

ROVERS VICTORIA

THE

VICTORIAN ROVER
COUNCIL

POLICY BOOK

August 2016



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AWARDS

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A-1-0

W.F. Waters Rover Service Award

THE W.F. WATERS ROVER SERVICE AWARD

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

Recommendations for the Award may be made by a Crew, a Region Rover Council, the Branch Rover Council itself, a B.R.C. Sub Committee, or by the Branch Commissioner for Rovers.

All recommendations, giving full details of the service given, including commencing and finishing dates, and the nominee's full name, should be forwarded to the Branch Commissioner for Rovers in a sealed envelope clearly marked "confidential" no later than June BRC meeting in each year.

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

During the month of July, the Branch Commissioner for Rovers will discuss each nomination on a strictly confidential basis with at least four other members of the Rover section.

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

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

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

ROVER SERVICE AWARD BADGES

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

WEARING OF BADGE

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



A-2-0

Branch Commissioner - Rover Scouts Award

The Branch Commissioner for Rover Scouts Award is given at the discretion of the BC Rover Scouts for Rovers who have provided outstanding service to Scouting or Roving.

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

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

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A-3-0

BRC Chairman's Award Award

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

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

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



A-4-0

Baden Powell Lodge Crew Service Award

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

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

The following guidelines have been adopted for the Award by the B.R.C.:

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

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A-5-0

Duke of Edinburgh's Award and Baden Powell Scout Award

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

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A-6-0

Baden Powell Scout Award

The New Baden Powell Scout Award will commence on 1st January 2014. Rovers who have already commenced the Award under the old scheme have until December 31st 2015 to complete their Award before they must transition to the new award.

Any Rover who has not had a proposal for a pre-2014 Award badge approved by their Region can only begin the new Baden Powell Award.

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

SELF REFLECTION INTERVIEW

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

HOW THE AWARD WILL BE MANAGED

1. The Rover Scout Award Scheme will be as specified by Scouts Australia nationally.
2. All Rover Crews in Victoria shall use the National Squire Training and Crew Membership requirements. Crews may not add to, remove from, or otherwise amend these requirements. Current Squires/Trainee Rovers who consider themselves disadvantaged by switching to the National scheme may continue to complete their Crew's traditional training program until 1 July 2014.
3. The date that the Region notes the nomination for the Baden Powell Scout Award shall be deemed to be the date of completion of the award. The nomination must be received by a member of the Region Executive who is not a member of the Rover's own Crew before the Rover's 26th birthday.
4. Region Rover Communities shall be notified of nominations for the BP Award at the gathering immediately following their receipt, and forward to the Branch Rover Council without delay.
5. For the Service badge, no form of service for which a payment is received shall be accepted. The only exception to this would be a situation where the Rover concerned can produce documentary evidence that they have donated the full amount received to a recognised charity.
6. That when the BRC is asked to resolve Award Scheme disputes under the Branch Dispute Resolution Policy, the BRC Chairman shall select a panel, consisting of a Chairman with two experienced Rovers from different Regions, and a member of the Branch Rover Advisors' Council and a member of the BPSA Support Team as Advisors, to hear and decide the matter on the BRC's behalf.
7. Rover Crews are required to notify the Region Support Team of all badges awarded for tracking purposes only.
8. The pre-commencement consultation process between a Rover and the BPSA Support Team will be to submit a proposal form to the Region Support Team.

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A-6-1

Baden Powell Scout Award Support Team

The New Baden Powell Award Scheme requires each Branch to have a Support Team to help with the transition and to assist future Rovers to gain the Baden-Powell Scout Award.

STRUCTURE

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

- BPSA Support Team Leadership Group
- Region BPSA Support Teams

BPSA SUPPORT TEAM LEADERSHIP GROUP AIMS & FUNCTIONS

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

REGION BPSA SUPPORT TEAM AIMS & FUNCTIONS

Aims:

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

Functions:

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

BPSA ANNUAL CONFERENCE

The BPSA Conference will be held annually to ensure that all Support Team Members are up to date with any changes to the Award, and to ensure that the same standards are being kept across the Branch. It is expected that every member of the Support Team will attend the conference

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Baden Powell Scout Award Support Team

MEMBERSHIP

The BPSA Support Team Leadership Group will be a subcommittee of the Rover Training Team, as its responsibilities are to support and develop the Region BPSA Support Teams. Membership of the Rover Training Team is not a prerequisite for membership of the BPSA Support Team Leadership Group. Members will be appointed by the Branch Commissioner for Rovers.

The Region BPSA Support Teams shall consist of at least one Advisor and two members of the Region Executive. Regions may choose to have a larger Support Team if they feel it is required. Region BPSA Support Teams will be supported by the rest of the Region Executive in the performance of their functions. Members will be appointed by the BPSA Support Team Leadership Group on recommendation of the Region concerned.

MEMBERSHIP REQUIREMENTS

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

Prerequisites for appointment of a Rover:

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

Prerequisites for appointment of a Non-Rover:

- Hold Certificate of Adult Appointment as a W79 Rover Advisor or as a Commissioner in the Rover Section.
- Attend a BPSA Annual Conference, or have experience deemed to be equivalent by the BPSA Support Team Leadership Group.

Members of the Support Team Leadership Group will be appointed for a period of two years. Members of Region Support Teams will be appointed for two year terms, or as specified by the Region Policy Book. Rovers who are appointed to the Support Team can serve out their current term on the BPSA Support Team after they turn 26, as long as they remain financial members of Scouts Victoria.

FINANCES

The BPSA Support Team Leadership will draw any funds required for operation from the Branch Rover Council directly (i.e. not through the Rover Training Team.) Region BPSA Support Teams will be financially supported by the Region they serve.



A-8-0

Certificate of Appreciation

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

Therefore the Council has resolved:

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

That this Certificate can be awarded at the following levels:

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

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

- Region Office
- Branch Rover Office

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

The Certificate of Appreciation bears no relationship to the W.F. Waters Award. It is neither a prerequisite for it nor does its lack prevent a person being awarded the WF Waters Award.

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B-1-0

Activity Advisors to the Branch Rover Council

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

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B-2-0

Delegation to the National Rover Council

The Victorian Branch Rover Council policies in respect to National Rover Council delegations are:

1. The delegation shall consist of the Branch Rover Council Chairman, the elected voting delegate, the Branch Commissioner for Rover Scouts and two elected observers.
2. The current BRC Chairman will be the leader of the delegation.
3. All members of the delegation should have been members of the BRC long enough to fully understand the Rover system of government and BRC policies on issues likely to be raised, either by ourselves or by other BRCs.
4. At least one member of the delegation must eligible and willing to also attend the following NRC meeting.
5. Should the Chairman be unable to attend the NRC meeting, either the Deputy or Assistant Chairman, will take their place. Should no member of the BRC Chairman's Team be able to attend, the BRC shall elect another Rover to lead the delegation.
6. Should the Branch Commissioner for Rovers be unable to attend the NRC meeting, he may nominate a replacement.

At least one member of the delegation should be eligible and willing to accept nomination to the NRC Executive.



B-3-0

Branch Activities

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

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

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B-4-0

Branch Rover Council Policy Book

1. Policy Decisions of the Branch Rover Council shall be made on the majority vote of eligible members of the BRC present at duly convened meetings.
2. The BRC shall maintain a record of policy decisions of the BRC, to be known as the BRC Policy Book.
3. BRC policies shall be uploaded to vicrovers.com as soon as possible.
4. All policies of the BRC be reviewed within three years of their adoption or readoption.
5. Policies will remain effective until removed from the Policy Book by a vote of the BRC as outlined in section 1.
6. Before leaving office, the BRC Office Bearers will publish a new version of the BRC Policy Book that includes all changes to BRC Policy during their term

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B-5-0

Branch Rules

BACKGROUND

Following the adoption in November 1996 of a new Policy and Rules, each Branch was required to determine its own organisational structure, and its own local policies and rules.

Following discussion of a number of options, the Branch Rover Council agreed that the Rover section in Victoria should basically stick to what was contained in the 1993 edition of the old P.O. & R.

Agreement was then reached with the Chief Commissioner and the Deputy Chief Commissioner that the new Branch Rules should define the roles and functions of the Branch and Region Rover Councils in the following terms:

BRANCH ROVER COUNCIL

The affairs of the Rover Section in the Branch are conducted by the Branch Rover Council in accordance with the policies set out in the Branch Rover Council Policy Book.

REGION ROVER COUNCILS (COMMUNITIES)

The affairs of the Rover Section in the Regions are conducted by the Region Rover Councils, trading as Region Communities in accordance with the policies set out in the Branch Rover Council Policy Book.

SUB-COMMITTEE / EVENTS

As Treasurer or Chairman of a Victorian Rover Council Sub-Committee (be it Surfmoort, MARB or Mudbash etc.) you are jointly accountable to the V.R.C for the finances of the Sub- Committee and its associated activities. Further, as you will be handling Scout Association (public) monies, by law you have a fiduciary duty to act with care, honesty, diligence and in a proper manner in the best interests of the Association, including avoiding any conflict of interest. It is very important to appreciate and understand these duties, as failure to comply with them can result in personal liability and possible criminal proceedings (e.g. fraud and theft).

It is a requirement that at all times a member of the VRC Commissioner team remains a signatory on all VRC Sub-Committee accounts. Ordinarily, this would be the VRC Honorary Treasurer or the State Commissioner-Rovers, however for clarity, the team includes the VRC Honorary Treasurer, State Commissioner Rovers or one of the Assistant State Commissioner Rovers.

No change of signatory forms should be lodged for any VRC Sub-Committees without the approval of the State Commissioner Rovers or VRC Honorary Treasurer. This is essential so that VRC remains in control of its financial records, and can prepare financial reports for audit and administer the accounts should there be a circumstance where signatories become unavailable.

Ordinarily, the other signatories on the accounts will be some combination of the Advisors to the Sub-Committee, the Sub-Committee Chairman and the Sub- Committee Treasurer.

In order to assist you discharge your accountability and financial responsibilities, set out below are V.R.C's minimum expectations / requirements, which MUST be complied with:

1. A separate cheque account must be opened in the name of "The Scout Association of Australia – Victorian Rover Council (followed by the designated Sub-Committee name)". This will be a joint two signatory account with at least the Treasurer and Chairman as signatories.
2. All Sub-Committee finances are to be transacted through the above cheque account.
3. Safe custody of monies must be maintained. Steps to protect and promptly bank cash funds must be taken and access to funds controlled through the Treasurer.
4. An annual budget must be submitted to and be approved by the V.R.C The following records must be maintained by the Treasurer:
 - Receipt Book, Cheque Book, Deposit Book, Cash Book
 - Petty Cash Book, Invoice Folder
 - Bank Statements, Cheque Register

5. All monies received must be recorded in a duplicate receipt book and banked *within seven days of receipt*.

All monies paid out (other than petty cash) must be by cheque or *EFT where this facility exists*.

6. Record all monies received as a record for banking purposes.
Record all monies received and expenditures in a cash book, in date and cheque number / receipt number order. Columns should correspond to the account for posting.
Record all petty cash advances and payments in date order (to be supported by receipts).
7. Records (either an invoice, receipt or hand written (signed) explanation) supporting each payment must be kept, ideally in cheque number order. The use of cheque requisition forms is encouraged (which show date, cheque no., amount, payee, reason, account for posting and signatories).
8. Statements issued by the bank (usually monthly) evidencing deposits, withdrawals and bank charges. Listing of cheque books on issue (i.e. by cheque number) and a listing of authorised signatories.
9. Accounts must be prepared on a cash (not accrual) basis.
10. A reconciliation of the cash at bank (as per the bank statement) and the cash book balance should be performed monthly and any discrepancies accounted for. A written record must be filed with the Bank Statements.
11. All Sub-Committee members should be made aware by the Chairman of the potential for financial mismanagement and adopt ways to minimise this risk. For example, do not sign open cheques, cross all cheques as "not negotiable", only pay against invoiced amounts, handle finances (particularly receipts) only through the Treasurer, insist on regular written financial reports (receipts & expenditures, bank balance and actual to budget), inspect the bank statements and financial records regularly.
12. All requests for payment or reimbursement for goods and/or services provided for Rover purposes must be supported by a receipt, where payment has already been made, or by an invoice from the supplier.
13. Payments will not be made without supporting documentation
14. On presentation of invoices/receipts, Treasurers should make payment within seven (7) days, either by cheque or to a nominated bank account, where this facility exists.
15. Date for finalisation and hand over of financial statements and records will be agreed in advance between the Sub-Committee Chairman and Treasurer and the V.R.C Chairman and V.R.C Treasurer.

