



SCOUTS AUSTRALIA
MINUTES FOR THE 475TH MEETING OF THE
VICTORIAN ROVER COUNCIL
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 24TH FEBRUARY 2021, AT 7:30pm

1	Welcome	
1.1	Flag Break	Michelle Saffin
1.2	Attendance & Apologies Apologies – Grace Archer, Maddy Ancill, Emily Kinross-Smith, Drew L., Matty Barnes, Zac Geddes	Maddy Packer
1.3	Acknowledgement of Country Scouts Victoria respectfully acknowledges the Traditional Custodians of the country throughout Victoria where our activities take place. We pay our respects to Elders, both past, present and emerging and continue to recognise and embrace the important continuous history and connection to land & community of Aboriginal and Torres Strait Islander peoples.	
1.4	Conflict of Interest Any conflicts of interest that become apparent in the meeting are to be raised.	

2	Congratulations, Guest Speakers, Presentations and Formal Thanks
Good on Ya Mate – Council acknowledges and thanks the exceptional contributions to Rovering over the past month.	
Guest Speakers – Chris Young, <i>NRC Review Team</i>	

3	Items for Consent	
3.1	Minutes of the previous VRC Meeting	Michelle Saffin
	Motioned: Plenty Valley Seconded: South West Passed.	
3.2	Correspondence	Maddy Packer
	There is a new TV Quiz Show starting up and they would love Rovers to check it out. Quizical is casting now and the flyer has been attached to page 4 of the minute attachments. Be sure to pass on the flyer to your regions and units.	
3.3	VRC Financial Report	Jody Freeman
	Nothing to report.	
3.4	Decisions of the VRC Chair to be ratified	Michelle Saffin
	Bogong Chalet Management Group Constitution Update The BCMG constitution has been updated and is to be ratified by VRC Chair. Motioned: Plenty Valley Seconded: Lerderderg Passed.	
3.5	Nominations for the Baden-Powell Scout Award	Regions
	Abbey Tiernan – <i>Hanging Rock Rover Unit</i>	

4 Office Bearers Reports

4.1 Chairman

Michelle Saffin

I hope everyone is doing okay after our snap lock down this month, I'm glad that everyone can go back to face to face Rovering.

This month the exec has been preparing for census with emails to Rovers going out in the next few weeks with a 'census checklist' as discussed last month. We are waiting for Branch to conduct their detail audit, hence the delay.

In the last week it has come to my attention that people have felt hurt by me as a result of my chairing. If this is you I am sincerely sorry, this is never my intention and I hope you can forgive my miscommunication.

A reminder that I'm always contactable via chair@vicrovers.com.au, on Facebook (Michelle Saffin) or on 0437 822 536.

Email at:

chairman@vicrovers.com.au

4.2 Deputy Chairman

Kieron Younger

I have been very busy these last few weeks .

I will be working with the OBs team to create two google polls to allow us to find the missing units that still have not updated their unit email address stay turned for that coming in March.

Sword Audits

Sword audits, to maintain our obligation under the Control of Weapons Act 1990, we the Victorian rover council must maintain a valid log of swords within our Unit's that carry/ hold a sword, into 2021 we will be holding a sword census to gather information and to update our data base.

In Victoria, swords are classed as a 'prohibited' weapon under the *Control of Weapons Act 1990* (Vic). Possession or use of swords in contravention of the Act in Victoria could result in a \$12,000 fine or six months in jail.

The Scouts Association of Australia was granted an exemption by the Governor in Council to bring into Victoria, display, advertise, purchase, sell, possess, use or carry a sword for the purposes of keeping and displaying a sword or participating in ceremonial activities. This exemption applies to any active member of the Scouts Association of Australia who is 18 years or older. An active member is a member who has been a member for at least 6 months. There are strict storage requirements imposed upon the exemption, requiring the sword to be 'stored safely and securely'. This means that the sword is stored in a way that ensures it is not readily accessible to persons other than those covered by the exemption.

When being transported between its usual place of storage and places it is being used for legitimate purposes under the exemption, it must still be stored in a way that ensures it is not readily accessible to persons other than those covered by the exemption and is concealed from plain sight during any such transportation.

The exemption also requires a record of possession, which is held by the Victorian Rover Council as well as the Unit in direct possession of the sword.

What this means for Units is that when possessing and using a sword for Unit ceremonies, there are important regulations and responsibilities to be adhered to. When looking to acquire a sword the Unit should consider the following:

The sword will need to be stored in a safe manner, in a locked storage box that is secure in your den or hall. It also needs to have a means to be transported to where you will be using the sword and remain safe and secured.

Who will have access?

With the sword locked away, there should be a key that can provide access to only those that should have access. This means that no one under 18 should have access. It is also a good rule to have that Squires are not to handle the sword. This falls in line with the 'active member' rule, which requires a 6-month period within the movement

before being covered by the exemption, which is the length that it should ordinarily take someone to complete their Squire training after joining the Unit.
When will it be used?

We have a sword we don't want anymore, what do we do?

When a Unit becomes defunct or doesn't want to hold onto a sword anymore, someone still needs to be responsible for the sword. If this happens, please get in contact with the Deputy Chairman and organise for the sword to be handed over. The VRC can hold the sword on trust for future incarnations of your Unit or if you don't want the responsibility anymore, we can find a Unit to adopt your sword and keep it within the movement.

If you don't hand the sword off to the VRC to accept responsibility for the sword, it needs to be disposed of in a responsible manner. This generally means surrendering the sword to the police.

Spam emails

There was recently an email sent out that looked like spam. This was not spam, and the senders have been asked to rethink how they send out these sorts of emails.

If you receive any emails that you think may be spam, forward that email to IT it@vicrovers.com.au at immediately.

Email at:

deputy.chair@vicrovers.com.au

4.3 Assistant Chairman

Matthew Barnes

No report submitted.

Email at:

assistant.chair@vicrovers.com.au

4.4 Membership Development

Adam Kaplan

Unfortunately, with AG cancelled, we have missed out on a fantastic opportunity to get to know many of our venturers to aid the linking process. That's why I am looking into running a virtual rover expo in the form of a livestreamed Q & A with presentations from various subcommittees and expert panellists.

If you know anyone who would be a great panellist (or you are yourself), get in touch with me.

Subcommittees watch your emails.

Email at:

membership.development@vicrovers.com.au

4.5 Program

Zac Geddes

No report submitted.

Email at:

program@vicrovers.com.au

4.6 Our Program

Jacinta Swift

No report submitted.

Email at:

program.transition@vicrovers.com.au

4.7 Training

Hamish Beshara

Many of you may have noticed Facebook events published recently for all training courses being held for Rovers in 2021. You can find details about each course on the event pages, including how to register. A full training calendar has also been published for 2021 on the Facebook page.

Rovers who are working towards completing their Basic Training, please note that the Basic Outdoors course has been replaced by Scouting Adventure to align with the new curriculum rollout. It is still a weekend residential course, however, is more outdoors focussed and encourages learning by doing. If you have been in Scouting before being a Rover, you might qualify for a Recognition of Proficiency, which can be completed as an alternative to attending the course. More to come on new training in the future.

Email at:

training@vicrovers.com.au

4.8 BPSA

Hamish Beshara

All dates for BPSA Support Team training have been published on the Rover Training Facebook page. Region Chairmen, please encourage Rovers to attend a session if you would like more people on your Region BPSA Support Teams. The next session is on Wednesday the 19th of May at 7:00 PM on Zoom. Registration is via the link on the Facebook event.

Email at:

bpsa@vicrovers.com.au

4.9 NRC

Andrew Strachan

Recently the 2021 NRC Conference was held, on the weekend of 29-31st of January. Currently the minutes for this have not yet been published, so I am unable to report on everything that occurred but can still discuss some main points. The minutes are expected to be out within two weeks so I can distribute those once I get them, and report on conference in full next meeting.

Victoria submitted three papers ahead of conference, and we wrote and submitted an additional late paper during the conference itself. The initial three papers were regarding training prerequisites for NRC roles, the frequency of NRC remote meetings, and the nomination process for Rovers obtaining adult recognition awards (ARAs).

The training paper was discussed at the end of Saturday, the discussions with other branches did not make any progress by the time we were due to finish for the day, so we decided to withdraw that paper, with the possibility of re-tabling it at a later meeting.

The frequency of meeting paper was also withdrawn, after other branches and the in-coming exec brought up the point that changes may be made to meeting structure by the new exec, so they wanted the paper to be left until next meeting to give them more time to decide how they wanted to approach meetings.

The ARA paper was discussed but failed, as no other branch seconded our motion to vote on the paper. We are not sure why this failed as no criticism of or issues with the paper were raised.

