May 2019 - GILWELL PARK	05 May 2019 - GILWELL PARK
105786	BASIC OUTDOOR SKILLS	Sat,15 June 2019	Fri,03 May 2019	\$100.00	15 June 2019 - GILWELL PARK	16 June 2019 - GILWELL PARK
105497	ROVER BASIC PRACTICAL	Sat,06 Jul 2019 non residential	Fri,14 Jun 2019	\$100.00	06 Jul 2019 - Victorian Rover Centre	07 Jul 2019 - Victorian Rover Centre
105813	BASIC OUTDOOR SKILLS	Sat,21 Sep 2019	Thu,30 Aug 2019	\$100.00	21 Sep 2019 - CLIFFORD PARK	22 Sep 2019 - CLIFFORD PARK
105818	BASIC OUTDOOR SKILLS	Sat,19 Oct 2019	Fri,27 Sep 2019	\$100.00	19 Oct 2019 - PAX HILL	20 Oct 2019 - PAX HILL
105823	BASIC OUTDOOR SKILLS	Sat,23 Nov 2019	Fri,1 Nov 2019	\$100.00	23 Nov 2019 - GILWELL PARK	24 Nov 2019 - GILWELL PARK
105829	ROVER ADVANCED PRACTICAL	Fri,29 Nov 2019	Fri, 08 Nov 2019	\$150.00	29 Nov 2019 - GILWELL PARK 30 Nov 2019 - GILWELL PARK	01 Dec 2019 - GILWELL PARK
105830	ROVER BASIC PRACTICAL	Sat,30 Nov 2019	Fri,08 Nov 2019	\$100.00	30 Nov 2019 - GILWELL PARK	01 Dec 2019 - GILWELL PARK

4.7 Programme Team

Joshua Daniels, Catherine Marley, Kieron Younger

PR and Marketing:

No report submitted.

Visual Communications:

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

Programme:

What a great month we have had. Now that we are getting into the colder months, its time to start looking at our indoor and outdoor programs available to our membership. Our individual Rovers can sign up to a great week away at the Bogong Rover Chalet for a ski moot, and for Crews – what about teaming up with a Crew that have booked the Baw Baw ski lodge for a weekend up in the snow?

Our Scout shows are back for another year – did you know most of them have a Rover night with after parties?

There are many ways service can be provided to our community, and giving blood is one of them – Rovers Victoria is committed to the goal of donating at least 250 donations this challenge season, so get out there and help Mitch reach this goal.

I would also like to thank our OBs team over the last 12 months – in particular Vicki and Catherine – without them, I don't have an attractive voice to promote our wider program; it doesn't help when you're dyslexic and have no clue how to graphic design. #teamwork

Service:

There have been calls to support Mudbash in a few departments – speak to Steph about how you could help out and make the weekend an even greater success.

Blood Challenge:

My name is Mitch Gardner from Sir Dallas Brooks Rover Crew, and I am the co-ordinator of the 2019 VicRovers Blood Challenge. As I'm sure you all know, this challenge has been running for many years now, and we are only looking to get bigger and better this year!

I just wanted to quickly touch base and make you all aware that the Challenge will be running from the 1/7/19 to 31/10/19. As with previous years, this will be a Region VS Region event, so you are all encouraged to push group donations with your Crews!

I will be distributing print-outs in the upcoming weeks in preparation for July, however in the meantime, I ask that you all please like and share the Facebook page (<https://www.facebook.com/VicRoversBloodChallenge>) with your Region members, so information can reach as far as possible!

Thank you for your support!

Upcoming Events:

- Baw Baw Working Bee – 24th-26th May
- Mudbash – 7th-10th June
- Mudbash Working Bee – 15th-17th June
- Mudbash Working Bee – 19th-21st July
- MARB – 21st September

4.8 Commissioner Group**Peter Wotherspoon, Regi Caesar, Stephen Carter****Review of Rover Advisors and Rover Support Commissioners**

At a previous VRC meeting, the concept of an annual review of Rover Advisors and Rover Support Commissioners was proposed and accepted by the Council. Attached to this agenda is a draft policy, which outlines the processes to be followed for such reviews.

Appointment of Rover Advisors

At a recent meeting of the Program group (largely the respective Section Commissioners), Region Commissioners were also in attendance. During the meeting, questions were raised in respect to the appointment of Rover Advisors and the role (if any) played by Region Commissioners and District Commissioners. The paper attached to the agenda summarises the process and is designed primarily as an *aide memoire* for these personnel, Group Leaders and Rover Crews. It is designed to stress that Rover Advisors are appointed by Crews.

Rover Advisors Seminar

Unfortunately due to numbers it has been decided to postpone the Rover Advisors seminar until July when it is hoped that we may get a better response. This is particularly applicable to those who have agreed to be presenters on the day and for whom we would want a healthy number of participants.

New VRC Trailer

The new VRC trailer, to replace the current one which has reached the end of its useful life, will be picked up in the coming week or so, and delivered to Mafeking in time for Mudbash. What will happen with the old trailer is still to be determined.

Rover Levy

At our last meeting, I advised that Branch had accepted the concept of the Rover Levy as endorsed by the VRC. I also indicated that the levy would form a part of the registration process, which would be underway shortly. Unfortunately I have now been advised that due to some administrative problems this will not be the case for this year. I will continue to pursue this matter with Branch for next year.

National Rover Council Review

At an Annual NRC Conference in January, it was agreed that a review of the NRC be undertaken by an external person(s). Details are as follows:

1. A review of the NRC structures and its functions is conducted by a person/s external to the Rover section.
2. That the cost for this review comes out of the Rover Development Fund.
3. That the review be put to tender and the tenders are obtained within six months of the January 2019 NRC Conference.
4. Interim results of this review are presented periodically through remote meetings and at the All Sections Program Conferences.
5. The final results of this review are presented by January 2021.

NRC has now selected a team to undertake the review and their details are as follows:

- **Malcolm Richardson (QLD)**

Malcolm is a food industry consultant, with a PhD in Food Sciences, Bachelor of Business (International Management), a dual Bachelor of Commerce and IT (Food Industry Systems), and an Advanced Diploma in Human Resource Management. His current role includes consulting on food policy issues, risk analysis, advising government bodies on industry legislative changes, and taking part in whitepaper submissions to authority bodies. His involvement in Scouting is currently as an Assistant Scout Leader, although Malcolm is in the process of becoming a Venturer Leader.

- **Jay Reid (ACT)**

Jay works as a Senior Policy Officer with the Department of Communications and the Arts. He has previously worked on four performance audits at the Australian National Audit Office (ANAO). The ANAO is a specialist public sector agency which assesses government agencies and programs to ensure work is being undertaken in a manner that is economical, efficient, effective, and in accordance with policy and legislation. Jay was a youth member in Victoria for 10 years, including membership for 12 months in the Rover Section, and has been a Scout Leader for the past five years in the ACT. He has undertaken Advanced Training in the Scout Section and holds a Wood Badge.

- **Chris Young (Vic)**

Chris has had 30 years' experience in senior management and consulting in multinational corporations and government authorities. He has taken on various Senior Project Manager roles related to technology and IT infrastructure consultancy. Throughout his work life, he has participated in reform discussions and conferences across organisations such as the UN, the Australian government, and Scouts Victoria. Chris spent eight years as a Rover, 15 years as a Rover Advisor, and six years as an Assistant State Commissioner Rovers in Victoria. He was also the State Commissioner – Development for three years, and is currently a member of the Branch Executive Committee.

- **Clinton Smith (WA)**

Clinton has 25 years' experience in the oil & gas industry both onshore and offshore. He is a Senior Consultant Process Engineer, and has an extensive background in leadership of multi-disciplinary

engineering teams. His current work involves Hazard Study Facilitation and Hazard and Operability Studies within this industry. Clinton is currently a member of the Audit and Governance Board Sub-Committee, and a group leader. He was the WA Branch Rover Adviser between 2012 and 2015, worked as a Project Commissioner – Rover Development, and was a crew Rover Advisor. Chris was also a Rover for eight years, and the WABRC Chair.

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

Thank you to everyone who came to the most recent working bee, it was really good to have lots of new faces there. We will be having a Mudbash after party on the 29th of June at the Park, setting the bonfire alight. See the attached flyer for more details. A timely reminder about the importance of driving safely both to and from Mafeking, especially for those towing trailers for the first time. The road is in pretty poor condition at the moment, so take extra care when driving up there, regardless of how long you've been driving for, or whether or not you're towing a trailer. For those towing – please ensure you're towing with an appropriate car, and that you have a passenger in the car with you as well. The following Crews are the only Crews who have completed all of their working bee hours:

- 4th Knox – Hard Knox
- Amaroo – Uber
- Berembong – Power Out
- Blackflats
- Boss Hurst – Pink Panther
- BRUOP – Olave Oyl
- Capstaff – FU
- Craigieburn – Smash and Grab
- Fort Nepean – The Apprentice
- Ken Tickell – Dark Knight
- Kooranunda – Shaw Thing
- Kulin – Jellybean
- Kurlls Own 1 – Pink Bitz
- Manderson
- Mullumbimba – Nute Nute
- Ogilvy – Green Lantern
- RJ Shutt RC
- Seymour – Many Waters
- Split Rock – Bad Decisions
- Sugarloaf – Phantom v2
- Turbo 2 – Coming from Behind
- Waggataan-Rutherford

6.2 Surfmoot

Channii Seneviratne

Plans are coming along nicely, we nearly have the budget sorted and hope to table that next month. We will be releasing tenders for canteen, bar and general tenders this month, and are also preparing for our launch at Mudbash.

6.3 Mudbash**Steph McNabb**

Looking forward to seeing everyone at Mudbash in 16 days! There will be heaps of information pumping through the Facebook page so keep your eyes peeled and share the info to your region pages. Ticket sales will be closing on Friday 24th of May. Any tickets after that will be subject to gate ticket prices, and nobody wants that so buy your tickets right now if you haven't done so!

Upon purchasing your ticket, you will be prompted to fill out a Google doc with your personal information in it. Within this, there is also an option to upload a CareMonkey profile or completed PIR form, which will save you time at the gate. A reminder from the SFA team to make sure these are filled out as best as possible as if there is an emergency and we need to administer first aid, the information on your PIRs is vital to providing the best care.

If you missed out on merch and don't want to risk having your size of hoody sell out before you can get to the CAS van, you can still purchase these through the store on back order. After the event, a second purchase will be made and should come in in late June/early July.

Rover-X games are running again! A fun and challenging competition that you don't need a race car in, Rover-X games will run on Saturday of Mudbash and consist of:

- Commando course
- Mountain bike race
- Archery
- Capture the flag
- Tug of war

If crews are interested in signing up, they can email activities@mudbash.com to secure their place in the second annual mudbash portion of Rover-X games!

We are looking for some extra assistance in the works and services department over the weekend – for the first 3 crews to volunteer to help out, we will provide them with an exemption from their post-working bee hours.

A final reminder to familiarise yourself with the Terms & Conditions of Mudbash, which you are required to agree to upon purchase of your ticket. Most importantly, no glass at the park and take your rubbish home with you! Please take care when travelling up to Mafeking and see you all soon!

6.4 Rover Scout Motorsport (RSM)**Shae Snowball**

There aren't many days left to buy your pre-sale tickets – make sure you don't miss out! The last pre-scrut day is this Sunday, the 26th of May at Bennett Motors. Cars without a pre-scrut that wish to race in Motorkhana will be turned away – this doesn't apply to Class 3. The next RSM meeting will be on the Monday of Mudbash (10th of June) after presentations in the hall.

6.5 Bogong Rover Chalet**David Nicholls**

We are closed for the season, with the first party going in to the Chalet on the 29th of June. We do have some upcoming events over the next few months:

- **Ski Expo** – For those who are in Victoria; on Wednesday 12th of June, we are having our annual ski expo at EMC (Eastern Mountain Centre) – 68 Whitehorse Road, Deepdene. Discounts and bargains available on selected stock, on the night. Doors open at 6.30pm and guest speaker at 7pm. Keep an eye on our Facebook page for more information. The focus is on ski gear, but they are a general outdoors shop too, so come along to pick up a bargain!
- **Ski Fun Day** – Our annual ski fun day at Lake Mountain is scheduled for Saturday 17th of August 2019. We had a great turn out last year, with lots of fun had in the snow by all. All are welcome.

Pricing, packages and a link to Trybooking for tickets, will be up on the website and Facebook soon.

We are currently looking up on our booking numbers this year, and do have quite a few booked out weeks, so if you are at all interested in coming along, you need to get your bookings in as soon as you can. Our budget is tabled tonight, if there are any questions about anything on the budget please feel free to contact me via messenger or email (bogong@vicrovers.com.au)

6.6 W.F. Waters Lodge

Ann Curan

No report submitted.

6.7 MARB

Tiffanie Thomas

MARB have had a good month, holding our movie fundraiser night. It was a great night; we were hoping more people would come however it was still a successful event. Thank you to those who came. Can't wait to see you at the main event on the 21st of September!

6.8 Rover Dinner

Tyler Daniel

Our venue is booked, with catering hopefully sorted within the month.

6.9 Yearbook

Jesse Carter

One more month until your submissions are due! Please ask any more questions you have this week. Thank you to Melbourne Region for attending the yearbook writing workshop tonight. Please ensure that your reports are in on time.

7 Region Reporting

7.1 Bays

Jesse Carter

This month's meeting was hosted by Split Rock, thanks for having us. Our nominations are now open for our 2019/20 team, with elections and our AGM happening in July. Can't wait to see everyone at Mudbash.