16. Both the Sub-Committee Chairman and Treasurer will be required to jointly sign-off in writing on the truth and accuracy of the financial statements and compliance with the above expectations / requirements.
17. It is important that you comply with the above requirements not only for the proper discharge of your duties but because all V.R.C Sub-Committee accounts will be subject to annual audit by the V.R.C Treasurer. Any financial discrepancies and breaches of the above requirements etc arising from the audit will be referred to the V.R.C Office Bearers Steering Committee. Appropriate action recommendations will then be made to the V.R.C
18. Should you require clarification or any assistance, please contact the V.R.C Treasurer.

ACCOUNTS - REGION ROVER COUNCILS

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

ACTIVITY COMMITTEE BUDGETS

1. That all V.R.C Activity Committees whose activities have financial implications for the V.R.C itself be required to submit detailed budgets to the V.R.C not less than one month prior to the required approval date.
2. When presenting budgets to the Victorian Rover Council for approval, Activity Committees must have a Committee member, preferably the Chairperson, present to speak to the budget and answer questions in relation to that budget.
3. Failure to do so will result in consideration of the budget automatically being deferred to the next meeting unless the V.R.C authorises the V.R.C Office Bearers to approve the budget at their next meeting.
4. This should only be done when a full month delay in approving the budget could seriously jeopardise the success of the activity resulting in a significant financial loss to the V.R.C
5. Where a float is required to pay deposits and confirm bookings, these may be requested and approved with the initial tabling of the budget provided a repayment to the V.R.C of the full amount of the float is then included as an expense item in the budget.

The elections of the Victorian Rover Council Office Bearers shall be held annually at the May meeting, with the successful candidates taking office from July 1st.

The following conditions will apply to VRC elections.

1. All non-appointed Office Bearer positions will be open for election, however the incumbent Office Bearers will continue in office until June 30th.
2. Nominations for the position of VRC Chairman will open in March and close in April. All nominations must be accepted or declined by the end of the April meeting.
3. Nominations for the position of VRC Training Officer will open at the March VRC meeting, and close at the May meeting of the Rover Training Support Team. The Rover Training Support Team will nominate a candidate to be confirmed by a vote of the VRC at the May meeting. As with the Chairmen of Mafeking Rover Park and Rover Scout Motorsport, this is to ensure that the VRC appoints a Rover with the appropriate skills to the position.
4. Nominations for all other positions will open in March and close immediately before the election for that position.
5. Rovers nominated for a position at a meeting at which they are not present must have previously accepted the nomination in writing.
6. When the Chairman of the meeting is not seeking reelection to the Office Bearers Group, they may choose to act as Returning Officer. Otherwise, the principal advisor will take the chair and act as Returning Officer.
7. All voting shall be by secret ballot. Where there are three or more candidates, preferential voting will be used. No candidate will be elected without obtaining at least 50% of the vote.
8. Candidates must be registered Victorian Rovers and eligible to remain so for the entire term.
9. Any VRC Project Officers will not be required to stand for re-election to that position.
10. In the case of casual vacancies, a candidate will be nominated by the Office Bearers Group to be confirmed by a vote of the VRC.
 - a) Where a casual vacancy exists in the position of Training Officer, the Rover Training Support Team will nominate a replacement candidate.

The affairs of the Rover Section in the Victoria are conducted by the Victorian Rover Council which has the following functions:

1. To make recommendations to the National Rover Council.
2. To make decisions about the rules and methods by which it governs, administers and implements its operations, but in those matters which may affect the General Principles of the Movement, other Sections of the Movement or existing relations with other organisations approval of the State Chief Commissioner is required.
3. To coordinate the activities and functions of the Region Rover Councils.
4. To promote Victorian Rover Activities.
5. To determine the standards for Rovering in the State.
6. To encourage the development of Rovering within the State.

The Victorian Rover Council shall consist of:

1. Two delegates elected from each Region Rover Council.
2. Rover Commissioner (Region) where they have been appointed, or a person acting in that role, or an additional elected experienced Rover where an Rover Commissioner (Region) has not been appointed.
3. The Region Rover Council Chairmen.
4. The State Commissioner for Rovers.
5. The Assistant State Commissioners for Rovers.
6. The Office Bearers elected by the Victorian Rover Council itself.
7. The Chairmen (or representative) from each V.R.C. Sub Committee.

Voting Rights at V.R.C. meetings:

1. Two Region delegates or their proxies have the right to vote on all matters brought before the V.R.C., including elections for V.R.C. Office Bearer positions.
2. V.R.C. Office Bearers, whether elected or appointed do not have voting rights except where the subject relates to their own portfolio.
3. Where a vote is tied, the V.R.C. Chairman will have a casting vote.
4. Representatives of V.R.C. Sub Committees do not have voting rights except where the subject relates to their own portfolio
5. Rover Commissioners (Region) do not have voting rights except where they have been nominated as region proxy by their region chairman.
6. The State Commissioner (Rovers) and Assistant State Commissioners (Rovers) do not have voting rights.



B-10-0

BRC Meeting Procedure

RECOMMENDATIONS TO THE B.R.C.

1. This paper explains the entitlements of various people to put recommendations to the Branch Rover Council.
2. Note that the putting of a recommendation to the Branch Rover Council is not restricted to just the voting members of the B.R.C.

REGION ENTITLEMENTS

Regions are obviously entitled to make recommendations to the B.R.C., to move that those recommendations be adopted, and to vote on them.

ELECTED B.R.C. OFFICE BEARERS

1. Elected B.R.C. Office Bearers are entitled to make recommendations direct to the B.R.C. on matters related directly to their own portfolio, they are allowed to speak to their recommendations, and request that someone move the adoption of those recommendations.
2. On the other hand elected Office Bearers may choose to gain the endorsement of the Office Bearers group, before putting a recommendation to the B.R.C., in which case they should be supported by all other Office Bearers. The procedure outlined above should then follow.
3. This would be expected to be the chosen method where a recommendation is likely to prove controversial, but could also be used in other cases.

B.R.C. CHAIRMAN

The Chairman has similar rights to all other elected Office Bearers, and should not be restricted by virtue of her/his occupancy of the Chair.

B.R.C. SUB COMMITTEE REPRESENTATIVES

Sub committee representatives are entitled to make recommendations direct to the B.R.C. on matters related directly to their own sub committee, they are allowed to speak to their recommendations, and request that someone move the adoption of those recommendations.

BRANCH COMMISSIONER FOR ROVERS

The Branch Commissioner for Rovers can use the process of making recommendations direct to the B.R.C. as one method of fulfilling his/her role as the principle Advisor to the B.R.C. While he will continue to have this ability, he/she has since the Office Bearers group has been having regular meetings, preferred to discuss these recommendations with that group before placing them before the full B.R.C., and will continue to do so where this is convenient. The exceptions would be urgent matters which arise between meetings of the Office Bearers and the full B.R.C., which would in any case be discussed with the Chairman, and/or “machinery” recommendations such as approval of B-P Awards, Crew names and scarves etc.

ASSISTANT BRANCH COMMISSIONERS FOR ROVERS

Assistant Branch Commissioners for Rovers also have the right to make recommendations directly related to their portfolios where those recommendations fall within current B.R.C. policy. Where the proposed recommendation falls outside present policy, it must be referred in the first instance to a meeting of the

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BRC Meeting Procedure

B.R.C. Office Bearers, or where this is not possible, to the Branch Commissioner, who would make the decision as to how the matter should be handled, and when.

CONFERENCES AND SEMINARS

Recommendations coming from conferences and seminars must be referred in the first instance to the B.R.C. Office Bearers group, which may in turn refer them to the full B.R.C. for adoption, or it may amend them, defer them, refer them back to Regions, or decide not to proceed with them at all. In all cases the full B.R.C. must be informed of the action taken, and the reasons why such action was taken, and may either approve or disapprove that action.

TRAINING COURSES

Recommendations will not normally come from Training Courses, as these should be providing answers, not raising questions, and the course material should all relate to, and be confined to, existing policy. In what should only be rare cases, it is conceded that on an advanced course (i.e. an Advanced Sectional Techniques Course - Stage 4 Course) or a T.A.S.C., a question of policy may arise. Where this results in a possible recommendation to the B.R.C. for a change in that policy, either the procedure set out in paragraph 8 should be followed, or the person initiating the recommendation should seek the support of her/his own Region Rover Council and have the R.R.C. raise the matter with the B.R.C.

NOTICE OF MOTION

Notice of motion is required for all recommendations which if carried would result in a change of existing policy. This must be forwarded in writing to the Rover Office in time for inclusion in the Principle Agenda for the next meeting of the B.R.C. Any recommendation included in the Supplementary Agenda, other than the sort of machinery recommendations referred to in paragraph 6 above, or raised from the floor of the meeting will be deferred to the following meeting, unless of a very urgent nature.

ORDER OF DISCUSSION

Items will normally be discussed in the order in which they are shown on the agenda paper. However any delegate wishing to have an item discussed earlier to be free to request the Chairman to bring that item forward.

DISAGREEMENT WITH B.R.C. DECISION

In the event that a Region Rover Council disagrees with a decision arrived at by the Branch Rover Council, said objection is to be put in writing in the form of a motion, not in a verbal form, by a Region representative.

PROXIES FOR A.R.C.'S (ROVERS).

That any A.R.C. (Rovers) could appoint a suitable holder of Rover Warrant as his proxy to the B.R.C., any such appointment to be written and to be for a twelve month period July to June. The nominated proxy could attend B.R.C. meetings as an observer when the appointed A.R.C. is present.



B-10-0

BRC Meeting Procedure

REGION & SUB-COMMITTEE REPRESENTATIVES.

1. That Region and Sub-Committee representatives should be grouped together around the table, with the Sub-Committee representatives being separated from the Region representatives.
2. Sub-Committee representatives are to ensure that written reports are made available in time for inclusion in the agenda, and are to address the meeting only on their own topics, unless requested to comment on other issues by the Chairman.

AGENDAS – RECOMMENDATIONS

That every recommendation put to the B.R.C. includes the name of the proposer.

DRESS FOR B.R.C. MEETINGS

All Association members attending meetings of the Victorian B.R.C. should wear full Scout uniform. Representatives from Regions should be issued with the appropriate Region scarf.

REPORTS FOR THE B.R.C. MEETING

Reports, motions and budgets for the B.R.C. meeting from R.R.C. Chairmen, Sub Committee Chairmen, B.R.C. Office Bearers and other parties should be submitted in writing (via email) to the B.R.C. Minutes Secretary, Rover Office, B.R.C. Chairman and B.C. Rovers **one week** before the meeting. Reports and motions should be forwarded as a word document, budgets as an excel spreadsheet and fliers as a word document or PDF file. Any late reports need to be submitted to the B.R.C. Secretary by close of business Friday after B.R.C. to be included in the minutes

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CREWS

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C-1-0

Rover Swords

The State Government announced on 8th March 2004 that it intended to move swords from 'controlled' to 'prohibited' weapons under the Control of Weapons Act. This means that illegal possession or use of swords in Victoria could result in a \$12,000 fine or six months in jail. **This legislation was updated in 2010.**

The Chief Commissioner supported an application for a blanket exemption from the regulation changes for Victorian Branch, much in the way *scouts* are protected from knives legislation. The B.R.C. applied for an exemption, which was approved by the Governor and the Justice Department in June 2004.