The late paper that we submitted was written after the national RA reminded us that the traditional schedule of conferences aligning with major events (i.e., AJ2022) would mean that Vic was due to host the next conference, and a paper was required for us to request that happened. We decided to take a slightly different approach and worked with Tasmania on a proposal that Tas would host 2022 in a Victorian location (to save on travel cost) and Vic would host 2023 in a Tasmanian location (as Tas have a moot in 2023 they would traditionally host conference there, but due to the small size of their branch would not be able to organise both). This paper was met with some confusion and criticism from other branches, including suggestions that Vic host 2022 and 2023 was worked out later. We discussed with Tas on this, and because we were not comfortable with leaving Tas to host 2023 as they did not feel they would have the resources, nor did we feel comfortable committing Victoria to host 2 conferences in a row, we withdrew the paper.

Currently none of these papers have been reworked or resubmitted to the next remote meeting. This meeting falls on the same week as March VRC, so there is not time to follow the process of approving papers set in standing orders if these papers are to be retabled to that meeting.

The NRC external review team did not submit their final recommendations at conference as originally scheduled, instead taking the opportunity to run some final workshops to gain more rover input on a few major topics such as the overall purpose of the NRC. These workshops and the discussions around them seemed to be quite productive and will hopefully be reflected in the final recommendations, which should be presented at the March 2021 remote

meeting.

Finally, the world moot 2029 bid team has been announced, including five Victorian members; Chris Young, Peter Wotherspoon, Kieren Martin, Lucy Hubbard, and Cairo Levett (who is leading the team). I would like to congratulate all of them and am excited to see the work they do to hopefully bring the world moot back to Australia.

Submitting papers for NRC

1. Table paper at VRC
2. Normal VRC process
3. If successful, paper will be tabled at NRC.

- ♦ *Papers to be tabled at the May/June NRC need to be tabled at VRC no later than March.*

Email at:

nrc.delegate@vicrovers.com.au

4.10 Finance

Cameron Phillips

Hey everyone, so as mentioned last month this month I am tabling a new financial management policy book (see Item 10.1, also page 7 and 9 of minute attachment). This is going to sit on the table for two months and should it pass there will be a one-month grace period so that the new policies take effect on the 1st of June.

I am happy to answer any and all questions, take suggestions of wording and all in all take any help to improve this document! To assist with this, I will be holding an open zoom meeting where people can come and voice their concerns or questions, this meeting is to be held on the 23rd of March at 7pm, I'm aware this is the day before VRC however I want to give as much time for everyone to read through the document, if people feel it would be helpful or needed, I am happy to organize more meetings or do my best to attend region meetings so everyone can have their voice heard. Should there be the need to have an amended version of the document that will be tabled next month.

Email at:

finance@vicrovers.com.au

4.11 Secretary

Maddy Packer

Thank you all for understanding my absence last month. As such, I am still trying to find my feet again in regard to my role. If you notice anything is incorrect, please email me so I am able to amend this ASAP.

All reports **not** provided will not be typed up in their entirety; only key points will be listed. If you have a general business item to present, please ensure you send through a short summary to me.

Email at:

secretary@vicrovers.com.au.

4.12 Resources

Emily Kinross-Smith

Nothing much has happened in the past month. I am beginning to look into window tinting for the main room.

Email at:

resources@vicrovers.com.au

4.13 Strategic Planning

Lily Twyford

Hello !! Nothing new to present, just in the process of collating some responsible drinking resources and finishing some of the 'moving region' resources that were given to me (sorry for the delay, hopefully will have these finished soon!).

Email at:

strategicplan@vicrovers.com.au

4.14 PR and Marketing**Grace Archer**

A priority this month for Marketing and Comms moving forward is really boosting our Instagram page, as it is a great way to engage with Rovers across the state and promote Rovering to a broader audience. I would really love to feature Units more regularly on the @vicrovers page, so if you have anything exciting coming up/any content you'd like shared, please don't hesitate to message the account! Many Units already have awesome Instagram pages themselves, and they can be a great way to encourage new members as well as communicate what your Unit has been up to! If anybody has an interest in Instagram marketing I'd also really love to hear from you.

As always, if you have anything you would like included in the newsletter, we would love to hear from you! Please email communications@vicrovers.com.au with your article, a title and an image, and we'll be sure to include it! Also feel free to contact that email if you would like something included but need some help writing an article/creating an image/formatting etc.

If you have anything you'd like shared on our social media (the Rovers Victoria Facebook Page or @vicrovers on Instagram), please email or direct message the pages, otherwise feel free to contact Grace via Facebook messenger too! We're also always on the lookout for new content so let us know if you have an awesome idea and we'd love to have a chat!

Email at:

communications@vicrovers.com.au

4.15 Visual Communications**Catherine Marley**

Over the last few months, I have been working on an Acknowledgement of Country business card (attached on page 5 of the minute attachments). I would like to print off 250 for \$17.99 (before postage) through Vistaprint next month. Please send through any feedback before the next VRC meeting regarding the design or the pricing.

As usual if you would like any logos, flyers or graphics made, let me know.

Acknowledgement of Country Business Card Feedback

- ♦ To make the card more specific, consider making a region version.
- ♦ The current borders are difficult to see.
- ♦ The new promise and law card size is bigger than normal business cards – test out that size and check pricing.
- ♦ Bring mock-ups and quotes to the next VRC meeting.
- ♦ Purpose – to aid in opening camps, meetings, etc when including a welcome to country.

Email at:

visual.communications@vicrovers.com.au.

4.16 IT**Michael Watts**

This month the IT team has been working on creating some Google Forms to help with the Sword Audit and Crew Census. Instructions for using the Rover Centre PC for Meetings and Presenting are being created and these will be posted on the wall in the near future.

A new event registration form has been created to ensure an easier registration process for participants. If you experience any issues with this form please use the feedback button on it. We have also been discussing purchasing a Raspberry Pi for the front gate system to ensure we have a dedicated device.

The website update is still underway with the Surfmoot, Mudbash, and MARB skeletons set up. We will be in contact with those committees shortly to get those set up. I will also be providing a timeline for the website update in the near future.

We have also had a request from branch to see if there is an effective way to keep email addresses stored in Extranet up to date, possible solutions are being investigated. We are also working on possibilities to match Extranet data with event registration data.

Due to branch requirements, we are no longer able to store health forms on Dropbox, as such we are moving to Operoo for event health profiles. The details are still being worked out with branch, and we will be in touch with upcoming events with more information including what to do for interstate/non-scouting members.

Zoom meetings are still available, please email conferencing@vicrovers.com.au. If you are no longer needing your scheduled meeting please also email to let us know so we can free up those slots for others.

Standing Reminders:

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

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

4.17 Commissioner Group

Peter Wotherspoon, Regi Caesar, Stephen Carter

BPSA and ARA Presentations

Unfortunately, the above presentations, which were scheduled to take place at Gilwell (having been re-located from Government House), were cancelled at the last minute due to the COVID lockdown. A new date is currently under consideration and awardees will be advised in due course. The likely date will be sometime next month.

Unit Service Award

Presentation of this award to Everest Le Page Rover Unit was also postponed for the reasons outlined above.

W F Waters (Rover Service Award) and Adult Recognition Awards

The closing date for nominations for these awards was originally advised as 21 February. This has just been extended to 28 February. Please forward any nominations to me by the revised date.

World Scout Moot 2029 Bid

Following a call for applications, the National Rover Council has announced membership of the team who will develop the bid to hold the 2029 World Scout Moot in Australia. Victoria will be represented by Cairo Levett (who will lead the team), Chris Young, Lucy Hubbard, Kieren Martin and Peter Wotherspoon.

The first meeting of the group will be held on Tuesday 23 February.

Region Chairs meeting

A productive meeting of Region Chairs and members of the Executive was held on Sunday to discuss a number of matters of concern. A paper outlining the discussions and goals for the future will be developed in the coming days for presentation to the team.

Voting Arrangements

Attached to the agenda is a paper for consideration which is designed to provide clarity on voting, in particular how "abstain" votes will be treated (see Item 10.2, also page 21 on the minute attachment).

