



SCOUTS AUSTRALIA
MINUTES FOR THE 445th MEETING OF THE
VICTORIAN ROVER COUNCIL
HELD AT VICTORIAN ROVER CENTRE
WEDNESDAY, 23rd MAY 2018, AT 7:30pm

1	Welcome	
1.1	Flag Break	Paul Byrnes
1.2	Attendance & Apologies Apologies – Jason Thomson, Ashley De Kok, Lucy Hubbard, Kate Brockman, Jody Freeman	Vicki McKinnon
1.3	Acknowledgement of Country The Victorian Rover Council would like to acknowledge that this meeting is being held on the traditional lands of the Wurundjeri people, and pay our respect to elders both past and present.	
2	Congratulations, Guest Speakers, Presentations and Formal Thanks	
	Good on Ya Mate – Council acknowledges and thanks a number of exceptional contributions to Rovering over the past month.	
3	Items for Consent	
3.1	Minutes of the previous VRC Meeting	Paul Byrnes
	April minutes for approval. Motioned: Bays Seconded: Plenty Valley Passed.	
3.2	Correspondence	Vicki McKinnon
	NIL.	
3.3	VRC Financial Report	Jody Freeman
	No report submitted.	
3.4	Decisions of the VRC Chairman to be ratified	Paul Byrnes
	The removal of the Environment Officer as an Office Bearers position of the VRC, and to incorporate its responsibilities into the role of Programme Officer. Moved: Melbourne Seconded: Bays Passed. The creation of the Visual Communications Officer as an Office Bearers position of the VRC. Moved: Lerderderg Seconded: Murray Midlands Passed.	
4	Office Bearers Reports	
4.1	Chairman	Jasmine Dickson
	No report submitted.	
4.2	Deputy Chairman	Paul Byrnes

All our communications with Crews have identified that Crews with Rover Advisers make for better Rovering. That being said, please make sure that your Crews have an adviser or are actively looking for one. There is a position description available (and can be found attached to the minutes) and please make sure you advertise to the wider Scouting community. If they need help in this regard, please support them in the process. We will be enforcing the expectation that each Crew has an adviser.

A state election is coming up at the end of the year, please remember that Scouting is completely non-political and we cannot be seen to be holding meetings, campaigning or engaging in other political activities. Group and District leaders will be given some guidance on how to engage with political candidates so as to achieve positive outcomes for Scouting but at Crew level, please remain impartial.

Big congratulations to the incoming OBs team, there's lots of work to be done and it will be great to have a team working together to achieve some positive results. Big thank you to those leaving the OBs; your hard work is deeply appreciated.

4.3 Assistant Chairman

Lucy Hubbard

No report submitted.

4.4 Quality Team

Tash Borg, Vicki McKinnon, Ezgi Bridger

Training:

Please find below the dates for the courses we will be running in 2018:

- July Non Res: 6th – 8th @ VRC (you don't have to stay overnight)
- November: 2nd – 4th December @ Gilwell

SIGN UP TODAY!

Please note: A requirement of completing your Basic training includes the completion of an outdoors course (as per our training guide, please find attached). We would like to encourage Rovers to register for these courses at the same time that they register for their Basic training. The outdoors course can be undertaken either before or after the Basic training.

Rover Outdoor course dates:

- 14th July
- 22nd September
- 20th October

Our plan for the next 12 months:

- More training before VRC meetings – the next training session will be held before the **JULY** meeting
- State BPSA Support Officer to work alongside the Training Officer
- One rep for each Region Team (more Rover involvement)
- Facebook group for all BPSA Support members
- Develop a FAQ sheet with your help

Reminders:

BASIC PROCESS:

1. Complete common core eLearning
2. Complete Rover eLearning
3. Have Technical skills signed off
4. Enrol in upcoming basic course

5. Enrol in upcoming outdoor course

PROCESS TO ATTAIN WOODBADGE:

1. Finish advanced, propose the project
2. Get Woodbadge proposal signed off on course
3. Complete project and have this signed off by a team leader/project supervisor
4. Copy of completion form with signatures and contact names and phone numbers from participant and project supervisor sent to Training branch
5. District Evaluation conducted minimum 4 months after course completion. If you have not heard from anyone by the end of the 5th month, please contact the Training team via the training email.

The training team endorses the appointment of Jesse Carter as the Training Officer for VRC for the 2018/19 term.

4.5 Participation Team

Rhiannon Lawson, Aaron Webb

Resources:

Recently Peter has got in touch with Branch about wheelchair access for the VicRovers centre. I am pleased to report that in the imminent future I will be meeting with a contractor to get a quote for these important works. It is my hope that once the quote is done we can hopefully have the works done by the July meeting. My thanks go out to Danny Vriens for installing a temporary ramp for the time being.

VRC will in the near future, hopefully by years end, be replacing the carpet at the Vic Rovers Centre. This is dependent on when we can finance the project. Thank you to Regi for helping to move this project along. If you've got any opinion on the carpet square choices for VRC, please get in contact.

Membership Team

David Toogood, Jesse Carter, Edwin Ryan

IT:

Websites:

The new Mudbash website has been launched, the new Baw Baw website is awaiting that committee's final OK to launch, and the new VicRovers website is in the first round of review. We're looking forward to this whole project being completed soon.

Highland Ave Access Control:

A proximity card based access control system will be installed to secure access to the Victorian Rover Centre at Highland Avenue. This will replace the current physical key system. The proximity cards can be activated and deactivated easily, making it much easier for access to be controlled. Redundancies will be included to secure and provide access in the event of a power failure at the premises. The system costs around \$5000 to introduce, and is being financed through the State Commissioner Rover's budget. Training will follow once it's installed for those who need to know how to use it. Access to the shed will be worked out soon.

File Sharing:

The IT team offers a centrally managed file sharing solution utilizing OneDrive, which is available to Region execs, subcommittees, and the VRC Office Bearers. This opt in solution offers these teams somewhere to store and collaborate on their files, but with access centrally managed by the IT team. The idea is to avoid some of the issues caused by poor (or non-existent) handovers after elections, so access can always be granted to the incoming office holders. To start using this file sharing solution, please email it@vicrovers.com.au.

Marketing and Communications:

With another drop off in content available, a reminder to everyone that newsletter content needs to be

emailed to communications@vicrovers.com.au by 5pm Monday. For Facebook posts, please email content and either an image or a link to marketing@vicrovers.com.au. Time slot requests will be taken into account, but it's first come, first served.

4.7 Commissioner Group

Peter Wotherspoon, Greg Davies, Jason Thomson, Regi Jensen

Congratulations:

To Jazz and Karl who celebrated their engagement with a wedding on 28 April. A great time was had by all. Unfortunately for Jazz and Karl, it was back to work on the Tuesday. We wish them both all the very best for their future together.

To Paul Byrnes who was elected as VRC Chair for the forthcoming year. During much of this year, Paul has acted as Chair, particularly at VRC meetings. I look forward to continuing to work with Paul and with the new team to be elected tonight.

Commissioner Appointments:

I am pleased to announce that the Chief Commissioner has endorsed the appointment of two Commissioners to fill vacancies. Firstly, Regi Jensen takes on the role of Assistant State Commissioner. Regi is known to many within the Rover community as an Advisor at Odonata Rover Crew, a member of the Bays Region team, and as an active member of the Rover Training Team. Regi was awarded a WF Waters Award last year.

