

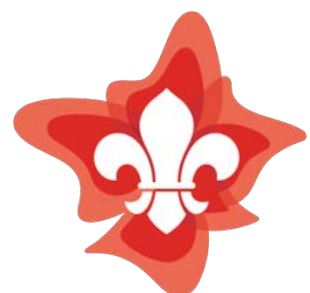
# ROVER SCOUTS VICTORIA

## Rover Scouts Victoria Policy Book

Adopted by the Victorian Rover Council June 2019

Updated June 2020

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



## CONTENTS

### Introduction

### Awards

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

### Crews

- Registration and Uniform
- Crew Risk Management for Activities

### State

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

### Training

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

### Victoria

- Courts of Honour
- Comment - Public and Media
- Rover Publications

Risk Management Committee  
First Aid Kits  
Asset Bushfire Safety  
Major Events Hiring Victorian Rover Assets

## **Miscellaneous**

Service Projects  
Insurance and related matters

## **Appendix**

Duty Statements - VRC Office Bearers

## INTRODUCTION

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

It is the responsibility of the Secretary of the Victorian Rover Council to ensure this document remains up to date with each revision. This document should be made widely available to members of the Rover Scout section by being published on [vicrovers.com.au](http://vicrovers.com.au).

## AWARDS

### W.F. WATERS AWARD

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

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

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

Since the expression "outstanding service" is clearly open to interpretation and not all nominations will be successful, they should NOT be discussed with the nominee. During the month of March, the State Commissioner - Rover Support will discuss each nomination on a strictly confidential basis with at least four other members of the Rover section all of whom shall have been previous recipients of the award.

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

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

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

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

### Rover Service Award Badges

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

### Wearing of Badge

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

## **STATE COMMISSIONER - ROVER SUPPORT AWARD**

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

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

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

## VRC CHAIRMAN'S AWARD

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

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

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

## **BADEN POWELL LODGE CREW SERVICE AWARD**

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

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

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

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



## BADEN POWELL SCOUT AWARD

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

## SELF REFLECTION INTERVIEW

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

## HOW THE AWARD WILL BE MANAGED

1. The Rover Scout Award Scheme will be as specified by Scouts Australia nationally.
2. All Rover Crews in Victoria shall use the National Squire Training and Crew Membership requirements. Although the Squire training component will be discontinued as the New Program components are progressively rolled out. Crews may not add to, remove from, or otherwise amend these requirements.
3. When examining proposals from Crew members in regard to specific badge requirements, Crews should consider the proposals in detail and ensure that they are of a suitable standard and are achievable within the time limits and the abilities of the Rover. Where proposals are considered to be overly ambitious and possibly unachievable, the Crew should seek more detail and suggest amendments as appropriate. Similarly, where the proposed outcomes are considered to not be of a sufficiently high standard, the Crew should advise the Rover of the perceived shortcomings and seek additional requirements.
4. When a Rover submits the completed requirements for the award components, the Crew should critically assess whether the standards originally agreed have been met. Where the level of attainment is satisfactory, the Crew should endorse forms accordingly. Where the Crew does not accept that the appropriate level has been achieved, they should advise the Rover accordingly and develop a mutually accepted pathway for achievement. In assessing levels of attainment, Crews may wish to engage with the BPSA team.
5. The date that the Region notes the nomination for the Baden Powell Scout Award shall be deemed to be the date of completion of the award. The

nomination must be received by a member of the Region Executive who is not a member of the Rover's own Crew before the Rover Scout's 26<sup>th</sup> birthday.

6. Region Rover Communities shall be notified of nominations for the BP Award at the gathering immediately following their receipt, and forward to the Branch Rover Council without delay.
7. For the Service badge, no form of service for which a payment is received shall be accepted. The only exception to this would be a situation where the Rover concerned can produce documentary evidence that they have donated the full amount received to a recognised charity.
8. That when the VRC is asked to resolve Award Scheme disputes under the Branch Dispute Resolution Policy, the VRC Chairman shall select a panel, consisting of a Chairman with two experienced Rovers from different Regions, and a State Rover Adviser and a member of the BPSA Support Team as Advisers, to hear and decide the matter on the VRC's behalf.
9. Rover Crews are required to notify the Region Support Team of all badges awarded for tracking purposes only.
10. The pre-commencement consultation process between a Rover and the BPSA Support Team will be to submit a proposal form to the Region Support Team.
11. More details of the Award and other prescriptions are available as Facts Sheets on the VicRovers website.