Crews and Scout Groups have been asked to forward information to the B.R.C. Deputy Chairman in relation to any swords that they may have, including a description of the sword, how it is used, who has access to it, how they are stored and some crew contact details; photos should also be submitted to supplement this information. The sword registration form is attached as appendix A.

The Victorian Branch will not acknowledge the right of individual Crews to possess swords unless their Crew swords details have been lodged with the B.R.C. Scouting formations must register their sword with the B.R.C. to avoid prosecution. **All such sword registrations will be kept both online and on file at the Victorian Rover Centre**



C-2-0

New Crews, Names & Scarves

Applications for approval of new Crew names, scarves and badges must be forwarded to the responsible Region Rover Community. The Region will then consider the application utilising a number of criteria including (but not exclusively to) the naming convention, same or similar sounding names, same or similar designs (that may cause confusion).

Applications for approval of Crew names, scarves and badges from a Formation wishing to revive a previously used crew name and symbols must be forwarded to the responsible Region Rover Community. The Region will then consider the application utilising a number of criteria including (but not exclusively to) the naming convention, same or similar sounding names, same or similar designs (that may cause confusion) and accepting advice in relation to the last known Formation or Group.

Once approved, the Region will forward the application to the Branch Rover Council for recording.

The BRC may only consider whether another Formation is already using the name, scarf or badge (or similar that may cause confusion), and if satisfied that is not the case, must approve the application.

If it is known that a Venturer Unit is already using the proposed name, regardless of their location in Victoria, written approval of the Unit Council is to be obtained.

If it is proposed to name a Rover Crew (or revive a crew name) in honour of a person, then their permission in writing must be obtained, or the permission of their next of kin.

Upon the approval of a new Crew Scarf by the BRC, the Crew will donate one Crew Scarf to the Scout Heritage Victoria, accompanied by a description of the why the scarf is significant and any symbology included on the scarf. Crews should also provide to Scout Heritage Victoria a brief biography of their namesake and the Crew's relationship to them, if any and a copy of the grant of permission.

Existing Crews wishing to adopt a distinctive name or scarf are encouraged to provide a brief history of themselves to Scout Heritage Victoria along with the above requirements.

The BRC shall notify the Region Rover Community (who will inform the Crew) and the responsible Commissioner and Group Leader.

Where a Region Rover Community wishes to adopt a distinctive Scarf, or where no Region Rover Community is operating, the application is to be sent directly to the Branch Rover Council for approval.



C-3-0

Disadvantaged and/or Student Rovers

BRANCH ACTIVITIES

All Branch sub-committees organising Branch activities to examine the possibility of providing economically disadvantaged or student Rovers with a 20% discount on their events.

REGISTRATION AND UNIFORM

In any instance where an economically disadvantaged Rover requires assistance either to pay for registration or uniform or similar, this assistance should be provided at Crew level and only as a last resort should assistance be sought at R.R.C. or B.R.C. level.



C-5-0

Registration of Service & Activity Crews

With the exception of special Activity or Service Crews, Crews in Victoria will not normally be formed at Branch, or Region level. Reasonable exceptions may be granted.

Rovers wishing to be members of Service or Activity Crews (e.g. Bogong, Alpine, Baw Baw, or Mafeking Crews) must be registered members of another Crew. Service Auxiliaries may be attached to those Crews provided they do not exceed in number a ratio of one Service Auxiliary to three Rovers.

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C-6-0

Crew Risk Management for Activities

1. Risk Activities are defined as those activities for which Victorian Branch Headquarters has produced Guidelines to be adhered to by Cub Scouts, Scouts, and Venturer Scouts, e.g. caving, rock climbing, abseiling, and those activities likely to be conducted in hazardous areas.
2. The B.R.C. accepts these Guidelines AS GUIDELINES but not as rules.
3. The B.R.C. accepts that Leadership qualifications whether formal or informal, i.e. long experience, may be obtained in a variety of ways and through a variety of organisations.
4. Crews contemplating hiking in potentially hazardous areas should be encouraged to consult with the local State Authority and to accept any advice given. A "Trip Intentions Form" should be left with a responsible person authority.
5. Crews contemplating ski touring other than as members of official Branch parties should not be reliant on huts but should be prepared to camp out and should carry emergency rations.

Other requirements as per hiking should also apply.

6. The B.R.C. believes that each Region Rover Council should appoint Advisors for Risk Activities undertaken by Crews in the Region.
7. Crews should be encouraged to consult with a Region or Branch Activity Advisor when planning a Risk Activity.
8. Crews should be cautioned against engaging in Risk Activities without competent Activity Leaders. Where the required level of competency does not exist within a Crew, a Region or Branch Activity Advisors should assist the Crews in obtaining qualified Leaders.
9. Any requirements laid down by Law must be complied with.
10. The Adventurous Activities Officer can help Rovers to find appropriate information and training for activities

B.R.C. Sub Committees to develop and implement Risk Management Plans, to be audited by the Rover Risk Management team.

B.R.C. Sub Committees to keep a log of incidents and "near misses".

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

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MISCELLANEOUS



X-1-0

Service Projects

REQUESTS BY OUTSIDE GROUPS

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

EXCEPTIONS

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



X-3-0

Insurance and Related Matters

APPLICATION FORMS

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

INDEMNITY FORMS

All participants at overnight Rover activity, whether Members of the Movement or not, be required to sign a Personal Information Record (Health Form), including the indemnity section on arrival and before being allowed to participate in the activity.

INSURANCE

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

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MOTORSPORT

Victorian Branch Rover Council Policy Book



M-1-0

Event Management Conditions

The Branch Rover Council has determined that the following conditions are to apply to all Motorsport Events being conducted within the Victorian Branch:

1. No new events are to be started without Rover Scout Motorsport and B.R.C. approval and endorsement.
2. Current events are to seek R.S.M. endorsement after conforming to R.S.M. standards.
3. The B.R.C., through R.S.M., is to ensure that the events comply with C.A.M.S. National Competition Rules.
4. No new event should start without it showing new and differing events to Mudbash.
5. The R.S.M. is to ensure the dates of events are spread throughout the year, and entry fees are kept low.

RISK MANAGEMENT:

1. In order to comply with the Risk Management policies of the B.R.C., Committees running motorsport activities should ensure that all people who wish to be a driver or a passenger in a Rover motorsport vehicle are members of R.S.M. and have a current and appropriate C.A.M.S. registration. R.S.M. members must be members of the Scout Association; registrations will be checked against Branch records and anyone found to be unregistered will not be permitted to drive or be a passenger in a Rover motorsport car.
2. Registration (scout, C.A.M.S. and R.S.M.) is MANDATORY and it is the responsibility of each Rover to ensure her/his registration is current.

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M-2-0

BRC Motorsport Coordinator

The Rover Scout Motorsport Chairman shall be the Co-ordinator of all motorsport events run in Victoria to ensure minimum standards are maintained, and to advise the B.R.C. on all matters relevant to Rover motorsport.



M-3-0

Rover Scout Motorsport Event Alcohol Policy

PITS & RACE AREAS

These areas are DRY and NO Alcohol will be tolerated. The pits are also a NON SMOKING area.

RSM and organising committee members may ask you to leave the DRY areas if they suspect you are under the influence of alcohol. Please follow their instructions.

If you are caught with alcohol in these areas, the drink will be confiscated and disciplinary action against you and/or your crew could occur.

DRIVERS

All Drivers must be 0.00 to participate.

Random breath testing will occur. If you are found to be over this limit whilst participating your car scrutineering tags will be pulled, the crew will forfeit and be subject to penalties and/or disciplinary action.

If you are at all unsure, please come to HQ and a breath test can be arranged for you.

CREW MEMBERS

All crew members must be 0.00 whilst in the competing vehicle.

Random breath testing will occur. If you are found to be over this limit whilst participating your car scrutineering tags will be pulled, the crew will forfeit and be subject to penalties and/or disciplinary action. If you are at all unsure, please come to HQ and a breath test can be arranged for you.

OFFICIALS

All officials must be 0.00 whilst on duty. Officials over this limit will not be covered under the CAMS policy.

SPECTATOR AREAS

ALL SPECTATOR AREAS ARE DRY UNTIL AFTER 5PM. Open cans are not permitted on the thoroughfare between the camping ground and the event areas. If you are caught with an open can in these areas, the drink will be disposed of.

Organising committee and RSM members may ask you to leave the spectator areas and return to the campground if they believe you to be too severely impaired by alcohol. Please follow their instructions. If you refuse disciplinary action against you and/or your crew could occur.

The Chairman's decisions are final and no discussion will be entered into.

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REGIONS

Victorian Branch Rover Council Policy Book



R-1-0

Region Roles, Functions & Responsibilities

1. The affairs of the Rover Section in the Region, or group of Regions, are conducted by the Region Rover Community which has the following functions:
 - a) To make recommendations to the Branch Rover Council.
 - b) To make decisions about the rules and methods by which it governs,
 - c) administers and implements its operations, but in those matters which may affect the General Principles of the Movement, other Sections of the Movement or existing relations with other organisations approval of the Region Commissioner is required.
 - d) To maintain a record of Crews in the Region and to receive annual reports from each Crew.
 - e) To be responsible for the development and the maintenance of standards of Rovering in the Region.
 - f) To promote Rover Activities in the Region.
 - g) To promote training courses for Rovers in the Region and particularly Crew Leaders.
2. The composition of the Region Rover Community is all registered members and Rover Advisors of the Rover Crews in the Region, the Region Executive, the ARC - Rovers and the Rover Advisors of any Region Subcommittees.
3. The maximum voting membership of a Region Gathering is two voting delegates elected by each Crew, the appointed Rover Advisor of each Rover Crew; who may only vote if there are Rovers from their Crew present at the meeting, the Chair and Advisor of any Region Subcommittees, the Region Executive and the ARC (Rovers) or such other structure as approved by the Branch Rover Council.
4. Each Region Community shall maintain their own Constitution and Policy Book.
5. The current Rover Regions consist of (with the scout Region in brackets):
 - a) Gippsland (Gippsland)
 - b) South West (Geelong and West Coast)
 - c) Lerderderg (Lerderderg)
 - d) Plenty Valley (Plenty Valley)
 - e) Murray Midlands (Northern, North West and Western)
 - f) Mt Dandenong (Mt Dandenong)
 - g) Bays (Bays)
 - h) Melbourne (Melbourne)



R-2-0

Winding up of Region Communities

ADMINISTRATION GRANT

Where a Region Rover Community cannot meet its financial commitments as demonstrated by properly audited financial statements, the BRC may

1. Provide financial assistance to that Region to the extent required to tide it over a temporary downturn, or
2. Where the problem is seen to be more far reaching and after all possible avenues of financial, advisory and practical support and assistance have been exhausted, wind up the Region Community and attach its Crews to another Region.

Victorian Branch Rover Council Policy Book



R-3-0

Branch Rosters

BRANCH EVENT ROVER ROSTER

The following rosters detail the order in which the Regions will organise the Rover Dinner, MARB, gate duty at Surfmoort & Mudbash and provide assistance to the Annual Branch St. George's Day Service

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

VICTORIAN ROVER CENTRE CLEANING ROSTER

In order to keep the Victorian Rover Centre maintained, Rover Committees and Councils are to participate in at least one working bee at the Centre each year. They are allocated to carry this out in one of the first two weekends of their allocated month.