Secondly, Sarah Millar joins the team as Rover Support Commissioner, Melbourne Region. Sarah, who is the recipient of a WF Waters Award and has not been in Scouting since she was "booted", was, during her time in Rovers, Assistant Chair VRC, Chair of both Mudbash and RSM, and active at Crew and Region level.

I welcome Regi and Sarah to the team and look forward to working with them. These two appointments now complete our State and Region teams. Along with Maria and Scott, whose appointments were announced at last VRC meeting, and Jason some little time ago, they join our existing group of Barney, Drew, Jeff, Peter and Scott (Manning). I would like to express my thanks to Greg Davies and Morris Orchard, who have provided advice and support to Melbourne and Mt Dandenong Regions respectively for quite some time.

Rover Centenary Badges:

Following National Rover Council's (NRC) approval of a Rovers 100 badge, an order was placed to provide a badge for every Rover and Advisor/Commissioner. I have received part of the order, and when the balance is to hand, these badges will be posted to all Rovers, Advisors and Commissioners. Additionally, a blanket badge, which was ordered early in the year, will be included. NRC also endorsed an epaulette badge, which has not yet gone into production at National level.

Registrations:

Census time is almost upon us and I would encourage everyone to register with his or her Group early to avoid the possibility of becoming unregistered and then re-registered at a later date. I have discussed with Branch special arrangements to apply to Rovers who turn 26 during the Scouting year. In the past, Rovers have generally paid a full fee, but transferred to Scout Fellowship when they turn 26. Depending on the date, this arrangement can be financially unattractive in many circumstances.

From this year, Branch has agreed that a pro-rata fee will apply for Rovers in their last year. For those turning 26 in the July/September quarter, the fee will be 25% of the annual fee, in the October/December quarter the fee will be 50%, 75% will apply for the January/March quarter, and for those whose birthday is in the April/June quarter, the full fee will apply. Group leaders are being advised of this change with their

census data.

Building Security System:

For some time, there have been problems with the current key system for access to the Rover Centre. Keys have often been misplaced or lost, and, sometimes, not passed on to the next occupant of a position. Edwin and members of his IT team have been reviewing options in regard to keyless entry and have identified a suitable card system for installation. The system will operate using “Rover” cards thus eliminating the need for keys and for further cards. As position occupants change, the system can be reprogrammed to accept the new persons’ Rover card and remove the previous occupant. Thank you to Edwin and his team.

5 Items for action by OB’s, Region and Subcommittee Teams

5.1 Action Items from April

NIL.

6 Sub-Committee Reporting

6.1 Mafeking Rover Park

Ashley De Kok

No report submitted.

6.2 Surfmoort

Aaron Webb

Things are progressing along very nicely and we are ready to launch our theme at Mudbash. We are not presenting our budget for tabling this month as we would like more time to discuss it as a committee, but we would like to ask VRC for permission to spend \$2,000 on committee jumpers this month.

6.3 Mudbash

Scott Gregory

Presale tickets end on Wednesday the 30th of May. All tickets that are not paid for by the 6th of June will be cancelled, and you’ll be required to purchase a gate ticket at \$80 when you arrive onsite. After the 30th of May, centenary tickets purchased will no longer include food, with no price change.

We had some OH&S issues at the last working bee, and have consequently made some changes to the toolbox meetings. In addition to this, we will also pass on some recommendations to VRC:

- A stronger emphasis on WorkSafe into the Scout basic course and how it is everyone’s responsibility (including a brief history of the enforceable undertaking, as some of the Rovers involved didn’t know this was why the OH&S modules came into existence).
- That the VRC look at implementing an OH&S role – either through the Rover Risk Management Committee or the Office Bearers team.

It was also suggested that an OH&S workshop be implemented as part of induction day for subcommittees and Regions.

CareMonkey is being implemented for Mudbash – we’ll wait and see how it goes. We are also looking at a registration check tool for OMS – to make checking the status of one’s registration easier at the gate. The Rover X-Games competition will consist of archery, tug of war, bubble soccer (minimum team of 4), the commando course and mini golf. To date, 101 VicRovers cards have been requested.

6.4 Rover Scout Motorsport (RSM)

Jayden Barwick

Nominations are open to join the committee for the 2018/19 term. If you’ve got any questions or queries – message the Facebook page; it’ll go to Tim directly.

6.5 Bogong Rover Chalet

David Nicholls

Early bird prices ended at the start of May. We’ve had good snow over the last fortnight up at the Chalet.

We still have openings for week 1 (29th June – 7th July) and week 10 (1st August – 8th August). The food weekend was successful despite heavy snow. There is a ski expo scheduled for 7pm on the 13th of June at EMC. The Snow Fun Day (Saturday August 4th) is being held at Lake Mountain – expressions of interest are required due to planning of the day. We are also making plans for Centenary Moot. Please get in contact with Cat if you want to know more about the Chalet.

6.6 W.F. Waters Lodge**Jake O'Halloran**

No report submitted.

6.7 MARB**Kate Brockman**

Tickets are on sale now!

6.8 Rover Dinner**Kieron Younger**

You are invited to celebrate the 100th year of Rovers at the annual Rover Dinner – a three-course meal celebrating our past and present successes with presentations and awards.

Saturday October 27th from 6.30pm till late

Karralyka Centre, Mines Road, Ringwood East

RSVP by the 13th of October by purchasing tickets from <https://myevents.vicrovers.com.au>.

Tickets go on sale June 13th, \$70

6.9 Yearbook**Tash Borg**

FOR ALL REPORTS:

Reports and photos need to be placed on the Google Drive using the link below:

https://drive.google.com/drive/folders/15AEgG1Jol9HFi7qOE_TYPLer2JW-27_g

- Photos to be included – at least 25 high res files without filters or watermarks. Please make an effort to include a wide variety of the Rovering community in these photos.
- Reports are to be written using the attached template, and are to be uploaded as either a Google Doc or a word document.

Please note that all of this means that all reports and images to accompany them are required for submission for the VRC meeting in June. NEXT MONTH! ☺

7 Region Reporting**7.1 Bays****Jesse Carter**

This month Bays was hosted by Kurll's Own RC at their den. The Region saw lots of BPSA action this month, with multiple proposals and completions. There was also a good Region presence at May Madness training weekend. 5 Rovers participated in the basic course, 1 participated in the advanced course, and 2 attended as course presenters. Next month nominations for the Region team are opening; elections will be held in July. A YPR presentation will also be taking place at our June meeting.

7.2 Gippsland**Alex Kovacs**

Gippsland talked about the membership and fees discussion paper, and the exec are working on some stuff behind the scenes.

7.3 Lerderderg**Tom Frier**

This month LRRC ran a Crew AGM night and held a presentation about the dos and don'ts of AGMs. This was useful to Crews that were relatively new as well as those who may have younger members. We have also opened up applications for our 2018-19 executive positions and hope to have a number of good candidates. I have also been requesting Yearbook information from our Crews and had some responses with some good photos.

7.4 Melbourne**Michelle Saffin**

This month the Region has been focusing on promoting Mudbash, and discussing the tabled paper on fees and registration. The executive also ran an RA dinner, which was very successful and we hope to run again in 6 months time. We have also completed two more crew visits. Melbourne Region also had many Rovers at the May Madness training, and the executive is looking forward to seeing the attendees implement their learning in Crews. The Region is also excited to introduce 5th/6th Central Moorabbin RC to the Region – they are using their group scarf and are being hosted by Rafiki Rover Crew.