7.2 Gippsland

Robert Colgrave

No report submitted.

7.3 Lerderderg

Tom Frier

This month has been busy for us; the executive has been busy updating the constitution and policy manual. This has been a great exercise as it has allowed us to bring the Regions expectations for executive members to the forefront and ensure everyone is informed as to the roles they are required to do. We have also run the first of 3 sessions in the Region to begin to understand our Rovers perceptions and image with the local groups. This has been done in other Regions recently to great success and we hope this will give us a good idea of the gaps we need to fill. We would also like to congratulate Jasmine Ryan with the completion of her BP award and I hope she has made it tonight to be able to present the paperwork herself.

7.4 Melbourne

Michelle Saffin

This month has been relatively quiet as the Region prepares to have a truly thorough and effective handover when the time comes. We have also been working with a few Crews to develop in areas they need assistance with, alongside promoting the new changes to Knighting and how the Crews can implement this. Our revised Constitution will soon be released to be ratified by the Region.

7.5 Mount Dandenong

Madeline Ancill

This month we have been really active for the Region. We have our RoVenturer event being held this Friday at the Victorian Skate Centre starting at 7.30pm. We currently have just under 70 tickets (as of Sunday). The Region has made an Instagram account to try and reach the Venturers that we are missing. At this moment we are currently posting a Crew each day. At the last Region gathering, we opened applications for the next Region executive and we have already had some interest in our team.

7.6 Murray Midlands	Beth McKillop
----------------------------	----------------------

Rovers are busy participating in both Albury and Sunraysia Gangshows, and we have been approached by two different Groups who wish to start up Rover crews.

7.7 Plenty Valley	Hannah Elliot
--------------------------	----------------------

We had a number of Crews attend Scouthike over the weekend, and there's been lots of discussion at a Region level about our RoVenture event coming up later in the year.

7.8 South West	Angus Manning
-----------------------	----------------------

This month South West organised a small Region fundraiser camp for the villa, which was both enjoyable and a success. We also participated and assisted in running of the Geelong Region camp at Eumeralla. We will be holding our AGM at Mudbash.

8 Other Reports

8.1 Olaves Report

NIL.

8.2 MPAC Report	Peter Wotherspoon
------------------------	--------------------------

We received a letter from the Shire Council regarding the building permit for MPAC, noting that we hadn't commenced construction and whether we intend to apply for a new building permit if we wish to do something different, or whether we would like an extension on the current one. We shall inform the Council that for the moment, we wish to have an extension of time on the current building permit, although we may at some point revise the current plan. This is the better course of action, rather than starting the entire process again.

9 Interstate, National and International Events and Contingents
--

9.1 CBR Moot Victorian Contingent	Liam Miles
--	-------------------

Letters will be going out soon for older Venturers turning 18 before the Moot, and younger Rovers who have turned 18 since the last Moot, to personally invite them to attend. We are working on contingent merch, which should be released soon.

10 Tabled Items

10.1 VRC Budget 2019/2020

Please find attached the VRC budget for 2019/2020 to be voted on next month. Any feedback is to be forwarded to Jody Freeman, at jody.r.freeman@gmail.com.

10.2 VRC Policy Book

Please find attached the VRC Policy Book, to be voted on next month. Any feedback is to be sent to Paul Byrnes, at paul.r.byrnes@gmail.com.

10.3 Bogong 2019/2020 Budget

Please find attached the Bogong budget for 2019/2020 to be voted on next month. Any feedback is to be forwarded to Dave Nicholls through messenger or bogong@vicrovers.com.au.

10.4 Draft VRC Commerce Policy

Please find attached a draft VRC Commerce Policy to be voted on next month. Any feedback is to be sent to it@vicrovers.com.au.

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 close tonight. 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. Candidates for all other Office Bearer positions require a Basic Training course 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.

Nominations for the position of VRC Chairman will close and be voted upon at the April VRC meeting. Nominations for all other positions will close and be voted upon at the May VRC meeting.

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

A reminder that all Rovers will be required in the coming months to re-complete the Child Safety and WHS modules online. 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**

Anna Pike, Mahogany Rover Crew, South West
Jasmine Ryan, Lerderderg

13.2 Crew Names and Scarves**Regions**

NIL.

13.3 Workplace Health & Safety Items

The back stairs at VRC are currently unsafe and therefore unusable. The tables in the meeting room are starting to bend in the middle – please refrain from sitting on them where possible.

14 VRC Office Bearers 2019/2020 Nominations and Elections**14.1 Nominations**

Submitted through the Google form (as of 8am, Wednesday 22nd May 2019:

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

- Catherine Marley – Visual Communications Officer
- Angus Manning – Deputy Chairman
- Angus Manning – Assistant Chairman
- Matthew Barnes – Resources Officer
- Nick Pike – IT Officer
- Rhydian Clarke – Secretary

- Natasha Lema – Membership Development Officer
- Michelle Saffin – Deputy Chairman
- Megan Rogers – BPSA Support Officer **(WITHDRAWN)**
- Jesse Carter – Training Officer
- Jesse Carter – BPSA Support Officer

14.2 Elections

That a vote of confidence be conducted for all positions.

Motioned: South West

Seconded: Bays

Moved.

Election of Deputy Chair:

Nomination: Michelle Saffin

Motioned: Melbourne

Seconded: Bays

Exemption Required: NIL.

Nomination: Angus Manning

Motioned: South West

Seconded: Lerderderg

Exemption Required: NIL.

Congratulations to Michelle for being elected Deputy Chair!

Election of Assistant Chair:

Nomination: Angus Manning

Motioned: Mt Dandenong

Seconded: South West

Exemption Required: NIL.

Congratulations to Angus for being elected Assistant Chair!

Appointment of Training Officer:

Nomination: Jesse Carter

Nomination endorsed by the Training team.

Exemption Required: 2 month age exemption, as she turns 26 in April 2020.

Motioned: South West

Seconded: Mt Dandenong

Moved.

Congratulations to Jesse for being elected Training Officer!

Election of IT Officer:

Nomination: Nick Pike

Exemption Required: Needs an 8 month age extension, as he turns 26 at the end of October 2019, with the proviso that the IT team is actively looking for a successor over this period of time. For the next 12 months, the table to investigate the transition of the role of IT Officer into an Honorary role.

Motioned: Bays

Seconded: Lerderderg

Moved.

Congratulations to Nick for being elected IT Officer!

Election of BPSA Officer:

Nomination: Jesse Carter

Exemption Required: 2 month age exemption, as she turns 26 in April 2020.

Motioned: Melbourne

Seconded: Mt Dandenong

Moved.

Congratulations to Jesse for being elected BPSA Officer!

Election of Resources Officer:

Nomination: Matthew Barnes

Motioned: Bays

Seconded: South West

Exemption Required: NIL.

Congratulations to Matt for being elected Resources Officer!

Election of Secretary:

Nomination: Rhydian Clarke

Motioned: Melbourne

Seconded: South West

Exemption Required: NIL.

Congratulations to Rhydian for being elected Secretary!

Election of Visual Communications Officer:

Nomination: Catherine Marley

Motioned: Bays

Seconded: South West

Exemption Required: NIL.

Congratulations to Catherine for being elected Visual Communications Officer!

Election of PR and Marketing Officer:**Nomination:** Josh Daniels**Motioned:** Melbourne**Seconded:** South West**Exemption Required:** NIL.

The vote determined that the position is to remain open for the next month, to be voted on at June's VRC meeting with any applications that come through.

Election of Membership Development Officer:**Nomination:** Natasha Lema**Motioned:** Mt Dandenong**Seconded:** South West**Exemption Required:** NIL.

Congratulations to Tash for being elected Membership Development Officer!

Election of Program Officer:

No nominations submitted to date. Mitch Gardner is already doing the Blood Challenge, Lawrence Williams is looking after the Environment side of things, just need someone to oversee the whole portfolio. Nominations to remain open for another month, to be voted on at June's VRC meeting.

Election of Strategic Planning Officer:

No nominations submitted to date. The role of strategic planning officer is traditionally a 3 year role, which Michelle committed to take on for one year at the 2017/18 elections, with the view to reassess now. The strategic plan should be released in the next couple of months, with implementation to follow. The overseeing of the implementation of the plan can be done from the role of Deputy Chair, which Michelle has been elected into. Michelle has agreed to carry on in the role in this capacity.

Motioned: Mt Dandenong**Seconded:** Melbourne**Moved.****Congratulations to the incoming Office Bearers team for 2019/2020!**Chairman: Vicki McKinnonDeputy Chairman: Michelle SaffinAssistant Chairman: Angus ManningTraining Officer: Jesse CarterSecretary: Rhydian ClarkeIT Officer: Nick PikeBPSA Officer: Jesse CarterResources Officer: Matthew BarnesVisual Communications Officer: Catherine MarleyPR and Marketing Officer: VacantMembership Development: Tash LemaProgram Officer: VacantNRC: Megan RogersNew Program: Jacinta Swift

15 General Business

A reminder that nominations for the Chairman's Award and the State Commissioner's Award close on the 30th of June. Details can be found on the website.

CARB tickets will go on sale after Mudbash. The event has moved to Saturday the 23rd of November, it would be great to see lots of people there!

Surfmoot are still looking for a treasurer, head of PR and assistants across the board – please get in contact if you're interested in helping out.

Closing Parade: Flag Down & Rover Prayer.

Meeting Closed at: 9.52pm

REVIEW OF ROVER ADVISORS AND ROVER SUPPORT COMMISSIONERS

Rover Advisors are appointed by a Crew to provide them with advice, guidance, mentoring and participate in the development of individual Rovers to ensure their time in Rovering is enjoyable and fun.

Similarly, but at a different level, Rover Support Commissioners are appointed at Region and Branch Level to facilitate the success of Regions and Branch.

In order that Rover Advisors and Support Commissioners continue to provide a positive contribution to the Crew or Region, and that they are meeting the ongoing needs of the Crew, it is appropriate that their level of interaction be reviewed on a regular basis. In some Crews this may be at the Crew AGM or for others, it may be at some other pre-determined time.

The Rover Advisor Expectations endorsed by the National Rover Council (NRC) – copy attached – provide a series of guidelines for occupants of Rover Advisor positions. These Expectations, along with a position description, should form the basis of a Rover Advisor review.

However, before any regular discussion can take place, Crews need to clearly establish, in conjunction with their Rover Advisor, what expectations will apply.

Whilst this list is not meant to be exhaustive, and will need adaption for specific Crew needs, some areas of agreement could be as follows:

- What is the level of participation in Crew events/meetings/activities?
- How will the Advisor offer a mentor role to the Crew Executive and Crew members?
- What is the expected level of engagement of the Advisor with Crew members?
- How will the Advisor develop and encourage Crew members to participate fully and undertake roles on the Crew Executive?
- Is the Advisor appropriately trained or undertaking training?
- Does the Advisor set a high standard, keep an open mind and play an active role in conflict resolution, if appropriate?
- What is the level of overall advice to ensure consistency with Crew requirements and assist with the direction of the Crew?

Having determined the level of contribution and nature of advice and participation, these agreed aims should be documented in order that there is clarity by all parties in terms of outcomes.

Where concerns arise, Crews should aim to address these matters with Advisors so that appropriate improvements can be initiated.

Before and during these processes, Crews may reach out to their Region team, or member of the Victorian Rover Council (VRC) for assistance.

Reviews of Region Rover Support Commissioners will be conducted jointly by Region Chairs and a member of the VRC Commissioner team.

DRAFT

APPOINTMENT OF ROVER ADVISORS

When a Rover Crew is looking to appoint a Rover Advisor, the following processes should apply:

- If not already in place, the Rover Crew should develop a position description which should be modelled on the National “Rover Adviser Expectations” which were endorsed by the National Rover Council in January 2007 (copy attached). Rover Crews may include Crew specific requirements, if relevant, when preparing the position description.
- The Rover Crew should prepare a list of suitable candidates who they believe may meet the Crew’s requirements as per the position description. In identifying potential candidates, the Rover Crew may consult members of the Executive of their Region Rover Community, Office Bearers of the Victorian Rover Council, their Group Leader and/or the Region Commissioner.
- To be eligible for consideration as a Rover Advisor, the person must have reached the age of 30.
- Having prepared a list of potential candidates, the Rover Crew should then approach those suggested persons to ascertain their interest in the position.
- Interested people should then be invited for an interview with the Rover Crew (or a sub-committee formed for the purpose). Where a sub-committee is formed, they should prepare a recommendation to the Rover Crew for consideration following interviews.
- It is stressed that the appointment of a Rover Advisor is a decision of a Rover Crew.
- Details of the recommended appointee should be forwarded to the Group Leader in order that normal registration processes may be commenced.
- The new Rover Advisor, if a Scouting member, will have satisfied all the necessary appointment requirements and, in addition, will be expected to undertake Rover Basic training within the first year of the appointment and complete Advanced training within three years.
- Where the new Rover Advisor is not a member of Scouts Victoria, they will need to satisfy all the necessary pre-requisites for appointment as specified from time to time.
- Rover Advisor appointments should be reviewed annually by the Rover Crew to ensure that the expectations of the Crew are being met. Where concerns are identified, they should be raised with the Rover Advisor and an opportunity provided for those concerns to be addressed. Consultation with relevant Region Rover Community members is recommended during this process.

