SCOUTS AUSTRALIA
MINUTES FOR THE 476TH MEETING OF THE
VICTORIAN ROVER COUNCIL
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 24TH MARCH 2021, AT 7:30pm

1	Welcome	
1.1	**Flag Break**	**Michelle Saffin**
1.2	**Attendance & Apologies**	**Maddy Packer**
	Apologies – Cameron Phillips, Todd Henderson, Scott Manning, Matt Barnes	
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.	
	Catherine - Yearbook Discussion	

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 – N/A	

3	Items for Consent	
3.1	**Minutes of the previous VRC Meeting**	**Michelle Saffin**
	Motioned: Bays **Seconded:** South West **Passed.**	
3.2	**Correspondence**	**Maddy Packer**
	Nil.	
3.3	**VRC Financial Report**	**Jody Freeman**
	VRC Profit and Loss report has been attached on page 4 of the minute attachment.	
3.4	**Decisions of the VRC Chair to be ratified**	**Michelle Saffin**
	Nil.	
3.5	**Nominations for the Baden-Powell Scout Award**	**Regions**
	Kelly Elliot – Murray Midlands	

4	Office Bearers Reports	
4.1	**Chairman**	**Michelle Saffin**

I would like to let the table know a few things that have been happening in the NRC space over the last month, through the Chairs meetings (hence I'm reporting on them, not Andrew).
As you know the review team did not table their report at the NRC conference, and instead opted to run some workshop sessions for the Rover community, with the report due at the first remote meeting. Disappointingly there

will not be a review paper tabled at the meeting (tomorrow night).

At this stage, the Chairs have been told there is an NRC purpose paper being tabled tomorrow night, and then a draft review paper will be released in the coming months.

At the time of writing the purpose paper and a timeline for the review process have not been released, but when they are released they will be distributed to the region chairs directly, and in the VRC minutes email if the timing allows.

Along with Andrew I have had discussions not only with the other branch chairs, but also the NRC Chair, about what we can do to ensure there are not further delays, and that the process has a clear timeline that we can all access.

I hope you understand we are doing all we can to advocate for Victoria's needs in this process.

This month my focus has been on census- we are less than a week out from census, and I am grateful for all who have contributed to the big push for Rovers to prepare for census.

Please keep up the enthusiasm for this last week- we still haven't seen much change in the Rover space, so we need to make sure there aren't mass deregistration s in the next few days- the BEST way to ensure this is for every group leader to hear from the Rovers registered with them!

Additionally, the OB team has been reviewing their position descriptions so that these are accurate reflections of the roles for the 2021/2022 team to utilise.

Please view the current draft in the attachments- if you have any feedback about the role descriptions please email them to myself & Maddy.

Region Chairs I would particularly like your feedback on the Chair role description, as to what you feel is missing or not accurate.

Lastly, time flies and tonight we are opening nominations for the next OBs team, as well as most regions heading towards their elections and AGMs. Please consider what you're planning to do for the next 12 months, and who would be a bright light to support to apply for roles in Rovers. I look forward to receiving the applications for the OB team over the next couple of months, including Chair nominations for election next month.

Email at:
chairman@vicrovers.com.au

4.2	Deputy Chairman	Kieron Younger

Census, Census, Census. You have heard from Michelle and Pete.

I will echo their word that it is very important to get in Contact with all Rovers before the March 31st deadline. Our Vis Com Officer has made a Poster which can find in many of the region Facebook Pages.

Last Monday I spoke with all the Region chairs at our monthly Region chairs meeting via Zoom. On Zoom we spoke about updating the Unit starter guide and the VRC Rep handbook later in April.

Sword Audit
https://docs.google.com/forms/d/e/1FAIpQLSc8yIP28wEbpfI80ceFNgsJwnJmbIrjd0IbD7uateeQ9bn22A/viewform
All Units must complete this document, this is very important especially for Sword information and keeping our Units Email up to date. If units don't fill out this document, myself and a few helpful Rovers will be calling around to see that all Units do complete the Document.

Please keep reminding your Units about scOUT & ABOUT and keeping Your Operoo up-to-date.

Hope you all have a great Easter Break, I'll be going to the Bogong Rover chalet with my Unit to help get the Chalet ready for Winter.

Email at:
deputy.chair@vicrovers.com.au

4.3	Assistant Chairman	Matthew Barnes

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Over the last month I've been assisting several subcommittees with various items that have needed assistance with. It's been great to hear how busy the chalets are going to be over winter. I strongly encourage every Rover who hasn't been to either of the Chalets to really try and get to at least of them this year. The big thing that I've been looking at this month is really pushing out Operoo within Rovers. Every activity we do we must be registering it with scOUT and ABOUT as well as someone at that activity having access to the participants Operoo profiles for the duration of that activity. I'm currently working with State in how we can streamline this out and that its achievable for Units right through to Subcommittees. Stay tuned for more information

Link for scOUT and ABOUT:
https://scoutsvictoria.com.au/age-sections-adults/member-resources/safety/scout-about/

Email at:
assistant.chair@vicrovers.com.au

4.4	**Membership Development**	**Adam Kaplan**

No report submitted.

Email at:
membership.development@vicrovers.com.au

4.5	**Program**	**Michelle Saffin**

Zac has stepped down from the program role due to personal reasons. We thank him for the incredible work he has done throughout a tough year for programming.

Anyone interested in the program space is highly encouraged to apply for the role as part of the nominations which are opening this month.

Email at:
program@vicrovers.com.au

4.6	**Our Program**	**Jacinta Swift**

We have been working on planning webinar information/Q&A sessions for the Outdoor Adventure Skills (OAS). These will be run in conjunction with Narelle Lowdell (State Commissioner OAS), and will be for any member of Scouting wishing to attend. As the OAS are across all sections these sessions will be relevant for all sections, including Rovers.
Webinars will be in the evening on 29th April & 5th May.
Information re. registration and further details will be circulated through Be Informed, Rover Weekly Update and Social Media platforms.

In regard to the OAS implementation, Rovers should be completing a self-assessment to determine where they are currently at, and where they were when they started Rovers for each of the OAS streams. After this self-assessment Rovers then need to discuss their stages with the unit council to determine if this is the appropriate stage or not.

Resources for OAS:

State OAS webpage (qualifications required to supervise, FAQ, helpful resources etc.)
https://scoutsvictoria.com.au/activities-events/outdoor-adventure-skills/

National resources (see Outdoor Adventure Skills Factsheet)
https://pr.scouts.com.au/achievement-pathways/

On Demand Training (Achievement Pathways module)
https://training.scouts.com.au/curriculums/page-for-leader-of-youth-training

Scout Shop (OAS Progression Book, New Program Handbook, Rover Youth Member Guide & Record Book)

https://scoutshop.com.au/t/ypr/books

Email at:
program.transition@vicrovers.com.au

4.7	Training	Hamish Beshara

There are a lot of changes happening in the Rover Training space in the next few months which are going to affect how Rover Training is delivered moving forward from now. To comply with our National training curriculum, training courses are no longer section exclusive, meaning that there are no 'Cub Scout Leader' courses, for example. All adults In Scouting who require training can attend any number of course throughout the year, which are presented to be relevant to every audience. This means that May Madness 2021 will be the last Rover only training course. Rovers are still encouraged to attend the new courses, but the format will be different, and there will be adults from every section in attendance. I encourage every Rover who would like to attend the final Rover-only training course to register for May Madness this year. Registrations close on April 16th.

As a result of the new curriculum rollout, it has been identified that there are several gaps in the content that is being delivered and what Rovers need to be trained. Recently, a Project Patrol has been working together to workshop and develop Rover Training Modules that will be presented in addition to the Woodbadge curriculum. The format for these modules will be short, concise training sessions of no more than 2 hours that cover a range of topics useful for Rovers and the positions they hold. The number and titles of these modules are still being worked on and are not ready for release, but they will be similar in style to the Finance Training Module developed and delivered last year. These modules will also be facilitated by the existing Rover Training Support Team and not the State Training Team.

Please see attached (*Page 5)* "Your Training Pathway." This will be summarised at VRC.

If there are any Rovers who would like to get a Recognition of Proficiency (RoP) for Scouting Adventure, the Rover Training Support Team will be running a course at 7:30 PM on the 8th of April at VRC. Successful completion of this RoP will remove the requirement to attend a Scouting Adventure training weekend. This is the perfect opportunity for those looking to attend Rover Advanced at May Madness this year who haven't completed their Scouting Adventure component of Basic Training. Please indicate your attendance on the Facebook event.

If anyone has any feedback or questions about these changes, please let me know. The Rover Training Support Team is available to assist Rovers looking to register for courses, just get in contact with the email below.

Registrations at: http://www.vicscouts.asn.au/Training//Registration/default.php

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

Deadlines:

4 April: The External Review Team (ERT) will have sent a draft copy of the final report to the NRC Exec for proofreading and fact-checking.

11 April: The NRC Exec will have reviewed the report and sent feedback to the ERT.
Note: The NRC Exec will not be making any comments on the content itself.

19 April: The ERT will have finalised any changes to the report. It is expected that the NRC Exec and ERT will be communicating beforehand to make any last-minute edits etc.

20 April: The NRC Secretary will distribute the final report to the NRC.

20 April- May NRC Meeting: BRC's will review the report, ask questions, propose amendments, and distribute it to the appropriate Rover Scouts for comment.

May NRC Meeting: The ERT will table the report. The NRC will then vote to accept or reject the report.

The NRC Exec will also propose a structure for an implementation team at this meeting. The structure and makeup of the implementation team will be discussed at the April BRC Chairs meeting.

If the report is accepted, the NRC will then vote to accept each individual recommendation.

There are two options for when we vote on the recommendations:

1. **Recommendations are voted on at the May meeting after the report is voted on and accepted.**

   As the report will be distributed at least 3 weeks before the meeting, this option would follow the procedures outlined in the By-Laws on voting papers.

2. **Recommendations are voted on in June at an extraordinary NRC meeting.**

   This meeting would be dedicated solely to voting on the recommendations. There would be no other reports or papers presented at this meeting.

July NRC Meeting: The NRC Exec will announce the members of the implementation team and the next timeline.

Email at:
nrc.delegate@vicrovers.com.au

4.10 Finance	Cameron Phillips

I have received a lot of feedback over the last 3 days for the finance policy book which is fantastic, and I am doing my best to get through all of it as fast as I can, I will be sending round an amended version as fast as I can, hopefully Wednesday at the latest. Looking forward to continuing to hear back from everyone.

Email at:
finance@vicrovers.com.au

4.11 Secretary	Maddy Packer

The VRC Paper Template has finally been added to the VicRovers website and can be found under resources.

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.

When including quotes in any report, be sure to include all quotes found and all information needed.

Nominations:
Nominations for all VRC Office Bearer position open tonight. The training requirements are any candidate for the

position of:

- ◆ VRC Chair
- ◆ VRC Deputy Chair
- ◆ VRC Assistant Chair, and
- ◆ VRC Training Officer

must have completed an Advanced Training/Scouting Leadership course (or accepted equivalent). Candidates for all other Office Bearer positions require a Basic Training/Scouting Essentials course (or accepted equivalent) to have been completed. Rovers who do not meet training requirements for a position will not be eligible to be nominated for election.

Position descriptions for the positions can be found attached to the Agenda/Minute email.