7.5 Mount Dandenong**Madeline Ancill**

This month has been another quiet month for the Region. We moved our meeting from our home to another hall within the Region with little success. It was great to see the Crews that normally attend Region come along regardless of the change. Congratulations to Patrick Ross who was elected as Moist Moot Chair for 2019. We had 7 Rovers complete basic training and 1 complete advanced at May Madness. We are still in the process of organising a Venturer and Rover gathering, with details hopefully being released soon.

7.6 Murray Midlands**Mark Damm**

We are excited to announce that there is a new crew being established in Beechworth, where there are currently a lot of Groups, but not a lot of Rovers. We have scheduled our AGM for August in Benalla, to try and establish a Region team for the next year. There are 12 Rovers currently attending Mudbash, and 2 Crews are involved with Gangshow as well. From the VRC table, thanks to Mark for all the work and effort you've put in for the Region in recent months.

7.7 Plenty Valley**Edwin Ryan**

Plenty Valley's May meeting included Edwin Ryan's Woodbadge presentation, an overview of the Baden Powell Award scheme from one of our Region BPSA support officers, Sam Smith, and in depth discussion on the registration and fee payment discussion paper. This month we've also undertaken several Crew visits as part of the VRC roadshow, with Region exec members joining Kieron Younger for these enlightening sessions. Crews have had a busy month with many preparing their buggy for Mudbash, along with service at working bees and Scouthike, ANZAC Day, and a variety of other activities. We only had a small number attend May Madness training, but are expecting many more at the July Basic course.

7.8 South West**Angus Manning**

This month has been great for South West; we have had a working bee at our 'villa' down at Eumerella, and had a great region meeting. The work on our villa involved the replacement of part of the floor after it had previously been removed. It's fantastic to see the work finally done after many years. Thanks to Boss Hurst for organising the weekend, as well as our region RA, Scott, for donating furniture to replace some of the worse for wear stuff down there. As a region that spans a large amount of physical space, South West mostly relies on Skype to have meetings. This month we all came together to have a meeting in Colac, and I'm very happy to say we had around 40% of the region attending. This included our recent start-up crew, Curdiez Rover Crew. Thanks to Patanga for hosting the meeting.

8 Other Reports**8.1 Olaves Report****Sam Ferris**

No report submitted.

8.2 MPAC Report**Luke Critchley**

No report submitted.

9 Interstate, National and International Events and Contingents**9.1 Rovers 100****David Toogood**

This month has been a pretty quiet one with not much to do, as our budget hasn't yet been passed. We

have completely redone the budget and included all of your feedback, and it will be voted on this month. We have also sent out invites to past Mudbash chairs to attend a dinner at Mudbash.

Rovers100 are putting together a collection of stories from past and present Rovers. These stories will contribute to a book that will be produced in late 2018/early 2019 and a section on the Rovers Australia website. Please share this link around with both current and past Rovers that you know might have a story to share. <https://goo.gl/forms/98tpqqA4h39UjAIP2>

Orders for the Rovers Victoria workshirt will open soon – keep an eye on the Facebook page. They will be \$45 a shirt, and you will pay when you order. The form will be open for a few months, but the more orders in earlier, the better. Please ensure you look at the size guide when ordering – there is not a lot of give in the material.

9.2 YPR

Ian Collins

How YPR is being implemented has been changed for Victoria. Instead of starting with the Pioneer Groups and then the rest of the state, the new program will now be phased in annually over a number of years. Next year will see the introduction of the challenge areas as a formal part of the program. Currently the challenge areas are Outdoors, Creative, Personal Growth and Community but expect far more information and detail about what this means for everyone next year. In general, this is a fantastic change by Victoria and will provide the time to work through any issues and concerns raised with the new program.

9.3 CBR Moot Victorian Contingent

Liam Miles

We are getting the ball rolling and getting the team set up, and we should be having an online meeting with the chairman of the Moot and other contingent leaders soon as well. We should hopefully have more to report on next month.

9.4 Volunteering in Nepal

Greg Davies

Do you want to be involved in the developing and funding of an international service project with real life benefits to young school people in Nepal? Do you want to go to Nepal and volunteer in a local village school as teacher/teacher's aide in either computer skills or English as a second language? Do you want the opportunity to stay in a local Nepalese village for three months and learn the culture?

This project will be introducing Australian Scouting members (Rovers and/or young leaders) as volunteers to the cultural experience of living and working in a Nepalese community village setting, whilst supporting the local economy and education system in a teaching/teaching aide role within the local village.

To date, the project team have been putting plans into action – looking at initially six Rovers as volunteers in 2019 (hopefully with more in future years); supplying funding for Scout uniforms for the Nepalese school students; and providing updated computer hardware facilities into the school classrooms.

We are looking for additional Rovers to join the team to continue the plans into a working project, including fundraising and other funding options, promotions and cultural awareness, communicating with our Nepalese contacts, and lots more. **Currently got about 8 or 9 people interested, still looking for more.**

Interested in finding out more? Please contact:

- Danny Vriens: dvriens@bigpond.com
- Greg Davies: greg.fellowship@gmail.com

10.1 Membership and Fees Discussion Paper

A general open table discussion was had about the discussion paper distributed last month – points raised included:

- Overall support for the Rover levy – it is a sensible idea.
- The quarterly payments are also a good option – the ability to pay the entire fee upfront at the start of the year would also be appreciated.
- Rovers liked the fact that appropriations would be removed/reduced, and replaced with a levy.
- This new system is likely to aid the implementation of CareMonkey in Rovers
- Concern was raised about the effect these changes would have on the relationship between a hosting Group and the Rover Crew – potential that Groups would then start to charge Crews for using the space/equipment etc.
- This is not going to be a quick or short process – it will take time to be sorted out and implemented properly. The Rover levy may be implemented before the rest of the paper, subject to further discussion and approval.
- There would be a position created at the level of Assistant State Commissioner for Rovers or something similar to help with the increased administration these changes will require. The person appointed would not be a Rover, and would be someone with a bookkeeping and administration background. In reference to training course fees no longer being sent to Groups if these changes are implemented – Rovers will not be required to debt collect on Rovers, this would also be handed over to the individual appointed to the administration position.
- The implementation of this paper will help to demonstrate how proficient Rovers are at self-administering their own Program.
- In reference to concerns made about Rovers with disability provisions and the signing of A1s – it is recognised that this process still needs a lot of finer details to be sorted out – please continue to raise concerns and questions so we can ensure this process is undertaken properly.

Please continue to share what has been discussed with your Regions and Crews – everybody's opinion is valid and wanted. Continue to send feedback through to Peter Wotherspoon as you receive it. A summary of the discussion paper will be emailed out soon, to help answer any questions you may be receiving.

11 Items for the Information of the Victorian Rover Council

11.1 Nominations for VRC Office Bearer Positions

Nominations for all VRC Office Bearer positions closed on Wednesday the 25th of April. The Training Requirements are, any candidate for the position of:

- VRC Chairman,
- VRC Deputy Chairman,
- VRC Assistant Chairman, and
- VRC Training Officer

must have completed an Advanced Training course. Candidates for all other Office Bearer positions require a Basic Training course to have been completed. Rovers who do not meet training requirements for a position will not be eligible to be nominated for election.

The position of VRC Chairman was elected at the April meeting, and all other positions will be elected at the May VRC meeting.