Emails:

Pete: sc.rovers@vicrovers.com.au

Regi: regi.caesar@vicrovers.com.au

Stephen: stephen.carter@vicrovers.com.au

5	Items for action by OB's, Region and Subcommittee Teams
5.1	Action Items from July
	Nil.

6	Sub-Committee Reporting
6.1	Mafeking Rover Park Ben Barraclough
	<ul style="list-style-type: none"> ♦ Opened back up for bookings. ♦ Have already received a few bookings
6.2	Surfmoot Megan Rogers
	<ul style="list-style-type: none"> ♦ The forum and AGM will be on the same date – 17th March, more details to come. ♦ Thank you to those who have submitted feedback. ♦ Access to the photos have been released
6.3	Mudbash Lucy Hubbard
	<p>It has been a quite month unfortunately our committee weekend was cancelled due to lockdown. Hope we will be able to schedule another in. As always our tenders are open links are below.</p> <p>General Tender https://1drv.ms/b/s!AvyIB2Yg2R9LgfJCC5w0tL5AMgCj_w</p> <p>Canteen Tender https://1drv.ms/b/s!AvyIB2Yg2R9LgfJByt55x2DXpV9Vtg</p> <p>Pub Tour Tender https://1drv.ms/b/s!AvyIB2Yg2R9LgfJDvUGBXJRgB1ZR-A</p> <p>Bar Tender https://1drv.ms/b/s!AvyIB2Yg2R9LgfJA6ti63pgUd0VFWA</p> <p><u>Working bee dates for 2021</u></p> <p>Pre-Mudbash working bees: 26th to 28th March 2021 16th to 18th April 2021 21st to 23rd May 2021</p> <p>Post-Mudbash working bees: 2nd to 4th July 2021 30th July to 1st August 2021</p> <p>We are also look for people with the following trades. Electrician Plumber Carpenters Boilermakers/welding qualification We do have so specific jobs that we will be needing these trades for at our working bees. Also, if you are able to drive or have access to a bobcat to assist with track maintenance.</p> <p>Contact Lucy at chair@mudbash.com or message the Mudbash Facebook page if you are able to assist.</p>

If you are able to assist trade hours will be awards for your time for those racing units.

Tickets are now released at \$75. Check out Facebook page for details.

6.4 Rover Scout Motorsport (RSM)

Simon Nuccio

It's been a tough month for us with the cancelation/postponement of two events being our Scruit day and Round 3.

We had worked with all COVID restrictions placed on us by Motorsport Australia, Scouting and the Government.

Keep an eye on our Facebook page for information regarding future events. Turnaround times for being able to run events seems to be very short and this is the best way to keep up to date.

Our budget is on the table for voting tonight. We received no feedback on it.

6.5 Bogong Rover Chalet

Jesse Lang

It was set to be another busy month of renovation working bees, but the 5-day snap lockdown threw a wrench in the works. The woodfire stove was successfully removed for refurbishment in late January, however the second bathroom working bee set to begin on the 12th of Feb was cancelled due to the lockdown, and the works planned for that weekend have been rescheduled for our Labour Day weekend working bee.

We also opened our bookings for the 2021 ski season on 1st Feb. 7 of our 13 weeks were booked out within the first 4 days of opening with the other weeks all gaining plenty of interest as well, so it's looking like it'll be a busy season this year if the COVID-19 restrictions allow.

6.6 W.F. Waters Lodge

Todd Henderson

- ♦ Bookings are running as normal.
- ♦ Bookings open up at Surfmoort and have a good response.
- ♦ Spaces are still available.
- ♦ 2 working bees coming up: 19-21 March & 16-18 April

6.7 MARB

Madeline Ancill

MARB 2021 is off to a flying start with the theme of Game On! Please put the 18th of September in your unit calendars now and start thinking about your costumes. To ensure that you are kept up to date with the latest for MARB, please follow us on Facebook at <https://www.facebook.com/marbvic> and Instagram at https://www.instagram.com/vicrovers_marb/?hl=en

Unfortunately, Nicola our PR and Marketing Officer has had to step down, so we have an opening on the committee. If you are interested in the role, please do not hesitate to contact the committee at chair@marb.com.au. We would like to thank Nicola for all her hard work and dedication to the committee and wish her all the best.

We look forward to seeing our event coming along.

If at any stage anyone has any questions at all, please do not hesitate to contact me at chair@marb.com.au

Tickets are on sale now \$65

6.8 Rover Dinner

Lerderderg

- ♦ Last month we said we would start thinking about it.
- ♦ We have thought about it.
- ♦ Nothing to report.

6.9 Yearbook

Catherine Marley

The yearbook is now in production! Thank you to everyone who sent in reports and photos.

7 Region Reporting
<div data-bbox="113 174 1527 226"> 7.1 Bays Rachael Osborne </div> <p>This month in bays has been quite good, despite the short lockdown we had in the middle. a few units have been able to get out and enjoy the water while the weather is still warm, which is great to see. we had our first face to face region meeting since March at Split Rock's hall, big thanks to them for hosting! hopefully as we move forward we will be able to see more and more faces back at our region meetings.</p> <p>As a region we report on our membership numbers by unit at each monthly meeting, so we are looking pretty good for rover census. a few of our units have had some good venturer interest, which is always good. Hopefully, we can continue to encourage the growth of rovers in bays.</p> <p>I'd also like to give a big congratulations to our deputy chair Kieren Martin for his role on the 2029 world moot bid team.</p> <p>Hopefully, we can move forward avoiding more lockdowns and continue to enjoy our roving face to face.</p>
<div data-bbox="113 696 1527 748"> 7.2 Gippsland Justin Porter </div> <p>We had our first Region meeting with a good turnout even though it was online which is great. The whole region enjoyed Surfmoot.</p>
<div data-bbox="113 824 1527 875"> 7.3 Lerderderg Hamish Beshara </div> <p>This month Lerderderg sprung into the new year at BOUNCEinc at our first event of the year. The Region is pleased to report that Arundel Rover Unit is starting up again after years of dormancy. The Region team will be working with them closely to support their start-up and return to Rovering.</p> <p>The Region Committee helped out at the Lerderderg Region Grey Wolf Award ceremony in early February, which was great for our visibility and reputation as a section, and even generated a bit of cash flow. We are looking forward to interacting with other sections soon.</p>
<div data-bbox="113 1128 1527 1180"> 7.4 Melbourne Tiffanie Thomas </div> <ul style="list-style-type: none"> ♦ Held a face-to-face meeting followed by a BBQ. ♦ 2 new positions have been introduced. ♦ Fun fact: Before rebranded as a kid's toy play doh was originally a wallpaper cleaner
<div data-bbox="113 1294 1527 1346"> 7.5 Mount Dandenong Gemma Park </div> <p>Mt Dandenong is trailing some new ideas after the transition back to face-to-face region has not gone as smoothly as hoped. We had a very small turn out (8 members) to our face-to-face only Feb region meeting which is a less members than even our exec team :(. In contrast our online only meeting later in Feb had approx. 50 attendees and reports state better advertising than the early Feb one. From this our plan next month is to run our meeting both online and f-t-f, with encouragement that if you want to actively discuss be there in person, if you want to observe be there online - with some flexibility. We'll be supplying snacks to the meeting to see if we can lure rovers to attend and we're going to update the way we advertise our meetings - rovers want to see more posts on our Facebook group and reminders to check their unit email accounts. At the moment there is no expectations or culture as to who attends our Region Gatherings which may contribute to our low attendance, so a transition to 'at least one rep from every unit' would be ideal. If any other regions have ideas please spill your secrets to me!</p> <p>On a positive note, we've recently had 2 new units start up under pre-existing Rover Unit names. A large number are ex-venturers who have turned 18 over the last 12months are belonged to Venturer units together. We're excited to see some fresh faces.</p> <p>We tried workshops before region meetings as an initiative this year to build life skills and give rovers motivation to attend gatherings. These were only on zoom and had an average turn out of about 10 people per month; more members joined afterwards for region meeting only. We deemed the turn out too low to be worth it and discontinued our remaining planned sessions. We're unsure if this was due to Zoom fatigue or lack of interest - mixed feedback.</p>

We're super excited for MoistMoot coming up - tickets are still available and it is open to all regions; we'll see ya there!

7.6 Murray Midlands

Bella Condello

- ♦ We had a face-to-face for the first time since i have been unit chair – only half region turned up.
- ♦ Went through the new program.
- ♦ Issues with rover unit coming up on Vic scouts “find a group”

7.7 Plenty Valley

Catherine Marley

This month has been yet another of getting used to how things are now. We have events being run/cancelled or postponed on short notice. Hybrid in-person and zoom meetings are serving as a way of allowing members in hot spots to still attend region meetings. Units were able to run zoom nights with a few days' notice of a lockdown. At this point I think people are managing the unexpected pretty well.

7.8 South West

Lily Twyford

Hello !! Nothing new to present, we are just adjusting after the mini lockdown and hopefully looking to have some more venturer joint nights across the region considering school starting back and with all the new 18 years old's who finished school last year.

8 Other Reports

8.1 MPAC Report

There have not been any expressions of interest for the project patrol that would look into this project. Without a project patrol this will not be possible.

If anyone is interest in joining the patrol, please use the link below.