The application deadline for VRC Chairman is midday on Tuesday 27th of April, to be voted on at the April VRC meeting. The application deadline for all other positions is midday on Tuesday 25th of May, to be voted on at the May VRC meeting.

All applications should be submitted through the Google form using the link below.
https://docs.google.com/forms/d/15x-7xztyTCChzJVFiiZkvnmFDW9ENNKjEHe7fTEdVQ0/edit?ts=605acb87&gxids=7628

Email at:
secretary@vicrovers.com.au.

4.12	Resources	Emily Kinross-Smith

This month I've gotten a quote for window tinting on the west windows (above the kitchen) for $540. If ok to proceed these will block out a lot of the glare for the evening sun and also protect the displays against UV damage.

To be voted on:
That VRC will spend a max $540 from the maintenance budget for the tinting on the west windows. Three quotes will be found and the lowest quote that is under $540 will be used.
Moved: Melbourne
Second: Lerderderg
Passed.

Email at:
resources@vicrovers.com.au

4.13	Strategic Planning	Lily Twyford

Hello !! as promised, I have drafted a moving regions resource thanks to the information plenty valley sent - it has been attached to the agenda (*page 22*). This is open for workshop, but hopefully me doing this encourages other regions to send in their information so we can get a whole bunch of these going and finalised for next year.

Otherwise, still in the process of collating some responsible drinking resources and working on finishing up some projects that I had hoped to complete by the end of this term and will release over the next few months.

Email at:
strategicplan@vicrovers.com.au

4.14	PR and Marketing	Grace Archer

Ensuring our newsletter is up to date and any important information is distributed via our mailing list and social media remains a priority for Marketing and Comms this month. In addition, throughout April we would really love to feature more units on our Instagram page! Please message @vicrovers if you have anything you would like shared.

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

In regard to the Acknowledgment of Country cards discussed last month (*attached on page 25 of the minute attachment),* I have found a quote for a larger size that will still fit in a scout uniform pocket. I would like to order 250 cards through Vistaprint. The cards will be $44.25 + delivery or $0.18 per card. This will be on 130 gsm matte paper at a7 (74 x 105mm) size. This allows the text to be larger than the original design and significantly more readable. I have attached the redesigned cards, although there are minimal differences. I haven't received any feedback since the last meeting, but I welcome any feedback before I print these.

To be voted on:
Approval to print 500 cards with a max budget of $70, inc. postage in a7, to be distributed through VRC
Motioned: Melbourne
Seconded: Bays
Passed.

As always, Subcommittees, Regions and Units – if you need any flyers/logos/graphics made, do not hesitate to contact me.

Email at:
visual.communications@vicrovers.com.au.

4.16	IT	Michael Watts

The instructions for the use of the PC system at the Rover Centre have now been posted on the wall, please let me know if you have any feedback on these. We are also looking at upgrading the camera in the room to ensure better quality for meetings held here.

There has been an update to how recordings are handled for Zoom meetings when using the VicRovers account. Where a meeting is recorded the host will receive a link with instructions to download it. Recordings are deleted after 7 days, please download it if you need to retain it for longer.

The event management has also been updated. The checks on the front gate system will now check if a member has completed the mandatory training on top of checking their registration. Anyone who has these outstanding will receive reminders in the weekly email reminders leading up to the event. Completion of this training is required for entry to events.

There has been a new wireless access point placed in the Rover centre hallway for better internet connectivity.

There are some orders needing pick up. Could the region chairs please check the whiteboard in the hallway and take any for people you know in your region.

The Mudbash website is set up and has been passed to the Mudbash team for updates and customisations.

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

VRC Building

This is a scout building on a city reserve – owned by Monash council. City of Monash have been reviewing all scout sites within the council. They have indicated a 5-year lease will be signed for the VRC location.

Voting Arrangements

Some confusion has become apparent regarding the treatment of "Abstain" votes during VRC meetings. The attached paper seeks to clarify the position.

World Scout Moot Bid

The Team formed to prepare a bid for Australia to host the World Scout Moot in 2029 has met and sub-groups formed to prepare various aspects of the Bid have also met separately.

Contingent Leader – Tassie Moot

Expressions of Interest are now being sought for the Contingent Leader to Tassie Moot. A position Description is currently being developed and will be available when relevant material is received from NRC which is proposing a uniform list of requirements.

Census 2021

At the time of preparing this report there were 1413 Rovers registered. This is an increase of approximately 21% from those registered at 30 June 2019 (the last census date). Whilst there is still a week to go until numbers are finalised and it is possible that numbers will reduce further in this time, nevertheless, it is most likely that there will be an overall increase since 2019. This is a fantastic outcome given the limitations imposed on all of us due to COVID and clearly demonstrates the resilience of the Section to continue to operate in a variety of ways over the past twelve months in particular.

Every Rover has been contacted by email and/or letter informing them of the upcoming census and requesting them to ensure through their Adviser and/or Group Leader that their details are up to date. Each Rover Adviser has also been contacted regarding the census and again requesting their assistance to ensure that all Rovers are registered. Thank you to all involved in the census process, especially those who folded and enveloped the letters to individuals.

Emails:
Pete: sc.rovers@vicrovers.com.au
Regi: regi.caesar@vicrovers.com.au
Stephen: stephen.carter@vicrovers.com.au

5 Sub-Committee Reporting

5.1 Mafeking Rover Park	Ben Barraclough

Over the past month at Mafeking, we have seen booking start to return to normal and hopefully this is a sign of

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what's ahead.

The main thing we have been working on is our main arena project which we are now ready to present and ask for VRC endorsement to spend around $13,000 on it. This is a time sensitive matter as the earth works need to be completed by mid-April and therefore need to be started ASAP. The plan is outlined in the document provided on *page 27 of the minute attachment.* This attached plan won't be implemented until further in the year.

Any questions and comments, email ben.
chairman@mafekingroverpark.com

Also, we have Mafeking promotion T-shirts now available thought the VicRovers store. Orders will be open until 2ⁿᵈ April.

5.2	**Surfmoot**	**Megan Rogers**

The Surfmoot AGM was postponed and is now being held Wednesday, April 21ˢᵗ at the Victorian Rover Centre and via Zoom.

5.3	**Mudbash**	**Lucy Hubbard**

This weekend is our first working bee. It would be great to see the region teams and the OBs attend one of our working bees to show support to your park and events.

General Tender
https://1drv.ms/b/s!AvyIB2Yg2R9LgfJCC5w0tL5AMgCj_w

Canteen Tender
https://1drv.ms/b/s!AvyIB2Yg2R9LgfJByt55x2DXpV9Vtg

Pub Tour Tender
https://1drv.ms/b/s!AvyIB2Yg2R9LgfJDvUGBXJRgB1ZR-A

Bar Tender
https://1drv.ms/b/s!AvyIB2Yg2R9LgfJA6ti63pgUd0VFwA

Tender applications until 7ᵗʰ April

Working bee dates for 2021

Pre-Mudbash working bees
26th to 28th March 2021
16th to 18th April 2021
21st to 23rd May 2021

Post-Mudbash working bees
2nd to 4th July 2021
30th July to 1st August 2021

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

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

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We also released our Sub regs for 2021.

Working bee hours have changed. Racing Units are now required to complete 36 pre-Mudbash hours and 8 post.

Our Merch will also be release in the coming week.

Empty positions
Activity Head
Works and Services Head

If anyone is interested, contact Lucy.
chair@mudbash.com

5.4	**Rover Scout Motorsport (RSM)**	**Simon Nuccio**

Nothing to report.

5.5	**Bogong Rover Chalet**	**Jesse Lang**

- Have held a few working bees with a few more to go
- Not much else is happening
- This year is looking to be one of the biggest years we have had with bookings
- Normally ~250, this year there are ~350 bookings

5.6	**W.F. Waters Lodge**	**Todd Henderson**

No report submitted.

5.7	**MARB**	**Madeline Ancill**

Not much to report this month. Please ensure that you have the 18th of September in your unit calendar. We are at the Coburg Town Hall and we have exciting sold our first ticket to the event so get on it!

5.8	**Rover Dinner**	**Lerderderg**

A small working group for arranging Rover Dinner has been assembled in the past month. A shortlist of locations is currently being prepared with the intention of announcing a location and dates at the April VRC. Regarding a deposit for a venue, the committee would like to clarify if a loan from VRC is possible, with the intention of paying it back from ticket sales. This deposit would be a budgeted cost and not paid until the VRC approval.
VRC finances and manages the finances for the Rover Dinner. All money goes through the VRC bank accounts.

5.9	**Yearbook**	**Catherine Marley**

Yearbook is in progress, so now is a good time to have the discussion of if we want to continue producing these in the future. I've tabled this as a discussion paper, so you have time to bring it to your regions.

6	**Region Reporting**	
6.1	**Bays**	**Rachael Osborne**

- Nothing really to note
- Organising census and making sure people are prepared
- Getting people ready for May Madness

6.2	**Gippsland**	**Justin Porter**

Hut
- Have had the hut for about 50 years
- At eagle point
- Council has agreed that it can be continued to use it
- If anyone is interested in using this hut, flick us an email at gippsland.chair@vicrovers.com.au
- Currently working on security measures

6.3	**Lerderderg**	**Hamish Beshara**

Last month, Lerderderg met at our home hall at 1st Essendon for the first time in a year. It was great to get back, and the team is anticipating better attendance in the coming months as Rovers get used to face-to-face Region meetings again.

Our main focus for this month is planning for Rover Dinner. We're looking forward to welcoming everyone to Lerderderg this year and we hope to put on a great event.

6.4	Melbourne	Tiffanie Thomas

We would like to welcome to our team Sam Lions as our program officer. Pretty quiet this month. We have a unit organising a camp that they have invited the whole region to which is exciting. We also had one of our unit have a successful trivia night on the weekend just gone. This month the region team will be working on updating the constitution

Fun fact
The first person convicted of speeding was going 8 mph.

You lose 30 percent of your taste buds when you fly.

6.5	Mount Dandenong	Gemma Park

It's been a rewarding month for Mt Dandenong Region. Moistmoot was a great success with about 100 attendees, awesome weather, and no incidents. We had a fully booked pub tour on the Saturday, a small bus load go to the water park, and many enjoyed the on-site water activities and social atmosphere. Sunday saw most of the camp hang out on the water with floaties, paddleboards, canoes, and rafts constructed of a range of materials. We had a large number of attendees from other regions - thanks for joining us!
Hot jam donuts made our March region gathering a success with about 20 attendees from a range of units. The meeting was a good length (just under 1 hr) - thanks to VRC for not burdening with a billion policies to debate/discuss last month. We also had a few attend online, and a whole unit tuned in from their unit night for the important bits.

We're updating our constitution to facilitate electing our next region team in June and will be opening our Region Chair nominations first week in April.

6.6	Murray Midlands	Bella Condello

We had a meeting that was very quick, and we just touched base with a few units. Something that has been asked about is if our region could have a BP board for all rovers in the region as most attend 2 or more units. If I could get any information on how do to this, or even if it's possible that would be great. We still don't have contact with Mildura. I've been forwarded another couple of emails, so I'll try them, but this isn't unusual as they have tended to keep to themselves in the past. We are trying our best to get onto them though, as units want to do more region camps and joint nights.