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

A reminder that all Rovers will be required in the coming months to re-complete the Child Safety and WHS modules online. Emails are not being sent anymore – please encourage your Rovers to go and check whether they need to renew. **The most likely date that Rovers will be deregistered will be Census, for not having recompleted these modules. Paul will generate Region-specific reports so that Regions can start getting in contact with those Rovers at risk of being deregistered.**

Scouts Australia as part of its ongoing commitment to create and maintain high standards of WHS and Child Safety has determined that training on mandated e-Learning modules will be considered current for only 3 years on the anniversary date of first completion. Adults are required to re-complete the “current” module(s) before the 3-year validity period expires.

What you need to do?

When you get this email or login to e-Learning and see that the module(s) requiring renewal are highlighted and the launch button labeled “Renew” (rather than review). You will need to work your way through this module from start to finish, you will then be required to pass the post-test to be awarded the module. The reason you need to recomplete the whole module this time is because there have been significant updates to the content to reflect the changing trends of legislation and community expectations. Down the track it is expected that this renewal process will be simplified to a pre and post-test as the legislation becomes less fluid and embedded into the community.

What happens if I don't renew?

If members do not meet their obligation to renew these modules your Branch/State will then activate its local policy to suspend the member from working with children and potentially terminate individuals memberships from Scouts Australia.

Does everyone need to retest now?

No, but there will be a significant volume of members that will come up for the retest as it was three years ago that these modules were first released as compulsory modules. After this initial phase, the requirement for recompletion will even out.

If I completed this module on the 30 November 2017 will I need to re-sit?

No, you will start receiving reminders to re-complete these modules 30 August 2020. There will soon be a bridging communication available online that bullet points the updates in the module for those wanting to up skill before the renew is due.

12 Voting Items

12.1 Moot100 Budget

Dave Toogood

Motion: That the Moot100 budget be adopted for implementation.

After an extensive discussion surrounding the budget, it was again removed from the table, and will be reworked in order to be voted on at June's meeting.

Concerns and points raised include:

- It is difficult to sell the event to Rovers if there's nothing advertised about what's going to happen on the weekend, especially with the ticket price at its current level.
- The weekend chosen unfortunately does not suit a majority of Rovers – grand final weekend, when most people already have plans, it clashes with Deni Ute Muster and school holidays.

- As it is the weekend after MARB, it is a lot of money to be asking Rovers to spend in two weeks.
- The subcommittees are in charge of running activities – however, anything they plan to run that costs more than \$25 to organise, will have to come out of their own budgets, rather than Moot100s budget – this makes it very difficult to plan an activity.
- In order for this event to be successful, marketing needs to be implemented immediately.
- It was suggested that the Moot100 committee liaise with Mafeking to link the celebration of 100 years of Rovering with the Mafeking Open Day – perhaps to combine the two events to encourage attendance, and reformat the event – potentially an Open Day/working bee weekend, with a celebration on the Saturday night for Rovers 100.

13 Standing Items

13.1 Nominations for the Baden-Powell Scout Award

Regions

Matt Brockman – Aruma Rover Crew

13.2 Crew Names and Scarves

Regions

5th/6th Central Moorabbin Rover Crew – using their Group scarf
 RJ Shutt Rover Crew
 Curdiez Rover Crew

13.3 Workplace Health & Safety Items

The back stairs at VRC are currently unsafe and therefore unusable. Please be careful when using the makeshift ramps out the front of the centre – work will be undertaken soon to make them more permanent and safer.

14 Nominations for VRC Positions

14.1 Nominations

Regions

Election of Chairman for the 2018-19 term, conducted on Wednesday 18th of April, 2018:

Paul Byrnes – Chairman

Motioned: Plenty Valley

Seconded: Bays

Nomination accepted.

An exemption is sought for the 12 days that Paul will be 26 before his term as Chairman expires.

Exemption granted.

Scott Gregory – Chairman

Motioned: Melbourne

Seconded: Mt Dandenong

Nomination accepted.

Congratulations to Paul for being elected Chairman for the 2018-19 term.

Elections for all other Office Bearer Positions:

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

Deputy Chairman:

Jesse Carter

Nomination withdrawn.

Ian Collins

Motioned: Plenty Valley

Seconded: South West

Nomination accepted.

Will be resigning from his current position as YPR Liaison.

Assistant Chairman:

Scott Gregory

Motioned: Plenty Valley

Seconded: Melbourne

Nomination accepted.

Secretary:

Vicki McKinnon

Motioned: Bays

Seconded: Mt Dandenong

Nomination accepted.

Membership Development:

Madeline Ancill

Motioned: Bays

Seconded: South West

Nomination accepted.

Resources Officer:

Aaron Webb

Motioned: Murray Midlands

Seconded: Lerderderg

Nomination accepted.

BPSA Support Officer:

Samuel Smith

Motioned: Plenty Valley

Seconded: Lerderderg

Nomination accepted.

Strategic Planning Officer:

Michelle Saffin

Motioned: Bays

Seconded: Melbourne

Nomination accepted.

Currently going to take on this position for 12 months, with the view to extend that potentially.

Is usually a 3-year appointed position.

PR and Marketing Officer:

Joshua Daniel

Motioned: Melbourne

Seconded: Plenty Valley

Nomination accepted.

Exemption sought for the fact that Josh has not yet completed a Rover basic course, but is enrolled into the July course.

Exemption granted.

Programme Officer:

Kieron Younger

Motioned: Bays

Seconded: Murray Midlands

Nomination accepted.

Training Officer:

Jesse Carter

Motioned: Melbourne

Seconded: Lerderderg

Nomination accepted. Endorsed by the training team.

IT Officer:

Edwin Ryan

Motioned: Mt Dandenong

Seconded: Murray Midlands

Nomination accepted.

Exemption needs to be sought for the 3 months that he will be 26 during the 2018/19 term.

Exemption granted.

Benjamin Grant

Nomination withdrawn. He will be filling the position of Deputy Chair on the IT team.

Visual Communications Officer:

No applications submitted.

2018/19 Office Bearers Team:

Congratulations to the incoming team:

- Chairman – Paul Byrnes
- Deputy Chairman – Ian Collins
- Assistant Chairman – Scott Gregory
- Secretary – Vicki McKinnon
- Membership Development – Madeline Ancill
- Resources Officer – Aaron Webb
- BPSA Support Officer – Samuel Smith
- Strategic Planning Officer – Michelle Saffin
- PR and Marketing Officer – Joshua Daniels
- Programme Officer – Kieron Younger
- Training Officer – Jesse Carter
- IT Officer – Edwin Ryan
- Visual Communications Officer – Vacant

15 General Business

The poster features a red top half with the text 'Scouts Victoria' and 'BLOOD RIVALS COMPETITION' in white. Below this, on a blue background, is the text 'Compete to give the most blood' and 'MAY 16 - AUGUST 30'. The 'RED25' logo is present with the tagline 'UNITE TO SAVE LIVES'. An illustration of a muscular arm with a white bandage featuring a blue cross is shown. At the bottom, the 'ROVERS VICTORIA' logo is on the left, the contact information '13 14 95 or donateblood.com.au/red25' is in the center, and the 'ROVER SCOUTS' 100-year anniversary logo (1918-2018) is on the right.