<https://www.surveymonkey.com/r/WG9B69J>

9 Interstate, National and International Events and Contingents

9.1 Ireland 2022

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

- ♦ Dates for the 16th World Scout Moot are 18th July – 28th July 2022
- ♦ The age range of participants has been extended to include those born between 19th July 1995 to 18th July 2004 (both inclusive)

10 Tabled Items

10.1 Financial Management Document

Cameron Phillips

Paper can be found on page 7 of the minute attachments.
Financial Management document can be found on page 9.

KEY POINTS:

- ♦ Bank Accounts and Signatories
- ♦ Budgets and Cover Letters
- ♦ Presenting Budgets to the VRC Table
- ♦ Presenting Major Changes to the Budget
- ♦ Income
- ♦ Ticket Sales
- ♦ Merchandise
- ♦ Expenditure
- ♦ Quoting

- ◆ Ledger
- ◆ Invoicing
- ◆ Reporting
- ◆ Capital Expenditure
- ◆ Rovers Commerce Operation
- ◆ Grants
- ◆ Appendix A – Role of an Event Subcommittee Treasurer
- ◆ Appendix B – Tax Invoices

Send any questions and comments to Cameron.

finance@vicrovers.com.au

10.2 Voting Arrangements

Peter Wotherspoon

Paper can be found on page 21 of the minute attachments.

KEY POINTS

- ◆ Voting processes at Victorian Rover Council require clarification.
- ◆ At recent Victorian Rover Council meetings there has been some confusion regarding the voting processes in place.
- ◆ This has particular relevance when delegates vote to abstain and for a majority to be determine.
- ◆ Research would Indicate that there are two primary methods of vote counting operating across various organisations, details of which are listed as Options 1 and 2 below.

Send any questions and comments to Peter.

sc.rovers@vicrovers.com.au

10.3 Consultation Timeline

South West

Paper can be found on page 23 of the minute attachments.

KEY POINTS

- ◆ Provides a more case by case basis for all proposed items to be adequately discussed as deemed appropriate.
- ◆ Provide a mechanism to ensure Units are more directly involved in decision being made at the VRC, but also ensure Units that meet fortnightly have adequate time and opportunity to participate in the decision-making process.
- ◆ To enable a process which allows for adequate time for deliberation prior to a decision being made, by the author providing an appropriate timeline (and being accepted by VRC).
- ◆ Ensures that voting rights holders from the Regions on the VRC can provide a vote which has authenticity as it will now reflect a considered position by their Regions and Units.

Send any questions and comments to Lily.

southwest.chair@vicrovers.com.au

11 Items for the Information of the Victorian Rover Council

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

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

12 Voting Items

12.1 RSM Budget

RSM

Budget cover letter can be found on page 25 of the minute attachment.

Budget can be found on page 26 of the minute attachment.

Send any questions and comments to Simon.

chair@rsm.vicrovers.com

Motioned: Bays

Seconded: Mt Dandenong

Passed.

13 Standing Items

13.1 Unit Names and Scarves

Regions

Mordy Rover Unit – Scarf update



- ♦ Current scarf is the group scarf.
- ♦ The design comes with group logo and we like purple.
- ♦ Inspired by Regi.
- ♦ Photos above is the new design

13.2 Workplace Health & Safety Items

If you are using the VRC please ensure you check-in using the QR code on the front door, use sanitiser frequently and wash down all frequently touched surfaces before departure.

14 General Business

14.1 Knighting Ceremony Clarification

There has been some confusion about the current structure of the knighting ceremony within the new program. Can this be clarified in order to have the correct information passed down to Units.

- ♦ A paper was previously written about this topic and has is on page 27 in the minute attachments.
- ♦ In summary:
 - Two-tiered system is gone.
 - A single ceremony – investiture ceremony
 - Symbols and parts from the old knighting ceremonies can be brought to investiture ceremonies – i.e., swords.
- ♦ The new ceremony book is available [here](#) from the scout website

14.2 Other Business

14.2.1 Vic Rover Website

- ♦ Paper template is not currently on the website – to be fixed.

14.2.2 Presentations for unit service award

- ♦ 28th of march
- ♦ More details to come.

14.2.3 Tassie moot

- ♦ Suggestion that Vic Rovers to assist – e.g., hold premoot, tours, etc.
- ♦ Anyone interesting in being “TasVic cheerleader”, let us know.

14.2.4 Gippsland for flashy sign

- ♦ Approved
- ♦ Branch owned asset.
- ♦ Available for use at events
- ♦ To be used, bookings need to be made. How bookings are being made is being worked out
- ♦ Has been booked for Mudbash already.
- ♦ Contact TBC

Closing Parade: Flag Down & Rover Prayer

Meeting Closed at: 09:45pm

VRC AGENDA APPENDIX

FEBRUARY MEETING

24.2.21

Title	Page	Agenda Item	Description
Quizical Flyer.....	2	3.2	Flyer
Acknowledgment of Country Business Card.....	3	4.15	Design
Financial Management Policy Manual Paper.....	5	10.1	Tabled Item
Financial Management Policy Manual.....	7	10.1	Tabled Item Attachment
Voting Arrangements Paper.....	19	10.2	Tabled Item
RSM Budget Cover Letter.....	21	12.1	Voting Item
RSM 20/21 Season Budget.....	22	12.1	Voting Item Attachment



VRC ATTENDANCE
475TH MEETING OF THE VRC
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 24TH FEBRUARY 2021, AT 7:30pm

Committee	Role	Name	Present (✓)	Apology (✕)
Office Bearers	Chair	Michelle Saffin	✓	
	Deputy Chair	Kieron Younger	✓	
	Assistant Chair	Matthew Barnes		✕
	Membership Development	Adam Kaplan	✓	
	Program	Zach Geddes		✕
	Our Program	Jacinta Swift		✕
	Training and BPSA	Hamish Beshara	✓	
	NRC	Andrew Strachan	✓	
	Secretary	Maddy Packer	✓	
	Resources	Emily Kinross-Smith		✕
	Strategic Planning	Lily Twyford	✓	
	PR and Marketing	Grace Archer		✕
	Visual Communications	Catherine Marley	✓	
	IT	Michael Watts	✓	
	Finance	Cameron Phillips	✓	
	SC Rover Support	Peter Wotherspoon	✓	
	ASC Rover Support	Regi Caesar	✓	✕
	ASC Rover Support	Stephen Carter	✓	
	Honorary Treasurer	Jody Freeman	✓	
Bays	Chair	Rachael Osborne	✓	
	Deputy Chair	Kieren Martin	✓	
	Secretary			
	Region RC	Drew Lazenby		✕
Gippsland	Chair	Justin Porter	✓	
	Deputy Chair	Georgia Watson	✓	
	VRC Rep			
	Region RC	John Ernst	✓	
Lerderderg	Chair	Hamish Beshara	✓	
	Deputy Chair	Wil Sumbler	✓	

Committee	Role	Name	Present (✓)	Apology (✕)
	VRC Rep			
	Region RC	Scotty Harrison	✓	
Melbourne	Chair	Tiffanie Thomas	✓	
	Deputy Chair	Rohan Lambert	✓	
	VRC Rep			
	Region RC	Greg Davies	✓	
Mt Dandenong	Chair	Gemma Park	✓	
	Deputy Chair	Jade Sheehan		✕
	VRC Rep	Megan Rogers	✓	
	Region RC	Maria Armstrong		✕
Murray Midlands	Chair	Bella Condello	✓	
	Deputy Chair	Mekaela Hopson		✕
	VRC Rep			
	Region RC	Mark "Barney" Thorton	✓	
Plenty Valley	Chair	Catherine Marley	✓	
	Deputy Chair	Cameron Phillips	✓	
	VRC Rep		✓	
	Region RC	Jeff McIlvain	✓	
South West	Chair	Lily Twyford	✓	
	Deputy Chair	Fi Freyr	✓	
	VRC Rep			
	Region RC	Scott Manning	✓	
Mafeking	Chair	Ben Barraclough	✓	
Surfmoot	Chair	Megan Rogers	✓	
Mudbash	Chair	Lucy Hubbard	✓	
RSM	Chair	Simon Nuccio	✓	
Bogong	Chair	Jesse Lang	✓	
W.F. Waters	Chair	Todd Henderson	✓	
MARB	Chair	Maddy Ancill		✕
Rover Dinner	Chair	Lerderderg Region		
Yearbook	Chair	Catherine Marley	✓	
Guests	NRC Review Team	Chris Young	✓	
	Hanging Rock Rover	Abbey Tiernan	✓	
		Callan Spinelli	✓	

QUIZICAL!

NEW TV QUIZ SHOW

CASTING NOW!

Quizical is looking for people who are keen on quiz and are ready for a bit of banter.