The Scout Association of Australia
Victorian Rover Council
2018/19 ACTUALS to BUDGET

	PRIOR YEARS		CURRENT YEAR			2020 Budget 30-Jun-20 \$
	2017 Actual 30-Jun-17 \$	2018 Actual 30-Jun-18 \$	10 Months to 30 APRIL 2019 Budget FY19 \$	Actual \$	Variance \$	
INCOME						
Mudbash	6,000	-	6,000	-	(6,000)	6,000
Surfmoot	6,000	6,000	6,000	6,000	-	6,000
MARB	-	500	500	500	-	500
Rover Dinner	500	500	500	500	-	500
Rover Scout Motorsport	2,750	-	750	-	(750)	750
Baw Baw Rover Crew	5,500	6,000	6,000	-	(6,000)	6,000
Bogong Rover Chalet Mgt Group	6,000	6,000	6,000	6,000	-	6,000
Sundry	-	3,919	-	599	599	-
Interest	1,520	1,521	-	-	-	1,500
	28,270	24,440	25,750	13,599	(12,151)	27,250
EXPENDITURE						
Fixture Cards and Resource Folders	-	-	-	-	-	-
Marketing & Promotion	-	1,133	2,000	250	1,750	2,000
Outdoors and Adventurous Activities	-	-	200	-	200	200
Environment	100	-	200	-	200	200
Training Subsidies & Courses	773	100	1,500	782	718	1,500
Awards and Presentations	440	1,300	1,300	640	660	1,300
VRC Meetings	379	-	250	-	250	250
NRC & NRYP Meeting	1,241	920	2,000	2,200	(200)	2,500
NRC Levy	4,628	4,868	5,250	5,250	(0)	5,495
Moot Buddies	1,150	1,159	1,300	1,221	79	1,221
Sundry Expenses	1,152	404	1,000	91	909	1,000
Equipment Maintenance	975	1,029	750	-	750	1,000
Equipment - Minor Purchases	253	-	250	229	21	250
Equipment - Major Purchases	-	14,024	-	491	(491)	-
Equipment - IT	-	-	-	2,101	(2,101)	-
Postage, Stationery & Office Expenses	-	1,351	250	-	250	250
Communications & IT	-	322	450	382	68	2,000
Accounting Fees	-	223	500	318	182	500
Contingencies	-	-	500	390	110	500
Year book	4,786	4,473	4,500	7,348	(2,848)	4,500
Rover Centenary	-	3,475	2,500	(536)	3,036	-
	15,877	34,781	24,700	21,157	3,543	24,666
Ticketing System Sub committee Contribution	500	1,500	1,500	-	1,500	-
Ticket System setup costs	-	(1,684)	(1,500)	(198)	1,302	-
Net Ticketing cossts	500	(184)	-	(198)	(198)	-
OPERATING SURPLUS/(DEFICIT) YTD	12,893	(10,525)	1,050	(7,756)	(8,806)	2,585
Abnormal items off budget (The Moot)	-	-	-	-	-	-
NET SURPLUS/(DEFICIT) YEAR TO DATE	12,893	75,705	1,050	(7,756)	(8,806)	2,585
			4.08%			9.48%



Bogong Chalet Management Group
Victorian Rover Council
Scouts Australia
A.B.N. 39 662 387 026

Postal Address: 152 Forster Road,
Mt Waverley VIC 3149
Phone: 0407 242 538
Fax: (03) 9543 7482
Internet: bogongroverchalet.org.au
E-mail: bogongchalet@vicscouts.asn.au



BCMG Budget for the 2019/20 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, and 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, and as such affords the opportunity to undertake major projects to ensure the facilities of the Chalet continue to meet the standards and expectations of Scouts Victoria and other interested regulatory bodies.

It is for this reason that the committee is planning to undertake a major refit and renovation of the bathroom facilities in the coming financial year. The currently estimated budget for this project will have a significant impact on the Chalet's budget and cash reserves, however this project is simply a necessary part of maintaining an asset that is a remote activity centre and accommodation site, and the committee believes that this situation is no different to that which confronts other Scout campsites when it comes to the proper maintenance of facilities.

For myself, I have relished the privilege and challenge of both drafting this budget and taking on the responsibilities of the role of Honorary Treasurer for the BCMG and the Chalet more broadly. I am also very grateful for the help and support I have received from my predecessor in this position, Jody Freeman, and I look forward to working with him in his role as the Honorary Treasurer for the Victorian Rover Council. I am confident that the Chalet sees a bright future ahead, and I am committed to helping the BCMG Committee achieve their goals for the Chalet.

Yours in Scouting,

P.E. Linnell BAcc Swinburne

Honorary Treasurer,
Bogong Chalet Management Group.

Bogong Chalet Management Group Budget: 01//07/2019 to 30/06/2020

Line Items	FY 2019/20 Budget		FY 2018/19 Budget		Variance	Notes
	\$	\$	\$	\$	\$	
RECEIPTS						
Winter Bookings						
Bogong winter parties - Prior Year	70,875.00		70,000.00		875.00	1a
Bogong winter parties - Current Year - in advance	12,150.00		12,000.00		150.00	1b
		83,025.00		82,000.00	1,025.00	
Summer Bookings						
Summer rents	3,000.00		3,000.00		-	1c
Mountain bike weekend	2,000.00		2,000.00		-	1d
		5,000.00		5,000.00	-	
Interest Receipts						
Interest - Investment Account	1,600.00		2,000.00		(400.00)	2
Interest - Operating Account	15.00		15.00		-	
		1,615.00		2,015.00	(400.00)	
Other Receipts						
Merchandise	3,000.00		3,000.00		-	1e
		3,000.00		3,000.00	-	
Total Receipts		92,640.00		92,015.00	625.00	
Less PAYMENTS	\$	\$	\$	\$	\$	
Winter Payments - Bogong Winter Parties						
Firewood	4,700.00		4,400.00		300.00	2
Postage, labels & Printing	500.00		500.00		-	
Food & Consumables	22,500.00		22,000.00		500.00	3a
Fuel - Chalet	3,000.00		3,000.00		-	
Garbage disposal	100.00		100.00		-	
Gas	1,150.00		900.00		250.00	2
Transport – Falls Creek Coaches	12,000.00		12,000.00		-	
Ski Hire & Transport (SnowVenture Costs)	8,300.00		7,000.00		1,300.00	2
Tawonga Hall	1,200.00		1,200.00		-	
Trybooking	1,500.00		1,500.00		-	
Other WP Hire Costs	750.00		750.00		-	
Falls Creek SES	500.00		500.00		-	
		56,200.00		53,850.00	2,350.00	
Phone Expenses						
Chalet	650.00		650.00		-	
Bookings	600.00		600.00		-	
		1,250.00		1,250.00	-	
Minor Equipment						
Tools/Handles	400.00		300.00		100.00	
		400.00		300.00	100.00	
Other Payments						
Repairs & Maintenance	3,000.00		3,000.00		-	
Fuel - Transport	450.00		450.00		-	
Insurance	14,000.00		13,800.00		200.00	3b
Food Training course & Registration	320.00		315.00		5.00	2
CFA Services	600.00		600.00		-	
Outdoors Expo	100.00		50.00		50.00	4
Public Relations & Promotion	1,500.00		1,500.00		-	
Working Bee's - food etc.	150.00		150.00		-	
Bank charges	450.00		450.00		-	
Merchandise	1,500.00		1,500.00		-	
Mountain bike weekend	1,600.00		1,600.00		-	
Heritage	200.00		200.00		-	
Other	1,000.00		750.00		250.00	2
VRC contribution	6,000.00		6,000.00		-	
		30,870.00		30,365.00	505.00	
Operating Expenditure		88,720.00		85,765.00	2,955.00	
Operating Surplus (deficit) before Capital Items		3,920.00		6,250.00	(2,330.00)	
CAPITAL EXPENDITURE						
General Plant & Equipment	500.00		500.00		-	
Chalet Improvements	3,500.00		3,500.00		-	
Major Projects	70,000.00		-		70,000.00	5
		74,000.00		4,000.00	70,000.00	
Cash Surplus (Deficit)		(70,080.00)		2,250.00	(72,330.00)	

Notes to the Budget:

1. These Revenue Items have been calculated using an estimated number of bookings multiplied by a basic fee.
 - a. 175 Bookings × \$405, Rate used is Non-Members Earlybird.
 - b. 30 Bookings × \$405, Rate used is Non-Members Earlybird.
 - c. 150 People × \$20, Rate used is Non-Members.
 - d. 25 Participants × \$80, Rate used is Participant plus Transport.
 - e. 30 Purchases × \$100, Rate used is Fleece Jacket.
2. These Budget Items have been calculated using a Linear Forecast Formula, that is, based on the reported results from 2008 to 2018, plus last year's budget, the numbers shown are in line with the trend or average over the last 10 to 11 years. Most if not all of these estimates are higher than a corresponding CPI adjustment and have been preferred on that basis.
3. These Expense Items have been calculated using the most recently updated Consumer Price Index information obtained from the Australian Bureau of Statistics. The adjustment calculations add the approximate value of the percentage change in the index category over the last 12 months.
 - a. Approx. 2.3% Increase in line with CPI for Food and Non-Alcoholic Beverages. This estimate is higher than an estimate of \$50pp bulk food + \$20pp fresh food × Stocking for 320 people. It has been preferred on that basis.
 - b. Approx. 1.1% Increase in line with CPI for Insurance and Financial Services.
4. This Budget Item has been increased at the request of the BCMG Committee.
5. This Budget Item has been increased at the request of the BCMG Committee. The estimate of \$70,000.00 for Bathroom Renovations is based on the approximate cost of refitting a commercial bathroom of similar size and capacity.

Comparisons between the Budget and Actual Year to Date for the current Financial Year (FY 2018/19) are attached below, along with a further comparison of the FY 2018/19 Budget and Year to Date, the FY 2019/20 Budget, and the Actuals from both FY 2016/17 and FY 2017/18.

Bogong Chalet Management Group Budget Comparison: FY 2018/19 Budget to Year to Date as at 22/05/2019

Line Items	FY 2018/19 Budget		FY 2018/19 Year to Date		Variance
	\$	\$	\$	\$	\$
RECEIPTS					
Winter Bookings					
Bogong winter parties - Prior Year	70,000.00		81,572.00		(11,572.00)
Bogong winter parties - Current Year - in advance	12,000.00		11,070.00		930.00
		82,000.00		92,642.00	(10,642.00)
Summer Bookings					
Summer rents	3,000.00		210.00		2,790.00
Mountain bike weekend	2,000.00		2,180.00		(180.00)
		5,000.00		2,390.00	2,610.00
Interest Receipts					
Interest - Investment Account	2,000.00		-		2,000.00
Interest - Operating Account	15.00		15.00		-
		2,015.00		15.00	2,000.00
Other Receipts					
Merchandise	3,000.00		3,303.00		(303.00)
Donation	-		4.00		(4.00)
Other	-		2,411.00		(2,411.00)
		3,000.00		5,718.00	(2,718.00)
Total Receipts		92,015.00		100,764.00	(8,749.00)
Less PAYMENTS	\$	\$	\$	\$	\$
Winter Payments - Bogong Winter Parties					
Firewood	4,400.00		4,200.00		200.00
Postage, labels & Printing	500.00		212.00		288.00
Food & Consumables	22,000.00		19,331.00		2,669.00
Fuel - Chalet	3,000.00		2,544.00		456.00
Garbage disposal	100.00		-		100.00
Gas	900.00		992.00		(92.00)
Transport - Falls Creek Coaches	12,000.00		11,581.00		419.00
Ski Hire & Transport (SnowVenture Costs)	7,000.00		8,171.00		(1,171.00)
Tawonga Hall	1,200.00		1,690.00		(490.00)
Trybooking	1,500.00		1,632.00		(132.00)
Other WP Hire Costs	750.00		470.00		280.00
Falls Creek SES	500.00		1,000.00		(500.00)
		53,850.00		51,822.00	2,028.00
Phone Expenses					
Chalet	650.00		452.00		198.00
Bookings	600.00		409.00		191.00
		1,250.00		861.00	389.00
Minor Equipment					
Safety Equipment	-		56.00		(56.00)
Kitchen Equipment	-		73.00		(73.00)
Tools/Handles	300.00		452.00		(152.00)
		300.00		581.00	(281.00)
Other Payments					
Repairs & Maintenance	3,000.00		3,009.00		(9.00)
Fuel - Transport	450.00		492.00		(42.00)
Insurance	13,800.00		13,556.00		244.00
Food Training course & Registration	315.00		308.00		7.00
CFA Services	600.00		-		600.00
Outdoors Expo	50.00		12.00		38.00
Public Relations & Promotion	1,500.00		65.00		1,435.00
Working Bee's - food etc.	150.00		361.00		(211.00)
Bank charges	450.00		348.00		102.00
Merchandise	1,500.00		2,682.00		(1,182.00)
Mountain bike weekend	1,600.00		1,404.00		196.00
Heritage	200.00		-		200.00
Other	750.00		3,248.00		(2,498.00)
VRC contribution	6,000.00		6,000.00		-
		30,365.00		31,485.00	(1,120.00)
Operating Expenditure		85,765.00		84,750.00	1,015.00
Operating Surplus (deficit) before Capital Items		6,250.00		16,014.00	(9,764.00)
CAPITAL EXPENDITURE					
General Plant & Equipment	500.00		-		500.00
Chalet Improvements	3,500.00		1,409.00		2,091.00
Major Projects	-		-		-
		4,000.00		1,409.00	2,591.00
Cash Surplus (Deficit)		2,250.00		14,606.00	(12,356.00)
Victorian Branch Investment Account	Balance	136,261.00	Balance	136,261.00	-
Operating Accounts	as at	40,982.00	as at	39,786.00	(1,196.00)
Cash and Cash Equivalents on Hand:	30/06/2018:	177,243.00	22/05/2019:	176,047.00	(1,196.00)

