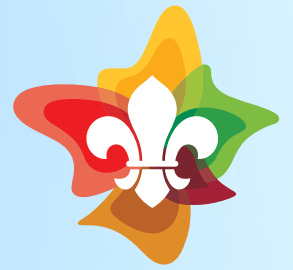


April 2024



Scouts
VICTORIA



Scouts Victoria
Info Book

Contents

Child Safe Scouting

Scouts Victoria is a child safe organisation with zero-tolerance for any harm, abuse or neglect. We value the diversity of our members, including gender, sexuality, race, religion and ability.

Scouting has been proactive on child protection since the 1930s, when local areas were warned to be vigilant and show no mercy in denying membership to unsuitable people. In the 1940s local areas were advised that any inappropriate behaviour must be reported to the police. Police checks for aspiring Scout Leaders began in the 1960s – nearly 50 years before the Working With Children Check.

Today, Scouts Victoria has an extensive Child Safety Framework, which includes:

- Our Child Protection Policy, which outlines our expectations for supervision and Leader ratios – including 'Two Deep' leadership requirements to protect youth.
- Mandatory training and renewal of training.
- Training materials and support for youth members.
- Reporting practices.
- Capability and process to respond to Child Safety Incidents.
- Information and fact sheets.
- Participation in the National Redress Scheme.
- Participant in the Victorian Reportable Conduct Scheme as administered by the Commission for Children and Young People.

In the future, a number of eLearning modules will be available for youth members explaining our Child Safety practices, strategies for youth members to keep themselves safe and how to access support services.

Conduct

Conduct of any adult in Scouts Victoria is subject to the Scouts Australia Code of Conduct. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face-to-face contact and using technology such as online platforms. Parents and guardians who wish to actively participate in Scouting activities must also follow this code.

Scouts Australia Code of Conduct

I will set an example that I would wish others to follow. Therefore, I will:

- Respect the dignity of myself and others.
- Demonstrate a high degree of individual responsibility.
- Recognise at all times that my words and actions are an example to other members of the movement.
- Act at all times in accordance with the Promise and Law, Code of Ethics and this Code of Conduct, thereby setting a suitable example for all.
- Not use the movement to promote my own beliefs, behaviours and practices where these are not compatible with Scouting principles.
- Adhere to the Scouts Australia Child Protection Policy and provide a safe environment for youth members participating in the Scout program, their parents or guardians and visitors.
- Report any conduct seen or heard that does not comply with this Code of Conduct to the appropriate Scouting person.

It is important that the young people in our care are safe, and that they feel safe. It is also important that adults are safe. The following behaviours are unacceptable by Adults in Scouting.

- Any form of physical, emotional, psychological, sexual, cultural, racial or religious abuse.
- Entering an area where children are changing or showering, or entering youth members' tents or sleeping areas on camp when young people are in bed (without a valid reason, such as an emergency).
- Transporting an individual youth member alone (unless their own child, or in an emergency).
- Communicating one-on-one with youth members outside of Scouts through text messaging or via social media.
- Developing special relationships, including one-on-one catch up sessions for missed Scouting activities.
- Distributing inappropriate materials via any channel.
- Engaging in discussions with young people that are not age-appropriate.
- Encouraging the use or consumption of alcohol, smoking, or use of illicit substances by youth members.
- Being under the influence of alcohol or illicit substances while undertaking duties as an Adult in Scouting.
- Behaving towards a youth member in a manner that makes them uncomfortable.
- Breaching the Scouts Australia Code of Conduct. Adults in Scouting also commit to our Code of Ethics.

Anyone can report any incident of unacceptable behaviour to our Child Safety Team as per the "Child Safety Reporting" section

Training

All Adult Members and Supporters of Scouts Victoria must complete the Child Safety and Workplace Health and Safety Training within three months of commencing their membership as of 2020. This is a condition of membership or holding a support role with Scouts Victoria and you can access our eLearning System at www.training.scouts.com.au.

Two Deep Leadership

Scouts Victoria requires all of our Adult Members to operate under the Two Deep Leadership requirements at all times, unless expressly permitted under the Child Protection Policy. This requirement is not negotiable unless there is a genuine life threatening emergency and must be recorded.

As outlined in the Child Protection Policy, Two Deep leadership is defined as:

Two Adults present: This is our standard when adults are supervising and conducting Scouting activities involving children. At least two adults must be present, except in unforeseen circumstances (such as an emergency). While the minimum ratio of adults to children will vary from activity to activity, a minimum of two adults is always the preferred minimum required – this is known as a Two Deep procedural requirement. The failure to achieve this standard should not preclude the Scout activity from occurring but the situation and details of all attendees are to be recorded by the Leader in Charge.

Child Safe Scouting

Travel: On certain occasions (for example transporting a child from venue to venue) it is likely that only one adult will be supervising. In these circumstances, prior informed consent (this may be verbal) is to be obtained from the parents or guardians of the children concerned. In this situation, care should be taken that the adult is not alone with only one child (that is, the child is in the company of another child).

Child Safety Reporting

Reporting Abuse

In brief, should a member of our organisation become aware of an incident of child abuse, whether by witnessing it or hearing of it from someone else, they are required to report it to the Executive Manager of Scouts Victoria.

You can do this immediately after becoming aware of the incident by calling 1800 870 772

You should also complete a [Child Protection Report form](#), you can download the form from the [Child Safe Scouting page](#) of our website and then email it to childsafe@scoutsvictoria.com.au.

Remember, you are bound by the Adults in Scouting Code of Conduct to report any conduct seen or heard that does not comply with the code.

From May 2020, Scouts Victoria is a party to the Reportable Conduct Scheme in Victoria that is administered by the Commission for Children and Young People. This requires Scouts Victoria to respond to allegations of child abuse (and other child-related misconduct) made against our members, supporters and volunteers. In addition, these allegations must be reported to the Commission for Children and Young people for oversight in line with the operation of the scheme.

What about abuse by non-Scouting members?

Adult Members are often the only trusted person for some of our youth members. Observations by you may make all the difference to a child who is being abused. If you receive a disclosure of abuse (or observe injuries or behaviour symptomatic of abuse) of a youth member we require you to make a report. We can then provide the appropriate assistance for you to support the youth member and reporting it to the appropriate authorities.

But, I'm not sure if this is reportable?