6.7	Plenty Valley	Catherine Marley

Over the last month we have been contacting individual units in preparation for census, and so we can have an idea of how each of them is going, what they would like region to support with and how we can improve. We've had a few bring up the idea of a region event so people can get to know each other outside of meetings and service activities, so that may be something that comes up in the future. We also had some very productive discussions at our last meeting regarding abstain votes and it may change how we think about this on a unit and region level as well as a VRC level as originally intended.

6.8	South West	Lily Twyford

Hello !! Nothing especially new to report. Some of the units within the regions have been having successful venturer joint nights, and we have had some interest for new rovers who have moved into the region for Deakin uni. Over the next couple of months, most units and the region will be having their elections so it will be nice to have new and old faces in leadership across the board.

7	Other Reports

7.1	**MPAC Report**

Emily, Hamish and Peter met recently to discuss the formation of a Project Patrol to become involved in the MPAC project. A brief outline of those discussions is attached (*page 34)* to the agenda and includes the proposed Patrol membership, suggested position descriptions and suggested timelines.

Peter has also had discussions with Branch representatives in regard to determining a current estimate of the original design. The plans have also been referred to a quantity surveyor for another opinion. These outcomes should be available soon.

8	Interstate, National and International Events and Contingents

8.1	**Ireland 2022**

World Scout Moot registrations open Monday 29th March 8.30pm. The dates of the 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)

There are 3 Participant options:
1. **Moot Only**
   $600 deposit
   $2640 total
2. **Moot + Flights**
   $1000 deposit
   $5990 total
3. **Moot + Flights + Pre-Tour**
   $1300 deposit
   $9140 total

The most current and reliable information can be found here: https://www.worldscoutmoot.ie/covid-19-faqs/.

9	Tabled Items

9.1	**Financial Management Document**	**Cameron Phillips**

Paper can be found on page 37 of the agenda attachments.
Financial Management document can be found on page 39.

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

To be voted on in April.

Comments (things in brackets are answers provided)
- Sub Coms and Assets only having a certain amount of money in account and then the rest going to VRC – Will this be the case for units as well?
  - The holding of cash is centralised. The cash is still the Subcommittees, just sitting in a different account
- Only having preorder Merchandise available
  - Another option is having a preorder option and then an addition 10% ordered to be sold at the event
- All transactions need to go through Zero
  - Can training be provided and is this paid for by VRC
- Make sure all parties are included thoroughly in document, e.g., some committees weren't included, and others misnamed.

Send any questions and comments to Cameron.
finance@vicrovers.com.au

9.2	**Yearbook Discussion**	**Catherine Marley**

Paper can be found on page 51 of the agenda attachments.
This is a discussion paper and WILL NOT be voted on.

KEY POINTS:
- To discuss whether or not the yearbook should continue to be produced and in what format.
- Yearbooks are produced to celebrate the achievements of Rovers in Victoria and document the highlights of the year.
- Main concerns surrounding the yearbook are financial, environmental and severe lack of interest from contributors. These need to be addressed if the yearbook is going to continue being made.

Send any questions and comments to Catherine
yearbook@vicrovers.com.au

9.3	**Suggested Timeline for Region and VRC Elections**	**Gemma Park – Mt Dandenong**

Paper can be found on page 53 of the agenda attachments.
This is a discussion paper and WILL NOT be voted on.

KEY POINTS:
- VRC would be a more welcoming and productive team if Region Chairs all started their terms at the same time as it would allow for training and social opportunities to be delivered by VRC.
- During the first VRC meeting with the new Region Chairs an introduction to the building, how VRC runs, and expectations could be discussed. This would set-up the team for efficient meetings and a greater understanding of the responsibilities of each role.
- This would not be a policy, only heavily supported recommendation for Regions.
- Clear change of team can be used as a positive contributor to - and enabling factor in - culture change.
- The overall timeline would be:
  - April: Elect VRC Chair
  - May: Elect OBs
  - June: Elect Region Chair/Region Team
  - July: VRC meeting with new team

Send any questions and comments to Gemma

mtdandenong.chair@vicrovers.com.au

9.4	**Victorian Rover Council Quorum**	**Catherine Marley – Plenty Valley**

Paper can be found on page 55 of the agenda attachments.

KEY POINTS:
- VRC does not currently have a quorum in the standing orders.
- Current voting procedures are on page 4 of the standing orders (2020 edition)
- A quorum by definition is "the smallest number of people who must be at a meeting for official decisions to be made by voting"
- Most quorums are typically 66% of voting parties or 50%+1 voting parties.
- In the case of VRC, 66% is the equivalent of 11/16 votes, and 50%+1 is the equivalent to 9/16 votes.
- It is suggested that a vote should not be taken if we do not have a quorum, with all items being kept on the table or withdrawn at the discretion of the authors.
- It is also suggested that should abstain votes bring the vote count below the quorum, the voting item should be kept on the table or withdrawn at the discretion of the authors. This is due to abstain votes not being included in the final vote count.

Send any questions and comments to Catherine
plentyvalley.chair@vicrovers.com.au

9.5	**Pronoun Badge Proposal**	**Fi Freyr**

Paper can be found on page 57 of the agenda attachments.

KEY POINTS:
- A pronoun badge that is able to be sewn onto the scouting uniform.
- Initially have he/she/they badges and then progress to customisable pronoun badges.
- Having this badge will help encourage everyone to ask a person's pronouns before immediately assigning them.

Comments:
- For this to be allowed on the uniform the Chief Commissioner needs to confirm
- Specify what type of badge to allowed full time on the uniform
- Sizing can be around Australia badge size
- Location is still up for discussion

Send any questions and comments to Fi
filipe.bm.freyr@gmail.com

10	**Items for the Information of the Victorian Rover Council**
10.1	**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.

11	**Voting Items**
11.1	**Voting Arrangements** **Peter Wotherspoon**

Paper can be found on page 60 of the agenda 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.

ROVERS VICTORIA

- 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

Motioned: Gippsland
Seconded: Lerderderg
Passed.

11.2	Consultation Timeline	South West

Paper can be found on page 62 of the agenda 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

Motioned: Bays
Seconded: Mt Dandenong
Passed.

12	Standing Items	
12.1	**Unit Names and Scarves**	**Regions**

12.2	**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.

13	General Business
13.1	**Other Business**

- Marias (& Catherine but she is online) and there is cake and we sung Happy Birthday

Closing Parade: Flag Down & Rover Prayer
Meeting Closed at: 09:40pm

VRC MINUTE APPENDIX
MARCH MEETING
24.3.21

Committee	Role	Name	Present (✓)	Apology (✗)
Office Bearers	Chair	Michelle Saffin	✓	
	Deputy Chair	Kieron Younger	✓	
	Assistant Chair	Matthew Barnes		✗
	Membership Development	Adam Kaplan		✗
	Program	N/A		✗
	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	Zoe Cooper	✓	
	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	Kelly Elliot	✓	
	Region RC	Greg Davies	✓	
Mt Dandenong	Chair	Gemma Park	✓	
	Deputy Chair	Jade Sheehan		✗
	VRC Rep			
	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	Nicola Dangerfield	✓	
	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				

ROVERS VICTORIA

Profit and Loss
Scouts Australia Vic Branch - Victorian Rover Scout Council
Victorian Rover Council
July 2020 to June 2021

As at 21 March 2021

	Actual	Budget	Var AUD	Var %	Comments
Income					
220.04 - Merchandise - onsite store	$252.90	$0.00	$252.90		*Centenary scarves and shirts*
250.1 - VRC Revenue - Mudbash	$0.00	$6,000.00	-$6,000.00	-100.0%	*MB21 event*
250.2 - VRC Revenue - Surfmoot	$6,000.00	$6,000.00	$0.00	0.0%	*SM21*
250.3 - VRC Revenue - MARB	$0.00	$500.00	-$500.00	-100.0%	*M20 - Cancelled*
250.4 - VRC Revenue - Rover Dinner	$0.00	$500.00	-$500.00	-100.0%	*RD20 - Cancelled*
250.5 - VRC Revenue - RSM	$0.00	$0.00	$0.00		*No events FY21*
250.6 - VRC Revenue - Baw Baw RC	$0.00	$0.00	$0.00		*Minimal income FY21*
250.7 - VRC Revenue - Bogong CMG	$0.00	$0.00	$0.00		*No income FY21*
295.01 - Interest	$494.72	$1,000.00	-$505.28	-50.528%	
Total Income	**$6,747.62**	**$14,000.00**	**-$7,252.38**	**-51.8%**	
Gross Profit	**$6,747.62**	**$14,000.00**	**-$7,252.38**	**-51.8027%**	
Less Operating Expenses					
340.3 - VRC Training	$150.00	$1,000.00	-$850.00	-85.0%	*RA Seminar and training team costs*
340.5 - VRC Awards and Presentations	$0.00	$300.00	-$300.00	-100.0%	*Honour boards, Chair and CMR Award*
340.7 - VRC Yearbook	$0.00	$4,500.00	-$4,500.00	-100.0%	*2021 yearbook (19/20 allowed for in FY20)*
340.8 - VRC IT & Communications	$520.20	$1,000.00	-$479.80	-47.98%	
340.9 - VRC Sundry Expenses	$738.25	$1,000.00	-$261.75	-26.175%	*Includes skip bin costs*
341.1 - VRC Equipment Maintenance	$72.15	$750.00	-$677.85	-90.38%	
345.1 - VRC NRC Meeting Cost	$0.00	$2,300.00	-$2,300.00	-100.0%	*Not held*
345.4 - VRC NRC Moot Buddies Levy	$1,188.00	$1,206.00	-$18.00	-1.4925%	*No NRC levy for this year, just Moot buddies*
347 - Postage	-$71.09	$0.00	-$71.09		*Online store*
366 - Square Payment Service charge	-$19.86	$0.00	-$19.86		*Online store*
368 - Bank Charges	$45.00	$0.00	$45.00		*Bank Confirmation Bendigo*
412 - Accounting & Consulting	$259.12	$500.00	-$240.88	-48.176%	*xero VRC file*
430 - Marketing & Promotions	$0.00	$500.00	-$500.00	-100.0%	
590 - Contingencies	$0.00	$500.00	-$500.00	-100.0%	
Total Operating Expenses	**$2,881.77**	**$13,556.00**	**-$10,674.23**	**-78.7%**	
Net Profit	**$3,865.85**	**$444.00**	**$3,421.85**	**770.6869%**	

Where we are heading

Congratulations on continuing with your training pathway!

We are currently transitioning to an exciting new adult training curriculum that supports One Program.

The diagram to the right gives a high level flow of the curriculum we are moving towards.

You will continue to see bits of the 'new' and the 'old' as training materials are finalised.

This pack outlines a small 'first batch' of changes, that will mostly affect new Leaders and those applying for courses being held from February 2021.

The main changes from here that you will see will be updates to the On Demand modules required to attend courses, which will be communicated through updates to this pack, with three months advance notice on new course pre-requisites.

Good luck with your training! I know you will find it fulfilling, challenging at times, and helpful to delivering the best possible program with young people.