Rover Trailer Update:

The trailer is almost finished – DK is working on the interior every night to get it finished before Mudbash. The budget is almost depleted, but there is roughly \$2,400 yet to be received from VRC in order to buy the last few items – vinyl flooring, air con, timber and some of the electrical items to finish. DK would like to apologise to the VRC for the project taking so long – when he took it on, he wasn't thinking about the time management of building this in his spare time and being a chairman at the same time. It is however, almost finished, and Tash has seen it, taken measurements and come up with a design for the wrap to cover the trailer. If any one has any questions or wants to know more, please get in contact with DK.

Surfmoot Proposal:

Motion: That Surfmoot can spend \$2,000 on committee jumpers before they table their budget – an advance that committee will pay back when they receive their jumpers.

Moved: Murray Midlands

Seconded: Lerderderg

Passed.

First aid kits have been restocked at a number of Scouting venues – Scotty will be working with Aaron to restock the VRC first aid kit as well.

Rovers and their Crews should also be looking forward to AG in 2019 – it is an excellent marketing tool to advertise ourselves to the Venturer section.

Closing Parade: Flag Down & Rover Prayer.

Meeting Closed at: 10.18pm

Centenary Moot Budget 2018

	2018 Budgeted		
Income			
Tickets	Per	Unit	
Presold Tickets	\$ 55.00	350	\$ 19,250.00
Service Tickets	\$ 30.00	30	\$ 900.00
W.F. Waters Awardees Dinner	\$ 15.00	100	\$ 1,500.00
Total Tickets Sales	\$ 21,650.00		
Misc	Per	Unit	
		Total	\$ -
Total Income	\$ 21,650.00		

Summary			
	2018 Budgeted		
Income	Per	Unit	
Presold Tickets	\$ 55.00	350	\$ 19,250.00
	\$ 30.00	30	\$ 900.00
W.F. Waters Awardees Dinner	\$ 15.00	100	\$ 1,500.00
Total Tickets Sales			\$ 21,650.00
Expenses	Per	Unit	
Site			\$ 2,500.00
Works & Services			\$ 700.00
Power and Comms			\$ 600.00
Activites			\$ 1,000.00
Entertainment			\$ 14,000.00
Insurance			\$ 2,000.00
Programs & PR			\$ 1,000.00
Misc.			\$ 1,600.00
		Total	\$ 23,400.00
Final Net Result			-\$1,750.00

Centenary Moot Budget 2018

Explanatory Notes

		2018 Budget	
Expenses			
Department Expenses			
Category	Item		
Site	Camping Fees	\$ 2,500.00	Committie will pay regular price for tickets
	Total	\$ 2,500.00	
Works & Services	Toilets and Showers	\$ 500.00	Charge from Mafeking
	Garbage Bins	\$ 200.00	
	Total	\$ 700.00	
Power and Comms	Radio and Comms	\$ -	
	Lighting	\$ 600.00	
	Total	\$ 600.00	
Activites	Onsite Activities	\$ 1,000.00	Activities TBC
	Total	\$ 1,000.00	
Entertainment	Band	\$ 1,650.00	Alternative Band yet to be sourced
	Audio	\$ 2,000.00	
	Lighting	\$ 1,500.00	
	Generator	\$ 800.00	
	Truck	\$ 1,500.00	Stage Pass/Brad Gary
	Stage	\$ 3,550.00	
	Screen	\$ 3,000.00	
	Total	\$ 14,000.00	
Insurance	Insurance Costs	\$ 2,000.00	
	Total	\$ 2,000.00	
Programs & PR	Participant Pack	\$ 1,000.00	Pack contents TBC
	Total	\$ 1,000.00	
Misc. W.F. Waters Dinner	General Expenses	\$ 100.00	
		\$ 1,500.00	
	Total	\$ 1,600.00	
Total		\$ 23,400.00	
Total Expenses		\$ 23,400.00	
Final Surplus / Loss			
	Total Income	\$ 21,650.00	Break even point at 382 presold standard tickets
	Total Expense	\$ 23,400.00	
	Net Result Excluding Adjustments	-\$ 1,750.00	
Final Net Result		-\$ 1,750.00	

Scaled Summary

2018 Budgeted

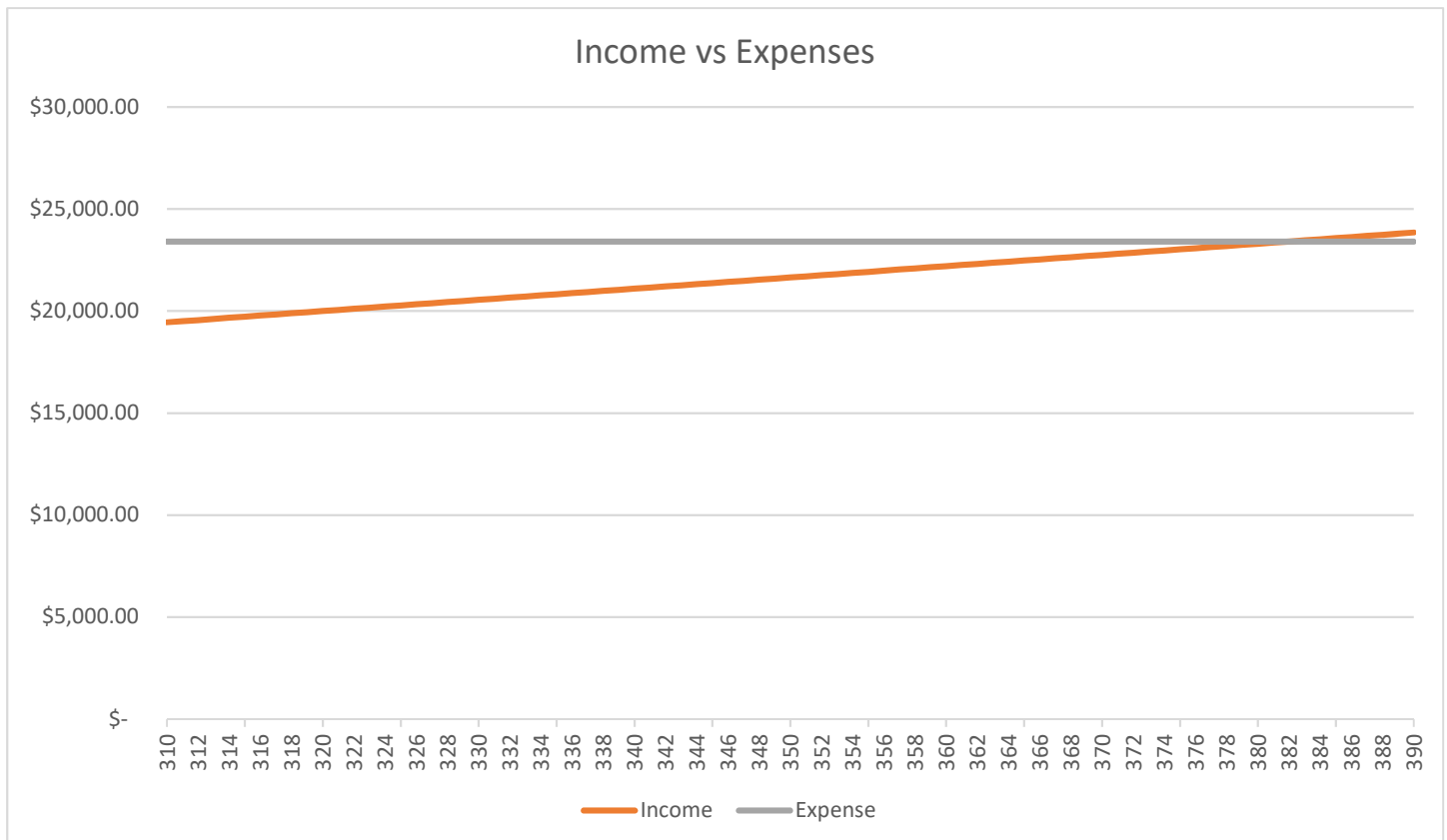
Income	Per	Unit	Unit	
Presold Tickets	\$ 55.00	350	\$ 19,250.00	382 \$ 21,010.00
	\$ 30.00	30	\$ 900.00	30 \$ 900.00
W.F. Waters Awardees Dinner	\$ 15.00	100	\$ 1,500.00	100 \$ 1,500.00
Total Tickets Sales			\$ 21,650.00	\$ 23,410.00
Expenses	Per	Unit	Unit	
Site			\$ 2,500.00	\$ 2,500.00
Works & Services			\$ 700.00	\$ 700.00
Power and Comms			\$ 600.00	\$ 600.00
Activites			\$ 1,000.00	\$ 1,000.00
Entertainment			\$ 14,000.00	\$ 14,000.00
Insurance			\$ 2,000.00	\$ 2,000.00
Programs & PR			\$ 1,000.00	\$ 1,000.00
Misc.			\$ 1,600.00	\$ 1,600.00
		Total	\$ 23,400.00	Total \$ 23,400.00