As outlined in our Child Safety training, if you are uncertain then you are required to make a report. Our team can then assist to ascertain if further action is necessary. It also enables Scouts Victoria to identify patterns of behaviour that may be of a concern. Scouts Victoria is required to respond to and investigate claims of abuse or other child-related misconduct.

This includes reporting behaviour that doesn't meet our Child Protection Policy – for example, failing to meet the 'two deep leadership' requirements should trigger you to submit a report. This reporting enables us to appropriately monitor and take necessary corrective action.

If you are still unsure, please call 1800 870 772 and speak to one of our team who can assist.

I am not confident in filling in the form

We understand that completing a form may not necessarily be easy to do. In this situation contact us on 1800 870 772 to speak to our team who can assist or take the report over the phone.

More Information

For more information relating to Child Safe Scouting, please visit the [Child Safe Scouting page](#) of our website.

Activities & Events

We have migrated our Activities and Events information previously found in the Info Book under the Activities & Events section of our website. This way, you and your Group can access the most up to date information relevant to each activity and event.

Under Events, you will find a calendar which shows all of our upcoming events. Visit each Section page to find Section specific event information.

Our Activities section is divided up into Outdoor Adventure Skills, Special Interest Areas and Activity Teams. Each sections contains all the information you need to participate in OAS, SIA and any other adventurous activities. Each activity team has their own web page, which is kept up to date with general information, participation requirements, upcoming events and contacts.

Download the [Program Planner](#) from our website to help your Units plan out what activities and events they would like to participate in throughout the year.

Outdoor Adventure Skills Teams

The Outdoor Adventure Skills framework promotes youth members' exploration of, and progression through key outdoor pursuits. Designed for all ages and abilities, the Outdoor Adventure Skills reinforce what Scouting is well known for, and compliments other personal progression opportunities provided by Scouting. Scouts' have the opportunity to continuously build on these skills throughout their Scouting journey, starting with foundation skills all the way to specialist skills.

Core Skills



Bushcraft - Campcraft and Pioneering

State Leader - Campcraft and Pioneering
Scott Matthews

state.pioneering@scoutsvictoria.com.au



Bushcraft - Survival

State Leader - Survival
Adam O'Donnell

state.survival@scoutsvictoria.com.au



Bushwalking

State Leader - Bushwalking
TBA

state.bushwalking@scoutsvictoria.com.au

Facebook - [Scout Bushwalkers Vic](#)

Land Skills



Alpine Team

State Leader - Ski Touring
Peter Robinson

state.skitouring@scoutsvictoria.com.au



Cycling

State Leader - Cycling

Lucas Moore
state.cycling@scoutsvictoria.com.au

Facebook - [Scout Cycling Team - Victoria](#)



Abseiling (Vertical)

State Leader - Abseiling

Gavin Mulholland

state.abseiling@scoutsvictoria.com.au

Facebook - [Scouts Victoria Abseiling Team](#)

Caving (Vertical)

State Leader - Caving

Ian Barnard,

state.caving@scoutsvictoria.com.au

Rock Climbing (Vertical)

State Leader - Rock Climbing

Casey Gray

state.rockclimbing@scoutsvictoria.com.au

Water Based Skills



Aquatics

State Leader - Scuba

Bruce Ellis

state.scuba@scoutsvictoria.com.au



Boating

State Leader - Sailing

David Bryar

state.sailing@scoutsvictoria.com.au



Paddling

State Leader - Paddling

Graham Van Damme

state.paddling@scoutsvictoria.com.au

Visit - www.scoutsvictoriapaddleteam.com

Facebook - [Scouts Victoria - Paddling Team](#)

Special Interest Area Teams

Special Interest Areas (SIAs) encourage Scouts from all Sections to try new things and pursue existing interests. Scouts set their own goals in one of the six SIAs, enabling them to design a project that interests and challenges them personally.

SIAs give young people ownership of their own development. SIAs build upon skills such as creativity, independence, and problem-solving. Special Interest Areas teach Scouts to set, plan towards, and achieve goals. Projects are deliberately open-ended and designed to meet the individual needs of each Scout.

The SIAs provide scope for adaptability and future proofing of the Achievement Pathways. For example, when new and emerging technologies are developed, they can easily be pursued by Scouts without having to create new SIAs.

While we have listed each Activity Team under an SIA, it is up to youth members interpretation to decided which SIA their activities come under.

Adventure and Sport



Archery

State Leader - Archery

Andrew Cassidy

state.archery@scoutsvictoria.com.au

Facebook - [Scouts Victoria Archery](#)

Activities & Events



Four Wheel Driving (Adventure and Sport)

State Leader - Four Wheel Driving Team
Duncan White

state.4wd@scoutsvictoria.com.au

Service Unit Training -
training.4wd@scoutsvictoria.com.au

Facebook - [Victorian Scout 4x4 Service Unit](#)



Radio and Electronics

State Leader - Communication Technologies
Luke Byrnes

state.commtech@scoutsvictoria.com.au

www.radioactivescout.com | www.sresu.asn.au |
www.wvjota.com | www.vk3scm.com

ScoutHack – Information Communications Technologies

State Leader - Communication Technologies
Luke Byrnes

state.commtech@scoutsvictoria.com.au

Website – www.scouthack.com

Arts and Literature



Performing Arts

State Commissioner - Performing Arts
Doug Wright

sc.performingarts@scoutsvictoria.com.au

Scout Band

Stuart Andrew

scoutband@scoutsvictoria.com.au

S.T.A.G.E.

stage@scoutsvictoria.com.au

Creating a Better World



Heritage

State Commissioner - Heritage
Peter Datson

sc.heritage@scoutsvictoria.com.au

International

State Commissioner - International
Leah Gibson

sc.international@scoutsvictoria.com.au

SISEP

vic.sisep@scouts.com.au

Pen Pals

int.penpals@scouts.com.au

Environment



Environment

State Commissioner - Environment
Martin Williams

martin.williams@scoutsvictoria.com.au

STEM and Innovation



Science, Technology, Engineering and Maths (STEM)

State Commissioner - STEM

Andy King

sc.stem@scoutsvictoria.com.au

Air Activities

State Leader - Air Activities

Paul McLennan

state.airactivities@scoutsvictoria.com.au

Facebook - [Scout Air Activities Victoria](#)

Other Scouts Victoria Teams

Major Events

State Commissioner - Major Events

Josh Cashill

sc.majorevents@scoutsvictoria.com.au

Police Scouters Victoria

A group of currently serving and retired Police members, or those with specific skills who are also involved in the Scout Movement, provide a service to Scouts to help promote and further strengthen the relationship between Police Scouters and persons of all ages involved in Scouting.