Month	Region/Subcommittee
January	BRC Office Bearers
February	Rover Skiing (Bogong & Baw Baw)
March	Lerderderg
April	Mt Dandenong
May	Bays
June	Plenty Valley
July	Country Regions (Murray Midlands, Gippsland & South West)

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Branch Rosters

Month	Region/Subcommittee
August	Surfmoot
September	Melbourne
October	Mafeking Rover Park
November	Mudbash
December	Rover Scout Motorsport

Some of the necessary tasks include (but are not limited to):

Toilets & Shower	Meeting Rooms, Hallway & Library
Clean toilets and basins	Vacuum floors
Refill toilet paper and paper towel rolls	Pick up any rubbish/items off the floor
Wash/Mop floors.	Tidy up tables and chairs
Empty Bins	Office
Vacuum floor	Vacuum floor
Tidy up rubbish/items off the floor	Empty bins
Empty waste paper bins	
Kitchen	
Place or stack away any kitchen items	Replace tea-towels
Check fridge for perishables	Empty bins & Mop floor

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ROVER ADVISORS



RA-1-0

Commissioner Appointments in the Rover Scout Section

FILLING OF VACANCIES AT BRANCH LEVEL

Whenever the position of Branch Commissioner for Rover Scouts, or Assistant Branch Commissioner for Rover Scouts becomes vacant, the Branch Rover Council should draw up a list of suitable people to fill the vacancy and submit that list to a selection committee.

This committee should consist of an experienced Rover Advisor, the current BRC Chairman, and three experienced Rovers; the committee should reflect the diversity of Rovers within Victoria. The nominees should forward a written application to the committee (including their scouting/Rovering history) by an assigned date, with an interview conducted by the selection committee about two weeks later. All Rovers and Rover Advisors are entitled to make written submissions to the selection committee to aid the selection process.

The selection process is to be kept secret, with the suggestions for the role(s) forwarded to the Chief Commissioner with a request that the vacancy be filled by one of the people named.

In the event that no-one on the list is acceptable to the Chief Commissioner, a further list should be compiled.

Alternatively the Chief Commissioner may choose to submit a panel of names to the BRC

In the case of a vacancy occurring for an Assistant Branch Commissioner for Rovers, the opinion of the Branch Commissioner for Rovers should also be considered.

REVIEW AND RE-APPOINTMENTS AT BRANCH LEVEL

In accordance with the Adults in Scouting policy, the Branch Rover Council will conduct a review of their Branch Commissioner and Assistant Branch Commissioners three months before the end of each period of appointment.

The commencement of the review will be announced at the BRC meeting six months before the end of each Commissioner's appointment, with the reviews preferably conducted three months later.

The whole process should be completed after four months. The review Committee will consist of the current BRC Chairman, two experienced Rovers, and an advisor.

The selection of the Advisor will be the responsibility of the Committee Chairman. However the Advisor must be a Commissioner within the Rover Section or one who has worked closely with the Rover Section over the past 3 years.

At the BRC meeting when the review process is opened, Rovers will be invited to contribute to the review process. These submissions will be sent in writing to the Chairman, marked confidential, and will close on the two meetings later. The Chairman will reply noting his/her receipt of the submission, and may ask for clarification. However under no circumstances will the Chairman be obliged to discuss the outcomes of the submission with the contributor.

Victorian Branch Rover Council Policy Book



RA-1-0

Commissioner Appointments in the Rover Scout Section

Each Commissioner under review will be required to prepare:

A personal reflection on the previous 3 years including, but not limited to, what they felt were their achievements and failings.

A list of short and long term goals for the next year, two years, and three years.

The Review Committee will then make a recommendation to the BRC four months after the opening of submissions, two months before the end of the Commissioner's appointment.

The Committee Chairman will then on behalf of the BRC

1. Make their recommendation to the Chief Commissioner of Victoria.
2. Formulate a constructive narrative of the review to the reviewees.

FILLING OF VACANCIES AND REAPPOINTMENTS AT REGION LEVEL

Similar procedures should be adopted by Regions. Rover Regions that support Crews over two or more Regions need to ensure that they forward their recommendation to all of their Region Commissioners

RA-2-1

Prerequisite of Rover Advisor Appointment

Further to the provisions of Rule R9.4(4), within Scouts Australia Policy and Rules, the Victorian Rover Council, has agreed that "For an individual to be appointed as a Rover Advisor must have meet the following preconditions;

1. Meet the adult membership requirements of the Scout Association, Victoria Branch, but be ineligible for membership as a Rover Scout.
2. Have at least one years experience in an adult membership role following their booting if the individual was previously a rover scout.

Note

It is normally preferred that a Rover Advisor has attained four years of experience in an adult membership role following their booting if the individual was previously a rover scout.

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SUB COMMITTEES



S-1-0

Bogong Chalet Management Group

AIMS, OBJECTIVES AND OPERATING GUIDELINES

AIMS AND OBJECTIVES

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

OPERATING GUIDELINES

Elections, Appointments and Definitions

1. The BCMG shall be part elected and part appointed annually at the Annual General Meeting (hereinafter referred to as the AGM) held in October of each year.
2. The following definitions apply to this section (Operating Guidelines)
 - a. Alpine Rover – A Rover or leader within the Movement invested into the Alpine Rover Crew by virtue of completing a Winter Party, but not a Rover Squire or Alpine Venturer ¹.
 - b. Qualified Rover – An Alpine Rover that has completed at least two Winter Parties) and below the age of 26 years.
 - c. Qualified Ex Rover – An Alpine Rover that has completed two Winter Parties and is of the age of 26 years or more.
 - d. Age at time of election – to qualify for an age related position on the BCMG the nominee must be of the appropriate age at the time of their election or nomination ².
 - e. (i) All members of the BCMG must be members of Scouts Australia or the Scout Fellowship or be prepared to become a member if elected.
(ii) If membership of Scouts Australia or the Scout Fellowship should cease during the BCMG member's term of office they must become a member of the Scout Fellowship within a month of the cessation of the BCMG member's membership of Scouts Australia or the Scout Fellowship or their tenure on the BCMG will cease.
(iii) Nothing in section 5(e)(i) or (ii) prevents a non member of Scouts Australia or the Scout Fellowship from being nominated providing they qualify for election in all other areas. ³
3. The BCMG shall be part elected and part appointed as follows:
 - Seven qualified Rovers elected by Alpine Rovers of Rover age (below the age of 26 years) ⁴.
 - One qualified Rover nominated by each Region prior to the AGM.
 - Two qualified Ex-Rovers between the age of 26 and 30 years elected by all Alpine Rovers (except those over the age of 30 years) prior to or at the AGM ⁵.



S-1-0

Bogong Chalet Management Group

- Two qualified Ex-Rovers over the age of 30 years elected by all Alpine Rovers (except those between the age of 26 and 30 years) prior to or at the AGM ⁶.
- Two Alpine Venturers below the age of 18 years elected by Alpine Venturers. In the event of insufficient nominees being nominated in this category the positions may be filled by nomination by the Chairman of the BCMG ⁷.
- The Chairman of the Alpine Rover Crew who was elected at the AGM. He or she must be a Qualified Rover or qualified ex-Rover and shall be elected by all Alpine Rovers and Alpine Venturers ⁸. The secretary of the Alpine Rover Crew, who shall be elected at the same meeting does not have membership of the BCMG and has no voting rights.
- The Warden, Deputy Warden and Assistant Warden who shall be appointed by the Branch Commissioner (Rovers) for a term determined by the Branch Commissioner (Rovers).
- The Chairman of the B.R.C., the Branch Commissioner (Rovers) and the Assistant Branch Commissioner (Rover Activities) who shall be ex-officio.

Casual Vacancies

1. Any casual vacancy that occurs on the BCMG shall be filled in the manner detailed in section 6A(e).
2. Except for the warden and BCMG chairman any casual vacancy that occurs after the regular June BCMG need not be filled.
3. All casual vacancies that occur must be filled by or at the next regular BCMG.
4. Membership qualifications shall be as at the date of the last AGM. Current membership or previous membership of the BCMG is not a prerequisite to election or nomination under section 6A
5. Membership of the BCMG as defined by
 - 6(a) - by nomination of the remaining 6 rovers
 - 6(b) – by nomination of the relevant Regional Rover Council Section 6A(c) does not apply to a casual vacancy occurring under this section
 - 6(c) – by nomination of the members elected under section 6(a) and 6 (c)
 - 6(d) – by nomination of the members elected under section 6(a) and 6(d)
 - 6(e) – by nomination of the Chairman of the BCMG
 - 6(f) – by nomination and election, if required, of all members of the BCMG
 - 6(g) – by appointment of the Branch Commissioner (Rovers)
 - 7 – by election of the members elected under section 6(a)⁹

Chairman of the BCMG

7. The Chairman of the BCMG is to be elected from the floor of the AGM from the seven elected Alpine Rovers of Rover age (from the BCMG members elected under section 6a) by the Alpine Rovers present at the meeting ¹⁰.



S-1-0

Bogong Chalet Management Group

Honorary Positions on the BCMG 11 12

Treasurer and Accounts

8A. The financial accounts of the BCMG shall be maintained separately from the financial accounts of the B.R.C. and a Honorary Treasurer may be appointed as required by the B.R.C.. The Honorary Treasurer will have no voting rights on the BCMG. From time to time an elected or appointed member of the BCMG may perform the role of Honorary Treasurer. In this case the voting rights of that member remain.

8B. The historical records of the Bogong Rover Chalet and BCMG shall be maintained by a person known as the Honorary Historian and an Honorary Historian may be appointed as required by the BRC. The Honorary Historian will have no voting rights on the BCMG. From time to time an elected or appointed member of the BCMG may perform the role of Honorary Historian. In this case the voting rights of that member remain.

8 C a. Persons appointed under 8A or 8B shall be appointed for a period of three years from the date of their appointment.

8 C b. A person appointed under section 8A or 8B shall be appointed by the Branch Commissioner (Rovers) on the recommendation of the BCMG. Membership of the Alpine Rover Crew is not a prerequisite to eligibility to these roles.

8 C c. Any person appointed under section 8A or 8B who is not otherwise a member of Scouts Australia will hold a Certificate of Adult Appointment, Branch Service Auxiliary attached to the BCMG.

Eligibility for Re-election

9. To be eligible for re-election at the AGM to the BCMG members of the BCMG must:

1. Attend at least two thirds of the monthly meetings.
2. Attend at least two off season working bees at the Chalet. If possible one should be a major working bee and one should be to act as a Hut Chief.
3. Carry out any tasks or projects allotted to him or her without delay to the best of his or her ability.

Conduct of the BCMG

10. It is the responsibility of each and every BCMG member to:

a. Ensure the running of the Chalet and the conduct of the people within the Chalet is in accordance with the principles of Rovering and the Scout Movement.

b. Ensure the rules and regulations as determined by the BCMG from time to time for the proper running and conduct of the Chalet and Winter Parties are observed at all times.

c. Ensure the terms of the lease with the appropriate government department are observed and the good relations are maintained with the officers of that department¹³.

Victorian Branch Rover Council Policy Book



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Bogong Chalet Management Group

d. Make every effort to maintain a good public image and show hospitality to visitors and every effort to explain to them the history and traditions of the Chalet, remembering that the Chalet occupies a very unique position.

11. Voting at all meetings of the BCMG shall be by a show of hands with the following conditions:

1. All members shall have equal voting rights with the exception of those listed in section 11b.
2. Wardens, the Honorary Treasurer and Alpine Venturer representatives shall not have voting rights

¹⁴.

3. The Chairman of the BCMG shall have an additional casting vote in the event of a tied vote.

12. Sub committees may be appointed from time to time to carry out any project and report back to the BCMG. The convener of the sub committee who shall be a member of the BCMG may co-opt any other expert assistance and those co-opted members may be invited to attend a meeting of the BCMG to explain any matter but will have no voting rights.