Final Net Result

-\$1,750.00

\$10.00

Break even point at 382 presold standard tickets



Unit				Unit				Unit				Unit			
340		\$	18,700.00	330		\$	18,150.00	320		\$	17,600.00	300		\$	16,500.00
30		\$	900.00	30		\$	900.00	30		\$	900.00	30		\$	900.00
100		\$	1,500.00	100		\$	1,500.00	100		\$	1,500.00	100		\$	1,500.00
		\$	21,100.00			\$	20,550.00			\$	20,000.00			\$	18,900.00
Unit				Unit				Unit				Unit			
		\$	2,500.00			\$	2,500.00			\$	2,500.00			\$	2,500.00
		\$	700.00			\$	700.00			\$	700.00			\$	700.00
		\$	600.00			\$	600.00			\$	600.00			\$	600.00
		\$	1,000.00			\$	1,000.00			\$	1,000.00			\$	1,000.00
		\$	14,000.00			\$	14,000.00			\$	14,000.00			\$	14,000.00
		\$	2,000.00			\$	2,000.00			\$	2,000.00			\$	2,000.00
		\$	1,000.00			\$	1,000.00			\$	1,000.00			\$	1,000.00
		\$	1,600.00			\$	1,600.00			\$	1,600.00			\$	1,600.00
Total		\$	23,400.00	Total		\$	23,400.00	Total		\$	23,400.00	Total		\$	23,400.00
-\$2,300.00				-\$2,850.00				-\$3,400.00				-\$4,500.00			



VICTORIAN ROVER COUNCIL

ROVERS VICTORIA MEMBERSHIP & FUNDING DISCUSSION PAPER

INTRODUCTION

This paper details a proposal to amend certain arrangements relating to the Victorian Rover Scout Section and encompasses proposed changes to:

- registration of Rovers in relation to Scout groups,
- collection of Branch fees on an instalment basis,
- and
- the introduction of a Rover Levy.

It is hoped that these changes, if implemented, will redress several of the growing concerns of the Victorian Rover Scout Section in relation to access to events, the financial burden of paying registration fees on an annual basis, the ticket price for events and a disconnect from Region Rover Communities.

KEY POINTS

- All Youth Members with the classification of Rover Scout be registered to the Victorian Rover Council (District), Region Rover Community into which their crew currently falls (Group) and Crew (Section) within Scouts Victoria Membership system, known as Extranet.
- The Victorian Rover Council collects the registration fee on a quarterly basis for all registered Rover Scouts, over the financial year prior to payment to Scouts Victoria, thus directly managing registration of Rovers, with input from Region Rover community executives.
- The Victorian Rover Council introduce a Rover levy applicable to all registered Rovers, Rover Advisors, and Commissioners, payable quarterly in conjunction with the collection of the registration fees, pro rata.
- Crew Leaders take responsibility for the registration of their new Rovers with support from Region Rover Communities, to process A1s from the crew level to the Branch Office.
- The VRC create a "Lone Rover Crew" for Rovers unable to be registered with a local Rover Crew for a variety of reasons.

A BACKGROUND

1. Registrations

For some time now, the cost of Scout registrations payable in full at 30 June each year has created a substantial financial burden for Rovers, particularly as this comes a few weeks after one of the major events – Mudbash. This situation will be exacerbated somewhat from the year onward as the registration fee is increased to cover insurance premiums (although there should be a concomitant reduction in Group fees as this money was previously collected by Groups for on-forwarding to Branch).

2. *Appropriations*

Additionally, the cost of paying the levy to the National Rover Council (NRC) and the operation of the Victorian Rover Council (VRC) is paid through appropriations levied on each of the activities and assets each year.

This presents a disproportionate impost on those Rovers who attend these events, currently some 500 to each of Surfmoor and Mudbash and approximately 200 to MARB and Rover Dinner.

B DISCUSSION

Registrations

i) Extranet

Currently within Victoria, all Rovers are listed on Extranet either as Rovers as their primary appointment, or in cases where they are also leaders, their primary appointment is leader and Rover becomes a secondary appointment.

In order to facilitate the other changes proposed later in this paper, it will be necessary to record Rover registrations differently from that which currently obtains.

It is suggested, therefore, that within Scouts Victoria Membership Database, Rover classifications be registered under the following management system Crew (Section), Region Rover Community (Group) Victorian Rover Council (District). The primary purpose of this proposal is to separate Rovers from Group registration fee invoices generated by Branch. The secondary purpose is to give the respective Rover Office Bearers at all three levels – Crew/Region/State – autonomy over the registrations of their respective Rovers and further enshrine the values of the Rover Section as being self-sufficient.

Where a Rover Crew has strong links to a Scout Group, by way of shared facilities, the individual Rovers, on their membership record, would be listed as a secondary appointment into the Rover Section of the Group. No Rover, however, will have their Rover classification listed with any Group outside of the Victorian Rover Council District within extranet.

In the instances where a young adult had the classification of Leader and Rover, the Rover classification would only exist within the outlined Rover Group/District, where the Leader classification would remain unchanged within the current Branch structure for formations. This would still remain their primary registration and thus would be charged the Leader rate for registration fees, which, as is customary, would be paid by the Group annually.

In certain circumstances, some Rovers are not attached to specific Crews. In order to overcome this situation, "Lone Rover Crew" (Section) could be created and directly registered to the VRC (District) and managed by the responsible Office Bearer. This would apply until their circumstances permit otherwise.

ii) Registration of Rover Scouts

Under this proposal, the Crew Leader is to have the primary responsibility for the registration of new Rovers to their Crews, in place of the Group Leader as is current practice. This involves ensuring that the A1 form is completed correctly, along with provision of a valid Working With Children Check immediately. The A1 would be passed to the Region Rover Chair for signing, then on to the Branch Office for registration. The new Rover would then be able to complete the mandatory ELearning modules

iii) Registration Fees

In order to make the registration fees 'more affordable', it is proposed that all Rovers will move to a system of quarterly payments. This will spread the financial burden over four equal instalments in September, December, March and June.