Police Scouters Victoria provide a low level Police presence at larger scale Scout events and can offer advice to Scouts Australia on matters pertaining to the security, traffic management and good order of Scout activities. Police Scouters have a full calendar of events to attend, so any requests for attendance need several months advance notice.

policescouters@scoutsvictoria.com.au

First Aid

State Leader - First Aid

Victoria Lancaster

state.firstaid@scoutsvictoria.com.au

First Aid Services

Trained first aiders and equipment can be provided for larger Scouting functions upon reasonable notice being given (at least 60 days beforehand). A modest donation will be expected to cover services and equipment.

Medical Scouters

Members from any branch of the medical profession are invited to contact us in an aim to create a team who may be able to help at Scout events.

sc.majorevents@scoutsvictoria.com.au

State Quartermaster - QM

State Quartermaster

Trevor Howlett

qm@scoutsvictoria.com.au

Our home is at the State Q-Store, 173-175 Ordish Rd, Dandenong South 03 9768 2609. Normal hours: Tuesday 10-3pm and 7-9.30pm and Saturdays 10-3pm, other times by negotiation. Our website for more information is www.vicscoutsqstore.com.au

Activities & Events

The State QM team can help you with your resourcing needs – equipment, merchandise and personnel. An experienced voluntary team is waiting to help you conduct your Section/District/Region/State program and trying to keep your costs down.

We will use our contacts that we have developed over the years of holding major events around the State to get you the best price we can, as well as we will gather the resources from all over the State to help you run your camps, hikes and other activities. Your suggestions of what we should have available are always welcome. Also, Scouting often gets offered a variety of donations that we collect, store and distribute - watch out In Be Informed for our next offer. In the past we have shared donations of tables, chairs, Milo, sporting cones, telstra rope, light poles, Dynabolts and others.

Resources - Peter Bates

Camping and event equipment is available for loan/hire for Scout and other events. As a notion of what we have in stock, items available include marquees of various sizes, more than 1000 plastic chairs, more than 150 plastic trestle tables, 500 sq. metres of flooring, hot water services, trailers of various sizes, including a refrigerated trailer, temporary fencing, crowd control fencing, misting fans, sleeping bags, festoon lighting, BBQs, BBQ trailer, two man touring tents, fridges, freezer, trek carts, large catering pots, sets of 50 person crockery and cutlery, bain-maries, star pickets, pop-up marquees, backpacks, over pants and lots more, including the kitchen sinks. So, whether you need to kit some Scouts of for their first hike (backpack, Trangia, tent, sleeping mat) or your running a major event - come and see us on most Tuesday days and nights and Saturdays at the Q-Store. We can also do Swap and Go 8.5kg gas bottles for \$20 (assuming your bottle is within date!).

Friends of the Q-Store (FOQs) - Ian Herron

A group of folks gather at the Q-Store each Tuesday to support our vision. They have retired from the workforce and gather for congenial conversation, lots of cups of tea and do some tasks along the way, including folding tents, cleaning, preparing for the next request or activity, brainstorming improvements to our catalogue and procedures, gardening, maintaining the warehouse and generally enjoying each other's company. If you would like to join the FOQs on a Tuesday, simply contact the QM by email or by phone and we will gladly welcome you to the team.

Merchandising - Belinda Dowel

QM – Merchandising Team can provide you (and your Section, Group, District, Region, State, National) with items to promote events and celebrate significant milestones. In addition to these items we are able to supply a full range of banners, flags, pins etc. to meet your needs as well as your ongoing stock of badges, tapes and scarves (except normal Scouting award/proficiency badges). To find out more (or organise a quote) email merchandise@scoutsvictoria.com.au or visit www.scouteventshop.com.au where we also have stock from previous major events available.

Adventurous Activities Team

State Commissioner - Adventurous Activities

Scott Rosicka
sc.adventurousactivities@scoutsvictoria.com.au

Assistant State Commissioners - Adventurous Activities

Lachlan Shield
Caitlin Parsons
Ken McLean
asc.adventurousactivities@scoutsvictoria.com.au

Activity Skills Recognition

For information about adventurous activities training and skills recognition, go to the Adventurous Activities page of the Scouts Victoria website.

Note that a logbook is required for all qualifications

Adventurous Activities - External Experts

If we do not have an activity team for a particular activity and the use of a commercial operator is being considered, the following information together with a copy of your Risk Management Plan will need to be provided to confirmationofinsurance@scoutsvictoria.com.au who, where necessary, will liaise with the State Commissioner Adventurous Activities so due consideration can be given as to whether or not that particular activity is to be authorised:

- the qualifications and experience of each of the instructors; and
- whether or not any clients of the entity sustained any injury in the course of its particular operations within the last two years and if 'yes', the nature of such injury and whether or not the entity's Insurer accepted liability in relation to it and
- the certified copy of a Certificate of Currency in relation to the entity's Public Liability Insurance specifying both the nature of the cover being granted under the Policy and the aggregate amount of cover available under the Policy and noting Scouts Victoria as an interested party
- evidence that all adult instructors employed by the selected operator and available to instruct our members are the holder of a current Working With Children Card.

In addition, the parents or guardians of each youth member participating in the activity will be required to complete the Association's Special Activity Permission form confirming that they are aware and agreeable to their child participating in the activity notwithstanding that the activity is not being conducted under the direct supervision or control of the Scout Association.

National Adventurous Activity Schools

Each year Scouts Australia offers a variety of National Adventurous Activities Schools around the country. These Schools are run by individual Branches on behalf of Scouts Australia so each one is different, but there are some common characteristics.

Each one focuses on a specific activity, such as mountain-biking, or on a set of related activities such as abseiling, rock-climbing, caving, and high ropes; they usually go for between four days and a week so participants can get properly immersed in the activity. Most Schools offer formal outdoor recreation qualifications from the SIS10 training package, particularly at Guide level, although a few are designed around Outdoor

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Adventure Skills. They're a great way to quickly gain entry-level qualifications; knock off some OAS stages; or to consolidate existing skills. Most are open to Venturers, Rovers, and Leaders, and you can attend interstate ones (that's why they're National AA Schools!).