## **DUKE OF EDINBURGH'S AWARD AND BADEN POWELL SCOUT AWARD**

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

## **BADEN POWELL SCOUT AWARD SUPPORT TEAM**

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

## **STRUCTURE**

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

- BPSA Support Team Leadership Group
- Region BPSA Support Teams

## **BPSA SUPPORT TEAM LEADERSHIP GROUP AIMS & FUNCTIONS**

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

## **REGION BPSA SUPPORT TEAM AIMS & FUNCTIONS**

Aims:

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

Functions:

- Facilitating the Self-Reflection Interviews.
- Promotion of the Rover Scout Award Scheme.
- Assisting Rovers and Crews to ensure that a clear and defined set of criteria is designed for each member completing the award.
- Supporting Rovers who are undertaking the award and monitoring their progress.

- Working with the Rover Training Team to deliver training on the Rover Award Scheme.
- Recruitment and development of the BPSA Support Team.
- Ensure that all Awards are maintained to the National Standard, and meet the National requirements for the Award

## BPSA ANNUAL CONFERENCE

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

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

## MEMBERSHIP

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

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

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

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

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

## MEMBERSHIP REQUIREMENTS

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

Prerequisites for appointment of a Rover:

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

Prerequisites for appointment of a Non-Rover:

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

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

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

## FINANCES

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

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

## CERTIFICATE OF APPRECIATION

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

Therefore, the Council has resolved:

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

That this Certificate can be awarded at the following levels:

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

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

- Region Team
- Victorian Rover Council

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

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

## CREWS

### REGISTRATION AND UNIFORM

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

### CREW RISK MANAGEMENT FOR ACTIVITIES

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

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

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

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

## STATE

### BRANCH EVENT ROVER ROSTER

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

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



## FINANCES

### ACCOUNTS - REGION ROVER COUNCILS

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

### ACTIVITY COMMITTEE BUDGETS

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

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

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

## ACTIVITY ADVISERS TO THE VICTORIAN ROVER COUNCIL

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

## BRANCH CALENDAR

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

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

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

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

## FIXTURE CARDS

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

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

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

## CARERS AT EVENTS

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

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

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

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

## TRAINING

### ROVER TRAINING TEAM

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

Aims of the Rover Training team:

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

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

There are three types of Rover Trainers:

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

Appointment to the Rover Training Team

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

Members of the Rover Training Team shall:

- Have a thorough and up to date knowledge of the Rover Section.
- Assist on at least two courses per year.
- Have within the past five years contributed to the Rover Section in a leadership role, at any level.
- Have the requisite skills and experience to present or facilitate on Rover training courses, as assessed by Leader Trainers and Commissioners in the Rover Section.

- Have the ability to relate to current Rovers and RAs.
- Be recommended for membership by a Commissioner working with the Rover Section, or a current member of the Training Team.
- Be willing to complete the PLA Course within 12 months of appointment.
- Assist on Rover training courses, though it is not necessary to be a member of the Rover Training Team to assist.
- Probationary appointments to the Rover Training Team may be made for a period of six months, should the need arise.

#### Appointing a Mentor for a Rover

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

#### Note

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

### **TRAINING REQUIREMENTS AND EXPECTATIONS**

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

1. Crew Leaders and other Crew Executive members are strongly encouraged to have completed Rover Basic training.
2. Region Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
3. Subcommittee Chairmen shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.

4. All VRC Office Bearers shall have completed Rover Basic training, and ideally will be working towards Rover Advanced.
5. The VRC Chairman, VRC Deputy Chairman, VRC Assistant Chairman and VRC Training Officer shall have completed the Rover Advanced course and ideally have been awarded the Woodbadge.
6. Rovers who do not meet training requirements for a position will not be eligible to nominate for election.