Morris Orchard
State Commissioner Adult Training and Development

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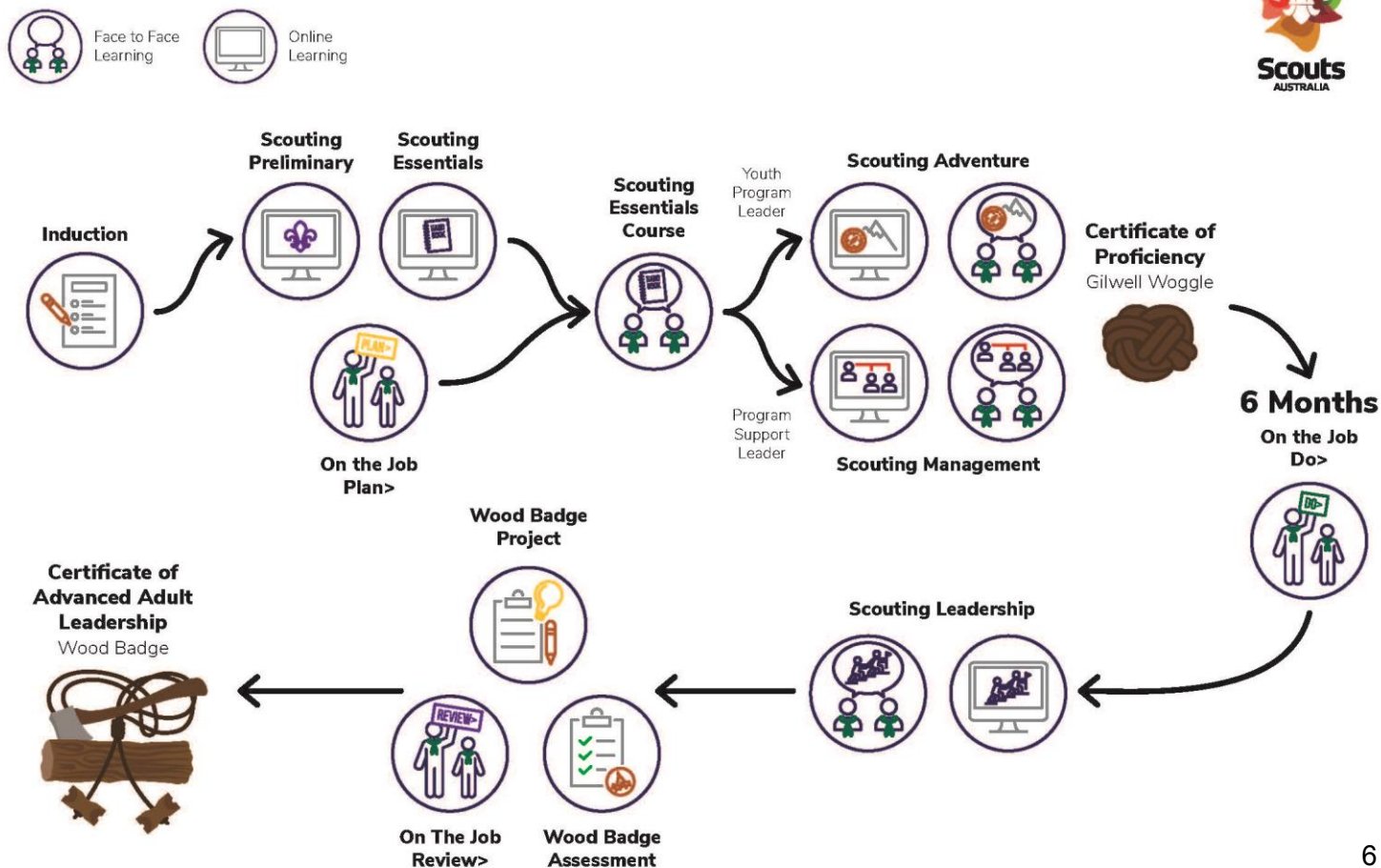
What to expect and where to find it

Your training pathway consists of some different ways of learning:

Format	What is it?
On-Demand Learning	*The is the eLearning that enables you to get the information you need for your role at a time of day and week that suits you. You will need to complete some On-Demand modules before you attend face to face courses. Access them at training.scouts.com.au*
On The Job Milestones	*These are the skills you learn in your local context, guided by your team leader or other training mentor (such as a Group Leader or District Leader). Access them at training.scouts.com.au.*
Face to Face Learning	*These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at https://scoutsvictoria.com.au/age-sections-adults/training/*

The Leader of Youth Training Pathway:
Pre-requisites and co-requisites
From 1 November 2020

The specific On Demand modules are outlined in printable training plans on the website and will be progressively updated as modules are finalised.

Start the Scouting Adventure modules at any time, but must be complete to be eligible for the Scouting Adventure course

The Do> Milestone is completed over a six month period following your Scouting Adventure course. Scouting Leadership modules can be completed concurrently

The Review milestone, the Wood Badge Project and the Wood Badge Assessment are completed after your Leadership course over a four month period

On-Demand Learning Modules

INDUCTION INDIVIDUAL VOLUNTEER PLAN

SCOUTING PRELIMINARY ON DEMAND MODULES

SCOUTING ESSENTIALS ON DEMAND MODULES

SCOUTING ADVENTURE ON DEMAND MODULES

SCOUTING LEADERSHIP ON DEMAND MODULES

On The Job Milestones

ON THE JOB PLAN>

ON THE JOB DO> 6 MONTHS

WOOD BADGE PROJECT

WOOD BADGE ASSESSMENT

ON THE JOB REVIEW>

Face to Face Learning

SCOUTING ESSENTIALS FACE TO FACE COURSE

SCOUTING ADVENTURE FACE TO FACE COURSE

SCOUTING LEADERSHIP FACE TO FACE COURSE

Certificate of Proficiency

Certificate of Advanced Adult Leadership
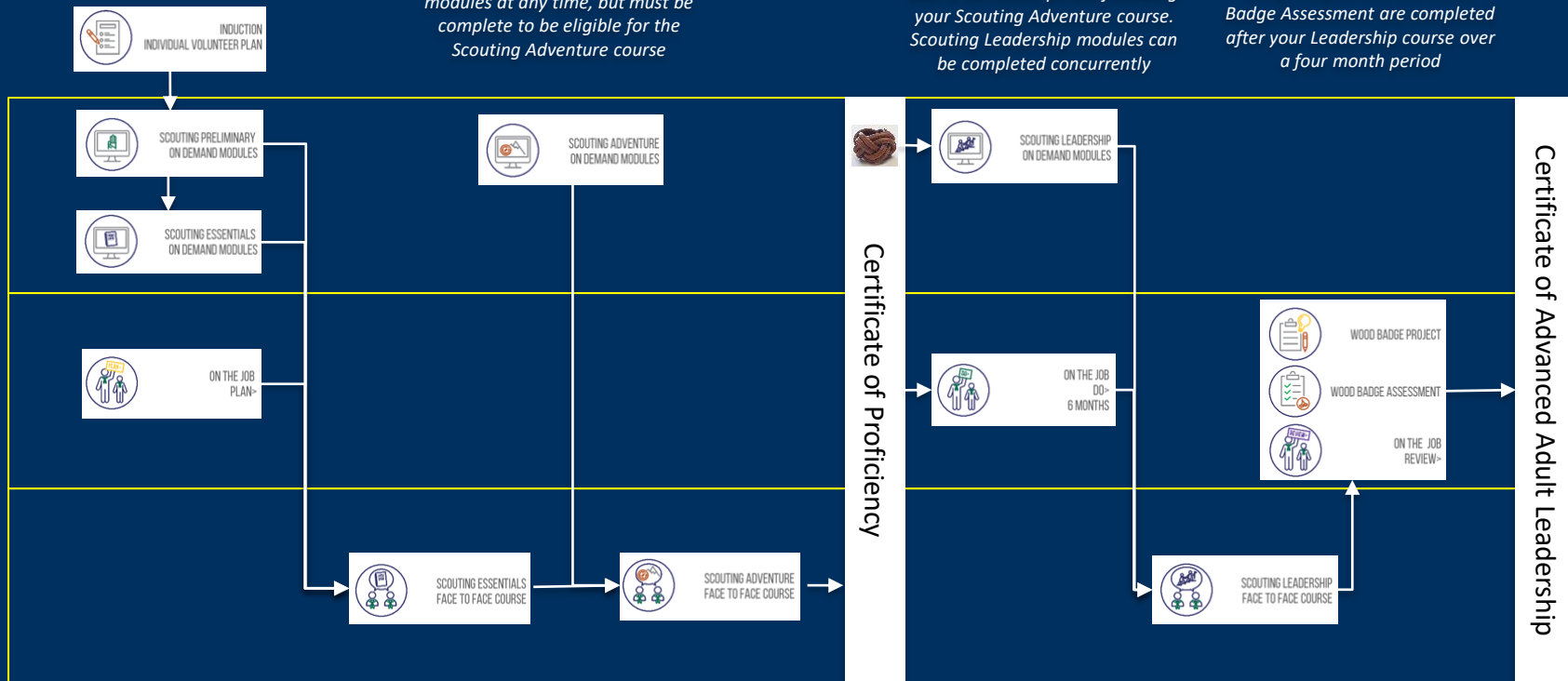
Start these in any order, but you must complete Preliminary and Essentials modules, and Plan> Milestone to be eligible for the Scouting Essentials course

Scouting Adventure is completed after your Scouting Essentials course. If you have been accepted onto an Essentials course in the future, you can also book your Adventure course in advance if you've completed the Adventure modules

Note that Rovers and Rover Advisors are working to existing training plans for the rest of 2020, with more guidance to come on what the pathway will be in 2021

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How long should it take to train?

The sooner that Leaders can complete their training, the sooner they can support the full youth program in their Unit.

While there has been some relaxation of timelines while COVID-19 has disrupted operations, our Mutual Agreement as Leaders requires us to be trained to Certificate of Proficiency level within twelve months and to Certificate of Advanced Adult Leadership level within three years.

This is not only very achievable, it makes for better Scouting. Here's a suggested approach to completing your training up the Certificate of Proficiency:

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
	On The Job		On The Job – Plan First 3 "I" statements	On The Job – Plan Second 3 "I" statements	On The Job – Plan Final 4 "I" statements				
	On-Demand	Scouting Preliminary • I'm an Adult Leader • Child Safe Scouting • WHS for Scouting • Preliminary ScoutSafe • Educational Objectives and SPICES • The Scout Method • Youth Leading, Adults Supporting	Scouting Essentials • I'm a Scout • Thank you B-P Plan>Do>Review> • Youth Led Programming • Achievement Pathways • Building Resilience	Scouting Essentials • Youth Empowerment • Being Inclusive • Making Patrols Work • Managing Behaviours			Scouting Adventure • Elementary Navigation • Navigation Skills • Camping Skills • Equipment for Lightweight Camping • Bushwalking Skills	Scouting Adventure • Plan and Guide Outdoor Activities • Minimal Environmental Impact Practices • Interpreting Weather • Group Facilitation • Responding to Emergencies • Planning for Outdoor Activities	
	Face to Face					Scouting Essentials			Scouting Adventure
	Time commitment (approx.)	4 hours	4 hours	4 hours	1 hour	Weekend	3.5 hours	3.5 hours	Weekend

The Leader of Adults Training Pathway:
Pre-requisites and co-requisites
At 1 November 2020

Start the Scouting Management module at any time, but must be complete to be eligible for the Scouting Management course

The Do> Milestone is completed over a six month period following your Scouting Adventure course. Scouting Leadership modules can be completed concurrently

The Review milestone, the Wood Badge Project and the Wood Badge Assessment is completed after your Leadership course over a four month period

On-Demand Learning Modules

INDUCTION
INDIVIDUAL VOLUNTEER PLAN

SCOUTING PRELIMINARY
ON DEMAND MODULES

SCOUTING MANAGEMENT
ON DEMAND MODULES

Leader of Adults Basic is the only Scouting Management module required at this time

Advanced Core Modules
+
Advanced Leader of Adults

Basic Core Modules

On The Job Milestones

ON THE JOB
PLAN>

Or Technical Skills relevant to LOA

ON THE JOB
DO>
6 MONTHS

Or In-Service relevant to LOA

WOOD BADGE PROJECT

WOOD BADGE ASSESSMENT

ON THE JOB
REVIEW>

Face to Face Learning

[It's probable that Leaders of Adults will be required to complete a Scouting Essentials at some point in the future]

SCOUTING MANAGEMENT
FACE TO FACE COURSE

a.k.a Scouting Management: Leader of Adults Basic

SCOUTING LEADERSHIP
FACE TO FACE COURSE

a.k.a Scouting Leadership: Leader of Adults Advanced

Certificate of Proficiency

Certificate of Advanced Adult Leadership

Start these in any order, but you must complete Preliminary and Essentials modules, and Plan> Milestone to be eligible for the Scouting Management course

Note that a curriculum is being developed for Leader of Adults (or 'Program Supporters'), so the current pathways contain some of the existing courses and language.