Bogong Chalet Management Group Budget Comparison: Previous 2 Years, Current Year and Next Year

Line Items	Actuals FY 2016/17	Actuals FY 2017/18	Budget FY 2018/19	Year to Date FY 2018/19	Budget FY 2019/20
RECEIPTS	\$	\$	\$	\$	\$
Winter Bookings					
Bogong winter parties - Prior Year	52,565.00	64,462.00	70,000.00	81,572.00	70,875.00
Bogong winter parties - Current Year - in advance	27,125.00	13,265.00	12,000.00	11,070.00	12,150.00
	79,690.00	77,727.00	82,000.00	92,642.00	83,025.00
Summer Bookings					
Summer rents	2,214.00	6,724.00	3,000.00	210.00	3,000.00
Mountain bike weekend	1,890.00	3,290.00	2,000.00	2,180.00	2,000.00
	4,104.00	10,014.00	5,000.00	2,390.00	5,000.00
Interest Receipts					
Interest - Investment Account	1,992.00	2,027.00	2,000.00	-	1,600.00
Interest - Operating Account	12.00	16.00	15.00	15.00	15.00
	2,004.00	2,044.00	2,015.00	15.00	1,615.00
Other Receipts					
Merchandise	3,743.00	3,125.00	3,000.00	3,303.00	3,000.00
Special Events	9,292.00	300.00	-	-	-
Donation	72.00	-	-	4.00	-
Other	-	11,683.00	-	2,411.00	-
	13,107.00	15,108.00	3,000.00	5,718.00	3,000.00
Total Receipts	98,906.00	104,893.00	92,015.00	100,764.00	92,640.00
Less PAYMENTS	\$	\$	\$	\$	\$
Winter Payments - Bogong Winter Parties					
Firewood	4,455.00	4,350.00	4,400.00	4,200.00	4,700.00
Postage, labels & Printing	207.00	737.00	500.00	212.00	500.00
Food & Consumables	22,343.00	21,028.00	22,000.00	19,331.00	22,500.00
Fuel - Chalet	4,065.00	2,510.00	3,000.00	2,544.00	3,000.00
Garbage disposal	94.00	124.00	100.00	-	100.00
Gas	484.00	1,933.00	900.00	992.00	1,150.00
Transport - Falls Creek Coaches	14,754.00	11,019.00	12,000.00	11,581.00	12,000.00
Ski Hire & Transport (SnowVenture Costs)	9,148.00	5,188.00	7,000.00	8,171.00	8,300.00
Tawonga Hall	1,200.00	1,100.00	1,200.00	1,690.00	1,200.00
Trybooking	917.00	1,376.00	1,500.00	1,632.00	1,500.00
Other WP Hire Costs	-	806.00	750.00	470.00	750.00
Falls Creek SES	-	-	500.00	1,000.00	500.00
	57,666.00	50,171.00	53,850.00	51,822.00	56,200.00
Phone Expenses					
Chalet	616.00	652.00	650.00	452.00	650.00
Bookings	600.00	591.00	600.00	409.00	600.00
	1,216.00	1,243.00	1,250.00	861.00	1,250.00
Minor Equipment					
Safety Equipment	-	-	-	56.00	-
Kitchen Equipment	48.00	-	-	73.00	-
Tools/Handles	-	832.00	300.00	452.00	400.00
	48.00	832.00	300.00	581.00	400.00
Other Payments					
Summer Rental Expenses	-	309.00	-	-	-
Repairs & Maintenance	2,352.00	2,209.00	3,000.00	3,009.00	3,000.00
Fuel - Transport	342.00	619.00	450.00	492.00	450.00
Insurance	12,710.00	13,216.00	13,800.00	13,556.00	14,000.00
Food Training course & Registration	287.00	300.00	315.00	308.00	320.00
CFA Services	-	1,128.00	600.00	-	600.00
Outdoors Expo	152.00	-	50.00	12.00	100.00
Public Relations & Promotion	720.00	516.00	1,500.00	65.00	1,500.00
Working Bee's - food etc.	95.00	145.00	150.00	361.00	150.00
Bank charges	100.00	253.00	450.00	348.00	450.00
Merchandise	6,931.00	11,758.00	1,500.00	2,682.00	1,500.00
Mountain bike weekend	1,149.00	3,569.00	1,600.00	1,404.00	1,600.00
Heritage	-	-	200.00	-	200.00
Special Events	6,794.00	-	-	-	-
Other	3,009.00	756.00	750.00	3,248.00	1,000.00
VRC contribution	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
	40,642.00	40,780.00	30,365.00	31,485.00	30,870.00
Operating Expenditure	99,572.00	93,026.00	85,765.00	84,750.00	88,720.00
Operating Surplus (deficit) before Capital Items	(666.00)	11,867.00	6,250.00	16,014.00	3,920.00
CAPITAL EXPENDITURE					
General Plant & Equipment	-	1,000.00	500.00	-	500.00
Chalet Improvements	1,558.00	-	3,500.00	1,409.00	3,500.00
Major Projects	-	-	-	-	70,000.00
	1,558.00	1,000.00	4,000.00	1,409.00	74,000.00
Cash Surplus (Deficit)	(2,224.00)	10,867.00	2,250.00	14,606.00	(70,080.00)

ROVERS VICTORIA COMMERCE OPERATION POLICY – DRAFT

INTRODUCTION

Rovers Victoria introduced a Point of Sale (POS) system using the Square POS platform in January 2019. The POS system allows VRC Subcommittees and approved tenderers to sell items onsite during major events, and at other times and locations as agreed by VRC.

Rovers Victoria introduced an online store using the Square Weebly platform in March 2019. The online store allows VRC to sell event tickets, event merchandise, and other items year round on behalf of VRC itself, VRC Subcommittees, Victorian Rover Regions, and other entities as agreed by VRC.

DEFINITIONS

For the purposes of this policy:

1. “Seller” refers to the entity that arranges use of the commerce systems.
 - a. For the POS system, this means the entity that has arranged for the POS system to be in use at the event/location.
 - b. For the online store, this means the entity that has arranged for the items to be available through the online store.
 - c. Any commerce system users arranged through another entity (e.g. event tenderers) are not considered separately for the purposes of this policy. Responsibilities fall to the entity which arranges use of the commerce system, not the subordinate entity.
2. “Commerce Systems” refers to both the online store and POS system.

GOVERNANCE

1. The VRC IT Officer is responsible for overseeing the POS system and online store on behalf of VRC. They may delegate operational duties as appropriate.

RESPONSIBILITIES

1. VRC (through the VRC IT Officer) is responsible for:
 - a. Entering and removing product details and coupons.
 - b. Configuring POS system hardware and making it available for collection by Sellers.
 - c. Making information available to online store customers regarding shipping times, returns policy, and other customer matters as appropriate.
 - d. Providing information to customers regarding orders they place through the online store.
 - e. Providing information to Sellers detailing orders placed through the online store for products the Seller has arranged. This information shall be provided in a timely manner and in a useful format.
 - f. Providing training to Sellers instructing them on use of the commerce systems, where required.

- g. Providing sales reports to Sellers detailing sales of products the Seller has arranged. This information shall be provided in a timely manner and in a useful format.
 - h. Arranging personnel and materials for packing and sending orders.
- 2. Sellers are responsible for:
 - a. Providing product and coupon information to VRC. This information shall be provided in a timely manner and in a useful format.
 - b. Collecting and returning POS hardware from the Rover Centre or another mutually agreed location.
 - c. Participating in training provided by VRC instructing on use of the commerce systems, where required.
 - d. For online store orders, providing stock for order fulfilment in a timely manner. Generally this will be within 2 months of the product being listed on the online store.
 - e. Where the Seller is an entity within Rovers Victoria, if a large volume of orders are placed for items from the Seller, the Seller is responsible for providing personnel to assist in packing and sending these orders if requested by VRC.
 - f. Where the Seller is an entity within Rovers Victoria, if an item is made available through the Rovers Victoria online store, the Rovers Victoria online store shall be the only online channel for sales of that item.

COST ALLOCATION

1. The costs associated with maintaining the POS system and online store shall be borne by VRC. These costs include any licensing costs, hosting costs, and hardware depreciation costs.
2. The costs associated with transaction processing shall be borne by the Seller. Transaction processing fees are collected by Square.
 - a. It is recommended that Sellers factor transaction processing costs into the pricing of their items.
3. Hardware damage repair and loss replacement shall be arranged by VRC. Accordingly, the costs associated with hardware damage/loss shall be paid by the Seller to VRC.
4. The costs associated with transport of stock for order fulfilment shall be borne by the Seller.
5. The costs associated with shipping online store orders to customers are borne by VRC. Accordingly, the shipping fees charged on online store orders are collected by VRC.

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 Chairman
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 Chairman
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 process 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 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 Chairman
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
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 have suitable 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 Advisors.
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 OF THE VICTORIAN NRC DELEGATE

1. The Victorian NRC Director will be responsible for keeping the VRC up-to-date with relevant changes and decisions that may influence Victorian Rovers
2. The Victorian NRC Delegate will assist the VRC Chairman to represent Victoria at NRC meetings throughout the year
3. The Victorian NRC Delegate will assist the running of the NRC by taking on a project or area to manage for the duration of their time in office
4. The Victoria NRC Delegate will 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. The NRC Delegate will 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. Participate as a member of the Membership Team by:
 - a. Contributing to the strategic marketing and communications direction of the Rover Scout section in Victoria; and
 - b. Working with the Marketing and Communications Officer, IT Officer, and Deputy Chair to coordinate and manage cross-portfolio project teams.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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 PR and Marketing Officer is responsible for internal and external marketing and communications regarding the Rover Scout section in Victoria.

Specifically, the VRC PR and Marketing 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. Working with the Membership Development Officer, IT Officer, and Deputy Chair to coordinate and manage cross-portfolio project teams; and
 - c. Recruiting additional non-voting members with relevant skills and experience as required.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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. The VRC Visual Communications Officer is responsible for capturing and displaying Rovering through visual manners (photography, videos, infographics etc.)
2. The VRC Communications Officer should work closely with the Marketing Officer & Communications Officer
3. The VRC Communications Officer will develop visual content for events such as Rover Dinner, State ARAP, Facebook posts, marketing posters
4. Work with the Communications Officer 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 Programme 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 Programme 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.
 - a. The strategic plan should span a three-year period.
 - b. This plan will outline the goals and intentions of the Rover section.
 - c. The plan is only to be written after consultation with the Rover section.
2. Maintain strong communication around the strategic plan.
 - a. The VRC Office Bearers team are aware of their responsibilities to the strategic plan goals.
 - b. The Region chairs are aware of their responsibilities to the strategic plan goals.
 - c. Victorian Crews are aware of their responsibilities to the strategic plan goals.
3. Ensure consistent implementation of the strategic plan across the officers' term.
 - a. Create and implement a three-year implementation plan.
 - b. Create and implement a 12-month implementation plan (for each year of the term).
4. Participate as a member of the Quality Team by:
 - a. Contributing to furthering the recruitment and retention of Rovers in Victoria.
 - b. Working with the Chairman, New Program and Membership Development portfolios to coordinate and manage cross-portfolio project teams.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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

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

ROVER SCOUTS VICTORIA

Victorian Rover Scouts Policy Book

Adopted by the Victorian Rover Council June 2019

This document replaces corresponding sections of the former Victorian Rover Council Policy Book

CONTENTS

Introduction

Awards

- W.F. Waters Rover Service Award
- State Commissioner - Rover Support Award
- VRC Chairman's Award
- Baden Powell Lodge Crew Service Award
- Baden Powell Scout Award
- Duke of Edinburgh Award and Baden Powell Scout Award
- BPSA Support Teams
- Certificate of Appreciation

Crews

- Registration and Uniform
- Crew Risk Management for Activities

State

- Branch Event Rover Roster
- Branch Activities
- Activity Advisors to the Victorian Rover Council
- Branch Calendar and Fixture Cards
- Carers at Events

Training

- Rover Training Team
- Training Requirements and Expectations
- Training Subsidies

Victoria

- Courts of Honour
- Comment – Public and Media
- Rover Publications
- Rover Risk Management
- Asset Bushfire Safety
- Major Events Hiring Victorian Rover Assets

Miscellaneous

Service Projects

Insurance and related matters

Appendix A: Duty Statements

INTRODUCTION

This document contains the policies adopted by the Victorian Rover Council. Procedures of the Victorian Rover Council are outlined in the Standing Orders. The expectations and responsibilities of Victorian Rover Council Subcommittees are outlined in the Subcommittee Guidelines. Any change to the policies within this document must be tabled and voted on at a meeting of the Victorian Rover Council.

It is the responsibility of the Secretary of the Victorian Rover Council 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 vicrovers.com.au.

AWARDS**W.F. WATERS AWARD**

The W.F. Waters Award will be awarded by the Victorian Rover Council to members of the Scout Movement and/or Lay Persons who give outstanding service to the Rover section.

Recommendations for the Award may be made by a Crew, a Region Rover Council, the Victorian Rover Council itself, a VRC Sub Committee, or by the State Commissioner - Rover Support.

All recommendations, giving full details of the service given, including commencing and finishing dates, and the nominee's full name, should be forwarded to the State Commissioner - Rover Support in a sealed envelope clearly marked "confidential" no later than February VRC meeting in each year.