13. This document may be amended by a vote at the AGM of simple majority of Alpine Rovers. Any amendment is subject to ratification of the B.R.C. *15 i ii iii*

1 Section 5a amended at the 2000 AGM when the Alpine Venturer Unit was created.

2 Section 5d added at the 1998 AGM .

3 Section 5e added at the 2003 AGM

4 Section 6a amended at the 1995 AGM by increasing the number from 6 to 7.

5 Section 6c amended at the 2000 AGM by allowing Alpine Rovers of Rover age to vote in this category.

6 Section 6d amended at the 2000 AGM by allowing Alpine Rovers of Rover age to vote in this category.

7 Section 6e added at the 2000 AGM on the inclusion of Alpine Venturers on the BCMG.

8 Section 6f added at the BCMG meeting 21/2/2001 to account for accepted current practice.

9 Section 6A added at the 2003 AGM

10 Section 7 added at the 1998 AGM.

11 Section 8 added at the 1999 AGM.

12 Section 8 replaced at the 2004 AGM.

13 Section 10c amended at 21/2/01BCMG meeting to reflect change in Departmental Names.

14 Section 11b added at 2000 AGM on inclusion of Alpine Venturers on the BCMG

15 Section 13 added 21/2/2001 to reflect current practice.

i Original Document created 23/5/1987, B.R.C. Meeting

ii Modified BCMG AGM 3/10/1990 and ratified at B.R.C. Meeting No. 141, 24/10/1990

iii Updated and certified correct BCMG Meeting 21/3/2001 and ratified at B.R.C. Meeting No. 275, 25/09/2002



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Rover Scout Motorsport (RSM)

OPERATIONAL RULES

Aims

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

Membership

1. All registered members of the Rover section within Scouts Australia (Victorian Branch) will automatically be members of Rover Scout Motorsport, and would be entitled to vote at general meetings as per standard BRC guidelines
2. All registered advisors / commissioners in the Rover section within Scouts Australia (Victorian Branch) will automatically be members of the Rover Scout Motorsport, and would not be entitled to vote at general meetings unless they were also elected members of the Committee
3. Membership shall also be open to other registered members of Scouts Australia (Victorian Branch) who are interested in the furtherance of the aims of Rover Scout Motorsport, and such applications shall be in writing and shall be in such form as the Committee shall determine, and such members would not be entitled to vote at general meetings unless they were also elected members of the Committee

Management

1. The management of the club shall be vested in the Committee which shall consist of the following office –bearers: Chairperson, Vice-Chairperson, Secretary/Treasurer, Representative to CAMS, Training Coordinator, two additional members, and a representative from each motorsport event subcommittee
2. As Rover Scout Motorsport is a subcommittee of the BRC, the current Chairperson of the BRC along with the Branch Commissioner Rovers and the Assistant Branch Commissioner Rovers (Activities) are ex-officio members of the Committee
3. The Committee shall have the power to invite any other person to attend committee meetings who may be of assistance to them in a professional and technical or skilled manner for their advice and guidance thereon, provided that such a person shall not be entitled to vote upon the committee



S-2-0

Rover Scout Motorsport (RSM)

Subscription

1. Rovers - free
2. Rover advisors / commissioners in the Rover section – free
3. Other scouting members – subscriptions shall be determined annually by the committee and subject to ratification at a general meeting

Meetings

1. General meetings shall be held at least four times per year, one of which would be the Annual General Meeting in August
2. A quorum at a general meeting shall be 20 voting members
3. Committee meetings shall be held at least four times per year
4. A quorum at a Committee meeting shall be five members of the committee

Office Bearers

1. With the commencement of the club in 2005, the inaugural office-bearers will be appointed by the BRC for the period up until the 2006 AGM
2. All office-bearers have an equal vote, and where a situation exists with a tied vote then the Chairperson will cast a presiding vote
3. From the 2006 AGM onwards, the BRC will continue to appoint the Chairperson of Rover Scout Motorsport on an annual basis
4. From the 2006 AGM onwards, all other office-bearers will be elected at the AGM each year by those members eligible to vote at general meetings
5. The Chairperson will be an invested Rover of Rover age at the time of their appointment
6. Any office becoming vacant during the term may be temporarily filled by the committee until the next general meeting when an election would be held
7. Any office-bearer failing to attend three consecutive meetings without apology or just cause shall thereby render themselves liable for exclusion from the committee
8. Committee members who have served two terms in succession (regardless of position) will not be eligible to stand for a third successive term

Financial

1. The financial year of Rover Scout Motorsport will correspond with the scouting financial year
2. The funds of Rover Scout Motorsport shall be in the name of Rover Scout Motorsport, and any bank accounts shall be operated with a minimum of two nominated members of the committee as signatures

Victorian Branch Rover Council Policy Book



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Rover Scout Motorsport (RSM)

3. An annual budget for the operations of Rover Scout Motorsport will be presented to the BRC for approval
4. All accounts for payment in excess of \$200.00 shall be presented to the committee for consideration prior to passing for payment

Voting

1. Save for a majority decision to the contrary, voting shall be by a show of hands
2. There is no voting by proxy
3. With the exception of amendments to these rules, a motion or decision will require a majority of those members present and voting for it to be carried
4. Where a situation exists with a tied vote, then the Chairperson will cast a presiding vote

Alteration of Rules

1. Any motion to change these rules needs to be in writing to the committee and provide 30 days notice prior to a general meeting
2. A motion to amend these rules shall require a majority of two thirds of those members present and voting at the general meeting for it to be carried
3. Any alterations to these rules once carried, would then need to be ratified at the next appropriate BRC meeting prior to implementation

POLICY

A first aid kit conforming to the latest version of the "Victorian Rovers First Aid Kit Guidelines", as published by the Victorian Rovers Risk Management Committee is to be available at properties operated by the Victorian Rover Council and it's subcommittees, including but not limited to:

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

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

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

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

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

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

The first aid officer must be a person who:

- Is willing and able to provide first aid at any time for the duration of the activity
- Would normally have completed a Level 2 First aid course (HLTAID003 Provide First Aid or equivalent) in the previous 3 years.
- Is familiar with the site and area within which they may be required to provide first aid
- Has an understanding of any site-specific requirements for obtaining advanced life support
- Has the resources required to obtain advanced life support (i.e phone with reception, etc)

*It is recognised that as the W.F. Waters Ski lodge is located within one minute walk of the Baw Baw Ski Resort medical centre, it is exempted from the need to have a defibrillator located within the building, so long as access to the medical centre defibrillator unit is available.

Victorian Branch Rover Council Policy Book



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Subcommittee Eligibility

That for all sub committees and activities of the B.R.C., all Office Bearers are to be under 26 years of age before and for the complete duration of the event they are running or assisting to run, except where specially allowed:

- Bogong Chalet Management Group (BCMG)
- Baw Baw Rover Crew
- Mafeking Rover Park Committee of Management (MRPCOM)
- Rover Scout Motorsport (RSM)
- National Rover Moots run in Victoria



S-5-0

Procedures for Running Surfmoot, Mudbash, Bogong, Baw Baw & Mafeking

1. The Sub Committee shall consist of Rovers. Where a Sub Committee considers it essential to have “Advisors” who are not members of the Rover Section, it may present suitable candidates for appointment to such a position at its A.G.M. Where a need arises after an A.G.M. such a request shall be considered by the B.R.C.
2. The Sub Committee Office Bearers may meet as an Executive as required. The Branch Commissioner (Rovers) and the Chairman of the Branch Rover Council shall be considered members of the Executive “ex-officio”.
3. The Sub Committee shall ensure that a representative, either the Chairman or Senior Committee Member, is in attendance at each B.R.C. meeting to present a report and to answer questions. (Depending on the time of year the B.R.C. may grant an exemption to a Sub committee where appropriate.)
4. A written report detailing the current activities of the Sub Committee, major proposals and current financial statement shall be forwarded to the Rover Office for inclusion in the B.R.C. agenda on or before the third Wednesday in the month. (Where a sub Committee has nothing to report, a note confirming this and indicating current bank balances shall suffice.)
5. The Sub Committee shall have an Annual General Meeting as soon as possible after the completion of its major event. The A.G.M. will be open to all Rovers, and must be advertised in Interchange and via the B.R.C. at least two months prior to the date of the A.G.M. The A.G.M. should be advertised at the event. Office Bearers required by the Sub Committee shall be elected by Rovers at the A.G.M. Any Rover present may be nominated for any position at the A.G.M. Where a Sub Committee considers prior experience to be important, or a vote is required to elect a candidate, the person should expect to give a short description of their experience.
Voting at A.G.M.s to be on the basis of a maximum of two votes per Crew.
This is a general clause that may be overridden by policies within a Sub committee's operating guidelines, as approved by the B.R.C.
The B.R.C. Chairman, or his/her proxy, should conduct the elections.

SKI LODGES

The Bogong Chalet Management Group and the Baw Baw Rover Crew should forward to the Branch Rover Council an annual report within three months of the conclusion of the skiing season, such report to include a list of the Rover Crews represented at the two lodges during the preceding Winter Season.

SUB COMMITTEE BUDGETING AND FINANCIAL RECORD KEEPING

The Sub Committee shall administer the financial accounts for the event on behalf of the B.R.C., and shall present a detailed and audited statement of accounts at each A.G.M. In order for the accounts to be audited by the B.R.C. Treasurer the complete statements must be submitted at least three weeks prior to the A.G.M. (The B.R.C. Treasurer will audit the accounts.)

1. The Sub committee shall prepare a budget for each year's activity and submit it to the B.R.C. five months prior to the event. While the B.R.C. recognises that Budget estimates are only a guide,



S-5-0

Procedures for Running Surfmoot, Mudbash, Bogong, Baw Baw & Mafeking

major departures from the Budget should be tabled at the B.R.C. and a short explanation of the circumstances given.

2. A Sub Committee shall be responsible for setting the costs and charges for an event on behalf of the B.R.C. Any increase in costs or charges to members of the Rover Section beyond 10% from the previous year must be approved by the B.R.C. who will consider the reasons and details put forward by the Sub Committee.
3. Purchases of capital equipment by the Sub Committee should be brought to the B.R.C's attention prior to purchase. The Sub Committee may purchase, without prior approval of the B.R.C. any of the following:
 - Non-capital or consumable items essential to the event, such as food, fuel, tickets, posters, office supplies, etc.
 - Capital equipment items considered essential up to \$100.00, to a total of \$500.00.
 - Hire of essential equipment or services.
4. In the case of the Baw Baw Rover Crew, the Bogong Committee, and the Mafeking Rover Park Committee, where the expenditure is essential for the maintenance and development of the Section's capital assets (i.e. the W.F. Waters Lodge, the Bogong Chalet, and the buildings at Mafeking Rover Park) such expenditure shall be exempt from this provision. However, this expenditure should be reported to the B.R.C. at the first opportunity.
5. 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 B.R.C. is not possible, conditional approval may be given on behalf of the B.R.C. by the agreement of the Chairman and Deputy Chairman of the B.R.C. and the Branch Commissioner (Rovers).
6. Where provisional approval is given under paragraph 11, or where equipment is purchased under paragraph 10b, the details shall be reported to the following meeting of the B.R.C.
7. At the completion of the A.G.M. each year, the net profit of the activity shall be forwarded to the B.R.C. Treasurer, together with a detailed request for any float or advance for the following year. After the request has been considered by the B.R.C. the agreed amount will then be forwarded back to the Sub Committee to enable the new Committee to conduct the next event.
8. Sub Committees are reminded of the B.R.C.'s policy that wherever possible, activity costs and charges should provide a lower cost to members of the Rover Section than non- members, and that they should consider the policy on "Disadvantaged and/or student Rovers."

Note:

This policy is to be read in conjunction with the specific sub committee's individual guidelines, e.g. Policy statements relating to finance.



S-6-0

Operating Procedures of Mafeking Rover Park Management

AIMS AND OBJECTIVES

1. The Mafeking Rover Park Management and Development Committee (hereinafter referred to as the Committee) is responsible to the Branch Rover Council, (hereinafter referred to as the BRC) for the management, operation, maintenance and development of Mafeking Rover Park including the maximising of both Rover, Scouting and outside use of the Park, and the financial returns therefrom.
2. The Committee will discharge its duties in accordance with the Aims and Principles of Scouting, as outlined in Scouts Australia Policy & Rules.
3. After consultation, it will carry out any directions given to it by the BRC and consider and report back to the BRC on any issue referred to it by the BRC.