It is further proposed that the VRC would oversee the collection of the registration fee, on a pro rata basis over the course of the year prior to the year that the fee covers. This fee is to be collected on a quarterly basis by the VRC and held until payment for all Rovers whose primary appointment is registered within the district is due to Scouts Victoria (June 30).

A move to a “payment by instalments” arrangement may also assist those Venturers moving to Rovers, particularly if the proposed age changes are introduced whereby Venturers remain in their Section until the completion of Year 12, irrespective of age (if over 18).

iv) Venturers

Not only would this proposal affect Venturers transferring to Rovers, it may be a significant contributor to arresting the haemorrhaging of Venturers transitioning to Rovers by making the progression more affordable.

Any action that reduces the loss of Venturers eligible to progress to Rovers has to be positive. Even if there is only a reduction of 5% in the numbers lost, this will impact substantially on numbers.

In order for this arrangement to work, Venturers who link after they turn 18 would, in addition to completing all other requirements for Rover membership, be required to pay in advance the full annual pro rata registration fee and levy.

v) Victorian Rover Levies

It is also proposed that the Victorian Rover Council, in conjunction with the collection of pro rata registration fees on a quarterly basis, shall also collect a Rover Levy from every Rover whose Primary or Secondary Classification is registered with the Rover Council District (thus including Young Adults who are registered with classification of both Leader and Rover). This then becomes the primary source of income of the Victorian Rover Council to fund its projects, operations, and contributions to the National Rover Council of Australia, thus lowering appropriations collected from sub-committees of the VRC.

If it is accepted, for the purpose of this paper, that current Victorian Rover numbers are 1350, a \$20 per Rover per annum (\$5/quarter) levy would produce \$27,000 annually. This equates to the current level of appropriations levied on each of our activities and assets and would provide for an equitable contribution across the whole Rover population – not just those who attend events.

The introduction of such a levy would also have the effect of lowering ticket prices to all events. If Mudbash is used as an example, and we say that 600 people attend each year, eliminating the current \$6000 appropriation would reduce ticket prices by \$10/head. Whilst to some this may not seem significant, to many it may lead to more Rovers participating in such events, which would lead to a further reduction in ticket prices, and so on.

Another option to consider is that the event/asset retains a proportion of what is now the appropriation and this is used for further development.

vi) Implementation

To minimise disruption, registration fees would be paid as per current arrangements on 30 June 2018. This payment would cover the Rover Scout's membership for the period July 1 2018 to 30 June 2019. Immediately following Census, 2018, restructure of the Rover section in extranet would take place, direct debit forms (if that is the method to be used) would be distributed to every currently registered Victorian Rover Scout to complete and return by 1 September, with the first quarterly deduction of pro rata registration and Rover levy for the 2019 – 2020 year to take place on 25 September. Young adults with solely the Rover classification would have the quarterly rate of the Youth pro rata registration fee and the quarterly rate of the Rover levy deducted, where Rovers who are Leaders, RAs and Commissioners would have only the quarterly rate of the Rover

levy deducted. The Victorian Rover Council would manage all funds collected, adjust their budgets accordingly and direct Subcommittees to do likewise.

In order for this proposal to operate effectively, and provide the most benefits to Rovers, and the Branch in general, the quarterly payments would be made by direct debit to a Rover's bank or credit card account every three months and credited to a separate VRC account.

In order to stop payments, the Rover Scout would have to give an indication through the channel of communication Crew – Region – Branch that they wish to be deregistered and payments stopped from withdrawing from their account before the registration fee is due on 30 June, thus not leaving the VRC at a financial disadvantage. The only other method a Rover could take to stop the automatic deduction from their account would be to directly contact their bank, and request that payments be stopped, which would flag in any direct debit system.

INTERSTATE EXPERIENCE

It is interesting to note that other States operate a levy system and, in one case, an instalment program. Details are :

Rover levies – currently the Victorian Rover Council is the only State not to charge its Rovers a sectional levy at a State level. Rover levies vary from State to State, with the most expensive being SA at \$39 and the cheapest being WA, NT and Qld who pass on the NRC levy of roughly \$5.30pa. NSW, who are comparable in size to Victoria, charge approximately \$12pa.

Quarterly Payment of the pro rata registration fee currently takes place in NSW and is administered by the Branch office for all youth members.

Registration of Rovers within a Rover District – currently used in SA. Rover Crews are no longer registered to a Group. SA Crew Leaders are highly effective at administering their membership as they are afforded the role and responsibility of a Group Leader in more than a tokenistic sense.

RECOMMENDATIONS

It is recommended that

1. VRC endorse the concept of payment of registration fees “by instalment” of four quarterly pro rata payments.
2. VRC endorse the introduction of an annual levy on all Rovers, Rover Advisors and Section Commissioners.
3. The levy, if accepted, be set at \$20 per annum (\$5 per quarter) and be reviewed on an annual basis, prior to 30 June.
4. All Rovers and Rover Advisors are registered through Regions by Crew.
5. If accepted, the proposed changes be negotiated with the relevant Branch personnel.
6. An implementation team be formed to undertake the necessary work involved.
7. A position of “Registration Officer” be created and form part of the Office Bearers team.

Peter Wotherspoon

Andrew Hilditch

YEARBOOK REPORT TEMPLATES



Every year the office bearers term concludes at our June meeting, for that meeting each sub-committee and region will be required to prepare their report and compile a series of photos. The report will cover the following:

REGION REPORTS:

Committee members' names and titles.

Membership (heading)

- The total number of rovers in their region
- Whether this is more or less than previous years
- How many crews are in the region

Quality (heading)

- Training how many rovers you had complete training
- there is a graph to support this
- Congratulations to anyone in your region who has achieved any service awards (completing BP's, getting wood badges, WF Waters etc.)

Participation (heading)

- What has your region been involved in, which events? Did you host any events? Special program nights that you want to share.

- Brief thank you statement to all the rovers in the region for their ongoing support and commitment to rovers.

****Please see statement below regarding attachment of photos and sending of reports.**

SUB-COMMITTEE TEAMS:

Chairman name Event Committee members:

- What was the event?
- Where was the event?
- When was the event?
- Activities run at the event
- Number of participants
- Event highlights/awards
- Brief thank you to your committee

ASSET COMMITTEES:

- What is your asset?
- Where is your asset?
- Events run from your asset
- Booking numbers
- Working bees
- Future direction over the next 12 months.
- Brief thank you to your committee

FOR ALL REPORTS:

Reports and photos need to be placed on the google drive using the link below:

- Photos to be included: At least 25 high res files without filters or watermarks
 - Can we please make an effort to include a wide variety of the Rovering community in these photos.
- Reports to be written using the attached template to be uploaded as either a google doc or a word document.

Google drive link:

https://drive.google.com/drive/folders/15AEgG1JoI9HFi7qOE_TYPLer2JW-27_g?usp=sharing

Please note that all off this means that all reports and images to accompany them require submission for the VRC meeting in **June**. NEXT MONTH ☺

These duty statements are reflective of the positions as envisioned by the current Office Bearer group and are not reflective of the official duty statements as adopted by the VRC.