Since the expression "outstanding service" is clearly open to interpretation and not all nominations will be successful, they should NOT be discussed with the nominee.

During the month of March, the State Commissioner - Rover Support will discuss each nomination on a strictly confidential basis with at least four other members of the Rover section all of whom shall have been previous recipients of the award.

Only where there is a clear majority in favour will the Award be granted.

Full details of the nomination process and pro-forma nomination forms are located on the VicRovers website.

The successful nominees will be notified by mail as close to 1st August in each year as possible and their names will be printed in "Australian Scout Magazine" as soon after that date as publication schedules permit.

Presentation of certificates will take place at the next Rover Dinner.

Rover Service Award Badges

That the badges be issued free of charge to Victorian recipients of the Award.

Wearing of Badge

Following the National Scout Uniform change of 1st July 2004, the badge is to be worn on the bottom of the left sleeve (like other Good Service awards), for as long as they remain members of the Association, irrespective of what other Good Service awards they may hold or subsequently receive.

STATE COMMISSIONER - ROVER SUPPORT AWARD

The State Commissioner - Rover Support Award is given at the discretion of the SC Rover Scout Support for Rovers who have provided outstanding service to Scouting or Roving.

This award is open to all Rovers and Rover Advisers and can be nominated by anyone outside of the Rover Section. This award is designed to recognise those individuals who have done something exceptional to benefit the Crew or Scouting. It may be someone who has organised a hugely successful District event or organised a Group event. They can be nominated by Region Commissioners, District Commissioners, Group Leaders, Leaders within the Scout Group or anyone in the Community.

Nominations for the award are to be submitted in writing to the SC Rover Support by the 30th June of each year and will be announced on World Scout Day - 1st August. The award will be presented in conjunction with other Rover Service Awards at Rover Dinner in October of each year.

VRC CHAIRMAN'S AWARD

The VRC Chairman's Award is for Rovers who have provided outstanding service to Scouting or Rovering. This award is given at the discretion of the VRC Chairman and is an award for outstanding service.

The award is to commend those Rovers who put in phenomenal effort for one huge event, or who are not involved necessarily on committees outside their local group. The criteria are loose so that we can capture as many outstanding Events and Rovers as possible. This is a peer nominated award; Rovers can be nominated only by other Rovers.

Nominations for the award are to be submitted in writing to the VRC Chairman by the 30th of June of each year and will be announced on World Scout Day - 1st August. The award will be presented in conjunction with other Rover Service Awards at Rover Dinner in October of each year.

BADEN POWELL LODGE CREW SERVICE AWARD

The Baden Powell Lodge has indicated a desire to donate an award for the Crew doing the most service in any year, with guidelines and conditions to be determined by the Victorian Rover Council.

The award will be presented to the winning Crew at the Lodge's Founder's Day function.

The following guidelines have been adopted for the Award by the VRC:

1. Any service for which payment is received will not count for the award.
2. The period for the award to be twelve (12) months from November 30th in the preceding year, enabling a calendar year to be covered and sufficient time for Region Rover Council ratification.
3. Time to be calculated as "Crew hours" not "person hours" to qualify as a "Crew hour", 50% of the Crew should take part in the service.
4. Service performed for annual Rover events such as Surfmoot and Mudbash etc. as well as general participation in Showtime and Gang Show should not be counted as they usually have their own rewards.
5. The award is to be presented to the Crew amassing the most hours of quality service performed by the Crew during the year both within Scouting and the wider community.
6. Details of service including the number of Crew members participating in each activity to be forwarded to Region Rover Councils in November of each year – the Region Rover Council will forward ALL applications including their recommendations to the VRC for consideration at the next Office Bearers meeting.
7. The Baden Powell Lodge Crew Service Award may be awarded to a Crew more than once, however the same service may not be used in succession, it may form a part of any subsequent or additional service application.
8. The standard nomination form is to be used for all applications and MUST carry the Region Rover Council endorsement to be considered.

BADEN POWELL SCOUT AWARD

The Baden Powell Scout Award is a nationally consistent award and as such the VRC cannot make changes to the content of the Award Scheme.

SELF REFLECTION INTERVIEW

This interview is to be facilitated by the Baden Powell Support Team and is designed to help the Rover reflect on their growth as a person over the time they spent working on the Award.

HOW THE AWARD WILL BE MANAGED

1. The Rover Scout Award Scheme will be as specified by Scouts Australia nationally.
2. All Rover Crews in Victoria shall use the National Squire Training and Crew Membership requirements. Although the Squire training component will be discontinued as the New Program components are progressively rolled out. Crews may not add to, remove from, or otherwise amend these requirements.
3. When examining proposals from Crew members in regard to specific badge requirements, Crews should consider the proposals in detail and ensure that they are of a suitable standard and are achievable within the time limits and the abilities of the Rover. Where proposals are considered to be overly ambitious and possibly unachievable, the Crew should seek more detail and suggest amendments as appropriate. Similarly, where the proposed outcomes are considered to not be of a sufficiently high standard, the Crew should advise the Rover of the perceived shortcomings and seek additional requirements.
4. When a Rover submits the completed requirements for the award components, the Crew should critically assess whether the standards originally agreed have been met. Where the level of attainment is satisfactory, the Crew should endorse forms accordingly. Where the Crew does not accept that the appropriate level has been achieved, they should advise the Rover accordingly and develop a mutually accepted pathway for achievement. In assessing levels of attainment, Crews may wish to engage with the BPSA team.
5. The date that the Region notes the nomination for the Baden Powell Scout Award shall be deemed to be the date of completion of the award. The nomination must be received by a member of the Region Executive who is not a member of the Rover's own Crew before the Rover Scout's 26th birthday.
6. Region Rover Communities shall be notified of nominations for the BP Award at the gathering immediately following their receipt, and forward to the Branch Rover Council without delay.
7. For the Service badge, no form of service for which a payment is received shall be accepted. The only exception to this would be a situation where the Rover concerned can produce documentary evidence that they have donated the full

amount received to a recognised charity.

8. That when the VRC is asked to resolve Award Scheme disputes under the Branch Dispute Resolution Policy, the VRC Chairman shall select a panel, consisting of a Chairman with two experienced Rovers from different Regions, and a State Rover Advisor and a member of the BPSA Support Team as Advisors, to hear and decide the matter on the VRC's behalf.
9. Rover Crews are required to notify the Region Support Team of all badges awarded for tracking purposes only.
10. The pre-commencement consultation process between a Rover and the BPSA Support Team will be to submit a proposal form to the Region Support Team.
11. More details of the Award and other prescriptions are available as Facts Sheets on the VicRovers website.

DUKE OF EDINBURGH'S AWARD AND BADEN POWELL SCOUT AWARD

The Victorian Rover Council places on the record it's desire that the Baden Powell Scout Award be maintained as an entirely independent Scouting award unrelated to the Duke of Edinburgh's Award.

BADEN POWELL SCOUT AWARD SUPPORT TEAM

The Baden Powell Award Scheme requires each State to have a Support Team to assist Rover Scouts to attain the Baden Powell Scout Award.

STRUCTURE

In Victoria there will be one Baden Powell Support Team (BPSA Support Team), split into two levels:

- BPSA Support Team Leadership Group
- Region BPSA Support Teams

BPSA SUPPORT TEAM LEADERSHIP GROUP AIMS & FUNCTIONS

- Assist Region BPSA Support Teams in overseeing, promoting and fostering the Rover Award Scheme in Victoria.
- Facilitating the BPSA Annual Conference.
- Provide expert advice to the Victorian Rover Council and Chief Commissioner on the Rover Award Scheme.
- Communication with, and if requested, support of, BPSA Support Teams in other States.

REGION BPSA SUPPORT TEAM AIMS & FUNCTIONS

Aims:

- To oversee, promote and foster the Rover Scout Award Scheme in the Region.
- To assist Rover Crews in delivering the Rover Award Scheme to their members.
- To provide expert advice to the Region Rover Community on the Rover Scout Award Scheme.
- To operate within the guidelines and policies established within the Victorian Rover Council.

Functions:

- Facilitating the Self-Reflection Interviews.
- Promotion of the Rover Scout Award Scheme.
- Assisting Rovers and Crews to ensure that a clear and defined set of criteria is designed for each member completing the award.
- Supporting Rovers who are undertaking the award and monitoring their progress.
- Working with the Rover Training Team to deliver training on the Rover Award Scheme.
- Recruitment and development of the BPSA Support Team.
- Ensure that all Awards are maintained to the National Standard, and meet the National requirements for the Award

BPSA ANNUAL CONFERENCE

The BPSA Conference will be held annually to ensure that all Support Team Members are up to date with any changes to the Award, and to ensure that the same standards are being kept across the State.

It is expected that every member of the Support Team will attend the conference.

MEMBERSHIP

The BPSA Support Team Leadership Group will be a subcommittee of the Rover Training Team, with responsibility to support and develop the Region BPSA Support Teams. Membership of the Rover Training Team is not a prerequisite for membership of the BPSA Support Team Leadership Group.

Members will be appointed by the State Commissioner - Rover Support.

The Region BPSA Support Team's composition shall be determined by the Region in consultation with the BPSA Support Team.

Region BPSA Support Teams will be supported by the rest of the Region Executive in the performance of their functions.

Members will be appointed by the BPSA Support Team Leadership Group on recommendation of the Region concerned.

MEMBERSHIP REQUIREMENTS

To become a member of the BPSA Support Team you must have the following:

Prerequisites for appointment of a Rover:

- Have completed a Rover Basic Sectional Techniques Course.
- Be a registered Victorian Rover.
- Be Fully Invested Rover.
- Attend a BPSA Annual Conference, or have experience deemed to be equivalent by the BPSA Support Team Leadership Group.

Prerequisites for appointment of a Non-Rover:

- Hold Certificate of Adult Appointment as a Rover Advisor or as a Commissioner in the Rover Section.
- Attend a BPSA Annual Conference, or have experience deemed to be equivalent by the BPSA Support Team Leadership Group.

Members of the Support Team Leadership Group will be appointed for a period of two years.

Rovers who are appointed to the Support Team can serve out their current term on the BPSA Support Team after they turn 26, as long as they remain financial members of Scouts Victoria.

FINANCES

The BPSA Support Team Leadership will draw any funds required for operation from the Victorian Rover Council directly (i.e. not through the Rover Training Team.)

Region BPSA Support Teams will be financially supported by the Region they serve.

CERTIFICATE OF APPRECIATION

The Victorian Rover Council notes the importance of appropriately recognising noteworthy service rendered by members of the Rover Section, wider Scout Movement and the general public.

Therefore, the Council has resolved:

- That the Rover Scout Section will continue to use as part of its tools for recognising service the “Certificate of Appreciation”.

That this Certificate can be awarded at the following levels:

- Crew
- Region Rover Council (and Sub Committees)
- Victorian Rover Council (and Sub Committees)

That when the Award is made, the Formation concerned will obtain a Certificate of Appreciation from one of the following:

- Region Team
- Victorian Rover Council

Alternatively, the Formation may choose to use its own distinctive design.

The Certificate of Appreciation is neither a prerequisite for it, nor does its lack prevent a person being awarded the WF Waters Award.

CREWS**REGISTRATION AND UNIFORM**

In any instance where an economically disadvantaged Rover requests assistance either to pay for registration or uniform or similar, this assistance should be considered at Crew level and only as a last resort should assistance be sought at Region or VRC level. Crews may apply to the Branch office for assistance with fees on the appropriate form which is available on the Scouts Victoria website.

CREW RISK MANAGEMENT FOR ACTIVITIES

1. Risk Activities are defined as those activities for which Victorian Branch Headquarters has produced Guidelines to be adhered to by Cub Scouts, Scouts, and Venturer Scouts, e.g. caving, rock climbing, abseiling, and those activities likely to be conducted in hazardous areas.
2. The VRC accepts these Guidelines AS GUIDELINES but not as rules.
3. The VRC accepts that leadership qualifications whether formal or informal, i.e. long experience, may be obtained in a variety of ways and through a variety of organisations.
4. Crews contemplating hiking in potentially hazardous areas should be encouraged to consult with the local State Authority and to accept any advice given. A "Trip Intentions Form" should be left with a responsible person and/or authority.
5. Crews should be encouraged to consult with a Region or Branch Activity Advisor when planning a Risk Activity.
6. Crews should be cautioned against engaging in Risk Activities without competent Activity Leaders. Where the required level of competency does not exist within a Crew, a Region or Branch Activity Advisors should assist the Crews in obtaining qualified Leaders.

VRC Sub Committees are to develop and implement Risk Management Plans, to be audited by the Rover Risk Management team.

VRC Sub Committees are to keep a log of incidents and "near misses", in line with Scouts Victoria's incident reporting and recording guidelines.

VRC Sub Committees should ensure that the Branch Public Liability Insurance covers the activities they intend to run.

STATE

BRANCH EVENT ROVER ROSTER

The following rosters detail the order in which the Regions will organise the Rover Dinner and gate duty at Surfmoort & Mudbash.