Scouts
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Why the change?

Scouting is a rich youth program and it has a rich adult training program to match. It's understandable that people can get a bit lost when things change in our training. But we think that a bit of investment now in understanding what our Leaders now need to do for their training will pay huge dividends in providing an even more inspiring youth program for young people. Some of the benefit of our changing training system include:

Benefit	So what?
It reflects the youth program we are currently delivering and transitioning to	The fundamental driver for an update of our adult training program is that it needs to reflect our changing youth program. New Leaders coming through the system will be confident with newer elements of the program. Updating the content of our training also gives us the opportunity to check that our training is as challenging, fun, inclusive and adventurous as our youth program is.
It better recognises adult skills across sections under 'One Program' reducing the need to 're-train'	Section-specific adult training makes less sense when we are delivering a continuous developmental youth program over different age-ranges. This means we can package together our shared program delivery and leadership skills as the basis for exciting and engaging Face to Face courses for Leaders from all sections. This means a trained Leader transitioning between sections won't need to attend more courses, they'll just need to focus on the On The Job training components as they apply in their new section context. Exciting! There are also opportunities to recognise the skills of our youth members as they make the transition to adult membership, making that a smoother transition that more young people choose to do.
It makes it much easier to provide lots of choices of timing/location for Face to Face courses	Having all-sections youth program courses (Essentials, Adventure and Leadership) means that it will be much easier to schedule viable courses closer to where people live. This means getting further out into regional Victoria more often. In metropolitan areas, the courses will be sufficiently frequent that if you can't make it to one course, you won't have to wait long to get on the next one.
It's an opportunity to make the On-Demand Learning more engaging and tailored	Newer modules being rolled out use more engaging training techniques, are broken up into achievable chunks, and in some cases have pre-module quizzes so that you can bypass some of the material if you already have the knowledge or skill.
It's an opportunity to streamline the 'process' of training	On The Job Milestones are now easily available on the On-Demand Training platform. At this stage, trainees will need to have them verified in PDF form before being processed on Extranet, but ultimately this whole process will be able to be done on the On-Demand platform. There will be less 'paperwork' involved in training, so hopefully more focus on great training experiences.

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What's changing?

While the training available to you will always be continuously improved, we are going through a particular period of change as the training is updated to support new program elements. If you're training at the moment or supporting trainees, this section is designed to help you navigate that change.

	Format	What's changing for Youth Program leaders (Leaders of Youth)	What's changing for Program Support leaders (Leaders of Adults)	Previous language
	On-Demand Learning	See the rest of this pack to see what modules you now need to complete. Modules are still being updated, and this pack will be updated accordingly so you know what modules to complete to be eligible for courses in the future.	See the rest of this pack to see what modules you now need to complete. Modules will be updated once a new curriculum is finalised for Program Supporters. Coming soon!	"The eLearning"
	On The Job Milestones	New leaders should now use the new On The Job Milestones on the On Demand platform. If you've already started Technical Skills or In-Service, you can quickly finish these off instead of the Plan and Do Milestones.	Leaders of Adults continue to use Technical Skills and In-Service until we've got some new On The Job Milestones specifically for Leaders of Adults. Make sure you only do the pages relevant to Leaders of Adults (it's not as big as it looks).	"In-Service" "Technical Skills"
		At this stage, to achieve the Wood Badge (indicating a fully trained leader) after your Scouting Leadership course, you will need to complete the Wood Badge Project discussed on course, an on-the-job evaluation led by your District Commissioner, as well as the 'Review' On The Job Milestone. In the future the Review milestone may incorporate these other elements. Forms and resources for this stage of your training can be found at https://scoutsvictoria.com.au/age-sections-adults/training/training-resources/	At this stage, to achieve the Wood Badge (indicating a fully trained leader) after your Scouting Leadership (LOA) course, you will need to complete the Wood Badge Project discussed on course, an on-the-job evaluation led by your District Commissioner, as well as the 'Review' On The Job Milestone. In the future the Review milestone may incorporate these other elements. Forms and resources for this stage of your training can be found at https://scoutsvictoria.com.au/age-sections-adults/training/training-resources/	
	Face to Face Learning	Your courses have had a name change, they allow you to network and learn with leaders working in all sections and the content has been updated. They are even more fun than they were!	Your Courses don't change significantly until a new curriculum is finalised. Coming soon! Keep applying for Scouting Management (previously LOA Basic Practical) and Scouting Leadership – Leaders of Adults (previously LOA Advanced Practical)	"Courses"

What's my Face to Face course called?

If you've been in Scouting for a while, you may be more familiar with some of the previous naming for our courses. Here is a rough guide to how the old and new courses translate.

Current course name	Previous course name	Description
Scouting Essentials	Joey Basic Practical Cub Basic Practical Scout Basic Practical Venturer Basic Practical	The Scouting Essentials course provides you with the essential youth program delivery skills. If you've completed a Basic Practical, you don't have to now complete a Scouting Essentials, but do stay up to date with changes to the youth program.
Scouting Adventure	Basic Outdoor Skills (Joey and Cub) Basic Outdoor Skills (Scout, Venturer and Rover)	We now have one course across all sections to ground our leaders in some adventure skills.
Scouting Leadership	Joey Advanced Practical Cub Advanced Practical Scout Advanced Practical Venturer Advanced Practical	The Scouting Leadership course provides you with program leadership and people leadership skills. If you've completed an Advanced Practical, you don't have to now complete a Scouting Leadership, but do stay up to date with changes to the youth program.
Scouting Management	Group Leader Basic Practical District Leader / Commissioners Basic Practical	The training pathway for Leaders of Adults is under development nationally, but we are beginning to align to the new naming conventions.
Scouting Leadership - Leader of Adults	Leader of Adults Advanced Practical	
Rover Basic Practical	Rover Basic Practical	The training pathway for Rovers and Rover Advisers is currently under development nationally
Rover Advanced Practical	Rover Advanced Practical	

FAQ: What if I'm already trained?

I'm fully trained to Wood Badge level in my section. Do I have to retrain?

No. You just need to keep your WHS and ChildSafe modules up to date as usual.

We all also need to complete some personal development each year, with a clear focus at the moment on keeping up to date with the newer program elements as they're rolled out.

You can do some of the new eLearning modules or check out the great resources and videos on Scouts Victoria's Our Program page.

https://scoutsvictoria.com.au/age-sections-adults/member-resources/our-program/

Do Leaders working in the Joey and Cub sections now need to complete the Scouting Adventure eLearning Modules?

Up until now, the Scouting Adventure (or Basic Outdoor Skills) modules have been highly recommended for Joey and Cub Leaders but not compulsory pre-requisites to attend the Basic Outdoor Adventure (Joeys and Cubs) course.

Now that we have a single Scouting Adventure course for all leaders of youth so that all of our young people have access to an awesome adventurous program, we need to transition to a point where all leaders are completing those eLearning pre-requisites.

For Scouting Adventure courses **for the rest of 2020**, the Scouting Adventure eLearning modules will continue to be highly recommended but not compulsory pre-requisites for leaders working in the Joey and Cub sections. (You will need to contact Membership Support to enrol, as we're unable to create separate course pre-requisites for Joey and Cub Leaders.)

For courses from **January 2021**, they will need to be completed by **all leaders** attending Scouting Adventure courses.

For Joey and Cub Leaders who have already completed the Basic Outdoor Skills for Joeys and Cubs, there are some ideas being worked on for how you can upskill to the full Scouting Adventure skillset, including through your section conferences. Stay tuned.

FAQ: What if I'm changing role?

I'm a leader of youth transitioning to a different section. What do I do?

You won't have to complete more Face to Face courses or On Demand Learning if you're fully trained in a section already.

You will need to complete all the On The Job Milestones in the context of your new section (this is a bit different to how our previous system worked).

We'll provide you some additional guidance about how you can use the On The Job training (whether under the new system or the existing) to make sure you're up to speed with how the Achievement Pathways work in the section you're moving to and to get some experience with what youth leading and adults supporting is like in the age range you're moving to.

If you're not yet fully trained in your current section (say, you've achieved your Gilwell Woggle, but not the Wood Badge), you'll also need to continue with the youth program On-Demand Learning and Face to Face Learning (i.e. Scouting Leadership modules and Scouting Leadership course) to be fully trained.

As always, staying up to date with changes in the program is critical at the moment, particularly as leaders transitioning between sections. Completing some of the newer eLearning modules and watching the Our Program webinars and videos are great ways to do this.

I have a different circumstance that you haven't covered so far. What do I do?

Ask for help!

Start with your team leader, Group Leader or District Leader Adult Training and Support if you have one. They should be able to help you with some of the common questions.

But it's entirely possible that your particular circumstance hasn't occurred to us. If you're not having any luck together with your local training supporters, you can email memberservices@scoutsvictoria.com.au for some state-level support.

How do I support trainees with their On The Job Milestones?

The On The Job Milestones are new, and training supporters may feel a bit tentative in verifying these skills. It's okay!

The Milestones are designed to reflect some of the applied skills that we want our Leaders to be confident and proficient in.

When we're verifying these Milestones, it's about making a considered judgement about whether the Leader can confidently fulfill that part of the role. To help with that, the skills under our Milestones are phrased as "I" statements.

So when we're verifying, for example, the statement of "I can mentor Scouts in Simple Pioneering", it's not about that Leader having memorised every lashing under the sun. It's about having enough proficiency and confidence to support youth members in the context of their age range and the sorts of activities they are likely to do. In this example, the Leader is applying some of the skills in the field that they've gained from the Scouting Adventure course.

It's not okay to set 'local standards' on these Milestones. If further guidance is required for trainees, we'll organise that at a State level and in alignment with what's happening nationally. But please feed back where you're needing more help to make a professional judgement on a Leader's proficiency.

It's really important that youth members are involved in supporting Leaders through their Milestones. Experienced youth members are likely to have the practical skills that the leader is being verified in, and they can also support the Leader in some of the more 'reflective' milestones.