Think pub trivia on prime time television, instead of winning a free jug there are cash prizes up for grabs.

A quiz show where everyone is invited to play. We are looking for individuals who aren't afraid to have some fun, have a friendly but competitive nature and who can answer quiz questions or have a good time trying.



APPLY NOW
GO.MYCASTINGNET.COM/APPLY/SHOW/QUIZICAL

Scouts Victoria acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this land. We acknowledge the traditional custodians of the lands on which this event takes place. We pay our respects to ancestors and Elders, past and present. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.



First peoples of the Millewa-Mallee, being Latji Latji and Nyeri Nyeri Traditional Owners [1]

Wotjobaluk, Jaadwa, Jadawadjali, Wergaia, Jupagalk Nations [2]

Gunditjmara People [3]

Dja Dja Wurrung People [4]

Wadawurrung People [5]

Eastern Maar People [6]

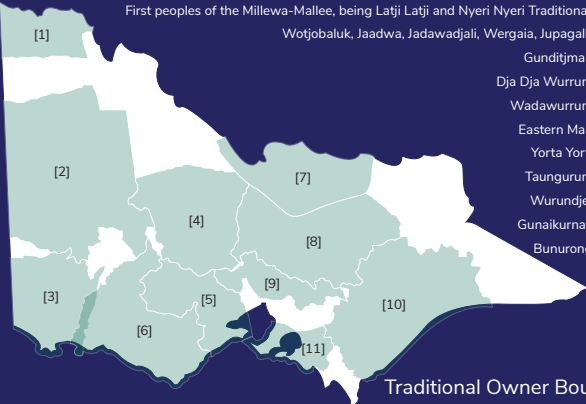
Yorta Yorta People [7]

Taungurung People [8]

Wurundjeri People [9]

Gunaikurnai People [10]

Bunurong People [11]





SCOUTS VICTORIA
Victorian Rover Council
24/2/21

**Rover
Scouts**
VICTORIA

Item Title	Financial Management Policy Manual
Information	
Discussion	
Decision	
Document Author	Cameron Phillips - VRC Finance Officer
Strategic Alignment	<ul style="list-style-type: none"> • Improve Financial literacy • Improve rover governance around finance.
Consultation	VRC Finance Team <ul style="list-style-type: none"> • Peter Wotherspoon - State Commissioner Rover Support • Jody Freeman - VRC Honorary Treasurer • Michelle Saffin - VRC Chair • Mathew Barnes - VRC Assistant Chair
Implementation Period	<ul style="list-style-type: none"> • Policy Book proposed on the 24th of Feb. • Feedback given before 24th of march, if required amended policy book proposed at the march VRC. • Vote on the policy book on the 28th of April. • New policy to take effect on the 1st of June giving 1 month grace for any finance related items to be tabled before the change in policy.

KEY POINTS

- *Bank Accounts and Signatories*
- *Budgets and Cover Letters*
- *Presenting Budgets to the VRC Table*
- *Presenting Major Changes to the Budget*
- *Income*
- *Ticket Sales*
- *Merchandise*
- *Expenditure*
- *Quoting*
- *Ledger*
- *Invoicing*
- *Reporting*
- *Capital Expenditure*
- *Rovers Commerce Operation*
- *Grants*
- *Appendix A – Role of an Event Subcommittee Treasurer*
- *Appendix B – Tax Invoices*

BACKGROUND

- The previous iteration of the finance policy book was created with some haste and needed to be reviewed and updated to better align with the strategic plan of Improving financial literacy within the Rover section.
- This financial management policy book used the former iteration as a guide. In doing so the financial team improved language, formatting and added multiple items in order ensure the policy book was clear and easy to follow.

ACTION REQUESTED

It is recommended that the Victorian Rover Council:

- Accept the new financial management policy book.
-

IMPLEMENTATION PLAN

Lead	<ul style="list-style-type: none"> • Cameron Phillips - VRC Financial Officer
Assists	<ul style="list-style-type: none"> • Peter Wotherspoon - State Commissioner Rover Support • Jody Freeman - VRC Honorary Treasurer
Cost	N/a
Risks	N/a
Milestones	<ul style="list-style-type: none"> • Policy Book proposed on the 24th of Feb. • Feedback given before 24th of march, if required amended policy book proposed at the march VRC. • Vote on the policy book on the 28th of April. • New policy to take effect on the 1st of June giving 1 month grace for any finance related items to be tabled before the change in policy. • Policy Book to be reviewed July 2024
Outcomes	<ul style="list-style-type: none"> • Improve financial oversight of VRC entities. • Streamline the financial process in Victoria. • Improve financial documentation. • Clear expectations of financial management • Putting in an operational limit on the subcommittee accounts, this is to centralise VRC money, this money is still credited to the subcommittee within the VRC account and upon request this money can be made available to the subcommittees (this is seen in item 1.6 of the policy book). • Standard procedure for the online store and Point of Sale system.

ROVER SCOUTS VICTORIA

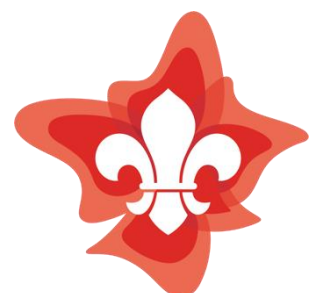
Rover Scouts Victoria Financial Management

Adopted by the Victorian Rover Council _____

Updated _____

To be reviewed _____

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



CONTENTS

- [Definitions](#)
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- 3. [Presenting Budgets to the VRC Table](#)
- 4. [Presenting Major Changes to the Budget](#)
- 5. [Income](#)
- 6. [Ticket Sales](#)
- 7. [Merchandise](#)
- 8. [Expenditure](#)
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- 10. [Ledger](#)
- 11. [Invoicing](#)
- 12. [Reporting](#)
- 13. [Capital Expenditure](#)
- 14. [Rovers Commerce Operation](#)
- 15. [Grants](#)
- [Appendix A – Role of an Event Subcommittee Treasurer](#)
- [Appendix B – Tax Invoices](#)

DEFINITIONS

1. “VRC” refers to the Victorian Rover Council
2. “BEC” refers to Branch Executive Council
3. “Finance team” refers to the VRC finance officer, VRC Treasurer, State Commissioner Rover Support, VRC Chair and any other relevant persons
4. An “Entity” refers to a Sub-Committee or region committee.
5. “Seller” refers to the entity that arranges use of the commerce systems.
6. For the POS (Point Of Sale) system, this means the entity that has arranged for the POS system to be in use at the event/location where the transaction/damage occurs.
7. For the online store, this means the entity that has arranged for the items to be available through the online store
8. 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.
9. “Commerce Systems” refers to both the online store and POS system

INTRODUCTION

Rovers Victoria owns substantial assets (Mafeking Rover Park, Mt Baw Baw and Mt Bogong ski chalets) and conducts a variety of events including Mudbash, MARB (Metropolitan Area Rover Ball) and Rover Dinner. Additionally, each Unit and Region operate various financial facilities.

This document is designed to be a guide for all Rovers elected/appointed as Treasurers for a Region or Sub-Committee. Whilst not exhaustive, the aim is to provide Treasurers with an understanding of financial management, development of budgets, handling payments and recording/reporting financial transactions. Further to this, this document works in conjunction with the BEC financial documents, where there is a conflict the BEC financial policies take precedent.

The responsibility and importance for Treasurers to operate the relevant accounts accurately and diligently cannot be over stressed. The viability of assets and events is dependent on adequate financial oversight.

All financial records must be accessible by the Chair, Treasurer and the RA of the entity.

1. BANK ACCOUNTS AND SIGNATORIES

- 1.1. Each entity will operate a bank account which will record all financial transactions.
 - 1.1.1. Bank accounts will be based at Bendigo Bank and will be titled:
 - *Scout Association of Australia, Victorian Branch Rover Council, entity name*
- 1.2. Each entity will operate a designated bank account. This account will not be changed without the endorsement of the Finance team.
- 1.3. All financial transactions will be endorsed by two signatories to the relevant account.
 - 1.3.1. The two authorities should not have a conflict of interest, i.e. Do not authorise payments to yourself.
 - 1.3.2. Financial transactions should be approved one at a time.
- 1.4. The new Chair and Treasurer should be added to the account as soon as possible. Other recommended signatories include:
 - Region Rover Support Commissioner (as applicable)
 - Deputy Chair of the entity
 - Rover Advisor
 - Additionally, the State Commissioner Rover Support and Victorian Rover Council Honorary Treasurer will be signatories to all accounts ex officio.
- 1.5. All those who do not hold a position which would allow them access to the bank account as agreed by the entity are to be removed as soon as possible.
- 1.6. For the operational bank account of activity Sub-Committees, there will be a maximum allowed fund readily available between events. Any excess funds will be credited to the Sub-Committee but held within the VRC bank accounts. Funds will be allocated as follows while the event is not running.
 - Mudbash will have no more than \$10,000 in their operation account.
 - Surfmoort will have no more than \$10,000 in their operational account.
 - MARB will have no more than \$5,000 in their operational account.
 - RSM will have no more than \$5,000 in their operational account.
 - The Victorian Contingent Moot will have no more than \$5,000 in their operational account. These funds are to be available for the use in contingents to National Moots – specifically, funds in this account remaining from the previous moot at the commencement of a moot cycle are available to be utilised for a Victorian Moot Buddies scheme and to temporarily fund any expenses in advance of a receipt or contingent feeds.
- 1.6.1. Should an activity Sub-Committee require more than the above allocated funds; a proposal is to be tabled to the VRC with an explanation for the intended use of the funds.