Contact - lachlan.shield@scoutsvictoria.com.au

Participating in Activities

General Advice

If any Leader requires further clarification or advice, the State Leader appointed for that activity should be consulted in the first instance.

Activities Guidelines

Scouts Victoria recognises that no member should be denied the opportunity to participate in any activity that is readily available to members of the general public through the operation of a commercial enterprise except in the case of a particular activity for which the Association cannot obtain Public Liability insurance (or not at an acceptable cost) or has no proven expertise, recognized experience or professionally qualified resource of its own, available to assess the inherent risks, to define the parameters and who has been formally authorised to accept leadership responsibility for the activity.

This recognition has been framed within the context of the Association's Code of Conduct, Duty of Care and its training program, recognising also the inherent responsibility of each individual Leader to exercise at all times, the personal Duty of Care that is imposed upon each of us by statute and common law. Our guidelines may therefore be summarised as: 'appropriately trained Leaders', 'health', 'safety' and 'common-sense'.

Against this background, Scouting activities can be divided into two separate and distinct classes:

- Regular Scouting Activities are those that do not present a greater element of risk to the participants than any other. For these activities, our Wood Badge training program adequately covers most requirements for Joey Scout; Cub Scout; Scout and Venturer Section activities, while specialist assistance remains necessary for certain specialised activities e.g. Water Activities. For any activity the Group Leader needs to be aware of when and where you are going and what you will be doing and that a Risk Management Plan has been undertaken and that appropriately trained Leaders are in charge. This also applies if you are doing a District, Region or State activity. The checklist below could be used for any activity program.
- Adventurous Activities are those that do present a greater element of risk than Regular Scouting Activities. These are activities for which our Leaders are required to undergo specialised training and/or to demonstrate a prescribed level of skill in any one or more of these particular Adventurous Activities. Refer any questions to the State Leader for the activity.

The key to prudent activity planning is a combination of judgment and application of the principles of risk management. The following Guidelines have been endorsed by the State Adventurous Activities Council and the State Leadership Team.

Any Scout is permitted to participate in any formally approved or recognised Scouting activity, subject to the total observance of the following guidelines. Responsibility for the safe conduct of any Scouting activity will vest absolutely in the Leader In Charge of that particular activity and in full recognition of their Duty of Care to the participants.

New or unusual Scout events or activities

Refer to the Insurance section. These events must be discussed with the Assistant Chief Commissioner - Program before proceeding and AON - Insurance Broker must be advised of any unusual or new Scouting activity planned well in advance of the event date to ensure that there is adequate insurance cover available.

scOUT and ABOUT

Scouts Victoria has developed an Out and About notification process for Scouting activities that are being undertaken away from a Group's normal location. Find more information on the Health & Safety of our website. In the event of an emergency or extreme weather warning, this will allow us to:

- Determine whether any Scouting activities are being undertaken in that area.
- Communicate with and provide assistance to members who may be potentially affected.
- Provide information to parents/next of kin and to external agencies.
- Determine that there are no Scout members in danger (i.e. give an 'All Clear' notification).
- All Scout Groups need to register the location of any planned activity at a non-Scouting location outside of the Group's District.

Group Leader/District Commissioner Checklist – Approving Activities

Permission to attend activities is given by the Group Leader subject to the above and the following checklist.

It is the ultimate responsibility of the Group Leader (LIC) of the Group to satisfy themselves that their Group members are participating in an activity that will be conducted by appropriately trained leaders. Initially the Group Leader should be aware of the level of Scouting that is running the activity. The Group Leader should consider the following in making that decision for their youth members. Not all items need to be considered, as it will depend on the nature of the activity, its adventurous nature or the level of Scouting running the activity. Check definitions of adult appointments for parental involvement under Personnel – adult appointments.

Eligibility for all adults attending major events

Refer to the Child Safe Scouting at Major Events policy under the Policies section of our website.

Activity Brief

- Consideration of Award Scheme requirements, conservation, environment concerns and members diversity.
- Have all stakeholders (participants, Section Leaders, parents, carers), been fully informed?
- Information should include: dates/times/costs, purpose of the activity, location/site discussion, emergency evacuation procedures, emergency contact arrangements, personal

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equipment/clothing/toilet/hygiene requirements, food/menu, sleeping arrangements, safety issues, use and nature of specialised equipment. The activity brief must occur at least one week prior to the start of the activity.

- Scouts Victoria organises sleeping arrangements to suit the needs of the activity and membership where generally each gender will sleep in separate tents or cabins. Where this is not the case our requirement is consultation and consideration of needs of our young people, their families and the leader in charge of the activity ensuring all parties are comfortable with the arrangements.
- Child Safe – have considerations been made if shared public toilet/showers need to be used.
- Travel arrangements, also refer to Child Safe Scouting at the start of this Info Book and to the Travel section of the Scouts Australia CHILD PROTECTION POLICY and PRESCRIBED PROCEDURES available under 'Free Publications and Resources' on the Scouts Australia Policies and Resources section of our website.
- Has all relevant technical training been provided to all participants prior to the activity?
- Has Mandatory Training been considered?
- Has the information provided by the Activity team been consulted?

Health

- Is a First Aider available for the duration of the activity?
- Is a First Aid Kit available, checked by the First Aider?
- Have the Leaders access to each participant's Operoo profile?
- Does each participant understand the physical fitness requirements for the activity?
- Has the Leader In Charge of the activity established both the physical and emotional health requirements of each participant?
- Has the Leader In Charge of the activity established emergency details (location/phone contacts) for Emergency Services (police, ambulance, hospital, medical, fire)?

Risk Management – Scout Safe

Consider the following Safety Policies, Procedures and Guidelines:

- AP&R, R1.8 Sleeping and Bathroom Provisions
- Managing Free Time
- Extreme Weather and Emergency Management
- Fixed Activity Policy
- Sun Protection Policy
- Have all appropriate forms been completed and returned (Activity Intention Forms, Special Activity Permission Form, Operoo profile updated, etc.)?
- Have relevant authorities been notified of the nature and location of the activity (police, park rangers, ski patrol, etc.)?
- Are current conditions being checked immediately prior to departure (weather forecasts; terrain; etc.)?
- Has an Evacuation Plan been prepared (when, how, transport, egress points)? Does each participant know of these arrangements? Who, locally, holds a copy of it (names/phone numbers)?