DUTY STATEMENT FOR 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 policies 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 rules and procedures as set out in the Victorian Rover Council Standing Orders.
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, Program

DUTY STATEMENT OF 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 rules and procedures as set out in the Victorian Rover Council Standing Orders
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, Program

DUTY STATEMENT OF ASSISTANT CHAIRMAN

ELIGIBILITY

5. The position of VRC Assistant Chairman shall only be open to current invested Rovers.
6. Nominees must be eligible to remain a current invested Rover for the duration of the term.
7. Nominees must have at least 12 months experience serving on the VRC
8. 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

3. The election of these positions will be conducted following the rules and procedures set out in the Victorian Rover Council Standing Orders
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, Program

DUTY STATEMENT OF SECRETARY

ELIGIBILITY

1. The position of VRC Secretary shall only be open to current invested Rovers.
2. Nominees must be eligible to remain a current invested Rover for the duration of the term.
3. Nominees must be have suitable IT skills
4. Nominees must have completed the Training Requirements for the relevant position 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. Oversee updates made to the Crew Resource Folders
6. Produce, or assist in producing, letters required by the Office Bearers or VRC Advisors.
7. Attend both VRC and VRC Office Bearer's meetings.
8. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

NOTES

The election of the VRC Minutes Secretary will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF 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 and ensure proper succession planning for 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 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. Ensure that Rover Training is delivered by Rovers as well as Rover Advisors.
14. Produce an Annual Report by 30th June detailing the work done which is relevant to these duties.

NOTES

The election of the VRC Training Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF PROGRAM OFFICER

QUALIFICATIONS

5. The position of VRC Program Officer shall only be open to current invested Rovers.
6. 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.
7. Nominees must be eligible to remain a current invested Rover for the duration of the term.
8. Have relevant training or knowledge in various aspects of the Rover Program.
9. 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 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 Programing 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 Programing 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.

NOTES

The election of the VRC Program Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF 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 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 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

The election of the VRC Membership Development Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF PR AND MARKETING 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 as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

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

Specifically, the VRC PR and Marketing Officer should:

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

NOTES

The election of the VRC Marketing and Communications Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF 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 as stated in Policy: "T-4-0 Training Requirements for Positions"

DUTIES AND RESPONSIBILITIES

1. The VRC Visual Communications Officer is responsible for capturing and displaying Rovering through visual manners (photography, videos, infographics etc.)
2. The VRC Visual Communications Officer should work closely with the Marketing Officer & Communications Officer
3. The VRC Communications Officer will develop visual content for events such as Rover Dinner and State ARAP, Facebook posts, marketing posters and any other marketing opportunities.
4. Assist in the production of 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.

NOTES

The election of the VRC Visual Communications Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF RESOURCES OFFICER

ELIGIBILITY

6. The position of VRC Resources Officer shall only be open to current invested Rovers.
7. 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.
8. Nominees must be eligible to remain a current invested Rover for the duration of the term.
9. 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

The election of the VRC Resources Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF 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. Manage the VicRovers websites, the Rover email system, the Rover Centre IT infrastructure and Rover event ticketing system.
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. Liaise with all VRC sub-committees to support IT infrastructure at major events.
5. Act as a reference point, and give guidance to any Rover wishing to put information on to the internet.
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

The election of the VRC Information Technology Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF 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

The election of these positions will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.

DUTY STATEMENT OF BPSA SUPPORT OFFICER

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

The election of the VRC BPSA Support Officer will be conducted following the rules and procedures as set out in the Victorian Rover Council Standing Orders.



POSITION DESCRIPTION FOR ROVER ADVISER

1. PRIMARY RESPONSIBILITIES

The Rover Adviser is responsible for building relationships with Rover Scouts in order to support their physical, intellectual, social, spiritual, emotional and character development.

- 1.1 Support quality young adult programs within the Rover Crew.
- 1.2 At all times encourage programs and activities that support retention and recruitment of young adults.
- 1.3 Provide and support a clear sense of direction, lead by example and demonstrate integrity when working with young adults.
- 1.4 Behave in accordance with the Adult Code of Conduct.
- 1.5 Be a mentor for all members of the Rover Crew especially relating to areas of personal development that can be progressed through formal training, the Rover Program and the Rover Scout Award Scheme.
- 1.6 Act on the requests and needs of the Rover Crew in a timely manner.
- 1.7 Assist in maintaining continuity and consistency in the Rover Crew.
- 1.8 Develop and maintain regular contact with other Rover Advisers and Region/Branch Commissioners (Rover Scouts).
- 1.9 Promote and support the Rover Scout Award Scheme.
- 1.10 While maintaining impartiality and a fair process, take a lead role in equipping young adults to manage difficult situations, work with others and resolve conflict.
- 1.11 Be an active member of the Rover Crew.
- 1.12 Ensures that the Rover Crew is aware of its moral, ethical and legal obligations and Scouting policies.

2. REPORTS TO

Depending on the Branch, Rover Advisers may report to:

- 2.1 The Rover Crew
- 2.2 Branch/Region Commissioner (Rover Scouts) or Branch/Region Rover Adviser
- 2.3 Group Leader, District Leaders or Commissioners.

3. PERSONAL ATTRIBUTES

- 3.1 Willingness to commit to the Aims and Principles of Scouting.
- 3.2 Strong interpersonal and team leadership skills within a volunteer organisation.
- 3.3 High level skills in working with young people to achieve a desired result.
- 3.4 Effective organisational and administrative skills.
- 3.5 Strong mentoring skills.
- 3.6 Effective oral and written communication skills.
- 3.7 Ability to work as part of a team.
- 3.8 Ability to achieve tasks within a set time frame.



SCOUTS AUSTRALIA



POSITION DESCRIPTION FOR ROVER ADVISER

4. TERM OF APPOINTMENT

- 4.1. Normally three years, unless a lesser term has been mutually agreed.
- 4.2. Rover Crew to reaffirm appointment, in conjunction with a performance review, every twelve months usually at the Crew's AGM or in accordance with Branch Policies for Adult Development Plans.
- 4.3. An incumbent may be reappointed every three years with the agreement of the Rover Crew.

5. QUALIFICATIONS

- 5.1. Certificate of Adult Leadership (Rover Scouts), as a minimum, to be completed within the first twelve months of appointment.
- 5.2. Complete advanced training, such as a Wood Badge, in the Rover Scout Section within the first three years of the appointment being made.

6. SCHEDULED MEETINGS

- 6.1. Regular meetings of the Rover Crew.
- 6.2. Regular meetings of the Group / District Council with the Crew Leader.
- 6.3. It may be desirable to attend regular meetings of Region/Branch Rover Council with the Crew Leader

Sourced from Rover Review Implementation Team June 2013.

Adopted by the National Adults in Scouting Committee, November 2013



ROVER TRAINING PROCESS

Basic Training Overview

Membership requirements met

Tech skills

e-Learning
common core

e-Learning
Rovers

ROVER BASIC PRACTICAL COURSE

e-Learning bush walking

basic
bushwalking
course

OR

Recognition
of proficiency
process

Reception of Gilwell Woggle
For R.A.'s: Certificate of Adult Leadership

Rover in-service



ROVER TRAINING PROCESS

Advanced Training Overview

Advanced
e-Learning
common core

Advanced
e-Learning
for Rovers

ROVER ADVANCED PRACTICAL COURSE

a minimum of six months after Basic Training has been completed

Propose Wood Badge project on course

Complete 10 hour
Wood Badge project

Local assessment over four months

Reception of Rover Wood Badge

Further development opportunities:

- Adventurous Activities (instructor or guide)
- Axe and Log