2. BUDGETS AND COVER LETTERS

In preparing a budget, Treasurers should be mindful of all anticipated revenue and expenditure over the reporting period. Whilst past years' experiences can act as a guide, Treasurers must ensure that proposals put to VRC contain the most up to date and accurate data. In the case of events the costs of site hire, activities, fuel costs and merchandise, for example, can be calculated with reasonable accuracy given the known costs per item.

- 2.1. Each Region should prepare an annual budget which should be tabled at a Region gathering.
- 2.2. Each Sub-Committee will prepare a budget, in consultation with the Finance team, for their respective entity and this budget will be presented to the VRC for endorsement.
- 2.3. Budgets presented to the VRC will be under consideration for a month and be voted on at the following meeting. This period will enable any VRC member to contact the respective Treasurer with any items which may require clarification.
- 2.4. The budget should have a number of scenarios, based on different attendance levels, and should also include a contingency allowance which recognizes that occasionally there will be unforeseen costs.
- 2.5. When all known income and expenditure data is available, the ticket price can be calculated and should ensure that the event/asset operates at a profit for the accounting period.
- 2.6. All budgets brought to the VRC table must have an accompanying cover letter. Any budgets without a cover letter attached when tabled will not be voted on the following month.
- 2.7. Cover letters are only considered complete when they provide
 - 2.7.1. A description of each income and expenditure category.
 - 2.7.2. An explanation for any changes in items totalling \$500 or more, where there is more than a 10% increase or decrease between the present budget and the last actuals.
 - 2.7.3. Clear explanation for any line items which have been added for the first time.
 - 2.7.4. Clear explanation of a line item which has no amount budgeted.
- 2.8. Items raised which require reporting to the VRC will be addressed at that next meeting.
- 2.9. A standard pro-forma budget is attached to this document and is to be used for reporting to VRC. The line items are examples only and whilst they may differ depending on the entity, **the template provided is NOT to be altered**. This will ensure consistency in reporting between entities and make for ready understanding by VRC members, recognizing that not everyone may have the same level of financial understanding.
 - 2.9.1. An alternative template may be used by non-event formations as agreed with the finance team.

3. PRESENTING BUDGETS TO THE VRC TABLE

- 3.1. During the last Sub-Committee meeting for each entity before the budget is tabled at VRC, the budget will be presented to the committee. The budget should be presented in such a way to be understood by its members.
- 3.2. At least a week before the budget is presented to the Sub-Committee to be tabled at VRC it will be sent to the VRC finance team for feedback.
- 3.3. The budget is then tabled at VRC and voted on by the table the following month.
- 3.4. Any budgets passed by VRC are the final budget for the Sub-Committee to operate from.
 - 3.4.1. The finance team will save this final budget onto OneDrive.
- 3.5. Any budget not passed by the table will be referred back to the finance team who will work with the entity to ensure that issues with the budget have been addressed, this will then be sent out to the regions in a timely manner for them to consider and be voted on at the following meeting.

4. PRESENTING MAJOR CHANGES TO THE BUDGET

Any major changes to the budget, after its approval, of over \$1,000 between portfolios must adhere to the following process:

- 4.1. The VRC finance team are sent the approved budget, with the proposed changes and an explanation of the monetary changes and the reason why the budget needs to be amended, discussion may be required.
- 4.2. After relevant discussion the finance team will send endorsement of the budget amendment. If the finance team deem the spending to not be urgent, the amendment can be tabled at the next VRC meeting.
- 4.3. The amended budget is tabled at the next VRC meeting as a Chairman's Decision to be ratified.

5. INCOME

Income may take the form of bank transfer (direct credit), credit card or cash.

- 5.1. With the establishment of the on-line store, most payments for ticket sales and merchandise will be received by way of transfer from the 'store' account. Any other payments received by direct credit to the account shall be receipted and an appropriate entry made into the ledger.

At some events, 'gate tickets' will be sold and may be paid for in cash. Cash may also be received from some other sources.

- 5.2. Any cash received should be appropriately recorded in the ledger and banked in a timely manner, either during the event where practicable, or as soon as possible after the conclusion of the event.
- 5.3. All cash transactions will be entered into the ledger with the appropriate notation and must correspond to bank account entries.

6. TICKET SALES

- 6.1. An entity shall be responsible for setting the costs and charges for an event on behalf of the VRC. Any increase in costs or charges to members of the Rover Section beyond 10% from the previous year must be approved by the VRC who will consider the reasons and details put forward by the entity, ticket prices are confirmed as part of the budget process for the activity.

7. MERCHANDISE

- 7.1. All activity specific merchandise must be pre-paid and pre-ordered via the online store, reference section 15.
 - 7.1.1. If minimum quantities are not achieved, the order does not proceed, and the funds are refunded.
- 7.2. All corporate merchandise may be purchased and sold on an ongoing basis with due consideration for previous sales. If in doubt consult the finance team.
- 7.3. Committee merchandise must be paid for before it is ordered.

8. EXPENDITURE

All expenditure is to be within the budget limits endorsed by the VRC. Whilst the Chair and/or Treasurer of the event may endorse different levels of individual payments within operational areas, these must still be within the budgeted limits.

- 8.1. Treasurers must obtain quotations for the provision of goods and/or services and invoices should be checked against these quotations.
- 8.2. Where an invoice received is for an amount greater than the quotation, **ONLY** the quoted figure should be paid, and an explanation of the differences requested from the supplier.
- 8.3. An invoice for the provision of goods/services should be checked against the items received to ensure that the invoice is a correct representation of the ordered items. Under no circumstances are invoices to be paid in advance of the delivery of goods/services.
- 8.4. For expenditures in excess of \$1000, a purchase order specifying the goods/services will be prepared and given to the supplier who must quote the number in their invoice.
- 8.5. Reimbursement of expenditure will only be made on presentation of a receipt to the Treasurer.
 - 8.5.1. This receipt needs to be in the form of a "Tax Invoice" and should include details of the expenditure incurred, and GST paid (if applicable). – Refer to Appendix B for the requirements of a Tax Invoice.
 - 8.5.2. **An EFTPOS RECEIPT WILL NOT BE ACCEPTED.**
- 8.6. All expenditures will be recorded in the ledger with relevant references to receipts, and other specified requirements.
 - 8.6.1. Payments **WILL NOT** be made in cash.

9. QUOTING

- 9.1. Any expenditure over \$1,000 from a single supplier must have a quote received and recorded on file before the budget is completed. If there is any ambiguity in this best practice approach, this will be discussed with the finance team.
 - 9.1.1. Where appropriate, the committee is expected to receive three quotes
 - 9.1.2. As per the delegation's policy a minimum of two quotes must be received
- 9.2. All quoted expenses will have purchase orders supplied and recorded on file before the expenditure is incurred.

10. LEDGER

- 10.1. All transactions will be entered into the on-line ledger system XERO. This provides for a standard level of recording across all entities and facilitates the ability to report accurately as well as claiming GST payments through the Branch accounting system.