- Has an alternative Activity Plan been prepared and who, locally, is aware of the details (name/phone number)?
- Communications: What arrangements have been made (radios, phones, phone numbers, operational details, etc.)?
- If the activity is being conducted by an external service provider, has evidence of its Public Liability Insurance been obtained and reviewed? Is the level of indemnity at least \$10,000,000?

Location

- Is the site readily accessible?
- Has permission for use been obtained (in writing) from land owners/wardens/managers/Parks Victoria?
- Is the site appropriate for the planned activity? (i.e. having regard to the skill level, experience and physical limitations of each participant.
- Local knowledge – has information been sought?
- Activity Leader – Do they have personal knowledge of site/terrain and technical ability?
- Has the advice of the relevant State Leader for the activity been sought? Should it be?

Equipment

- Is it in good order, suitable and appropriate?
- Are you satisfied that the person responsible for checking the equipment has the technical knowledge and ability to do so?
- Transport availability, if necessary.
- Sufficient for enough participants for the activity to proceed safely?
- Is there sufficient familiarity on site with the correct use of all equipment being used?

Qualifications

- Scout Association Qualifications (Activity Intention Form for Adventurous Activities)
- Outside Organisation/Provider Qualified (Special Activity Permission Form)
- Leader holding a Certificate of Proficiency present and who is responsible for Youth Welfare?
- Current skill training completed. Is it appropriate for the level of activity?
- Activity planning, approval and leading is the responsibility of the appropriate qualified Activity Leader, whose level of qualification is relative to the size of the event.
- Adequate number of Activity Leaders present for the activity according to the Risk Management Plan.
- If the activity has been out-sourced to an external service provider, does the person-in-charge of the activity hold a current Working with Children card?

Youth Program



Joey Scout Section

State Commissioner - Joey Scouts
Judith Niven

State Joey Scout Council

State Commissioner Joey Scouts
Judith Niven
sc.joeyes@scoutsvictoria.com.au

Assistant State Commissioner Joey Scouts
c/o State Commissioner
asc.joeyes@scoutsvictoria.com.au

State Leader Joey Scouts - Retention and Recruitment
Alison Woodhead
joeyretentionrecruitment@scoutsvictoria.com.au

Kangaroo Director
James Warren
director.kangaroo@scoutsvictoria.com.au

Joey Scouts Training Team - LT Joey Scouts
Rosemary Redgrave
rosemary.redgrave@scoutsvictoria.com.au

Joey Scouts Training Team - LT Joey Scouts
Sue Humber
sue.humber@scoutsvictoria.com.au

Region Joey Scout Commissioners

Bays - Bronwyn Mepstead
joeyes.comm.bays@scoutsvictoria.com.au

Geelong - Samantha Lai
joeyes.comm.geelong@scoutsvictoria.com.au

Gippsland - c/o State Commissioner
joeyes.comm.gippsland@scoutsvictoria.com.au

Lerderderg - Shirin Witts
joeyes.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee - Alison Woodhead (acting)
joeyes.comm.loddonmallee@scoutsvictoria.com.au

Melbourne - c/o State Commissioner
joeyes.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong - Shannon Nutt
joeyes.comm.mtdandenong@scoutsvictoria.com.au

Northern - Mitchal Hardman
joeyes.comm.northern@scoutsvictoria.com.au

Plenty Valley - Natarsha Jacobs
joeyes.comm.plentyvalley@scoutsvictoria.com.au

Western - Michelle Pyror
joeyes.comm.western@scoutsvictoria.com.au

West Coast - c/o State Commissioner
joeyes.comm.westcoast@scoutsvictoria.com.au

Leader Ratio

The ratio of adults to Joey Scouts shall be one adult to five children. The use of Adult Helpers and Youth Helpers is encouraged. All helpers shall be approved by the Group Leader in accordance with Scouts Victoria practices. (APandR: R5.4.2)

Ratios for all other activities should be covered in the Risk Management Plan submitted to the Group Leader which will depend on the particular activity and youth members involved. For further guidance, contact your Joey Scout Commissioner.

Note: An adult is defined as a person at least 18 years old.

Parent Roster

The use of the Parent Roster in the Joey Scout Section is essential; there are great benefits to be gained from incorporating parents, care givers, grandparents or a family representative – minimum age of 18 years, into the weekly Joey Scout meeting.

- The family representative must have an existing relationship with a youth member attending the Joey Scout Unit.
- The family representative rostered on is there to assist and support the Leadership Team.
- The family representative is not to be in charge of Joey Scouts.

Parents/caregivers/grandparents can be part of the roster no more than twice per term. If they wish to attend on a more regular basis or attend any overnight activities then they need to complete an online application form and become an Adult Support: Group Rostered parent. If they are going to be present every night of term, they need to be signed up as an Adult Helper

The Joey Scout Challenge

The Challenge is the peak award for a Joey Scout which is designed to challenge the individual Joey Scout. The challenge is worked on individually by the Joey Scout with assistance if required by the Joey Scout Leader.



The Challenge is the culmination of the work completed as part of Our Program.

The challenge is approved by the Joey Scout Leader and the Unit Council and the application form forwarded to youthawards@scoutsvictoria.com.au to be recorded. The badge and certificate will be sent to the Joey Scout Leader for presentation to the Joey Scout.

State Peak Award recognition days are held twice a year - when possible - in May and October, to congratulate the Joey Scouts on their fine achievement.

Try Cub Scouts Badge

The Try Cub Scouts Badge is available for all Joey Scouts to encourage them to link to the Cub Scout Section. The requirements for the Try Cub Scout Badge are for the Joey Scouts to attend and participate in a Cub Scout activity and learn the theme of the Cub Scout Section. The badge is worn on the right shoulder of the Joey Scout uniform and is available from the State Cub Scout Commissioner.

Youth Program

Wandarrahs

A Wandarrahs is a monthly meeting held by a District Joey Scout Leader and Region Joey Scout Commissioner and are open to all Joey Scout Leaders. The focus of Wandarrahs is:

- To ensure quality programming and learning from others.
- Provide a training element.
- An opportunity for networking with other Joey Scout Leaders.