OPERATING GUIDELINES

1. The Committee shall be part elected annually at the AGM and part appointed as follows:
 - a. The Chairman will be appointed by the BRC, who shall take the recommendation of the AGM into account.
 - b. The following Rover positions will be elected at the AGM, along with any further positions considered necessary or desirable.
 - Vice Chair
 - Secretary
 - PR/Marketing Officer
 - Bookings Officer
 - Environment Officer
 - Site Development Officer
 - Resource & Maintenance Officer
 - Fire Prevention Officer
 - Service Unit Coordinator
 - Webmaster
 - General Committee Members (Up to six)
 - c. One Rover nominated by the Mudbash Committee.
 - d. Four Rovers over the age of 25 or Booted Rovers as Project Officers.
 - e. A Treasurer and (no more than two?) Rover Advisors, who shall be appointed for renewable three year terms.
 - f. The Chairman of the BRC, Branch Commissioner for Rover Scouts and the Assistant Branch Commissioner for Rover Scouts with responsibility for Mafeking Rover Park.



S-6-0

Operating Procedures of Mafeking Rover Park Management

- g. Each Rover Crew that is present at the AGM will be limited to a maximum of two votes.
2. To be eligible for reelection to the Committee, members must:
 - Attend at least two thirds of the monthly meetings.
 - Attend at least half the scheduled working bees at the Park.
 - Carry out any tasks or projects allotted without delay to the best of their ability. I
 3. It is the responsibility of the Committee to:
 - Determine the conditions of membership of the Mafeking Service Crew and the Mafeking Rover Crew.
 - Ensure that the Park's Business Plan, is developed and maintained and that the development of the Park proceeds in accordance with that Plan
 - Ensure that the running of the Park and the conduct of the people using the Park is in accordance with the principles of Rovering and the Scout Movement.
 - Ensure that the Rules and Regulations as determined by the Committee from time to time for the proper running and conduct of the Park are observed at all times.
 - Ensure that the terms of the planning permit issued by the former Shire of Yea are complied with and that good relations are maintained with officials of both Local and State Government Authorities.
 - Make every effort to maintain a good public image and show hospitality to visitors, and explain to them that notwithstanding the effects of Mudbash and other motorsport events, that the Park is being developed with strict environment standards and in conformity with the requirements of the planning permit.
 4. Voting at all meetings of the Committee shall be by a show of hands with the following conditions:
 - All members shall have an equal voting rights, with the exception of those listed in section 7b.
 - Rover Advisors and the Treasurer shall not have voting rights.
 - The Chairman of the meeting shall have an additional casting vote in the event of a tied vote.
 5. The quorum at all meetings of the Committee shall be half the total membership of the Committee, plus one.
 6. The Executive of the Committee will consist of the Chairman, Vice Chair, Secretary, Bookings Officer and an Advisor. Any decisions taken will be reported to the next meeting of the full Committee which may endorse, modify or reject such decisions.
 7. Subcommittees may be appointed from time to time to carry out any project and report back to the Committee. The convenor of the subcommittee who shall be a Committee Member may co-opt any other expert to assist and those co-opted members may be invited to attend a meeting of the Committee Group to explain any matters but will have no voting rights.



S-6-0

Operating Procedures of Mafeking Rover Park Management

MAFEKING SERVICE UNIT

1. The Mafeking Service Unit exists to support the Mafeking Committee of Management in the development and maintenance of The Park.
2. Membership of the Mafeking Service Unit is by application or invitation. To be eligible for become a member of the Unit, Rovers or Scouters must:
 - Have attended a minimum of four working bees.
 - Be accepted by the Committee.
 - Attend at least two working bees per year.
3. Members of the Service Unit are invested with a scarf and a name tape.
4. All members of the Committee are automatically made members of the Service Crew in their own right.
5. Members (excluding elected Committee members) may only attend committee meetings by invitation, and do not have voting rights.

MAFEKING ROVER CREW

1. The Mafeking Rover Crew exists as an award for outstanding service to The Park and good conduct. The Crew has no permanent place, nor wealth and membership is strictly honorary.
2. Membership of the Mafeking Rover Crew is by nomination and approval. To be eligible to become a member of the Crew, Rovers or Scouters must:
 - Be an Invested Rover or hold a Certificate of Adult Membership or be registered an Adult Supporter with Scouts Australia.
 - Two years service to The Park.
 - Have made a significant contribution to The Park.
 - Be accepted by the Mafeking Rover Crew
3. The Mafeking Committee of Management is the executive of the Rover Crew
4. Members of the Rover Crew are invested with a scarf and a name tape.
5. One weekend per year is to be set aside for the exclusive use of Mafeking Rover Crew.
6. Members (excluding elected Committee members) may only attend committee meetings by invitation, and do not have voting rights.



S-7-0

Funding for the Development of Mafeking Rover Park

REGIONS TO BECOME SELF FUNDING

No grants to Regions from B.R.C provided that if any Region did get into deep financial trouble, the B.R.C. would assist them.

B.R.C'S. MONEY

Mudbash to budget for a \$15,000 annual contribution to Mafeking starting in 2002.

FEES

The Mafeking Rover Park Committee will be expected to strike a reasonable scale of fees and charges for all users of the Park

FUND RAISING

The Mafeking Rover Park Committee will also be expected to conduct fund raising activities such as night club nights, sale of features of the Park, etc.

CAPITAL EXPENDITURE ACCOUNT

That for internal operating purposes, future Park capital works be separately budgeted and funded. This will ensure that sufficient funds exist for the normal operations of the Park and that capital works will only proceed when fully planned and costed and adequate funds are available



S-8-0

Mafeking Rover Park Firewood Plantation Funding of Environmental Projects

Any funds generated from the 'Mafeking Rover Park Firewood Plantation' will be allocated by the B.R.C. At least 25% of any funds generated from the 'Mafeking Park Firewood Plantation' will be dedicated to Environmental Projects as deemed appropriate by the BRC under the direction of appropriate environmental advisors.

Environment projects based at Mafeking Rover Park will be given preference where appropriate.

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S-9-0

Metropolitan Area Rover Ball (MARB) Surplus

The basis for distribution of the Metropolitan Area Rover Ball net surplus is to be

- 10% To the organising body.
- 40% To Branch Rover Council.
- 50% To the various Region Rover Councils in proportion to ticket sales.

Victorian Branch Rover Council Policy Book



S-10-0

Guidelines for Crews/Committees Running Activities on Behalf of the BRC

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

- a) The crew/Committee must be appointed and have accepted responsibility for the running of the activity concerned at least six months prior to the date of the event.
- b) The organising Crew/Committee must submit a budget to the Treasurer and the B.R.C. for approval before making any financial commitments, such budget to include both estimated income, i.e., number of participants and details of anticipated expenditure.
- c) Any alteration to the budget must be approved by the Treasurer and the B.R.C.
- d) The organising Crew/Committee must report monthly to the Treasurer and the B.R.C.
- e) e) All intending participants in the activity must pay the full fee at least two weeks in advance of the activity.
- f) If at the closing date for the payment of fees, the financial viability of the event appears in doubt, the organising Crew/Committee must seek advice from the Treasurer and the B.R.C. and if so advised must cancel the event.

(Note that at this stage the B.R.C. must consider whether or not it is prepared to subsidise the event and if so, to what extent.)

- g) Any unauthorised departure from agreed budget figures will be the responsibility of the organising Crew/Committee.
- h) The books, together with a financial statement produced in an approved form, must be produced to the Treasurer for audit, no more than two months after the activity or an application made to the B.R.C. for an extension of time.
- i) All BRC event and property sub committees must produce a financial statement either for the scout year or the most recent 'season', forwarding this to the B.R.C. Treasurer by August for audit. This is to be consolidated with the B.R.C.'s financial statements and provided to the B.E.C. Treasurer for inclusion with the Branch annual report.

The above guidelines (a) to (h) will not apply to major Branch activities such as Mudbash, M.A.R.B., Surfmoor, Bogong, Baw Baw, the Rover Dinner, or to Training Course and Seminars.

However, organising committees of the B.R.C.'s. major fund raising activities, Mudbash, M.A.R.B., Surfmoor, Bogong, and Baw Baw must accept guidance from the B.R.C. as to desired profit levels and budget accordingly.

The Bogong Committee and the Baw Baw Crew must also ensure that they generate sufficient income to finance all maintenance and development works at the respective lodges, as well as meeting all operating costs and servicing all loans.

Because of the importance of training, training courses and seminars may be subsidised by the B.R.C. where necessary, but where this becomes necessary, the organisers should apply to the B.R.C. sufficiently far ahead of the event to ensure that the B.R.C. in considering the request, still has the option of cancelling.

Victorian Branch Rover Council Policy Book



S-10-0

Guidelines for Crews/Committees Running Activities on Behalf of the BRC

The Rover Dinner because of its “Shop Front” nature will be subsidised by the B.R.C. if necessary, but every endeavour should be made by the organisers to run it profitably.

Organisers of ALL activities, when drawing up their budgets should consider and take account of any overall B.R.C. policy and/or direction, e.g. that economically disadvantaged Rovers should be given a 20% discount at all Branch Rover activities.



S-11-0

Sub Committee Budgets

That all B.R.C. Sub Committees whose activities have financial implications for the B.R.C. itself be required to submit detailed budgets to the B.R.C. not less than one month prior to the required approval date.

When presenting budgets to the Branch Rover Council for approval, Sub Committees must have a Committee member, preferably the Chairperson, present to speak to the budget and answer questions in relation to that budget.

Failure to do so will result in consideration of the budget automatically being deferred to the next meeting unless the B.R.C. authorises the B.R.C. Office Bearers to approve the budget at their next meeting.

This should only be done when a full month delay in approving the budget could seriously jeopardise the success of the activity resulting in a significant financial loss to the B.R.C.

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

Responsible Committee Conduct Guidelines.

1. Operating event committees are recommended to have a separate area to relax that is separate by a significant distance of the headquarters office.
2. Any committee members that are rostered on for duty are not to be intoxicated.
3. There must be adequate rest periods between shifts for all members rostered on duty.
4. A member has the right to declare that they are unable to work due to fatigue. It is the responsibility for the Rover in Charge to re-assign duties as appropriate.
5. The Rover in Charge may delegate their duties to another member if they are unavailable due to being off-duty. Once the duty is delegated the delegated member is now the Rover in Charge.
6. The Rover in Charge must ensure that the delegated responsibility to the member they have chosen for the rostered shift is capable and able to undertake the expectations of that role.
7. Event Committees may set their internal guidelines to meet the requirements.
8. Event Committees are responsible for the safety of everyone attending and working on an event.

NOTES

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

THE
VICTORIAN BRANCH ROVER COUNCIL
Policy Book

TRAINING

Victorian Branch Rover Council Policy Book



T-1-0

Rover Training Team

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

The aims of the Rover Training Team are:

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

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



T-2-0

Rover Training Team Membership

There are three types of Rover Trainers:

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

Appointment to the Rover Training Team

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

Members of the Rover Training Team shall:

- Have a thorough and up to date knowledge of the Rover Section.
 - Assist on at least two courses per year.
 - Have within the past five years made a contribution to the Rover Section in a leadership role, at any level.
 - Have the requisite skills and experience to present or facilitate on Rover training courses, as assessed by Leader Trainers and Commissioners in the Rover Section.
 - Have the ability to relate to current Rovers and RAs.
 - Be recommended for membership by a Commissioner working with the Rover Section, or a current member of the Training Team.
 - Be willing to complete the PLA Course within 12 months of appointment.
 - Assist on Rover training courses it is not necessary to be a member of the Rover Training Team.
3. Probationary appointments to the Rover Training Team may be made for a period of six months, should the need arise.