11. INVOICING

- 11.1. Invoicing should be completed prior to the event in the appropriate ledger system, reference section 11.
- This includes invoicing to external parties and committee members
 - Should a person fail to pay an invoice this should be discussed with the State Commissioner Rover Support

12. REPORTING

- 12.1. At the conclusion of the event and when all income has been received and payments made, normally within a month of an events conclusion, a report will be prepared for presentation to the entity's AGM and to VRC.
- 12.1.1. Before reporting to the AGM all expenses must be finalised.
- 12.1.2. The report should be presented to the finance team before it is presented at the AGM.
- 12.2. A standard pro-forma report is attached to this document and is to be used for reporting to VRC. The line items are examples and, whilst they may differ depending on the entity, **the template provided is NOT to be altered.**

13. CAPITAL EXPENDITURE

- 13.1. Purchases of capital equipment or capital works by the entity should be brought to the VRC's attention prior to purchase. The entity may purchase, without prior approval of the VRC any of the following:
- Non-capital or consumable items essential to the event, such as food, fuel, tickets, posters, office supplies, etc.
 - Capital equipment items considered essential up to \$100, to a total of \$500.
 - Hire of essential equipment or services.
 - Where a situation arises that compels a Sub-Committee to outlay funds in advance, or to purchase capital equipment in circumstances when consultation with the VRC is not possible, conditional approval may be given on behalf of the VRC by the agreement of the Chairman, Deputy Chairman and Assistant Chairman of the VRC and the State Commissioner – Rovers Support.
 - Where provisional approval is given under the previous paragraph, or where equipment is purchased, the details shall be reported to the following meeting of the VRC.
- 13.2. If the entity wishes to spend money outside of their standard operating budget and the expenditure does not meet the prior mentioned reasons, a proposal for the expenditure must be tabled to the VRC table using the VRC paper template prior to the expenditure being incurred
- 13.2.1. Assets by their nature will have capital items regularly; whereas activities will not have capital expense, therefore activities will need prior approval from the VRC
- 13.2.2. The proposal should include:
- Estimated costs
 - How the capital works will be funded
 - An estimated timeline
 - If the project is not started, when the proposal will need to be reviewed.
 - Scope of the works to be done
- Upon the completion of the works, a report should be made to the VRC.

14. ROVERS COMMERCE OPERATION

Rovers Victoria introduced a Point Of Sale (POS) system using the Square POS platform in January 2019. The POS system allows VRC Sub-Committees 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 on behalf of VRC itself, VRC Sub-Committees, Victorian Rover Regions, and other entities as agreed by VRC.

14.1. 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.

14.1.1. VRC (through the VRC IT Officer) is responsible for:

- Entering and removing product details and discount codes
- Configuring POS system hardware and making it available for collection by Sellers
- Making information available to online store customers regarding shipping times, returns policy, and other customer matters as appropriate.
- Providing information to customers regarding orders they place through the online store.
- 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.
- Providing training to Sellers instructing them on use of the commerce systems, where required
- 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.
- Facilitate the allocation of funds from the square bank account to other entities, in consultation with the finance team.

14.1.2. Sellers are responsible for:

- Providing product and discount code information to VRC. This information shall be provided in a timely manner and in a useful format.
- Collecting and returning POS hardware from the Rover Centre or another mutually agreed location.
- Participating in training provided by VRC instructing on use of the commerce systems, where required
- For online store orders, providing stock for order fulfilment in a timely manner.
- Where the Seller is an entity within Rovers Victoria, if a large volume of orders is placed for items from the Seller, the Seller is also responsible for providing personnel to assist in packing and sending these orders if requested by VRC.

14.2. Cost Allocation

14.2.1. 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.

14.2.2. The costs associated with transaction processing shall be borne by the Seller. Transaction processing fees are collected by Square.

- It is recommended that Sellers factor transaction processing costs into the pricing of their items.
- 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.
- The costs associated with transport of stock for order fulfilment shall be borne by the Seller.
- 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.

15. GRANTS

- 15.1. Should an entity wish to apply for funding external to scouting, eg grants, this must be discussed with the state commissioner rover support.

APPENDIX A – ROLE OF AN EVENT SUBCOMMITTEE TREASURER

The subcommittee treasurer is an important role on each of our subcommittees. They are considered part of the executive of a committee and should share in all decisions that have a financial consequence for the activity. For an event or activity, broadly speaking, the role can be broken up into pre, during and post event activities.

Pre-event:

- Attend committee meetings and participate in the discussion.
- Budgets – it is your job to create an effective and cohesive budget, work with the committee and discuss the budget with the Finance team.
- Quotes – To assist with the budget, quotes may be required for larger items. Request these from the committee members.
- Participation in decision making – who makes the decision about what is included or excluded in your budget.
- Prepare budget for submission to VRC.
- Process payments and prepare invoices for committee items. – All committee items should be prepaid.
- Liaise with the VRC Online Store team for ticket and merchandise sales.

During event:

- Collection of gate tickets – money handling (how to count and how to record)
- Invoices to pay bills – Not paid in cash, 2-person approval process with a detailed invoice copy and receipt received and recorded.
- Manage the onsite store – Work with the VRC Online Store team for any square processing. Collect and promptly bank any cash received at the event, ensuring its source is properly documented.

Post-event:

- Follow up with committee members, chase up final receipts, or any outstanding invoices.
- Process all invoices in xero, ensuring support is uploaded and payments prepared.
- Discuss any queries with VRC Finance team.
- Complete report for AGM. The AGM report should be a final financial report to budget.
- Handover to new treasurer.

APPENDIX B – TAX INVOICES

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following seven details:

1. that the document is intended to be a tax invoice.
2. the seller's identity
3. the seller's Australian business number (ABN)
4. the date the invoice was issued.
5. a brief description of the items sold, including the quantity (if applicable) and the price.
6. the GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, such as a statement which says, 'Total price includes GST'.
7. the extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).
8. Tax invoices for sales of \$1,000 or more need to show the **buyer's identity or ABN**.

Below are two example Tax invoices which meet the above requirements. Both examples are labelled to show how they match the above points.

1 Tax invoice

2 Windows to Fit Pty Ltd **3** 15 Burshag Road
ABN: 32 123 456 789 Festler NSW 2755

4 Date: 1 August 2018

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames 5	\$825
TOTAL PRICE INCLUDING GST	\$825 6 + 7

1 Tax invoice

2 Windows to Fit Pty Ltd **3** 15 Burshag Road
ABN: 32 123 456 789 Festler NSW 2755

4 Date: 1 August 2013

To: Building Company **8**
254 Burshag Road
Festler NSW 2755

Qty	Description of supply	Unit price	GST	Total
5 50	Window frames	\$150	\$15	\$8,250
10	Deadlocks	\$40	\$4	\$440
			6	
TOTAL AMOUNT PAYABLE				\$8,690

The total price includes GST **7**



SCOUTS VICTORIA
Victorian Rover Council
24/2/21

**Rover
Scouts**
VICTORIA

Item Title	<i>Voting arrangements - Victorian Rover Council meetings</i>
Information	
Discussion	
Decision	
Document Author	<i>Peter Wotherspoon</i>
Strategic Alignment	<i>Governance</i>
Consultation	<i>Confusion regarding voting arrangements has led to various consultations</i>
Implementation Period	<i>Prepared for February 2021 meeting. To be considered over coming month. Vote at March 2021 Victorian Rover Council meeting</i>

KEY POINTS

- *Voting processes at Victorian Rover Council require clarification*

BACKGROUND

- *Over the past months there has been confusion regarding the voting process at Victorian Rover Council meetings, how abstentions are to be regarded and what constitutes a majority.*

DISCUSSION

- *At recent Victorian Rover Council meetings there has been some confusion regarding the voting processes in place.*
- *This has particular relevance when delegates vote to abstain and for a majority to be determine.*
- *Research would Indicate that there are two primary methods of vote counting operating across various organisations, details of which are listed as Options 1 and 2 below.*

OPTION 1

In this scenario, Victorian Rover Council delegates who aggregate 16 (2 per Region), will be used as a practical example.

If, from the 16 potential votes, 6 are recorded as abstentions (for whatever reason Including a pre-existing, or perceived, conflict of Interest), 4 are "NO" votes and the balance (6) are recorded as "YES" the motion would be carried. In this Instance, the "ABSTAIN" votes are not counted and the potential maximum number of votes would be 10. Six "YES" votes would be a majority and, as Indicated above, the motion would pass.

OPTION 2

In this scenario, the same number of delegates (and votes) will be used as well as the voting Intentions in Option 1 above.

The difference in this example Is the abstain votes do not reduce the overall number of votes available. Therefore 6 "YES" votes would not be a majority (6 of 16) and the motion would be lost.

ACTION REQUESTED

It is recommended that the Victorian Rover Council:

- *Adopt Option 1 above as the method of voting at VRC and Region meetings.*

IMPLEMENTATION PLAN

Lead	<i>Normally, the Chair of the Victorian Rover Council, but in the case of Office Bearer elections, the State Commissioner - Rover Support would lead the voting.</i>
Assists	<i>N/A.</i>
Cost	<i>Nil</i>
Risks	<i>Nil.</i>
Milestones	<i>Nil</i>
Outcomes	<i>Clarification of the Victorian Rover Council election process.</i>

PROGRESS REPORT – N/A

**SCOUTS VICTORIA**

Victorian Rover Council

[24/02/2021]

Item Title	Consultation Timeline
Information	
Discussion	
Decision	
Document Author	South West
Strategic Alignment	Governance: To Increase accessibility of Rover governance structures, to ensure both the decision-making process and decisions made are understood by Rovers
Consultation	Previous discussions of the Gippsland paper 'Respectful Consultation Period' at VRC and at region level
Consultation Timeline	1 month
Implementation Period	To be discussed at the February VRC, taken back to Regions after this. Opinions and queries discussed at the March VRC, otherwise to be voted on at the March meeting. If new information, edits or queries are raised at March then this will be discussed at VRC, then reported back to the regions and the paper is extended to be voted on at the April VRC.