Attendance at Wandarrahs is a requirement of the Joey Scout Leader's role.

Unit Councils

An Informal meeting for all members held four times per year.

Components of a Unit Council include:

- What they would like to do at Joey Scouts (PLAN).
- Empowering Joey Scouts to have a say and taking charge of a game or activity that they select (DO).
- Discussion on what the Joey Scouts have done in the past term (REVIEW).
- Joey Scouts who suggest activities have the option to lead the activity, another Joey Scout can assist, and the rest of the Unit will participate.
- It is envisaged that all Joey Scouts will have the opportunity to Participate, Assist and Lead in activities over the term.

Sleepovers and Camping

Joey Scouts are encouraged to participate in sleepovers in halls, and camping.

To be read with AP and R, P2.2 - Duty of Care - authorised person in charge, R12.8 Sleeping and Bathroom provisions

In keeping with general rules relating to overnight camps and hikes in the Scout Association, Joey Scouts may participate in Sleepovers, camps under canvas and/or Unit Holidays using dormitory accommodation.

1. Authority

The Group Leader (or the nominated Leader in Charge of the Group) has the authority to approve overnight activities for the Joey Scout Section subject to the following requirements:

- Be satisfied that the Joey Scout Leader in Charge of the specified above activity has the required Scouting qualifications – refer 3 below.
- The Joey Scout Leader in Charge of the activity will submit all documentation e.g. program, catering arrangements, staffing, and Risk Management Plan to the Group Leader four weeks in advance of the activity and updated when changes occur.
- District Joey Scout Leaders have the responsibility of ensuring that Joey Scout Leaders are provided with the support and adequate resources required for the running of Sleepovers, Unit Holidays and Camps effectively.
- Youth members attending must be registered members of the Scout Association prior to attending the activity.

2. The Leader in Charge of the Unit Holiday, Camp, Sleepover, Exchange or Interstate visit shall hold the following qualifications:

- Be the holder of a current Certificate of Proficiency in the Joey Scout Section.
- Have assisted on and been involved in the planning

of at least one other Joey Scout Unit Holiday, Camp or Sleepover as appropriate for the planned activity.

- When a Joey Scout Leader has not been had the opportunity to assist on a Joey Scout Unit Holiday or camping under canvas, the Leader in Charge must be hold a Certificate of Proficiency in another section

3. The team shall consist of the following:

- At least two Leaders who have held a Certificate of Proficiency in the Joey Scout Section and must be present at all times (one of these may be the Leader in Charge).
- There must be at least one adult for every five Joey Scouts present.
- A designated First Aider.
- Any adult, other than registered Leaders, who is staying overnight must be registered with the Association as an Adult Helper or Group Rostered Parent and hold a current Working With Children Check Card before attending the Joey Scout Unit Holiday. Refer Mandatory Training (See Non-Uniformed Roles under Administration & Membership).



Cub Scout Section

State Commissioner - Cub Scouts
Nikki Coffey

State Cub Scout Council

State Commissioner Cub Scouts

Nikki Coffey

sc.cubs@scoutsvictoria.com.au

Region Cub Scout Commissioners

Bays - c/o State Commissioner

cubs.comm.bays@scoutsvictoria.com.au

Geelong - c/o State Commissioner

cubs.comm.geelong@scoutsvictoria.com.au

Gippsland - Rachel Edwards

cubs.comm.gippsland@scoutsvictoria.com.au

Lerderderg - c/o State Commissioners

cubs.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee - Margaret Keech, Kerri Retallick (acting)

cubs.comm.loddonmallee@scoutsvictoria.com.au

Melbourne - Murray Taylor

cubs.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong - Kevin Day

cubs.comm.mtdandenong@scoutsvictoria.com.au

Northern - Jo McIntyre

cubs.comm.northern@scoutsvictoria.com.au

Plenty Valley - c/o State Commissioner

cubs.comm.plentyvalley@scoutsvictoria.com.au

Youth Program

Western - Adrian Newman

cubs.comm.western@scoutsvictoria.com.au

West Coast - c/o Robert Browne

cubs.comm.westcoast@scoutsvictoria.com.au

The State Cub Scout Council supports Regions and Districts across Victoria in the facilitation of fun, adventurous and inclusive Scouting for youth as they start to create their own Scouting pathways.

Camps, Sleepovers, Exchange and Inter-State Visits

To be read with AP and R, P2.2 - Duty of Care - authorised person in charge, R12.8 Sleeping and Bathroom provisions. Cub Scouts may participate in camps under canvas and/or using dormitory accommodation.

Cub Scout Unit Camps

1. Authority

The Group Leader (or the nominated Leader in Charge of the Group) has the authority to approve overnight activities for the Cub Scout Section subject to the following requirements:

- Be satisfied that the Cub Scout Leader In Charge of the activity has the required Scouting qualifications – refer 3 below.
- The Cub Scout Leader In Charge of the activity will submit all documentation e.g. program, catering arrangements, staffing, contact numbers and Risk Management Plan to the Group Leader well in advance of the activity.
- For interstate travel the Group Leader will ensure that the appropriate Interstate Travel Approval form is completed and passed to Membership Support at Victorian Scout Centre for local approval and forwarding to the host state.
- In the event that a Group Leader is unsure about Cub Scout Unit Camps or other activities then assistance may be gained from the District Leader Cub Scouts or Cub Scout Commissioner for the Region.
- District Cub Scout Leaders have the responsibility of ensuring that Cub Scout Leaders are provided with the support and adequate resources required for running Camps effectively.

2. Youth members attending:

- Must be registered members of the Scout Association prior to attending the activity.

3. The Leader In Charge of the Cub Scout Unit Camp, Exchange or Interstate visit shall hold the following qualifications:

- Be the holder of a current Certificate of Proficiency and hold a current active role (primary or secondary) in the Cub Scout Section.
- Have assisted on and been involved in the planning of at least one other Cub Scout Unit Camp or as appropriate for the planned activity.

4. The team shall consist of the following:

- At least two Leaders (including the Leader in Charge) who hold a current Certificate of Proficiency must be present at all times. The Leader in Charge must hold a current active role (primary or secondary) in the Cub Scout Section. It is recommended there be at least one adult for every six Cub Scouts present, your risk assessment may determine more adults are required.
- A designated First Aider.