## TRAINING SUBSIDIES

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

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

Therefore the VRC has resolved the following:

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

## VICTORIA COURTS OF HONOUR

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

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

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

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

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

## PROCEDURE

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

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

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

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

The Chair of the Court of Honour will, in consultation with the complainant(s), individual(s) and other members, set a time and location for the Court of Honour. At the hearing, the individual(s), or Crew, may bring a support person who may not act as an advocate for the individual(s) but may clarify matters raised and discuss with the individual(s). The individual(s) should advise the Chair if a support person is to be in attendance.

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

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

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

The panel should then interview the individual(s), again allowing sufficient time for an uninterrupted presentation. Items requiring clarification should be addressed as they arise – if not appropriate to leave until the end of the individual's presentation. At the conclusion of the formal hearing, Panel members should then discuss the information provided and meet with any other persons and/ or review documents as per above, in order to reach a conclusion.

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

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

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

## GENERAL

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

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

## APPEALS

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

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

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

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

## POLICE MATTERS

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

## CONFIDENTIALITY

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

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



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

## **PUBLIC COMMENT AND MEDIA**

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

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

Comment to the media includes

Distribution of Press Releases

Radio Interviews

Television Interviews

Social Media

Print Media

Public events and private functions

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

Important Contact details

VRC Agenda Item Submissions: [secretary@vicrovers.com.au](mailto:secretary@vicrovers.com.au)

Victorian Rover Council Chairman: [chairman@vicrovers.com.au](mailto:chairman@vicrovers.com.au)

State Commissioner- Rover Support: [sc.roversupport@scoutsvictoria.com.au](mailto:sc.roversupport@scoutsvictoria.com.au)

Victorian Rover Council - Marketing Officer: [communications@vicrovers.com.au](mailto:communications@vicrovers.com.au)

Scouts Victorian Marketing and Communications Officer:  
[marketing@vicscouts.asn.au](mailto:marketing@vicscouts.asn.au)

## **ROVER PUBLICATIONS**

The Victorian Rover Council affirms that the ownership of any Publication or Intellectual property that is produced on behalf of the Victorian Rover Council and its Subcommittees are the property of the Victorian Rover Council.

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

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

All publications are made available through the following channels

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

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

## RISK MANAGEMENT COMMITTEE

### OBJECTIVES

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

### COMPOSITION

1. Core (permanent) committee shall be made up of:
  - VRC Chairman
  - VRC Deputy Chairman
  - VRC Assistant Chairman
  - Branch Commissioners
  - Honorary Treasurer
2. Any Rover who has experience and wishes to assist in the actions of Rover Risk Management.

3. Other persons with experience or knowledge deemed appropriate by the VRC or RRMC in regards to the Risk management generally, or in relation to a specific risk or incident may be appointed to the committee as required.
4. Other members of the VRC Sub Committees shall be invited on an as needed basis.

## FUNCTION

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

## MINIMUM REQUIREMENTS FOR EVENTS

1. Targeted Risk Assessments (TRAs) for Activities held on site and off site.
2. Emergency Management Plan requirements
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).

## FIRST AID KITS POLICY

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

- The Victorian Rover Centre

- Mafeking Rover Park
- W.F. Waters Ski Lodge
- Rover Chalet

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

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

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

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

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

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

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

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

- Has an understanding of any site-specific requirements for obtaining advanced life support.
- Has the resources required to obtain advanced life support (i.e phone with reception, etc).

## ASSET BUSHFIRE SAFETY

### BACKGROUND

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

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

### POLICY

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

- Methods of informing possible hirers including backup methods whereby a member with delegated responsibility is unable to inform the hirer.
  - Method of ensuring the hirer has been contacted by the asset management group. For example, informing the chairman of the asset when the hirer has been contacted.
5. Asset Fire Danger Management Fact Sheets
- Fact sheets are to be devised by the Asset Management Group defining actions that shall be undertaken during a catastrophic fire danger period and their obligations as a hirer.
  - Asset Fire Danger Management plan fact sheet shall be provided to all hirers during the fire danger period for the area as defined by the Country Fire Authority.
  - Hirers of any asset must provide a list of names and emergency contact details to the asset bookings officer during the fire danger period.