Given the importance of this On The Job training, we also ask that the completion of the overall Milestone (i.e. the 'Plan', 'Do' or 'Review' Milestone) is overseen by a Leader or Rover that has achieved that level of training, or equivalent under previous training models. That means, the 'Plan' Milestone should be ticked off by someone with a Gilwell Woggle, and the 'Do' and 'Review' Milestones should be ticked off by someone with a Wood Badge. If that's difficult because of specific circumstances in your context, get in touch with your District Team for some support.

On the job, who ticks off what?

Training component	Who verifies your completion		What happens next?
On The Job Milestones: Plan	*Someone with the skill, under supervision*	Individual skills can be verified by **youth members and adults** who are proficient in the skill, under the supervision of a leader who has a Certificate of Proficiency (previously a Certificate of Adult Leadership) indicated by a Gilwell Woggle. The final verification should be completed by a **leader who has a Certificate of Proficiency**.	Notify your District Leader Adults Training Support (DLATS) or District Commissioner (DC) by providing them the signed form so that your completion can be recognised on Extranet. Your DLATS or DC don't have a role in verifying your Milestones, they just process the completion, but they can ask questions of the leader who verified your Milestones. In the future, you'll be able to tick off these Milestones online. Can't wait!
On The Job Milestones: Do **On The Job Milestones: Review**	*Someone with the skill, under supervision*	Individual skills can be verified by **youth members and adults** who are proficient in the skill, under the supervision of a leader who has a Certificate of Advanced Adult Leadership indicated by the Wood Badge. The final verification (at the bottom of the page) should be completed by a **Wood Badged leader.**	Notify your District Leader Adults Training Support (DLATS) or District Commissioner (DC) by providing them the signed form so that your completion can be recognised on Extranet. Your DLATS or DC don't have a role in verifying your Milestones, they just process the completion, but they can ask questions of the leader who verified your Milestones. In the future, you'll be able to tick off these Milestones online. Can't wait!
The scope of your Wood Badge Project	*Scouting Leadership Course Leader*	The scope of your Project is approved by the **Course Leader** of your Scouting Leadership course. You can generate ideas in advance of the course, but be prepared for your ideas to shift a bit as we explore your personal development needs on the course.	Good luck with your Project!
Any changes to the scope of your Wood Badge Project	*Scouting Leadership Course Leader*	These also need to be approved by the Course Leader of your Scouting Leadership course. If you don't have their contact details, you can pass on your scope change to them via memberservices@scoutsvictoria.com.au	Good luck with your Project!
Wood Badge Project completion	*Team Leader*	When you've completed your Wood Badge Project, your team leader verifies that it's complete. The team leader is the person who is best placed to verify that you've done what you set out to. The team leader should be the person nominated on your form and approved on the Scouting Leadership course by the Course Leader.	Send the signed form to memberservices@scoutsvictoria.com.au If a significant amount of time has elapsed, or it seems like the circumstances have changed for your Project, the Course Leader will review your Project before it is finalised.
District Evaluation	*District Commissioner or delegate*	This is completed by the District Commissioner or their delegate, usually the District Leader for the section that you're working in. For Rovers and Rover Advisers, the Evaluation is usually completed by the Assistant Region Commissioner Rover Support as your most immediate program support specialist.	Ensure that your District Commissioner has the signed Evaluation so that your completion can be recognised on Extranet.

Good luck with your training!

Scouts
VICTORIA
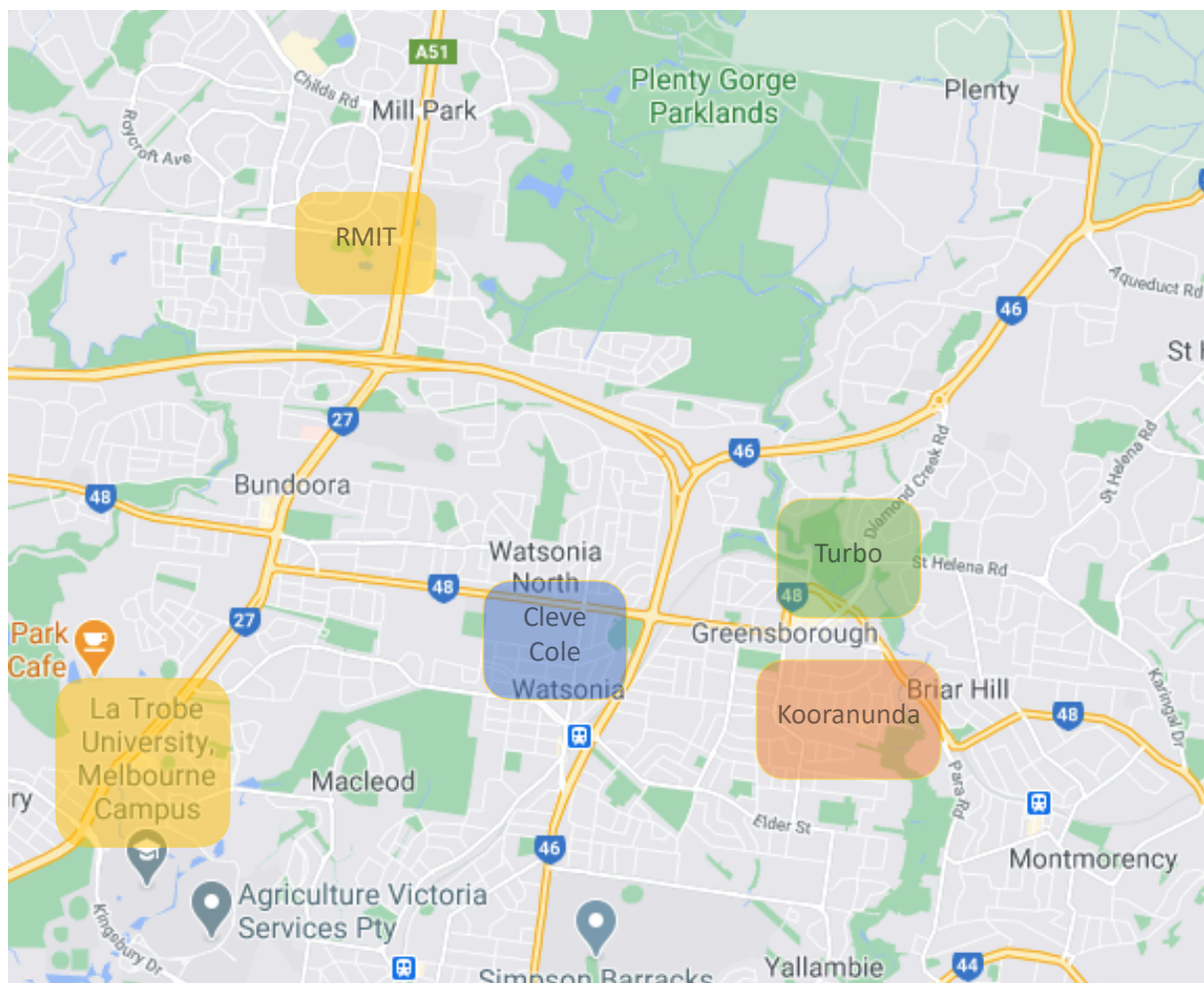
MOVING REGIONS RESOURCE

PLENTY VALLEY - LA TROBE UNIVERSITY & RMIT, BUNDOORA

CLEVE COLE

When - Meeting weekly, Tuesday night from 8-10pm

Where - Nestled in the foothills of the Plenty Valley, Watsonia Scout Hall - situated at AK Lines Reserve in Watsonia - we're just a stone's throw away from the La Trobe University campus!

Here at Cleve Cole, nights are planned and run by our delightful unit members, and we could tell you all the things that we do week to week here, but we think you should just come and see for yourself!
We attend all major events in the Rover calendar, and also run our own unit events such as camps, hikes, and our famous annual road trip. We are also heavily involved in service and fundraising activities.

Sound good to you? For more information, feel free to contact our unit leader, Kate Indian, on 0433941945 or send an email to clevecolerovers@gmail.com. You can also find us on Facebook and Instagram!

TURBO ROVER UNIT

When - Meeting weekly, Monday evenings from 7 to 9pm

Where - Based at 1st Greenhill Scout Group: 1 Community Drive, Greensborough, which is quite close to La Trobe University

Turbo Rover Crew is a very welcoming crew, already successfully hosting Rovers from other groups. The weekly program is chosen by crew members and includes a wide variety of activities such as games and trivia nights, the drive-in, escape room, paintball, rock climbing, archery, trampolining, go carts, bowling, squash, hiking. Turbo has a crew race car and offers the opportunity for members to be involved in racing events such as Mudbash.

We welcome you to contact our unit leader, William Conway on 0466520413 for more information. We hope to meet you soon.

KOORANUNDA ROVER UNIT
When - Meeting weekly, Thursday evenings between 8 to 10pm
Where - Situated at the 1st/2nd Greensborough Hall: 21a Beatrix St,
Greensborough

Kooranunda is a long lived rover unit in the Plenty Valley region, quite close to both
La Trobe university and RMIT. Despite our name, our members are predominately
registered with greens borough as we share their hall. We have members from both
lower plenty, Montmorency and Reservoir - to name a few; however, we are all
united under the black and orange Kooranunda scarf.
We are a welcoming unit that prioritises social interaction and wellbeing of our
members, with a very inclusive little community. We love movies, games, camping,
walks, comedy, sport and racing. Our usual nights, as chosen by the members are
filled with but not limited to boards games, craft, enjoying food, theatre games and
acting, savers dress ups, trivia and so much more. Additionally, we place big
importance on our race car 'Shaw Thing' named after our long time advisor Glenn
Shaw. 'Shaw Thing' sports the notorious black and orange colour schemes, with the
iconic number 58 identifying it. We would love to meet new prospective rovers with
an interest in cars and a desire to see their unit finish number one in racing events,
such as Mudbash.

If you are interested in going or just meeting the unit, feel free to contact the current
unit leader Dion Coulson at 0424463604 or dionecoulson@bigpond.com. If
anything above interests you, we would be more than happy for you to come along
and check us out, we at Kooranunda look forward to meeting you!

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]
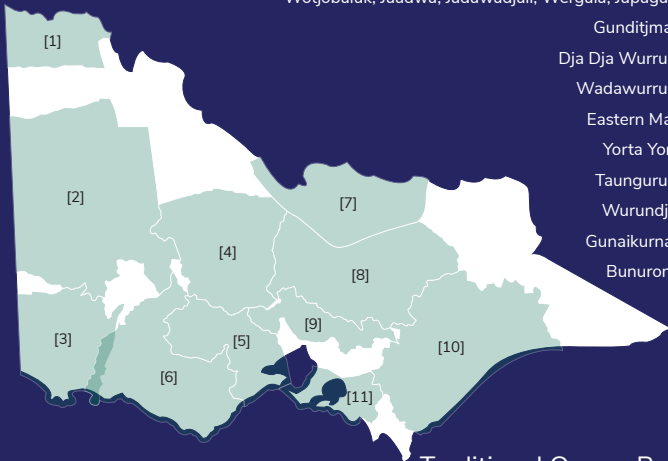
Wadawurrung People [5]

Eastern Maar People [6]

Yorta Yorta People [7]

Taungurung People [8]

Wurundjeri People [9]

Gunaikurnai People [10]

Bunurong People[11]

26

Traditional Owner Boundaries

Main Arena Repairs

3rd of March, 2021

OVERVIEW

Some time ago Main Arena was demolished and left in a state where it could not be used. The disruptions from COVID-19 and reduction in income for MRP has significantly impacted getting the works completed. Over the next few years the MRP Committee would like to see if fixed to meet the needs of Mudbash alongside other stakeholders and events. An initial timeline of the 14th of March 2021 has been given to the Mudbash team to outline the works required and ultimate expected state of the main arena for the 2021 event.