- Any adult, other than registered Leaders, who is staying overnight must be registered with the Association as an Adult Helper or Group Rostered Parent, have completed all mandatory training for the role and hold a current Working With Children Check Card before attending the Cub Scout Unit Camp (See Non-Uniformed Roles under Administration & Membership).

5. The Cub Scout Unit Camp will be equipped as follows:

- Sufficient sleeping bags or blankets shall be provided to enable each Cub Scout to make a separate bed.
- Provision shall be made for private changing facilities and ablutions.

6. Restrictions and prohibitions relating to lighting of fires, especially out of doors, to be strictly observed.

Attending camps in other Sections

Where a youth member is attending an overnight activity or camp being run by another age section and one of the youth member's usual Leaders are not attending, the youth member's parents are to be advised of the supervision and accommodation arrangements prior to the event.

Sleepovers

- A sleepover is to be of one night's duration sleeping inside your own hall and should not exceed 24 hours of total activity time.
- If the sleepover is to be in another location, then Cub Scout Unit Camp rules will apply.
- Cub Scouts attending sleepovers must be registered members of the Scout Association prior to attending.
- The Leader in Charge of the Sleepover shall hold a Certificate of Proficiency and a current active role (primary or secondary) in the Cub Scout Section.
- It is recommended there be at least one adult for every six Cub Scouts present.
- Any adult other than registered Leaders who is staying overnight must be registered with the Association as an Adult Helper or Group Rostered Parent, have completed all mandatory training for the role and hold a current Working With Children Check Card before attending the Sleepover.

Exchange Visits

A copy of all the arrangements including transport and staffing for an exchange visit is to be sent to the District Commissioner and Group Leader of each District/Group involved.

Interstate/Overseas Travel

Units proposing to travel outside Victoria shall make prior application for approval - see Interstate Travel Approval form. The State Commissioner Cub Scouts approves the application and all arrangements including travel and staffing are to be included. Overseas travel needs to be discussed with State Commissioner International as well as State Commissioner Cub Scouts.

District And Region Activities And Group Camps

Cub Scouts may participate in District and Region Camps under Canvas in accordance with the same rules as for Cub Scout Unit Camps. The District or Region Commissioner shall give approval for these activities. In the case of a Group Camp, the Group Leader must ensure that the Cub Scout Unit Camp Rules are

Youth Program

met for any Cub Scouts attending. This is to ensure measures protecting the health, safety and wellbeing of the Cub Scouts are observed.

Scout Campsites

Scout campsites as listed in the Campsites section of this book have facilities suitable for Cub Scout Unit Camps. These include Cub Scout age activities, comfortable dormitories, separate Leader accommodation and a suitable kitchen. It is imperative that a Cub Scout Leader responsible for leading a Cub Scout Unit Camp visits the proposed facilities before deciding on a suitable venue. Upon determining the suitability of a camp for Cub Scouts it is the Cub Scout Leader's decision whether to proceed.

Unit Councils

Unit Councils are regular meetings where Patrol Leaders (PLs) and Assistant Patrol Leaders (APLs) come together to share ideas and give feedback from their Patrols to directly influence the Cub Scout programs. Unit Council meetings provide leadership opportunities for the Patrol Leaders and Assistant Patrol Leaders as they are actively involved in planning and reviewing events for the Unit as well as seeking input from their Patrol.

Grey Wolf Award

This is the Peak award for Cub Scouts. The Grey Wolf Award brings together all the elements of the Achievement Pathways. It is designed especially for the older Cub Scout. Detailed information and description of the Grey Wolf Award may be found on the Scouts Victoria website.

The Grey Wolf Award Notice of Completion form and guidelines can be found in the Cub Scout section of the Scouts Victoria website. There is no cost for the badge, certificate, or pin.

Achievement of the Grey Wolf Award is something to be recognised and celebrated. Please make this a special occasion for the Cub Scout, the Unit, and the family. Youth involvement with the presentation of this Award is to be encouraged.

Details for other badges relevant to the Cub Scout section can be found on the Scouts Victoria website.



Scout Section

State Commissioner - Scouts
c/o Ian Lancaster

State Scout Council

State Commissioner - Scouts
c/o Ian Lancaster

sc.scouts@scoutsvictoria.com.au

Assistant State Commissioner - Scouts

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Assistant State Commissioner - Scouts

Nick Pike

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Assistant State Commissioner - Scouts

Ian Lancaster

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State Leader - Program Support Specialist - Scouts

Owyne Zobel

Scout Council Youth Members

scouts.youthssc@scoutsvictoria.com.au

Region Scout Commissioners

Bays - Russell Lockyer

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Geelong - Peter Gerusel

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Mt Dandenong - Paul De Araugo

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Northern - Kelly Rummery

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Plenty Valley - Greg Thompson

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Western - Ken McMahon

scouts.comm.western@scoutsvictoria.com.au

West Coast - Stephanie Hann

scouts.comm.westcoast@scoutsvictoria.com.au

Assisting as Leaders at Stradbroke Cup and Leadership Courses

All Leaders are encouraged to take an active role assisting at Stradbroke Cup as an assessor and as a Leader at Youth Leadership Courses. Both activities provide excellent opportunities to learn and reinforce personal Leadership skills, to further understand the capabilities of the Scout age group and to demonstrate how best to utilise the Patrol system at Unit level.

District, Region and State Events

District (Region and State) events can bring together expertise and resources that are beyond the reach of individual Units (and certainly Patrols) to run. Importantly, they can provide an exciting and challenging, while safe and accessible, activity for individual Patrols which can sometimes participate on a 'dump and run' basis, with no need for individual Scout Leader involvement. There is a risk however, that too many District events can 'crowd out' local Unit and Patrol initiated activities and also have other negative consequences. For these reasons all Districts are expected to consider their activities against the

Youth Program

following principles:

- The Scout program can only be seen as effective when it is delivered through the Patrol system. It should be Patrols and the Patrol Leaders in the Unit Council who decide what activities the Patrol and the Unit will undertake.
- Because of their size, Districts, Regions and the State have the chance to run activities and events that draw on resources and skills individual Patrols and Units can't access and this should be their focus. Ask, 'What is the purpose of this activity?' In general, if an activity can be run effectively in a Unit, that's where it should be run!
- A lack of individual Leader experience in running a particular activity is generally not a sound reason for it to be offered as a District event (e.g. running basic youth hiking and journey programs). If a Leader doesn't have the knowledge, skills or experience to do something effectively, the role of the District Leaders is to work with that Leader in the Unit so that she/he gains the experience to do it next time.
- Districts should be constantly sensitive to what Units actually need and want. The District Leaders should help Leaders to work with their Unit Councils to ensure that the Unit's program of activities is genuinely addressing the needs of a quality Scouting program for members.
- No District events should be compulsory, or place undue pressure on already busy Scout Leaders to make them work. The first responsibility of Leaders in the Unit is to the Unit!
- There are no absolute rules about how many District events should be offered in a year. It is hard to justify more than three or four activities per year that are not purely involving members of the Unit.