## MAJOR EVENTS HIRING VICTORIAN ROVER ASSETS

### BACKGROUND

This policy has been devised to assist with the processes to ensure adequate communication between stakeholders for a large booking to be held at any Victorian Rover Council asset. Most importantly this process is designed to ensure that the structure of the event is within the best interests of Scouting as a whole and the section of Roving 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, Adviser or Assistant Branch Commissioner – Rover Support.
2. Events operated by Scouts Australia Entities are not considered by this policy, usual hire processes of the asset would apply.

### PROCESS

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

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

- VRC Chairman

Each of the above members shall have the following roles:

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

## AUTHORISATION

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

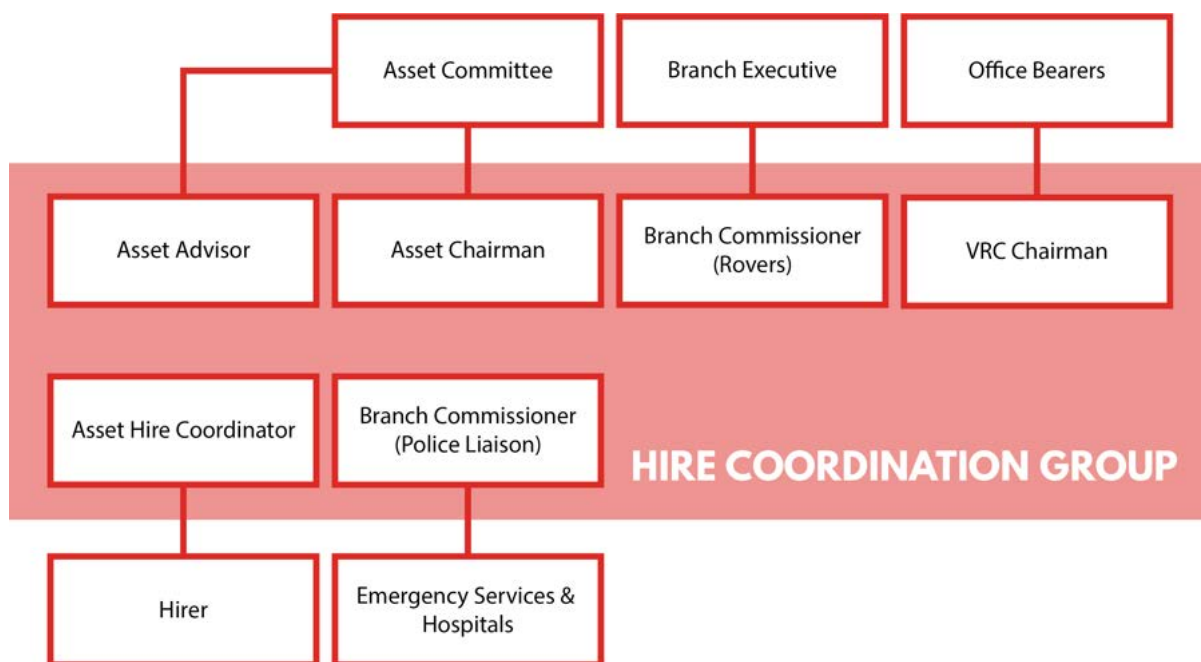
- Asset Chairman
- Asset Adviser
- State Commissioner – Rover Support

## MEETINGS

Meetings of the Hire Coordination Group shall occur at a minimum every month, with higher frequency 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 need to be considered by the HCG before approving a hire of a venue:

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

## DURATION

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



## MISCELLANEOUS

### SERVICE PROJECTS

#### REQUESTS BY OUTSIDE GROUPS

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

#### EXCEPTIONS

1. It should be recognised that there will always be exceptions to the rule.
2. A State disaster situation such as the Ash Wednesday bush fires or the floods in North East Victoria are such exceptions. Note that in an event of this nature, the Region Emergency Coordinators referred to in Clause 4 above would come into play immediately.
3. This policy should be communicated to regular users of our services.