Year	Rover Dinner	Gate Duty (Surfmoot & Mudbash)
2011	Lerderderg	Bays & Melbourne & South West
2012	Plenty Valley	Lerderderg & Plenty Valley & Murray Midlands
2013	Mt Dandenong	Mt Dandenong & Eastern
2014	Bays	Bays & Melbourne & South West
2015	Melbourne	Lerderderg & Plenty Valley & Murray Midlands
2016	Lerderderg	Mt Dandenong & Gippsland
2017	Plenty Valley	Bays & Melbourne & South West
2018	Mt Dandenong	Lerderderg & Plenty Valley & Murray Midlands
2019	Bays	Mt Dandenong & Gippsland
2020	Melbourne	Bays & Melbourne & South West
2021	Lerderderg	Lerderderg & Plenty Valley & Murray Midlands

FINANCES

ACCOUNTS - REGION ROVER COUNCILS

1. Region Rover Councils should close their books on 30th June of each year and submit audited statements to the **August** meeting of the Victorian Rover Council.
2. Where a Region Rover Council does not have its own auditor, the books should be presented to the Treasurer of the Victorian Rover Council for audit no later than **July 31**.

ACTIVITY COMMITTEE BUDGETS

1. That all VRC Activity Committees whose activities have financial implications for the VRC itself be required to submit detailed budgets to the VRC not less than one month prior to the required approval date.

2. When presenting budgets to the Victorian Rover Council for approval, Activity Committees must have a Committee member, preferably the Chairperson, present to speak to the budget and answer questions in relation to that budget.
3. 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 consider the budget at their next meeting.
4. This should only be done when a full month delay in approving the budget could seriously jeopardise the success of the activity resulting in a significant financial loss to the VRC
5. Where a float 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.

GUIDELINES AS TO WHAT IS AND WHAT IS NOT A BRANCH ACTIVITY

1. Must be listed on the official Branch calendar and/or be approved by the VRC as a Branch event, before the event is run.
2. Must be widely publicised to all Regions through the VRC for at least 3 months.
3. Must submit their budget for approval of VRC at least four months prior to the event.
4. Profit and loss sharing arrangements, if any, must be established prior to the event.
5. Must meet the requirements specified under the Finances policy for VRC Subcommittees.

ACTIVITY ADVISERS TO THE VICTORIAN ROVER COUNCIL

In relation to high risk activities that are subject to the requirements of the Outdoor Recreation Council of Australia (ORCA), the VRC will seek advice from Branch Activity Teams and draw upon them as a source of expertise in these matters.

BRANCH CALENDAR

The VRC will establish and maintain a yearly Calendar published on the Victorian Rovers website containing events, meetings, major Interstate and National events, and other important Scouting dates.

Region Communities and Crews will be able to upload events throughout the year to the Calendar subject to moderation by the VRC Office Bearers.

The Calendar for the next year will be completed in time for inclusion in the Victorian Scout Info Book.

The VRC Calendar will be distributed to crews for placement in the Crew Resource Folder.

FIXTURE CARDS

The VRC will produce an annual Fixture Card containing events, meetings, major Interstate and National events, and other important Scouting dates.

Large annual Crew events that have attracted a minimum of 70 participants for a minimum of three years may be included in the Branch Rover Fixture Card.

As per established tradition, the VRC Chairman chooses the colour of the fixture card.

CARERS AT EVENTS

In order to provide an engaging and accessible environment for all participants, regardless of ability, the Victorian Rover Scout section needs to provide a consistent approach to carers and their attendance at events.

At all State and Region events which charge a ticket price, the price charged for carers of participants in attendance will be equal to the cost of a service ticket or, where practical, the carer will be provided a ticket without charge.

This will require the carer, or participant requiring a carer, to communicate the carer's status when purchasing a ticket.

Where there is no service ticket in operation and the cost of a ticket is to cover a specific individual service (i.e. a meal), should the carer utilise that service, an appropriate full price ticket may be charged.

TRAINING**TRAINING TEAM**

The Rover Training Team is a group of Authorised Rovers, Booted Rovers and Rover Advisors who are responsible for the organisation of Wood Badge training and approved training in the Rover Section, in partnership with the Branch Training Team.

Aims of the Rover Training team:

1. Increase Rover attendance at training courses.
2. Make training courses work better for Rovers.
3. Continue to develop the practise of Rovers training Rovers, assisted by Booted Rovers and Rover Advisors.

The Rover Training Team is responsible for organising and promoting Rover Training, however Course Leaders are free to utilise whoever they see fit to deliver their courses.

There are three types of Rover Trainers:

1. Rovers – Authorised Rovers who hold the Rover Wood Badge, or are actively working towards it.
2. Booted Rovers – Booted Authorised Rovers who have been involved in Rover Training for at least 12 months, are aged under thirty, are registered members of Scouts Australia – Victoria Branch, have completed the Rover Wood Badge and are committed to maintaining their knowledge of the Rover Section.
3. Rover Advisors – RAs and Commissioners who have completed the Rover Wood Badge.

Appointment to the Rover Training Team

1. Appointments to the Rover Training Team are made by the State Commissioner – Rover Support, on the advice of the Rover Training Team.
2. Appointments to the Rover Training Team will be for a period of twelve months.

Members of the Rover Training Team shall:

- Have a thorough and up to date knowledge of the Rover Section.
- Assist on at least two courses per year.
- Have within the past five years contributed to the Rover Section in a leadership role, at any level.
- Have the requisite skills and experience to present or facilitate on Rover training courses, as assessed by Leader Trainers and Commissioners in the Rover Section.
- Have the ability to relate to current Rovers and RAs.
- Be recommended for membership by a Commissioner working with the Rover Section, or a current member of the Training Team.

- Be willing to complete the PLA Course within 12 months of appointment.
- Assist on Rover training courses, though it is not necessary to be a member of the Rover Training Team to assist.
- Probationary appointments to the Rover Training Team may be made for a period of six months, should the need arise.

Appointment Rovers to the position of Personal Leader Advisor:

1. Rovers may complete the Personal Leader Advisor Course at any time after completing Basic level Rover training.
2. Rovers shall meet the technical requirements of the position to be appointed as a PLA. As of 2012, the requirements are to hold a Woodbadge and successful completion of the PLA Course.
3. Prospective Rover PLAs shall be nominated by the Region Chair or Region RA to the Assistant Region Commissioner for Adult Training & Development of the Region that the Rover is registered in, who will follow the established procedure for appointing PLAs. A courtesy copy of the nomination shall also be sent to the Rover's District Commissioner.
4. District Commissioners may continue to nominate Rovers as PLAs.

Appointing a Mentor for a Rover

1. Training Mentors operate on the same principle as a Sponsor, they are to guide and assist Rovers through their training.
2. Once notified that a Rover shall commence Basic level training, Region Rover Council Executives or the Rover Training Team will appoint a Rover with a mentor who has completed Rover Basic to assist them with completing Basic training. This relationship will be recorded on the Scouts Extranet.
3. Regions and the Rover Training Team shall maintain a register of qualified Mentors who are willing to undertake the role.
4. Mentors will be Rovers who have completed their Rover Basic and are approved by the Region or Rover Training Team.

Note

The VRC Training Officer shall be responsible for ensuring that this Victorian Rovers Policy remains in accord with the policy of the Branch Training Council.

TRAINING REQUIREMENTS AND EXPECTATIONS

The Victorian Rover Council, recognising that Rovers completing Rover training is the most effective method to ensure that Victorian Roving is led by young people who are knowledgeable in the aims, methods, principles and practises of Scouts Australia, resolves that the following shall be the level of training that is expected of Rovers undertaking the following positions. Positions other than those mentioned below are unaffected, although we also encourage Rovers in those positions to consider training, both for their current position, and for future planning.

The Victorian Rover Council realises that this may mean several challenging years for some, but we look forward to the day when these requirements, and the quality Roving that results will be considered “the way things have always been.”

1. Crew Leaders and other Crew Executive members are strongly encouraged to have completed Rover Basic training.
2. Region Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
3. Subcommittee Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
4. All VRC Office bearers shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
5. The VRC Chairman, VRC Deputy Chairman, VRC Assistant Chairman and VRC Training Officer shall have completed the Rover Advanced course and ideally have been awarded the Woodbadge.
6. Rovers who do not meet training requirements for a position will not be eligible to nominate for election.

TRAINING SUBSIDIES

The Victorian Rover Council recognises the benefits to itself and to individual Rovers participating in formal Rover training.

Accordingly this Council wishes to encourage Rovers to attend such courses.

Therefore the VRC has resolved the following:

1. That it will subsidise VRC Office Bearers attending the Rover Advanced course and such other courses as the Training Officer may approve from time to time.
2. That the following conditions will apply with regards to this subsidy:
 - a) It will only relate to course fees and materials.
 - b) It will be restricted to the amount remaining unused in the BRC Budget at the time of application for subsidy.
 - c) It must be a course the Rover has not attended before.
 - d) In the event that the Rover is unable to attend the course the following is to apply:
 - i. If there is a valid reason e.g., medical, there will be no action required. For the purpose of determining what a "valid" reason is, this will be done by the Victorian Rover Council.
 - ii. If the reason for non-attendance is not a "valid" reason, the Office Bearer will be liable to reimburse the VRC for any amounts of the subsidy not able to be recovered by way of refund.
 - e) It will not be granted for Rover Basic courses, as this is the level of training required for Rovers to be elected to an Office Bearer position.
 - f) It is expected that recipients of this subsidy will complete the other requirements for the Wood Badge.
3. That Regions will, with their Crews, devise a plan to assist individual Rovers with the costs of completing Rover training, with the eventual goal of phasing out the practise of individual Rovers paying to complete Rover training.
4. That the course costs of the VicRovers Induction shall be met by the Victorian Rover Council

COURTS OF HONOUR**INTRODUCTION**

Scouts Victoria delegates dispute resolution within the Rover Scout section to the VRC.

Courts of Honour will be established within Crews to address matters of a Crew member(s) acting in contravention of the Crew constitution, Scouting policies or the Adult Code of Conduct. Advice for establishing a Court of Honour to address such matters and for membership of the panel should be gained from the procedures section of this policy document, relevant Chair and or Rover Commissioner.

Courts of Honour will operate under the basic principles of *fairness, dignity and confidentiality, which shall apply to all participants*, be they individuals, Crews and/or Committees.

Courts of Honour will normally comprise three Rover members, one of whom shall be Chair of the Panel and another as Secretary. In certain circumstances it may be appropriate for an additional person to act as Secretary but this person will not play an active part in the proceedings. A suitably qualified and experienced Rover Advisor, or equivalent, will also be appointed to the Panel. All members of the Panel should have no actual, or perceived, conflict of interest. Should such a situation arise then the panel member should disqualify himself/herself from the Panel.

There may be instances where there are issues to be addressed between Crew members within a Region. In these cases, the Region Chair (or nominee) should Chair the Court of Honour and be advised by the Rover Support Commissioner (Region). Where matters to be addressed involve Region team members or are across Regions, or involve event related incidences, then the matter should be referred to the Deputy Chair of the Victorian Rover Council who will select members to be empanelled for the Court of Honour.

PROCEDURE

The procedures outlined below for addressing complaints may vary depending on the circumstances, whether complaints are Crew specific, or where other parties are involved.

Having satisfied himself/herself that all other avenues to address the complaint have been unsuccessful, the Crew Leader/ Region Chair/ VRC Deputy Chairman shall, in consultation with the appropriate Rover Support Commissioner and RA, form a Panel to hear the complaint. Membership of this Panel should consist of three suitably qualified Rovers from within the Crew/ Region/ State, who have no conflict of interest and be advised by a senior Rover Advisor or an appropriate Rover Support Commissioner.

The complaint or issue to be addressed should be in writing.

The person who is the subject of the Court of Honour (individual(s)) should be advised as soon as practicable that the matter will be addressed by a Court of Honour and be provided with appropriate documentation.

The Chair of the Court of Honour will, in consultation with the complainant(s), individual(s) and other members, set a time and location for the Court of Honour.

At the hearing, the individual(s), or Crew, may bring a support person who may not act as an advocate for the individual(s) but may clarify matters raised and discuss with the individual(s). The individual(s) should advise the Chair if a support person is to be in attendance.

The Secretary of the Panel should take notes of the proceedings, which will form the basis of a report to be prepared at the conclusion of the deliberations.

Panel members are charged with addressing the matter under consideration fully and may have recourse to other individuals and/or documentation, which may assist them in reaching a conclusion.

At the appointed time, the complainant(s) are invited to make their charge(s) against the individual(s). Panel members should give the complainant(s) uninterrupted time but may seek clarification of matters as they arise.

The panel should then interview the individual(s), again allowing sufficient time for an uninterrupted presentation. Items requiring clarification should be addressed as they arise – if not appropriate to leave until the end of the individual's presentation.

At the conclusion of the formal hearing, Panel members should then discuss the information provided and meet with any other persons and/ or review documents as per above, in order to reach a conclusion.

The Panel RA will provide advice and guidance to the Panel members and may ask questions of the complainant(s) and individual(s) to clarify matters.

When the Panel is satisfied that they have all relevant information available they should then discuss the matter and determine an outcome.

The decision of the Panel shall be conveyed to the individual(s) and complainant(s) in writing and remain confidential. The Crew Leader/ Region Chair/ VRC Deputy Chairman should retain records

GENERAL

At any stage during the Court of Honour process, general advice can be sought from the Deputy Chair Victorian Rover Council, relevant Assistant State Commissioner (Rover Support) or Region Rover Support Commissioner.

Whilst these procedures will apply in most cases, there may be isolated instances where the procedure is not entirely appropriate. In these circumstances, the matter should be referred to the relevant Rover Support Commissioner.

APPEALS

On receipt of the Court of Honour Panel's decision, an individual(s) may lodge an appeal against the decision with the next highest level (eg. an appeal against a Crew Court of Honour would be lodged with the Region Chair, and so on). In cross -Region matters or all other instances appeals should be lodged with the Chair of the Victorian Rover Council. A complainant(s) may also lodge an appeal against the Panel's decision if they are dissatisfied with the outcome. Such appeal should be received no later than twenty-one (21) days after the decision is received.