T-3-0

Appointment of PLAs & Mentors for Rovers

Appointment Rovers to the position of Personal Leader Advisor

Rovers may complete the Personal Leader Advisor Course at any time after completing Basic level Rover training.

Rovers shall meet the technical requirements of the position to be appointed as a PLA. As of 2012, the requirements are to hold a Woodbadge and successful completion of the PLA Course.

Prospective Rover PLAs shall be nominated by the Region Chair or Region RA to the Assistant Region Commissioner for Adult Training & Development of the Region that the Rover is registered in, who will follow the established procedure for appointing PLAs. A courtesy copy of the nomination shall also be sent to the Rover's District Commissioner.

District Commissioners may continue to nominate Rovers as PLAs.

Appointing a Mentor for a Rover

Training Mentors operate on the same principle as a Sponsor, they are to guide and assist Rovers through their training.

Once notified that a Rover shall commence Basic level training, Region Rover Council Executives will appoint a Rover with a mentor who has completed Rover Basic to assist them with completing Basic training. This relationship will be recorded on the Scouts Extranet.

Regions shall maintain a register of qualified Mentors who are willing to undertake the role.

Mentors will be Rovers who have completed their Rover Basic and are approved by the Region.

Once a Rover advises their Region Rover Council that they are planning to start working towards the Rover Advanced course, the Region Executive will appoint a Personal Leader Advisor to assist the Rover in completing Advanced training, including workbooks. The PLA may or may not be the Rover's Basic level Mentor

Note

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



T-4-0

Training Requirements for Positions

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

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

1. Crew Leaders and other Crew Executive members are strongly encouraged to have completed Rover Basic training.
2. Region Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
3. Subcommittee Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
4. All BRC Officebearers shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
5. The BRC Chairman, BRC Deputy Chairman, BRC Assistant Chairman and BRC Training Officer shall have completed the Rover Advanced course and ideally have been awarded the Woodbadge.
6. Rovers who do not meet training requirements for a position will not be eligible to nominate for election.
7. This policy shall come into effect from the next election for the Branch Rover Council; it's Subcommittees (including MARB and Rover Dinner) and each Rover Region.



T-5-0

Training Subsidies

Background

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

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

Resolution

Therefore the BRC has resolved the following:

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

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V-1-0

Affiliations

From time to time the B.R.C. may chose to affiliate with various outside bodies. Current affiliations are listed below.

Federation of Victorian Walking Clubs (Associate Member).

Victorian Snowsports Association

Ski Touring Association of Victoria

Australian Trust for Conservation Volunteers

Confederation of Australian Motorsports (through Rover Scout Motorsport)

Appointment Process For Contingent Leaders To Interstate Rover Events

APPOINTMENT OF CONTINGENT LEADERS

The following process outlines the appointment method of a Contingent Leader to an interstate rover event;

1. Applicants submit an expression of interest in being appointed as a contingent leader to a specific interstate rover event to the VRC Chairman. The expression of interest is to outline; key information about the event, state why they are suitable for the position and any previous relevant experience.
2. The VRC chairman presents any nominations to a meeting of region chairs, who then select an applicant to be recommended for appointment as a contingent leader.
3. The VRC Chairman then puts the recommendation to appoint the applicant as a contingent leader to the Victorian Rover Council as a decision to be ratified.
4. Upon the decision being ratified, the successful applicant is appointed to the position of contingent leader for a specific event.

NOTES

The position of Victorian Contingent Leader to a National Rover Moot is appointed via an alternative process, as it is a National event and is therefore exempt from this policy.

In the event of an urgent need to quickly appoint a contingent leader, the VRC Chairman will use their discretion to do so, in consultation with the region chair of the rover who is to be appointed as the contingent leader for an interstate rover event.

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V-4-1

Court of Honour

Introduction

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

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

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

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

Procedure

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

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

- The complaint or issue to be addressed should be in writing.
- The person who is the subject of the Court of Honour (individual(s)) should be advised as soon as practicable that the matter will be addressed by a Court of Honour and be provided with all relevant documentation.



V-4-1

Court of Honour

- The Chair of the Court of Honour will, in consultation with the complainant(s), individual(s) and other members, set a time and location for the Court of Honour.
- At the hearing, the individual(s), or Crew, may bring a support person who may not act as an advocate for the individual(s) but may clarify matters raised and discuss with the individual(s). The individual(s) should advise the Chair if a support person is to be in attendance.
- The Secretary of the Panel should take notes of the proceedings, which will form the basis of a report to be prepared at the conclusion of the deliberations.
- Panel members are charged with addressing the matter under consideration fully and may have recourse to other individuals and/or documentation, which may assist them in reaching a conclusion.
- At the appointed time, the complainant(s) are invited to make their charge(s) against the individual(s). Panel members should give the complainant(s) uninterrupted time but may seek clarification of matters as they arise.
- The panel should then interview the individual(s), again allowing sufficient time for an uninterrupted presentation. Items requiring clarification should be addressed as they arise – if not appropriate to leave until the end of the individual's presentation.
- At the conclusion of the formal hearing, Panel members should then discuss the information provided and meet with any other persons and/ or review documents as per above, in order to reach a conclusion.

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

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

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

General

At any stage during the Court of Honour process, general advice can be sought from the Deputy Chair Victorian Rover Council, relevant Assistant State Commissioner (Rovers) or Region Rover Commissioner. Whilst the procedures will apply in most cases, there may be isolated instances where the procedure is not entirely appropriate. In these circumstances, the matter should be referred to the relevant Rover Commissioner.



V-4-1

Court of Honour

Appeals

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

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

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

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

Police Matters

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

Confidentiality

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

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

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

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V-8-0

Comment – Public & Media

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

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

Comment to the media includes

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

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

Important Contact details

BRC Agenda Item Submissions
Branch Rover Council Chairman
Branch Commissioner- Rover Scouts
Branch Rover Council- Marketing Officer
Scouts Victorian Marketing and Communications officer

brc.agenda@vicscouts.asn.au
brc.chairman@vicscouts.asn.au
bc.rovers@vicscouts.asn.au
brc.marketing@vicscouts.asn.au
marketing@vicscouts.asn.au



V-10-0

Rover Publications

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

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

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

All publications are made available through the following channels

- Victorian Rovers website
- Scouts Victoria website (MyScout)
- Crew Resource Folders
- Scout Central

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

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V-11-0

Victorian Rover Websites

CREWS

BACKGROUND

The Victorian Branch Rover Council strongly supports and encourages the move by an increasing number of Rover Crews in the development of their own Web Sites.

However in order to ensure that these sites are not developed in a way which would bring discredit to other Victorian Rovers, the B.R.C. has adopted the following policies.

THE POLICY

1. Sites shall not discriminate in any way, shape, or form on the basis of race, gender, political, sexual, religious, cultural background, or Crew.
2. Sites shall not contain anything that shall harm the image of any other Crew.
3. They shall contain no reference to politics, sex, drugs, alcohol, or violence.
4. There shall be no links to sexually explicit sites, directly or indirectly.

ACTION TO BE TAKEN WHERE A CREW TRANSGRESSES THE ABOVE POLICIES

1. Information Technology Officer to email the Rover Crew involved about it (if found by another Rover they are to contact the Information Technology Officer.)
This email will state:
 - That they have broken the policy.
 - That they need to remove the section within two weeks.
 - Once it is removed to notify the Information Technology Officer.
2. If this is done there will be no further action taken
3. If this is not done within two weeks, it will be brought to the attention of the B.R.C. Office Bearers at their next meeting, and from there it will follow normal procedures for when a policy is broken.

BRANCH & SUB COMMITTEES

1. All Sub Committee Webmasters & Information Technology Officers shall work with the BRC Information Technology Officer to ensure that:
 - All Rover Websites remain relevant to the section
 - The Websites fit into the template provided by the Branch Website
 - The transfer of Domain Names to the one account to enable easy management, renewal and to reduce running costs
 - The transfer of Website hosting to the Virtual Server to reduce running costs, improve reliability and increase the speed of the sites
2. All Sub Committees should be using the same back end system as the Branch Website to make it easier for Rovers helping to manage content across different Committees they may be on.

OBJECTIVES

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

COMPOSITION

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

FUNCTION

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

MINIMUM REQUIREMENTS FOR EVENTS

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

MINIMUM REQUIREMENTS FOR ASSETS

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

BACKGROUND

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

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

POLICY

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

5. Asset Fire Danger Management Fact Sheets

- Fact sheets are to be devised by the Asset Management Group defining actions that shall be undertaken during a catastrophic fire danger period and their obligations as a hirer.
- Asset Fire Danger Management plan fact sheet shall be provided to all hirers during the fire danger period for the area as defined by the Country Fire Authority.
- Hirers of any asset must provide a list of names and emergency contact details to the asset bookings officer during the fire danger period.

BACKGROUND

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

DEFINITION OF A MAJOR EVENT

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

PROCESS

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

- Branch Commissioner (Rovers)
- Branch Commissioner (Police Liaison)
- Rover Risk Management Representative
- Asset Chairman
- Asset Hire Coordinator
- BRC Chairman

Each of the above members shall have the following roles:

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

AUTHORISATION

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

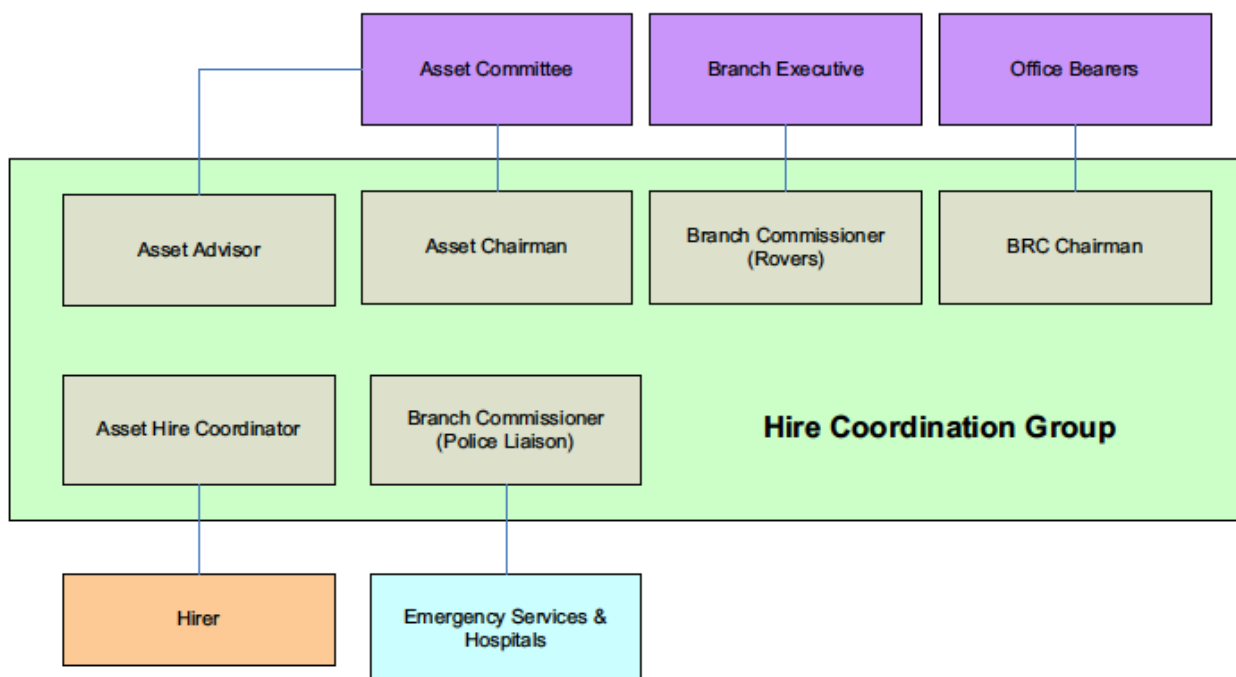
- Asset Chairman
- Asset Advisor
- Branch Commissioner (Rovers)

MEETINGS

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

COMMUNICATION

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



KEY CONSIDERATIONS

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

- Event Participant Ethos and ability to uphold scouting principles
- Hirer ability to meet requirements of pricing and hire agreement
- Security of the site with the particular group of participants
- Emergency Management and ability to provide a safe and controlled environment for participants.