## INSURANCE AND RELATED MATTERS

### APPLICATION FORMS

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

### INDEMNITY FORMS

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

### INSURANCE

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

**APPENDIX A:**

**DUTY STATEMENTS**

**VRC OFFICE BEARERS**

## CHAIRMAN

### ELIGIBILITY

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

### DUTIES AND RESPONSIBILITIES

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

### NOTES

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

## DEPUTY CHAIRMAN ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## ASSISTANT CHAIRMAN ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## TRAINING OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## SECRETARY ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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



## NRC DELEGATE ELIGIBILITY

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

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

## DUTIES AND RESPONSIBILITIES

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

## MEMBERSHIP DEVELOPMENT OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

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

## MARKETING AND COMMUNICATIONS OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

Specifically, the VRC Marketing and Communications Officer should:

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

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

## VISUAL COMMUNICATIONS OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## IT OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## RESOURCES OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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

## PROGRAM OFFICER ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

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



## FINANCE OFFICER

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

## ELIGIBILITY

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

## DUTIES AND RESPONSIBILITIES

The Finance Officer shall work alongside the Honorary Treasurer. Specifically, the VRC Finance Officer should:

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

## **BPSA SUPPORT TEAM LEADER ELIGIBILITY**

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

## **DUTIES AND RESPONSIBILITIES**

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

## STRATEGIC PLANNING OFFICER

### ELIGIBILITY

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

### DUTIES AND RESPONSIBILITIES

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

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

### NOTES

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

## STATE COMMISSIONER – ROVER SUPPORT

### ELIGIBILITY

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

### RESPONSIBILITIES

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

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

### DUTIES

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

## ASSISTANT STATE COMMISSIONER – ROVER SUPPORT QUALIFICATIONS AND TRAINING REQUIREMENTS

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

## PREFERRED SKILLS

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

## INDICATIVE COMMITMENTS

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

## DUTIES AND RESPONSIBILITIES

1. Responsible to the State Commissioner – Rover Support, and the VRC, for assisting with advising the Rover section.
2. To represent the State Commissioner – Rover Support when required.

3. Be the principal adviser to the VRC Deputy or Assistant Chairman and to mentor the members of his/her team within the Office Bearers and other Rovers relevant to the portfolio of the Chairman.
4. To attend sufficient Rover activities to maintain a current feel for Rover needs and aspirations.
5. To stimulate and foster new initiatives through the existing structures of the Rover Section.
6. To foster sound governance and management of all VRC activities, to ensure they remain relevant, are well managed and contribute to the aims of the Rover Scout Section and Scouting generally, and are operated in accordance with the Policies, Rules, and practices of the Association.
7. Provision of sound advice to the VRC and Rover Scout Section in Victoria generally
8. To support Region Rover Support Commissioners with development and management of challenges and opportunities in each Region as requested.
9. To support Rover Advisers by jointly facilitating Rover Adviser forums and providing advice when called upon.
10. Other duties as required by the VRC or requested by the State Commissioner – Rover Support.

## NOTES

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

## HONORARY TREASURER QUALIFICATIONS AND TRAINING REQUIREMENTS

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

## PREFERRED SKILLS

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

## DUTIES AND RESPONSIBILITIES

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

## NOTES

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

## HONORARY HISTORIAN QUALIFICATIONS AND TRAINING REQUIREMENTS

1. To be experienced and knowledgeable about the Rover section.

## PREFERRED SKILLS

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

## DUTIES AND RESPONSIBILITIES

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

## NOTES

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



## ADMIN OFFICER QUALIFICATIONS AND TRAINING REQUIREMENTS

1. Have administrative skills and/or experience.

## PREFERRED SKILLS

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

## DUTIES AND RESPONSIBILITIES

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

## NOTES

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