Any appeal should include a statement of reasons why the decision is inappropriate and be supported by relevant documentation. Any appeal should be based on new information coming to hand or procedural unfairness.

On receipt of the appeal, the relevant person will discuss the appeal with the Rover Support Commissioner (Region) or State Commissioner (Rover Support), as applicable, and review all relevant documentation and discuss the matter with the Chair of the Panel. The person receiving the appeal may enquire as broadly as is necessary to ascertain whether there is any substance to the appeal and whether there are grounds for the matter to be re-heard. If it is determined the matter be re-heard, then a new Panel should be convened and operate in accordance with the procedures outlined above.

If the Region Chair, or other person as appropriate, in consultation with the Rover Support Commissioner (Region) or State Commission (Rover Support), as applicable, believes there are no substantial reasons to support an appeal, the appeal shall be disallowed and the individual(s) advised accordingly.

POLICE MATTERS

Where the complainant(s) lodge their complaint with the Police and the matter is deemed serious, the Panel may recommend the suspension of the defendant(s) until the Police investigation is complete. This would only be done in conjunction with/advice from Chair VRC/State Commissioner – Rover Support, and depending on the circumstances may be automatic in accordance with Scouts Victoria policies, which are administered by the Executive Manager, Scouts Victoria.

CONFIDENTIALITY

All parties involved in a Court of Honour are reminded that all information brought before the Panel is to remain confidential.

The above procedures do not replace or derogate from requirements in relation to reportable incidents contained within the Victorian Information Booklet issued on an annual basis.

If a panel recommends cancelation of membership, the full and detailed report will be provided to the Chief Commissioner who has sole authority regarding membership of Scouts Victoria

PUBLIC COMMENT AND MEDIA

The Rover Section maintains a higher profile by making public comment on issues of public concern, subject to the approval of the Chief Commissioner and Branch procedure.

However Victorian Rovers, when representing the Victorian Rover Council or VRC Subcommittees, must not make comment to the media without the prior consent and approval of the Victorian Rover Council. Where time constraints require it, approval may be given by the VRC Chairman. Such approvals must be reported to the next meeting of the VRC.

Comment to the media includes

- Distribution of Press Releases
- Radio Interviews
- Television Interviews
- Social Media
- Print Media
- Public events and private functions.

It will be the responsibility of the VRC Marketing officer to report to the VRC on any media contact in the month prior.

Important Contact details

VRC Agenda Item Submissions: secretary@vicrovers.com.au

Victorian Rover Council Chairman: chairman@vicrovers.com.au

State Commissioner- Rover Support: sc.roversupport@scoutsvictoria.com.au

Victorian Rover Council - Marketing Officer: communications@vicrovers.com.au

Scouts Victorian Marketing and Communications Officer: marketing@vicscouts.asn.au

ROVER PUBLICATIONS

The Victorian Rover Council affirms that the ownership of any Publication or Intellectual property that is produced on behalf of the Victorian Rover Council and its Subcommittees are the property of the Victorian Rover Council and not solely individual person.

Any member who is represented by the Victorian Rover Council has the right to suggest amendments or additions to any publications that are owned by the Victorian Rover Council.

That the Victorian Branch Rover Council, on behalf of the Rovers of Victoria, delegates editorial responsibility for publications to the VRC Chairman on the understanding that no actual change will be made without the knowledge and approval of the Victorian Rover Council.

All publications are made available through the following channels

- Victorian Rovers website
- Scouts Victoria website(s)
- Crew Resource Folders

It will be the responsibility of the VRC Assistant Chairman & VRC Communications Officer to ensure that Publications are updated on all the above channels.

RISK MANAGEMENT COMMITTEE**OBJECTIVES**

1. To ensure Victorian Branch Rover Events are adhering to Scout Safe guidelines as defined by Scouts Australia, Victorian Branch.
2. To independently critically review, assess and assist events in managing risk, including physical, financial and legal.
3. Delegated authority to set, define, manage and maintain Risk Management policies for Victorian Rover Council and all its sub committees.
4. To hold frequent minuted meetings (or when appropriate) to review and ensure guidelines are being met, and to provide evidence that the Rover Section is self-managing its Risk Management processes in diligent and effective way.

COMPOSITION

1. Core (permanent) committee shall be made up of:
 - VRC Chairman
 - VRC Deputy Chairman
 - VRC Assistant Chairman
 - Branch Commissioners
 - Honorary Treasurer
2. Any Rover who has experience and wishes to assist in the actions of Rover Risk Management.
3. Other persons with experience or knowledge deemed appropriate by the VRC or RRM in regards to the Risk management generally, or in relation to a specific risk or incident may be appointed to the committee as required.
4. Other members of the VRC Sub Committees shall be invited on an as needed basis.

FUNCTION

1. To maintain a central Risk Register of risks and ensure that the outcomes of each risk are being acted upon. Motorsport is excluded from the central Risk Register as Rover Scout Motorsport manages this in accordance with CAMS guidelines.
2. Motorsport is specifically excluded from range of control due to CAMS processes taking precedence; RRM may however wish to review these processes to ensure that the CAMS processes are being undertaken.

MINIMUM REQUIREMENTS FOR EVENTS

1. Targeted Risk Assessments (TRAs) for Activities held on site and off site.
2. Emergency Management Plan
3. Ensuring committee is aware of plans and TRAs to ensure they are being met.
4. Event specific Risk Registers to be maintained however TRA details to be included in Central Risk Register to prevent specific items being revisited.

MINIMUM REQUIRMENTS FOR ASSETS

1. Ensuring relevant permits and approvals are sought for properties and facilities on site, e.g. kitchens, buildings, activity areas.
2. Emergency Management Plans for hirers of assets.
3. Maintenance of an MSDS library and Safe Work Method Statements.
4. Appropriate methods for protection of assets due to fire risk (this may include removal of historic information for the duration of the fire season before a pending incident, removal of fuels around properties within boundaries of the law).

ASSET BUSHFIRE SAFETY**BACKGROUND**

The aim of this policy is to define the requirements for assets operated under the Victorian Rover Council to ensure that hirers and users of the assets are adequately warned and prepared of fire danger. This policy has been devised based upon recommendations and Information as provided by the Victorian Government for high risk areas which includes the areas that Victorian Rovers assets are operated in, these assets include:

- Mafeking Rover Park
- W.F. Waters Ski Lodge (Mt Baw Baw Village)
- Bogong Rover Chalet (Bogong High Plains)

POLICY

1. All Asset Management Groups must define a Fire Danger Management Plan to meet the requirements of this policy; the plan shall also identify existing Management Group policies and procedures such as Department of Sustainability & Environment (DSE) or Parks Victoria.
2. Specifically for the assets W.F. Waters Ski Lodge & Bogong Rover Chalet:
 - In the case whereby Parks Victoria or the Department of Sustainability & Environment closes a park due to fire danger. The requirements and regulations of those authorities shall override any conflicting policies or requirements as devised by this policy or Management Plans by the asset management groups.
3. Upon declaration of a catastrophic fire danger day for the state or area encompassing an asset, bookings shall be cancelled. The Asset Management Group shall inform the hirer of the cancellation immediately upon receipt of the declaration of the catastrophic danger.
 - In the case whereby the hirer is already on site, the leader in charge of the booking may decide to evacuate the asset if there is enough time to do so before the predicted weather conditions affect the area. For example, declarations generally occur by 4pm the day prior to a catastrophic day.
4. Asset Fire Danger Management Plans, shall define the following:
 - Management Group actions on Catastrophic fire danger days (e.g. closure of areas controlled by DSE/Parks Victoria)
 - Methods of informing possible hirers including backup methods whereby a member with delegated responsibility is unable to inform the hirer.
 - Method of ensuring the hirer has been contacted by the asset management group. For example, informing the chairman of the asset when the hirer has been contacted.
5. Asset Fire Danger Management Fact Sheets
 - Fact sheets are to be devised by the Asset Management Group defining actions that shall be undertaken during a catastrophic fire danger period and their obligations as a hirer.

- Asset Fire Danger Management plan fact sheet shall be provided to all hirers during the fire danger period for the area as defined by the Country Fire Authority.
- Hirers of any asset must provide a list of names and emergency contact details to the asset bookings officer during the fire danger period.

MAJOR EVENTS HIRING VICTORIAN ROVER ASSETS**BACKGROUND**

This policy has been devised to assist with the processes to ensure adequate communication between stakeholders for a large booking to be held at any Victorian Rover Council asset. Most importantly this process is designed to ensure that the structure of the event is within the best interests of Scouting as a whole and the section of Rovering within Victoria.

DEFINITION OF A MAJOR EVENT

1. Any activity or event whereby an organization, group or entity applies to hire an asset with participants over 50 people. Activation of this policy is the responsibility of the Asset Chair, Advisor or Assistant Branch Commissioner – Rover Support.
2. Events operated by Scouts Australia Entities are not considered by this policy, usual hire processes of the asset would apply.

PROCESS

The centre of the process is the creation of a “Hire Coordination Group” (HCG), which is made up of the following parties:

- State Commissioner (Rover Support)
- Branch Commissioner (Police Liaison)
- Rover Risk Management Representative
- Asset Chairman
- Asset Hire Coordinator
- VRC Chairman

Each of the above members shall have the following roles:

- State Commissioner – Rover Support
 - o To coordinate the group and to ensure that the correct information is flowing between parties in the group and to the Chief Commissioner.
- Asset Chairman
 - o To ensure the asset committee is kept completely up-to-date with the progress of the hire and that the asset is meeting the needs and requirements of the hirer.
 - o To ensure the asset committee is in regular contact with external stakeholders such as the local community & local municipality to ensure that all stakeholders are informed and agreed processes are being undertaken.
- Asset Advisor
 - o To ensure that all aspects of the hire is understood by the Asset Chair and to maintain role as Advisor to the Asset.
- VRC Chairman
 - o To represent the VRC and to ensure the body is operating in an efficient way.

AUTHORISATION

Before the hire may occur, the following parties must sign off on the hire:

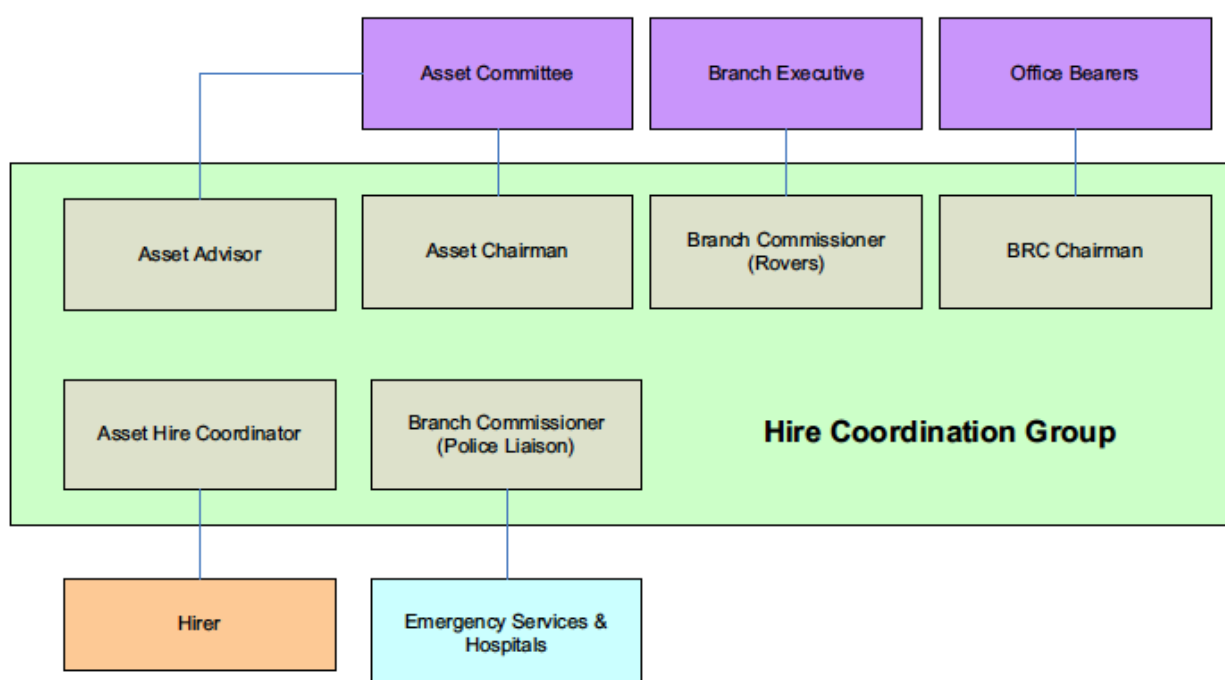
- Asset Chairman
- Asset Advisor
- State Commissioner – Rover Support

MEETINGS

Meetings of the Hire Coordination Group shall occur at a minimum every month, with higher frequencies as the event is closer and more details are needed to be discussed. All parties must attend to ensure that every aspect of the hire is covered.

COMMUNICATION

The diagram below covers to which party each representative provides feedback from and to from the Hire Coordination Group.



KEY CONSIDERATIONS

Below is a non-exhaustive list of items that may be needed to be considered by the HCG before approving a hire of a venue:

- Event Participant Ethos and ability to uphold scouting principles
- Hirer ability to meet requirements of pricing and hire agreement
- Security of the site with the particular group of participants

- Emergency Management and ability to provide a safe and controlled environment for participants.