LIFETIME

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

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DUTY STATEMENTS



DS-1-0

Duty Statement for VRC Chairman

ELIGIBILITY

1. The position of VRC. Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC and preferably have 12 months experience as an Office Bearer.
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

NOTES

1. The election of these positions will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"
2. The Chairman can appoint the VRC Deputy/Assistant Chairman as his/her proxy to meetings without VRC approval. VRC approval is required, where time permits, for the appointment of any other proxy.
3. The Chairman shall not cast a deliberative vote at meetings, but may exercise a casting vote where there is a tied vote on the floor of the meeting.
4. The current delegation of the Office Bearer small groups is as follows:
 - a. Quality - Chairman, NRC Director, Training, Strategic Plan, Secretary
 - b. Membership - Deputy Chairman, Marketing, Communications, Vis Communications, IT
 - c. Participation - Assistant Chairman, Resources, BPSA, Environment, Adventurous Activities



DS-2-0

Duty Statement for VRC Deputy Chairman

ELIGIBILITY

1. The position of VRC. Deputy Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES OF THE VRC DEPUTY CHAIRMAN

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

NOTES

1. The election of these positions will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"
2. The current delegation of the Office Bearer small groups is as follows:
 - a. Quality - Chairman, NRC Director, Training, Strategic Plan, Secretary
 - b. Membership - Deputy Chairman, Marketing, Communications, Vis Communications, IT
 - c. Participation - Assistant Chairman, Resources, BPSA, Environment, Adventurous Activities



DS-3-0

Duty Statement for VRC Assistant Chairman

ELIGIBILITY

1. The position of VRC. Assistant Chairman shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES OF THE VRC ASSISTANT CHAIRMAN

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

NOTES

1. The election of these positions will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"
2. The current delegation of the Office Bearer small groups is as follows:
 - a. Quality - Chairman, NRC Director, Training, Strategic Plan, Secretary
 - b. Membership - Deputy Chairman, Marketing, Communications, Vis Communications, IT
 - c. Participation - Assistant Chairman, Resources, BPSA, Environment, Adventurous Activities



DS-4-0

Duty Statement for VRC Training Officer

ELIGIBILITY

1. The position of VRC Training Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

NOTES

1. The election of the VRC Training Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"

Victorian Rover Council Policy Book



DS-5-0

Duty Statement for VRC Secretary

ELIGIBILITY

1. The position of VRC Secretary shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have suitable IT skills
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

NOTES

1. The election of the VRC Minutes Secretary will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"

Victorian Rover Council Policy Book



DS-6-0

Duty Statement for Victorian NRC Director

ELIGIBILITY

1. These positions of the VRC shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must have at least 12 months experience serving on the VRC
4. Nominees must be able and willing to travel as part of this role
5. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

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

DUTIES AND RESPONSIBILITIES OF THE VICTORIAN NRC DIRECTOR

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

NOTES

1. The election of these positions will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"

ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees for the position should be experienced Rovers with an understanding of the way that both the Venturer Scout and Rover Scout sections operate, at both a local and state level.
3. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

Specifically, the VRC Membership Development Officer should:

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

NOTES

1. The election of the VRC Membership Development Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers".

ELIGIBILITY

1. The position shall be open only to current invested Rovers who are eligible to remain a current invested Rover for the duration of the term.
2. Nominees for the position should have relevant skills, and be experienced Rovers with an understanding of the way that the Rover Scout section operates at both a local and state level.
3. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

Specifically, the VRC Marketing and Communications Officer should:

1. Contribute to a well-informed Rover Scout section in Victoria by:
 - a. Administering relevant social media channels and the weekly e-newsletter; and
 - b. Assisting Rover subcommittees and events to develop relevant marketing and communications materials.
2. Create consistency in marketing and communications messages at a state and national level by:
 - a. Representing the Rover Scout section at State-level marketing meetings; and
 - b. Representing Victoria in the NRC Marketing and PR Working Group and establishing consistency between NRC marketing objectives and our own.
3. Managing the promotion of Rovering within Scouting and the wider community by:
 - a. Ensuring the Rover section is represented in *Australian Scout* magazine, including by producing content and acting as a reference point for other Rovers who may contribute;
 - b. Arranging for the production of relevant marketing and communication materials, and
 - c. Supporting Crews to engage in positive public relations by providing resources, templates and guidelines.
4. Lead and participate in the work of the Marketing Team by:
 - a. Developing the strategic marketing and communications direction of the Rover Scout section in Victoria; and
 - b. Working with the Membership Development Officer, IT Officer, and Deputy Chair to coordinate and manage cross-portfolio project teams; and
 - c. Recruiting additional non-voting members with relevant skills and experience as required.
5. Participate as an active and engaged member of the Victorian Rover Council Office Bearer team by:
 - a. Attending Victorian Rover Council and VRC Office Bearer meetings, and producing relevant agenda items and reports, etc; and
 - b. Producing an Annual Report by 30 June detailing the work done over the course of the previous year which is relevant to these duties.

NOTES

1. The election of the VRC Marketing and Communications Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"



DS-10-0

Duty Statement for VRC Information Technology Officer

ELIGIBILITY

1. The position of VRC Information Technology Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Must have relevant education or experience in IT.
5. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

1. The VRC Information Technology Officer will maintain the VicRovers webpage, the Rover email accounts, the Venturer Marketing Tool and the Rover Centre Computers.
2. To work with the Marketing Officer, Communications Officer & Visual Communications Officer keep a well maintained web page that shows the view of the VRC
3. Liaise with all VRC sub-committees so as to keep their web pages up to date and within the VicRovers webpage format.
4. Act as a reference point, and give guidance to any Rover wishing to put information on to the internet.
5. Liaise with Admin Team to keep the IT facilities of the Victorian Rover Centre up to the needs of the Rover section.
6. Attend VRC and VRC Office Bearers meetings.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

NOTES

1. The election of the VRC Information Technology Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"



DS-11-0

Duty Statement for VRC Resources Officer

ELIGIBILITY

1. The position of VRC Resources Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

NOTES

1. The election of the VRC Resources Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"



DS-12-0

Duty Statement for VRC Environment Officer

ELIGIBILITY

1. The position of VRC Environment Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Have sufficient education or skills in environmental knowledge
5. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

1. The Environment Officer is responsible for driving the environmental sustainability of the Rover section
2. Developing and implementing projects to improve the sustainability of Rovers
3. Coordinate, promote and run events such as EnviRoVent
4. Working with the sub-committees and assets to assist them to develop and implement Environmental Action Plans.
5. Participate in the Victorian Scout Environment Team, attend their meetings, and report relevant items to the VRC and to the VRC Office Bearers.
6. Attend VRC and VRC Office Bearer meetings producing relevant agenda items, reports, etc.
7. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

NOTES

1. The election of the VRC Environment Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"

Victorian Rover Council Policy Book



DS-13-0

Duty Statement for VRC Adventurous Activities Officer

QUALIFICATIONS

1. The position of VRC Adventurous Activities Officer shall only be open to current invested Rovers.
2. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
3. Nominees must be eligible to remain a current invested Rover for the duration of the term.
4. Have relevant training or knowledge in Adventurous Activities
5. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

1. The Adventurous Activities Officer is responsible to the VRC for encouraging participation in Adventurous Activities.
Specifically, this will involve:
 - Encourage Rover participation in Adventurous Activities.
 - Be a point of contact for information about Adventurous Activities.
2. Organise and promote Adventurous Activity days/weekends (with the State Activity Teams).
3. Organise and promote Adventurous Activity training through the State Activity Teams.
4. Represent the Rover Section at meetings of the State Adventurous Activity Council, reporting relevant items to the VRC and to the VRC Office Bearers.
5. Attend VRC and VRC Office Bearer meetings producing relevant agenda items, reports, etc.
6. Produce an Annual Report by 30th June detailing the work done over the previous twelve months.

NOTES

1. The election of the VRC Adventurous Activities Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"



DS-14-0

Duty Statement for VRC BPSA Support Team Leader

ELIGIBILITY

1. Appointment to the BPSA Support Team is a three year appointment, which can be continued after the Rover has turned 26.
2. The position of VRC BPSA Support Team Leader is a one year appointment and shall only be open to current invested Rovers.
3. Nominees for the position must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region, but on a broad base.
4. Nominees for the position must be experienced in the BP Award and have been members of their Region or the State BPSA Support Teams
5. Nominees must have completed the Training Requirements for the relevant position as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

NOTES

1. The election of the VRC Adventurous Activities Officer will be conducted following the steps and procedures set out in Policy: "B-8-0 Election of VRC Office Bearers"



DS-15-0

Duty Statement For State Commissioner – Rover Scouts

ELIGIBILITY

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

RESPONSIBILITIES

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

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

DUTIES

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



DS-16-0

Duty Statement for Assistant State Commissioners – Rover Scouts

Qualifications and Training Requirements

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

Preferred Skills

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

Indicative Commitments

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

DUTIES AND RESPONSIBILITIES

1. Responsible to the State Commissioner for Rovers, and the VRC, for assisting with advising the Rover section.
2. To represent the State Commissioner for Rovers when required.
3. Be the principal advisor to the VRC Deputy or Assistant Chairman and to mentor the members of his/her team within the Office Bearers and other Rovers relevant to the portfolio of the Chairman.
4. To attend sufficient Rover activities to maintain a current feel for Rover needs and aspirations.
5. To attend at least one meeting of the VRC per quarter.
6. To stimulate and foster new initiatives through the existing structures of the Rover Section.
7. To foster sound governance and management of all VRC activities, to ensure they remain relevant, are well managed and contribute to the aims of the Rover Scout Section and Scouting generally, and are operated in accordance with the Policies, Rules, and practices of the Association.



DS-16-0

Duty Statement for Assistant State Commissioners – Rover Scouts

8. Provision of sound advice to the VRC and Rover Scout Section in Victoria generally
9. To support Region Commissioners – Rover Scouts with development and management of challenges and opportunities in each Region as requested.
10. To support Rover Advisors by jointly facilitating Rover Advisor forums and providing advice when called upon.
11. Other duties as required by the VRC or requested by the State Commissioner for Rovers.

NOTES

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



DS-17-0

Duty Statement for VRC Honorary Treasurer

Qualifications and Training Requirements

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

Preferred Skills

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

Duties and Responsibilities

1. Responsible to the State Commissioner for Rovers and the VRC for advice on all matters pertaining to the VRC's financial position.
2. Producing financial reports for the information of the VRC on a monthly basis
3. Providing financial advice to VRC Sub-Committees and Region Rover Councils where that advice is sought.
4. To act as auditor to VRC Sub-Committees and Region Rover Councils
5. Ensuring that all monies received by the VRC are properly recorded and banked and that expenses are promptly paid or reimbursed.
6. To co-ordinate the production of an annual audited consolidated financial statement of the VRC activities for presentation to the VRC and the Victorian Branch (the VRC financial year runs from 1 July to 30 June).

NOTES

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



DS-18-0

Duty Statement for VRC Honorary Historian

Qualifications and Training Requirements

1. To be experienced and knowledgeable about the Rover section

Preferred Skills

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

Duties and Responsibilities

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

NOTES

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



DS-19-0

Duty Statement for VRC Admin Officer

Qualifications and Training Requirements

1. Have administrative skills and/or experience.

Preferred Skills

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

Duties and Responsibilities

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

NOTES

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



ROVERS
AUSTRALIA

Victorian Rover Council

The Scout Association of Australia, Victoria Branch

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More Information

More information on anything in this Policy Book can be found at
www.vicrovers.com.au/policies

Any questions or comments on the content of the Policy Book or the Policies contained within can be direct at the VRC Assistant Chairman via email.

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