KEY POINTS

- Provides a more case by case basis for all proposed items to be adequately discussed as deemed appropriate.
- Provide a mechanism to ensure Units are more directly involved in decision being made at the VRC, but also ensure Units that meet fortnightly have adequate time and opportunity to participate in the decision-making process.
- To enable a process which allows for adequate time for deliberation prior to a decision being made, by the author providing an appropriate timeline (and being accepted by VRC).
- Ensures that voting rights holders from the Regions on the VRC can provide a vote which has authenticity as it will now reflect a considered position by their Regions and Units.

BACKGROUND

- Much of the background is as discussed in the Gippsland 'Respectful Consultation Period'.
- However, this paper aims to provide a more concise, simple and adjustable timeline that covers the aims and benefits of the original Gippsland paper without the confusion of 'urgent vs. non urgent' or potential unnecessary extended table sitting.

ACTION REQUESTED

It is recommended that the Victorian Rover Council:

- An additional row is added to the VRC paper template entitled 'Consultation Timeline' (as shown in this proposal)
- This row will then indicate the expected time the author states will be needed for adequate discussion and facilitation of information back to regions and units before an informed decision is made.
- For example, a consultation period of one month indicates that the proposed paper will be addressed/ voted on at the following VRC whereas a consultation period of two months indicates that there must be at least one VRC before voting/addressing to facilitate for feedback and discussion over the two month period.
- This consultation period is then to be ratified by VRC voting, to ensure the regions agree with the proposed timeline.

IMPLEMENTATION PLAN

Lead	South West Region Chair
Assists	South West Region Executive Team.
Cost	N/A
Risks	N/A
Milestones	N/A
Outcomes	<ul style="list-style-type: none"> - More accurate consultation period to reflect any necessary discussions and feedback. - More effective communication between Rover Units, Regions and VRC. - Enhance democratic process. - Better regional involvement.

AMENDMENTS

- N/A



RSM Budget.

RSM is the Motorsport Affiliated car club for Victorian Rovers, We aim and purpose is to facilitate and ensure the compliance of motorsport events operating within Victoria.

RSM requires budgets and financial breakdowns from all events. These budgets are tabled and voted on. Event teams are required to insure that their events cover all costs within their ticketing pricing. All events are required to budget for \$400 in appropriations which allows RSM to continue its affiliation with Motorsport Australia. Any additional profits for events stay with RSM. (Mudbash and TG excluded)

Cancellation of events due to COVID, Motorsport Australia has provided us with credit for these events. These have already been paid for and will not have to be paid for again this year.

The permit pricing was increase in 2020 from \$205 to \$209. 2021 has seen an increase from \$209 to \$235

Due to COVID-19 and the cancelation of events we saw a decrease in members numbers. As a result we fall in a lower bracket for Motorsport Australia affiliations.

All feedback and questions must be emailed to chair@rsm.vicrovers.com. And treasurer@rsm.vicrovers.com by the 14th of February.

RSM 20 - 21 Season Budget

Income	Budget QTY	Unit Amount	Budget	19/20 Actuals		Notes
Event Appropriation	4	400	1600	2	800	*Mudbash did not pay as MB20 didn't run
Event Permits	4	235	940	3	619	
Sales		0	0		800	Divvy Van Sale
Event Profit		0	0		789	
			0			
		Total	2540	Total	3008	
Expenses	QTY	Unit Amount	Budget		Actuals	
Motorsport Australia Affiliation	1	875	875	1	1308.1	
VRC Appropriation	1	750	0*	1	750	*Waved for this year
Motorsport Australia Permits	4	235	470	3	615	*Two permits have been held as credit with MA
Trophies - Rover Dinner	1	300	300		455	
		Total	1645		3128.1	
		Profit Lost	895		-120.1	

SUMMARY

Rover Crews may continue to use the Knighthood theme if that's how they want to organise their Crew but it is no longer the default theme. Crews can develop their own symbolic framework. Crews should not have a two-tiered membership; investiture into a Crew should mean full membership. The New Program Award Scheme will not have a 'Squire Training' badge.

INTRODUCTION

The rollout of the New Program in Australia has begun. Victoria has taken a multi-stage approach to the rollout, concluding in 2023. Though there are still some decisions to be made as to how Scouts Victoria conforms to the New Program, the Victorian Rover Council has decided to engage with the more contentious issues that have arisen so as to ensure proper communication of changes and that the positives of the New Program are not overwhelmed by a small number of contentious changes.

BACKGROUND

A symbolic framework gives context to what we do. It provides a stronger connection to the program and the association at large. There are three levels to our framework;

1. Scouting as a whole: concept of Scouting, the fleur-de-lys, Scout Scarf, Scout Sign;
2. Each Section: shaping of the Scout's understanding of the program per the age section, supporting a logical progression (Knighting theme, Jungle Book theme);
3. Activity program or focus: helps drive interest and a sense of adventure (Mission to Mars theme at Hoadley, Indiana Jones Surfmoot).

The Knighthood theme has provided a framework for the way we conduct Rovering. It promotes mentorship, service and a code of honour. It has embedded links to the way we run Rovers in Victoria. That being said, Victoria has had the ability to have non-traditional Rover Crews. That is, a Crew that does not utilise the Knighthood Theme, but rather uses another theme to bind the Crew.

CHANGES

Rover Crews may continue to use the Knighthood theme if that's the way they want to organise their Crew. But Rover Crews have the capacity to no longer use the Knighthood theme if they so wish. Remember, non-traditional Crews have been in operation for a long time.

The difference here is that whereas the default position was previously that a Crew used the Knighthood theme, **now there will be no default and a new Crew will be able to adopt whatever theme they think works for their Crew.** Beyond the Crew level, we will not be referencing Knights and Squires in Rover Scout governance, training or policy. There will be resources coming out to help Crews develop a new symbolic framework where they so wish.

It is expected **that there is not a two-tiered membership within Crews.** When the Crew accepts a person and invests them, they become a full member of the Rover Crew. This may require Crews to amend their constitution to reflect this change.

The New Program's implementation will include a change to the Award Scheme and a focus on a continuous 'one program'. This will allow for a greater engagement in outdoor adventurous activities. **The new Award Scheme will not have a Squire Training badge to use for Squire Training.**

KEY POINTS TO REMEMBER

You may not attach additional requirements onto the award scheme. Progression through the section and the award scheme is not to be limited by additional requirements a Crew attaches beyond what is the nationally adopted standard. Though there may still be ceremonies and procedures for awarding the award (e.g. A vigil) as long as they do not hinder an individual being granted the award.

Hazing or any form of bullying as a part of an initiation into a Crew that makes the individual feel uncomfortable, unwelcome or reluctant to join the section is not tolerated and is fatal to a Crew. That is not to say your Crew may not have rituals or ceremonies –these give an identity to your Crew – but they should not amount to hazing or bullying. The Crew should be welcoming new members, ensuring the future of your Crew and continuing an individual's progression through the movement.

GOING FORWARD

There will be resources coming out to help Crews develop a new framework if they want to change. The potential for new themes are endless; there are already Crews that use Vikings and The Lion King as their theme. When developing a new framework, start with the new Motto for Rovers 'Beyond the Horizon' – it's all about taking everything that we've developed over a journey in Scouting and pushing our boundaries. You could have your theme be as simple as starting your Rovering at dawn with your investiture and being booted at dusk.

Your Crew just needs to get the following out of a theme:

1. A connection to the program;
2. Help to communicate a concept;
3. A structure that suits your Crew; and
4. Fostering adventure, is challenging and inclusive.

We understand that these changes may take a little while to implement. Crews may have to change constitutions and policy; this can be done at a Crew's leisure, but should be well underway by the end of 2019.

This is just one smaller part of a large change for Scouts Australia that is full of potential. The rest of the rollout in Victoria will be delivered in the coming years, make sure to engage with your Region Rover Community to discover what the New Program offers.

Have questions?

Region Rover Chair (find specific contact details at vicrovers.com.au – 'Regions')

VRC YPR Liaison: ypr.liaison@vicrovers.com.au

VRC Chairman: chairman@vicrovers.com.au