GOALS

Must happen for Mudbash 2021

1. Flatten track to a usable state - fit for purpose.
2. To have earthworks done to make the main arena more friendly to modern Rover cars.
3. To get the Armco barrier installed to meet Motorsport requirements.
4. Installation of Gates.
5. To get the spectator fence installed to allow spectators to watch Motorsport Events in the Main Arena.

Preferred to happen by Mudbash 2021, but can be delayed if necessary

6. Install lighting around the main arena so that night events can run.

7. Install PA system.

	Road
	Motorsport fence
	Armco
	Gate
	Spectator fence
●	P.A / Light pole
	Spectator mounds

Required works

Item	Who	Date Commenced	Date to be Completed	Notes	Quoted Figure (attach quote below)
Earthworks Quote	Ben	01/03/21	March 10th	Quote to be discussed prior to the document being shared with Mudbash.	$7983.80 Quote attached below
Complete earthworks	Ben		Before the April Working Bee	Approval of Quote and cost prior to commencement.	
Get track signed off by rsm	Ben and Simon	??	April Working Bee	RSM and MRP Chair work together to get the track up to standards and signed off at the April Working Bee after all earthworks (flattening out) have been completed.	
Install armco railing and spectator fencing	??		April/May Working Bee	**We have Armco at the park. Should be enough for a single run of Armco.** H4 Treated Pine Sleepers in the ground and cemented in. (Attach armco to these with rattle guns or magnetic drills).	
Install lighting poles and PA	??		If time and money works out	2022 Part of the Project due to costs, unless we can find funding…	
Installation of 3 Gates			May Working	Farm gates to be quoted and quote approved by the group paying.	

Timeline

- Weekend of the 5th-7th of March 2021, Ben to get and assessment from the earth works person about how much it would cost to get works done in Main Arena
- Monday the 8th of March 2021, Ben to report back to the Mafeking Exec about what was quoted and the Exec to send a proposal to the wider Mafeking Committee regarding scopes of works to be completed
- Sunday the 14th of March, the Mafeking will present their "report" to the Mudbash Chair
- Get quotes on fencing -
- Get quotes on poles pa/lights -
- Organise earth works to start -
- Get track signed off by RSM
- Install fencing/ armco -
- Install 3 gates - MRP to supply normal farm gates
- Install poles for pa/ lighting - if not mrp will hire a light tower for use in main area for mudbash

Total price $ 12333.60

Quotes supply

QUOTATION Original 57

KOPANICA PASTORAL Co. Pty. Ltd.
890 CAVEAT - DROPMORE RD. CAVEAT 3660 DATE 16 · 3 · 2021
ABN: 75 769 743 800

FROM

TO chairman@mafekingroverpark.com

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION:

Excavate + install Y drain in bottom section of new Arena which abuts previous arena.		
8hrs Dig Drains with Excavator @ $178	1424	—
27 tonne Gabion Rock @ $36 delivered.	972	—
20 Steel posts @ $5	100	—
15 lengths angle iron to weld onto posts	225	—
3 sheets mesh to weld on posts	295	—
8hrs Excavator to level off rear of new area + load dirt into tip truck to be placed over old + new arena area @ $178	1424	—
14hrs Move dug dirt to arena in tip trucks @ $125	1750	—
6hrs Grader to level of area @ $178	1068	—
	sub total	7258	—
	gst	725·80
	total	7983·80

THIS QUOTATION IS VALID UNTIL:
1/12/2021

Michael Kopanica
SIGNATURE

Armco 110 m
52 fence posts at 1800 long
$14.80x $769.6
M10/75mm coach screws 2 per post
5x $17.80 =$90
Concert for poles 1 bag x2 holes
26x$8.90= $231.4
Armco at Mafeking
Total Cost =$1091

Spectator fence 400m
134 fence post at 1800 long
134x$14.80=$1983.2
Roll of fencing wire 1500m long
1x$274.38= 274.30
Concert for poles 1 bag x2 holes
67x$8.90=$596.3
 Total Cost=$2853.8

Farm gates x3
$135 x 3 =$405

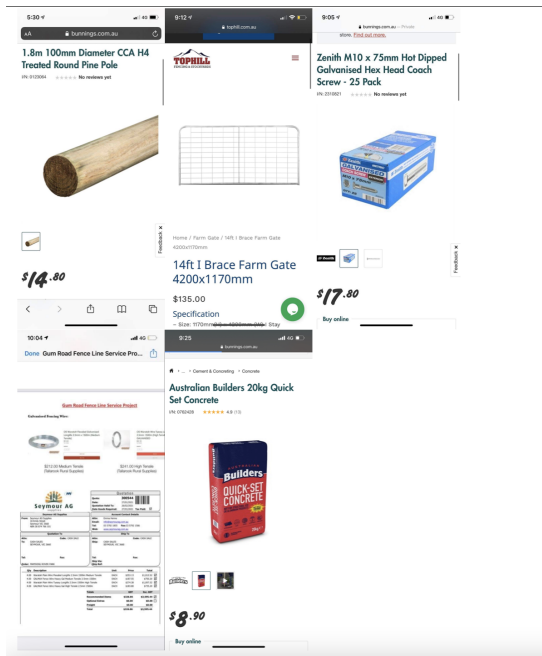● Usually stocked at your branch   ● Ma

POST HOLE DIGGER - 2 MAN PETROL
Code: 270170

from:
$100.00 Inc. GST
FOR 4 HOURS

+ Easy List | + Compare

MINI
A

32

1.8m 100mm Diameter CCA H4 Treated Round Pine Pole

IPN: 9120004   No reviews yet

$14.80

TOPHILL

Home / Farm Gate / 14ft I Brace Farm Gate 4200x1170mm

14ft I Brace Farm Gate 4200x1170mm

$135.00

Specification

– Size: 1170mm x 4200mm Stay

Zenith M10 x 75mm Hot Dipped Galvanised Hex Head Coach Screw - 25 Pack

IPN: 2310021   No reviews yet

$17.80

Buy online

Gum Road Fence Line Service Project

Galvanised Fencing Wire:

Seymour AG

Australian Builders 20kg Quick Set Concrete

IPN: 0782408   ★★★★★ 4.0 (13)

$8.90

Buy online

MPAC Project Patrol Requirements

Mission Statement

The purpose of this project patrol is to manage the MPAC building from design through to construction. The main roles in the patrol involve project planning and management as the construction phase will be tendered out. If there are Rovers within relevant construction industries who wish to apply for tender they would be welcome to in later stages of the project, however building services are not a requirement for patrol members.

Project goals

1. Apply for planning and building permission with shire
2. Cost current building designs
3. Explore possible alternatives
4. Compile information and write up project tender for contract
5. Choose contractor and maintain communications with them throughout construction

Role descriptions

These role descriptions form a basis for each position that has been foreseen on the project patrol. Once a patrol has been established responsibilities can be further defined to suit those involved in the project.

Some roles may also have an aspect of mentorship/menteeship with other roles depending on the applicants.

Ideally all five roles are to be filled by Rovers, however if this is not possible ex-rovers may be considered.

Project manager
- People management
- Meeting organisation (monthly)
- Recording progress & minutes
- Action items, check in and reminders
- Scheduling and timeline adherence
- Communications and updates to VRC and Mafeking where necessary

Finance & budget
- Cost estimations/organisation
- Expense tracking
- Financial negotiation clarifications of funding

Construction liaison
- Point of contact with contractors

- Defects check organisation

Design and communications
- Consideration of alternate building designs
- Communications with tenderers and quote people

Tender lead/secretary
- Keep track of inwards and outward correspondence
- Project information organisation
- Tender writing setup and lead
- Communicate with scouts victoria regarding tender process and advice

Shire/planning liaison & RA
- Planning and building permit submissions
- Communications with shire
- Advisor

General/Shared tasks
- Attend monthly meetings
- Inward and outward communications
- Delegated tasks to do with project organisation

Promotion

The following outlets may be used to promote the opportunity.

This may be promoted as a project for those wishing to extend themselves and learn new skills, be involved in Rover assets, complete a community development project (most likely the project manager role), receive/provide mentorship within rovers, complete service to the section.

Facebook
- Victorian rovers page
- Vic rovers members group
- Mafeking page

Scouts/email
- Be informed – target ex rovers if necessary and direct contact to rovers
- Rovers weekly newsletter

In person
- VRC
  - Region meeting
  - Sub-committee meetings
    - Crew meetings

▪ Word of mouth

Timeline/Milestones

1. Obtain five rovers for project patrol
2. Meet and establish roles, monthly meeting dates, expectations, team goals
3. Planning permission & building permission
4. Quantity surveyor & Costing // exploring building designs/options (prefab?)
5. Update to VRC and Mafeking
6. Tender writing
7. Publish tender
8. Select contractor
9. Contractor terms and financial agreement
10. Building and ongoing project management (construction liaison)
11. Design payback to scouts Victoria and management conditions
12. Handover to Mafeking for management

People we know/want to use

Name	Know From	Skills
Kooka	ex-rover	defects
Hamish's dad		Quantity surveyor
	Mafeking RA	permits?

SCOUTS VICTORIA
Victorian Rover Council
24/2/21

Item Title	Financial Management Policy Manual		
	Information		
	Discussion		
	Decision		
Document Author	Cameron Phillips - VRC Finance Officer		
Strategic Alignment	• Improve Financial literacy • Improve rover governance around finance.		
Consultation	VRC Finance Team • Peter Wotherspoon - State Commissioner Rover Support • Jody Freeman - VRC Honorary Treasurer • Michelle Saffin - VRC Chair • Mathew Barnes - VRC Assistant Chair		
Implementation Period	• 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	• Cameron Phillips - VRC Financial Officer
Assists	• Peter Wotherspoon - State Commissioner Rover Support • Jody Freeman - VRC Honorary Treasurer
Cost	N/a
Risks	N/a
Milestones	• 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	• Improve financial oversite 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
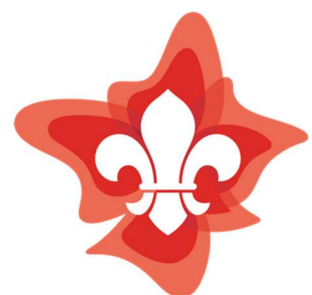
ROVER SCOUTS VICTORIA

CONTENTS

DEFINITIONS

1. "VRC" refers to the Victorian Rover Council
2. "BEC" refers to the Scouts Victoria Branch Executive Committee
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. Portfolio refers to the section heading of the budget, e.g. entertainment.
6. "Seller" refers to the entity that arranges use of the commerce systems.
   6.1. 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.
   6.2. For the online store, this means the entity that has arranged for the items to be available through the online store.

Updated _____

INTRODUCTION

Rovers Victoria owns substantial assets (Mafeking Rover Park, Mt Baw Baw and Mt Bogong ski chalets) and conducts a variety of events including but not limited to Mudbash, MARB (Metropolitan Area Rover Ball), Rover Dinner. Additionally, each Unit and Region operate various financial facilities.