DURATION

- The inception of the HCG is only to be formed at the initial proposal stage of a possible hire.
- The group shall be terminated upon approval of the hire.
- The asset committee shall continue the negotiation process for hire once the HCG has given approval.

SERVICE PROJECTS

REQUESTS BY OUTSIDE GROUPS

1. Where the request is for in excess of 50 Rovers - request to be in writing, and to be 3 clear months, or 3VRC meetings, whichever is the greater, in advance of the activity.
2. Where the request is for between 20 and 50 Rovers - request to be in writing and to be 2 clear months, or 2 VRC meetings, whichever is the greater, in advance of the activity.
 - a. These requests where possible to be passed over to one or two Regions.
3. Where the request is for less than 20 Rovers - request to be in writing and to be one clear month, or one VRC meeting, whichever is the greater, in advance of the activity.
 - b. These requests to be passed over to a Region.
4. Where the need arises, all Regions are to nominate one member of their Executive as their Emergency Services Coordinator.

EXCEPTIONS

1. It should be recognised that there will always be exceptions to the rule.
2. An example of where an exception may be made is where an organisation with similar aims to our own makes a late request for help having been let down by some other organisation.
3. A further example of an exception may be when it is clearly in our own interests to take on the project.
4. A State disaster situation such as the Ash Wednesday bush fires or the floods in North East Victoria are such exceptions. Note that in an event of this nature, the Region Emergency Coordinators referred to in Clause 4 above would come into play immediately.
5. This policy should be communicated to regular users of our services.

INSURANCE AND RELATED MATTERS

APPLICATION FORMS

1. All members must complete and personally sign new A1 forms on attaining the age of 18 years.
2. Rovers need to fill in all aspects of the form except for the following:
 - PLA Section
 - References
3. These forms then need to be passed onto your Group Leader to be forwarded to Branch

INDEMNITY FORMS

All participants at overnight Rover activity, whether Members of the Movement or not, be required to sign a Personal Information Record (Health Form), including the indemnity section on arrival and before being allowed to participate in the activity. Where the event utilises Care Monkey, the Care Monkey profile shall replace the Health Form. A fully completed, printed off Care Monkey profile is an appropriate replacement for a Health Form.

INSURANCE

1. The Victorian Branch provides insurance for its members in a number of categories including Property, Personal Accident, and Public Liability.
2. The premiums in some of these are met by Branch; others are the responsibility of individual committees, i.e., Bogong, Baw Baw and Mafeking.
3. For full details on insurances available to members through these schemes – see the Branch Info Book.

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 Chairman
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 Chairman
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 process 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 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 Chairman
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
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 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 Advisors.
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 OF THE VICTORIAN NRC DELEGATE

1. The Victorian NRC Director will be responsible for keeping the VRC up-to-date with relevant changes and decisions that may influence Victorian Rovers
2. The Victorian NRC Delegate will assist the VRC Chairman to represent Victoria at NRC meetings throughout the year
3. The Victorian NRC Delegate will assist the running of the NRC by taking on a project or area to manage for the duration of their time in office
4. The Victoria NRC Delegate will 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. The NRC Delegate will 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. Participate as a member of the Membership Team by:
 - a. Contributing to the strategic marketing and communications direction of the Rover Scout section in Victoria; and
 - b. Working with the Marketing and Communications Officer, IT Officer, and Deputy Chair to coordinate and manage cross-portfolio project teams.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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 PR and Marketing Officer is responsible for internal and external marketing and communications regarding the Rover Scout section in Victoria.

Specifically, the VRC PR and Marketing 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. Working with the Membership Development Officer, IT Officer, and Deputy Chair to coordinate and manage cross-portfolio project teams; and
 - c. Recruiting additional non-voting members with relevant skills and experience as required.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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. The VRC Visual Communications Officer is responsible for capturing and displaying Rovering through visual manners (photography, videos, infographics etc.)
2. The VRC Communications Officer should work closely with the Marketing Officer & Communications Officer
3. The VRC Communications Officer will develop visual content for events such as Rover Dinner, State ARAP, Facebook posts, marketing posters
4. Work with the Communications Officer 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 Programme 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 Programme 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.
 - a. The strategic plan should span a three-year period.
 - b. This plan will outline the goals and intentions of the Rover section.
 - c. The plan is only to be written after consultation with the Rover section.
2. Maintain strong communication around the strategic plan.
 - a. The VRC Office Bearers team are aware of their responsibilities to the strategic plan goals.
 - b. The Region chairs are aware of their responsibilities to the strategic plan goals.
 - c. Victorian Crews are aware of their responsibilities to the strategic plan goals.
3. Ensure consistent implementation of the strategic plan across the officers' term.
 - a. Create and implement a three-year implementation plan.
 - b. Create and implement a 12-month implementation plan (for each year of the term).
4. Participate as a member of the Quality Team by:
 - a. Contributing to furthering the recruitment and retention of Rovers in Victoria.
 - b. Working with the Chairman, New Program and Membership Development portfolios to coordinate and manage cross-portfolio project teams.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. 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.

STATE COMMISSIONER – ROVER SUPPORT

ELIGIBILITY

1. Knowledge of the Rover Section, its aims and objectives, and the methods by which it sets out to achieve them.
2. Hold a relevant Wood Badge (or a willingness to obtain one within two years of appointment).
3. Be able to relate to and communicate with young people of Rover age, fellow Commissioners, and the Chief Commissioner.

RESPONSIBILITIES

Responsible to the Chief Commissioner and the Victorian Rover Council for:

1. Advising the VRC on the development of Rovering throughout Victoria.
2. The maintenance and/or improvement of the standard of Rovering throughout the State.
3. The provision of sound advice to the VRC and the Rover Section in Victoria generally.
4. The activities of the Assistant State Commissioners – Rover Support.

DUTIES

1. Be the principal advisor to the VRC Chairman and members of his/her team within the Office Bearers.
2. Attend and be the principal advisor to the VRC meetings and Office Bearers meetings.
3. Be responsible for the accounts of the VRC and liaising with the VRC Treasurer.
4. Attend the State Commissioner meetings and liaise with the State Commissioners, and Region Commissioners.
5. Oversee the activities and functions of the Rover Support Commissioners (Region).
6. Liaise with Interstate Commissioners.
7. To advise and be a member of the Victorian delegation at meetings of the National Rover Council.
8. To advise any N.R.C. Office Bearer who is a Victorian Rover.
9. Be involved in State Courts of Honour as appropriate.
10. To stimulate and foster new initiatives through the existing structures of the Rover Section.
11. Other duties as requested or directed by the Chief Commissioner or the VRC

ASSISTANT STATE COMMISSIONER – ROVER SUPPORT

QUALIFICATIONS AND TRAINING REQUIREMENTS

- Strong written and verbal communication skills
- Intermediate computer skills and own internet access. Training on internal software will be provided.
- Intermediate financial skills & experience with budgeting in a volunteer organization
- Hold or be willing to complete within two years of appointment both a Rover Wood Badge and a Leader of Adults Wood Badge.
- Complete all required training to Basic level within six months and Advanced level within two years of appointment. Training involves a mixture of computer based learning and attendance at face-to-face courses (approximately 4 days in 2 day blocks)

PREFERRED SKILLS

- An ability to relate to, communicate with and motivate Young Adults of Rover age, Rover Advisors, and fellow Commissioners.
- Knowledge of the Rover Scout Section, its aims and objectives, and the methods by which it sets out to achieve them.
- Enthusiasm and strong commitment to Scouting Principles, Methods and Programme.

INDICATIVE COMMITMENTS

- Attend Victorian Rover Council meetings (1 night per month)
- Attend Victorian Rover Council Office Bearer meetings (1 night per month)
- Periodically, as needed to remain current, attend meetings of Regions or Sub-Committees relevant to role (Max 2-4 meetings per month)
- Be available to provide advice and support via telephone or email.
- Undertake own training (as shown above)
- Ad Hoc meetings as required to deliver on the role and responsibilities documented above

DUTIES AND RESPONSIBILITIES

1. Responsible to the State Commissioner – Rover Support, and the VRC, for assisting with advising the Rover section.
2. To represent the State Commissioner – Rover Support when required.
3. Be the principal advisor to the VRC Deputy or Assistant Chairman and to mentor the members of his/her team within the Office Bearers and other Rovers relevant to the portfolio of the Chairman.
4. To attend sufficient Rover activities to maintain a current feel for Rover needs and aspirations.
5. To stimulate and foster new initiatives through the existing structures of the Rover Section.

6. To foster sound governance and management of all VRC activities, to ensure they remain relevant, are well managed and contribute to the aims of the Rover Scout Section and Scouting generally, and are operated in accordance with the Policies, Rules, and practices of the Association.
7. Provision of sound advice to the VRC and Rover Scout Section in Victoria generally
8. To support Region Rover Support Commissioners with development and management of challenges and opportunities in each Region as requested.
9. To support Rover Advisors by jointly facilitating Rover Advisor forums and providing advice when called upon.
10. Other duties as required by the VRC or requested by the State Commissioner – Rover Support.

NOTES

1. The Assistant State Commissioners – Rover Support will informally be referred to as ASC – Rover Support
2. The Victorian Branch Rover Council shall have a minimum of two ASC Rover Support
3. An additional Assistant State Commissioner for Rover Support shall be appointed to advise and support any National Moot held in Victoria.
4. The State Commissioner and Assistant State Commissioners will split between them the following responsibilities. The list below is based on the division in 2015, however this will change depending on time and the strengths of each individual.
 - SC (Quality) – Training, Strategic Planning, Risk Management, Rover Dinner.
 - ASC (Participation) - Mudbash, RSM, and Mafeking, Baw Baw, Bogong.
 - ASC (Membership) Region Support (incl. country Rovering), Contingent Leaders, Marketing, RA Seminar, MARB, Surfmoot.
5. In carrying out these responsibilities, the Commissioners may appoint, and work through, a specific advisor to each sub-committee, office bearer or event.

HONORARY TREASURER

QUALIFICATIONS AND TRAINING REQUIREMENTS

1. To be a fully qualified accountant with a minimum of two years relevant business experience, or have significant experience in a relevant field.

PREFERRED SKILLS

1. An ability to relate to and communicate with Rovers, Advisors and external parties.
2. Knowledge of the Rover Section, its aims and objectives, and the methods by which it sets out to achieve them.

DUTIES AND RESPONSIBILITIES

1. Responsible to the State Commissioner – Rover Support and the VRC for advice on all matters pertaining to the VRC's financial position.
2. Producing financial reports for the information of the VRC on a monthly basis.
3. Developing and maintaining a concise guide for event/asset treasurers and pro-forma budget, income and expenditure report for submission to VRC as appropriate.
4. Providing financial advice to VRC Sub-Committees and Region Rover Councils where that advice is sought.
5. To act as auditor to VRC Sub-Committees and Region Rover Councils
6. Ensuring that all monies received by the VRC are properly recorded and banked and that expenses are promptly paid or reimbursed.
7. To co-ordinate the production of an annual audited consolidated financial statement of the VRC activities for presentation to the VRC and the Victorian Branch (the VRC financial year runs from 1 July to 30 June).

NOTES

1. This is an appointed position, and is more likely to be held by an Advisor than by a Rover.
2. The initial term of appointment will be for three years, and may be renewed for additional three-year terms.

HONORARY HISTORIAN

QUALIFICATIONS AND TRAINING REQUIREMENTS

1. To be experienced and knowledgeable about the Rover section

PREFERRED SKILLS

1. An ability to relate to and communicate with Rovers, Advisors and external parties.
2. Knowledge of the Rover Section, its aims and objectives, and the methods by which it sets out to achieve them.

DUTIES AND RESPONSIBILITIES

1. Responsible to the Victorian Rover Council and SC Rovers Support for advice on all matters pertaining to the history of Victorian Rovers.
2. Providing advice and help in finding historical information to VRC Sub Committees, Region Rover Communities, Crews and other Rover formations, where that advice is sought.
3. Ensuring that relevant historical displays are maintained at the Victorian Rover Centre, with displays rotated from time to time.
4. Liaising with the Victorian Scout Heritage Team to preserve the history of all aspects of Rovering in Victoria, and Australia, as well as helping Rover formations to borrow items from the collection for displays.
5. Assisting Rover formations in preparing historical displays and reports.
6. Ensuring that the history of Victorian Rovering is preserved.

NOTES

1. This is an appointed position, and is more likely to be held by an Advisor than by a Rover.
2. The initial term of appointment will be for three years, and may be renewed for additional three year terms.
3. The Historian is not required to attend regular VRC meetings, but is required to report to the VRC Office Bearers at least twice yearly.

ADMIN OFFICER

QUALIFICATIONS AND TRAINING REQUIREMENTS

1. Have administrative skills and/or experience.

PREFERRED SKILLS

1. An ability to relate to and communicate with Rovers, Advisors and external parties.
2. Knowledge of the Rover Section, its aims and objectives, and the methods by which it sets out to achieve them.

DUTIES AND RESPONSIBILITIES

1. Support the administrative functions of the Victorian Rover Council and the Office Bearers team
2. Provide support and advice to the Office Bearers team and other Rovers, particularly in regards to administrative skills such as writing, editing and proof-reading
3. Where necessary support the VRC Secretary with tasks such as mail-outs
4. Support the maintenance of up-to-date mailing lists and contact details for Rover Crews
5. Alongside the VRC Resources Officer, manage the upkeep of the Victorian Rover Centre

NOTES

1. The VRC Admin Officer should be reviewed when needed, but at no greater than three-year intervals



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