This document is a set of minimum requirements for all Rovers elected/appointed as Treasurers for a Region or Sub-Committee. Whilst not exhaustive, the aim is to provide Committees 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 Committees and their Treasurers to operate the relevant accounts accurately and diligently cannot be over stressed. The financial viability of Committees, 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.

ROVER SCOUTS VICTORIA

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 shall 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.
- Surfmoot 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 should be discussed with the finance team and 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 several 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 or current VRC 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. The transfer from the store account will be done on invoice with the appropriate line items recorded in the ledger.

5.2. 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.

5.3. 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.

5.4. 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.

6.2. Ticket price should be kept as low as possible whilst covering all costs of the event.

7. MERCHANDISE

7.1. All activity specific merchandise must be pre-paid and pre-ordered via the online store.

    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 portfolios, these must still be within the portfolios 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. 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.

8.3. 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.

8.4. 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.

8.5. 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.*

    8.5.3. If no tax invoice can be produced, to be reimbursed there must be clear proof of purchase, if in doubt consult the finance team.

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.

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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 BEC 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.

- 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. For Event Entities, 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. For Non-Event Entities, At the conclusion of the financial year a financial report will be prepared for presentation to the entity's AGM and to VRC.

    12.2.1. Before reporting to the AGM or VRC all expenses must be finalised.

12.3. 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.**

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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:

13.1.1. Items per your operational budget:

- Non-capital or consumable items essential to the event, such as food, fuel, tickets, posters, office supplies, etc. these should be found in your operational budget.
- Hire of essential equipment or services.

13.1.2. Item outside of your operational budget

- Capital equipment items considered essential up to $100, to a total of $500.
- 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 – Rover 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, tabled 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 normally 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 undertaken

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 Weekly 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.   Cost Allocation
14.1.1. 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.
14.1.2. The costs associated with the transaction processing shall be borne by the VRC and additionally collected by the VRC as a surcharge. Transaction fees are collected by Square.

- It is recommended that Sellers do not 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, e.g., grants, this must be discussed with the State Commissioner - Rover Support.

Updated _____

ROVER SCOUTS VICTORIA

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.

SCOUTS VICTORIA
Victorian Rover Council
[21/3/2021]

Item Title		Yearbook Discussion
	Information	
X	Discussion	
	Decision	
Document Author		Visual Communications Officer
Strategic Alignment		Logistics
Consultation		Discuss at VRC and Regions to gain feedback before voting
Implementation Period		One-month timeline: Tabled at VRC, discussed at regions, discussed at following VRC

KEY POINTS

Yearbooks are produced to celebrate the achievements of Rovers in Victoria and document the highlights of the year.

Main concerns surrounding the yearbook are financial, environmental and severe lack of interest from contributors. These need to be addressed if the yearbook is going to continue being made.

BACKGROUND

Rovers Victoria has been producing a yearbook for the last couple years to celebrate the achievements of Rovers and document the highlights of each year.

Last year a yearbook was not produced due to various reasons, so this year a combined 2018-2019 and 2019-2020 book is being made.

Reports are rarely sent in on time if at all, and it is unclear whether the yearbook is something that the VRC wants.

There have also been concerns about the financial and environmental costs of producing the yearbook.

Currently 300 yearbooks are being produced for $2160+GST

ACTION REQUESTED

It is recommended that the Victorian Rover Council:

- Discuss whether or not the yearbook should continue to be produced and in what format.

IMPLEMENTATION PLAN –

Lead	Visual Communications Officer
Assists	-

Cost	-
Risks	-
Milestones	-
Outcomes	To establish whether the yearbook should be produced in the future and if so, in what format.

AMENDMENTS

- N/A

SCOUTS VICTORIA
Victorian Rover Council
[21/03/2021]

Item Title		*Suggested timeline for Region and VRC elections*
	Information	
X	Discussion	
	Decision	
Document Author		*Gemma Park (Mt Dandenong Region Chair)*
Strategic Alignment		*Governance and logistics*
Consultation		*All region chairs and Mt Dandenong Region members*
Implementation Period		*ASAP at region level, nil change to current VRC process*

KEY POINTS

- *VRC would be a more welcoming and productive team if Region Chairs all started their terms at the same time as it would allow for training and social opportunities to be delivered by VRC.*
- *During the first VRC meeting with the new Region Chairs an introduction to the building, how VRC runs and expectations could be discussed. This would set-up the team for efficient meetings and a greater understanding of the responsibilities of each role.*
- *This would not be a policy, only heavily supported recommendation for Regions.*
- *Clear change of team can be used as a positive contributor to - and enabling factor in - culture change.*
- *The overall timeline would be:*
    - *April: Elect VRC Chair*
    - *May: Elect OBs*
    - *June: Elect Region Chair/Region Team*
    - *July: VRC meeting with new team*

BACKGROUND

- *Currently new region chairs start in a scattered manner throughout the year. There is no formal introduction to VRC or how it runs, therefore leading to confusion about role responsibilities and procedures. There are limited opportunities for building professional relationships between Region Chairs due to regular changing of team members.*
- *Region Chairs report that many do not receive a thorough handover from their predecessor, and therefore are on their own when it comes to learning how VRC operates - this new process would resolve this issue.*

ACTION REQUESTED

It is recommended that the VRC encourage Regions to:

- *Hold their elections in June.*
- *Remember to make any constitutional or policy changes at their Region level to support this.*

IMPLEMENTATION PLAN

Lead	*Region Chairs to implement at their regions.*
Risks	*Nil.*
Outcomes	*Region Chairs Team changes over on the 4th Wednesday of July.*

PROGRESS REPORT – N/A

Lead	*Region Chairs to implement at their regions.*
Risks	*Nil.*
Outcomes	*Region Chairs Team changes over on the 4th Wednesday of July.*

SCOUTS VICTORIA
Victorian Rover Council
[21/3/2021]

Item Title		Victorian Rover Council Quorum
	Information	
	Discussion	
X	Decision	
Document Author		Plenty Valley Region
Strategic Alignment		Governance
Consultation		Discuss at VRC and Regions to gain feedback before voting
Implementation Period		Two-month timeline: Tabled at VRC, discussed at regions, discussed at VRC, voted on at regions, voted on at VRC.

KEY POINTS

- VRC does not currently have a quorum in the standing orders.
- Current voting procedures are on page 4 of the standing orders (2020 edition)
- A quorum by definition is "the smallest number of people who must be at a meeting for official decisions to be made by voting"
- Most quorums are typically 66% of voting parties or 50%+1 voting parties.
- In the case of VRC, 66% is the equivalent of 11/16 votes, and 50%+1 is the equivalent to 9/16 votes.
- It is suggested that a vote should not be taken if we do not have a quorum, with all items being kept on the table or withdrawn at the discretion of the authors.
- It is also suggested that should abstain votes bring the vote count below the quorum, the voting item should be kept on the table or withdrawn at the discretion of the authors. This is due to abstain votes not being included in the final vote count.

For example, with a 66% quorum, it allows for a scenario where two voting parties are apologies for the meeting, three Abstain, seven vote For the paper and four vote Against. The paper passes.

Alternatively, if one of the people voting for decides to Abstain, it falls below the quorum. Two are apologies, four Abstain, six vote For and four vote Against. That is no longer enough information to pass the paper as a total of six people are not attending or abstaining so the paper should be tabled for further discussion if possible.

BACKGROUND

- Due to discussions around voting prompted by the Voting Arrangements paper tabled by the State Commissioner in February, it was suggested that VRC should introduce a quorum to aid with understanding abstain votes and to ensure that meetings have proper attendance when votes are taken.
- It was a concern in the region that votes could be passed by few For votes and many Abstain votes. It was suggested that a quorum would be a good way to limit the amount of abstain votes that were acceptable before requiring further discussion on an item.

ACTION REQUESTED

It is recommended that the Victorian Rover Council:

Add the following lines to the standing orders:

- The quorum for VRC is 66%. Votes cannot occur if attendance is below this and all voting items should remain on the table or be withdrawn by the author.
- If abstain votes bring the total number of votes counted below the quorum, the voting item should remain on the table or be withdrawn by the author.

IMPLEMENTATION PLAN –

Lead	Plenty Valley Region
Assists	VRC Executive
Cost	-
Risks	-
Milestones	-
Outcomes	A more formal way of dealing with low attendance of meetings and higher numbers of abstain votes.

AMENDMENTS

- N/A

SCOUTS VICTORIA
Victorian Rover Council
[22/02/2021]

Item Title		Pronoun Uniform Badge
	Information	
	Discussion	
x	**Decision**	
Document Author		Filipe Freyr
Strategic Alignment		Governance and Communication - These badges will show the trans community that the scouting movement is an environment that welcomes them. It will also showcase the trans representation that already exists in both the committees and VRC.
Consultation		Lack of training within the movement about the existence of transgender members.
Implementation Period		Proposed to VRC - badge designs up for evaluation and feedback. Proposed to NRC - badge designs up for evaluation and feedback. Proposed to National Scout Council - badge designs up for evaluation and feedback.

KEY POINTS
- A pronoun badge that is able to be sewn onto the scouting uniform.
- Initially have he/she/they badges and then progress to customisable pronoun badges.
- Having this badge will help encourage everyone to ask a person's pronouns before immediately assigning them.

BACKGROUND
- 1/10 people identify as transgender.
- 72.5% of transgender people aged 14-25 have been diagnosed with an anxiety disorder in their lifetime.
- Transgender people experience a higher rate of suicide attempts and are nearly 11 times more likely to attempt suicide than the general population.
- While Scouts is progressing towards a more inclusive movement there is still a lack of discussion surrounding transgender members and the use of the correct pronouns.
- People habitually assign a gender and pronouns to a person based on their appearance.
- Scouts brands itself as an all inclusive movement but there is still no resources on what to do when you encounter a transgender youth member.

ACTION REQUESTED

It is recommended that the Victorian Rover Council:
- Discuss the need for these badges and the designs
- If agreed there is a need, propose to NRC

IMPLEMENTATION PLAN –

Lead	Filipe Freyr
Assists	N/A
Cost	Information needed on how Scouts Australia order their badge stock for the scouts store.
Risks	Debates at NRC from the more conservative states about whether this is actually needed.
Milestones	First rollout - he/she/they Second rollout - xe/ze Third rollout - customisable
Outcomes	Open up the discussion about the use of pronouns for transgender members. Scouts Australia to make a stance on the movement being all inclusive. No longer put the responsibility on the transgender member to constantly correct other people when their gender is assumed.

DESIGNS -

PROGRESS REPORT –

AMENDMENTS

REFERENCES-

https://humanrights.gov.au/our-work/education/face-facts-lesbian-gay-bisexual-trans-and-intersex-people
https://d3n8a8pro7vhmx.cloudfront.net/lgbtihealth/pages/549/attachments/original/1595492235/2020-Snapshot_mental_health_%281%29.pdf?1595492235

SCOUTS VICTORIA
Victorian Rover Council
24.3.2021

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

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	*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.*
Assists	*N/A.*
Cost	*Nil*
Risks	*Nil.*
Milestones	*Nil*
Outcomes	*Clarification of the Victorian Rover Council election process.*

PROGRESS REPORT – N/A

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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	- 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