Promotion of District Events

Within the framework of the principles above, Districts are encouraged to broadly promote the major events they choose to run, through the web and their District and Region Mindari. The promotion of suitable events will encourage Patrols of Scouts to take part in activities that interest them, wherever in Victoria the event is taking place. This has the potential to offer a choice of exciting, rewarding and worthwhile Scout activities, available to all Patrols.

Mixed Camping in the Scout Section

To be read with AP and R, P2.1 - Duty of Care and R12.8 Sleeping and Bathroom Provisions. Leaders in the Scout Section are reminded of these provisions for Members in relation to mixed camping of members. In brief, there is no formal barrier to young people using shared sleeping accommodation, but parents must be advised by the Scout Leader, beforehand of the arrangements proposed for any activities or events.

Explorer Website

The Explorer Scouts Website is where the Scout Section puts online. It is the first place for all this Scout Section:

- Big Green Folder – BGF – 10 practical programs and ideas booklets
- Calendar of Scout Events
- Australian Scout Award information on ceremonies and extension guidelines
- Hiking

- Links to all the major Scout Section Camps and their websites
- Australian Jamboree – Vic Contingent
- Much much more!

You can find all this and more at www.explorerscouts.com.au.

The Australian Scout Award

The Australian Scout Award badge is not available from the Scout Shop. Instead, a special form is available from the Scouts Victoria website under Forms and Tools, Award Applications Section and the current one always used. This must be completed, signed by the Scout Leader and the Unit Council, and forwarded directly to the Victorian Scout Centre, no less than three weeks before the presentation. Presentations are held in May and November. Details will be in Be Informed or contact your Scout Commissioner.



The badge is forwarded by return mail to the Scout Leader without cost. The form is then used to ensure that the Australian Scout Award holder is invited to the next Award function. The medallion is presented at this ceremony. We have continued to refine the computer program that generates the personal report, so that the statement is as comprehensive as possible. This means that full information must be provided by the Unit Council and Scout Leader and the latest version of the form must be used. For this reason, Award notifications cannot be accepted unless the correct form has been used.

Leaders should ensure that presentation of the badge itself takes place at a suitably significant occasion. The current advice form provides some suggestions for Leaders on how to do this. Scout Leaders have an obligation to ensure that the great achievement is recognised for what it is, and that other Scouts see it as an achievement worth striving for. The Badge, presented to a Scout at the same time as presentation of the actual award, is intended to be worn on the uniform upon presentation.

The Australian Scout Award – Extension Policy

Scouts completing their ASA who are unable to complete the award by their 15th Birthday due to no fault of their own may be able to obtain a three month extension. In order to obtain the extension you need to convince the Unit Council as to the reasons why the extension should be granted and then submit an email to scouts.youthssc@scoutsvictoria.com.au. Full details as to what needs to be submitted on that email can be found in the ASA extension policy on the Explorer website.



Venturer Scout Section

State Commissioner - Venturers
Duncan McColl

Youth Program

State Venturer Council

State Commissioner - Venturers

Duncan McColl

sc.venturers@scoutsvictoria.com.au

Assistant State Commissioner - Venturers

Chris Anderson

asc.venturers@scoutsvictoria.com.au

State Youth Commissioner - Venturers

Charlie O'Neill

State Leader - Venturers

Benjamin Holland

Venturer Commissioner - Rural Support & Development

Gary Steinhardt

gary.steinhardt@scoutsvictoria.com.au

Region Venturer Scout Commissioners

Bays - Ernest Gibbs

venturers.comm.bays@scoutsvictoria.com.au

Geelong - Jess Loone

venturers.comm.geelong@scoutsvictoria.com.au

Gippsland - c/o State Commissioner

venturers.comm.gippsland@scoutsvictoria.com.au

Lerderderg - Dwayne Bicknell

venturers.comm.lerderderg@scoutsvictoria.com.au

Loddon-Mallee - c/o Gary Steinhardt

venturers.comm.loddonmallee@scoutsvictoria.com.au

Melbourne - Samantha Parfuss

venturers.comm.melbourne@scoutsvictoria.com.au

Mt Dandenong - Calum Dyer

venturers.comm.mtdandenong@scoutsvictoria.com.au

Northern - c/o Gary Steinhardt

venturers.comm.northern@scoutsvictoria.com.au

Plenty Valley - refer State Commissioner

venturers.comm.plentyvalley@scoutsvictoria.com.au

Western- Quinton Murphy

venturers.comm.western@scoutsvictoria.com.au

West Coast - c/o Andrew Hubbard

venturers.comm.westcoast@scoutsvictoria.com.au

General Support support@vicventurers.com.au

Facebook - [Venturers Victoria](#)

Instagram - Venturers Victoria

Venturer Commissioners - Region share a support role across multiple Regions. Initial contact can be made using the details provided above. The State Venturer Council meets monthly on the first Wednesday of the month, comprising the State Commissioner Venturers, Assistant State Commissioner Venturers, State Venturer Youth Commissioner, Venturer Commissioners - Regions, members of the State Youth Venturers and is chaired by the State Leader Venturers.

Staying on in Venturers After 18

Australian Policy and Rules R8.3 (12th Edition - November 2022 (Revised August 2023) now allows youth members who are 18 in Year 12 (VCE, VCAL, etc.) to continue to be a member in the Venturer Unit until the end of their current academic year

and transition to Rovers before their nineteenth birthday.

The fundamental aim is the recognition that there can be a great impact on the young person's wellbeing by removing them from long established social connections and engagement with friends due to the current age rollover rule and where special or cultural needs need to be considered.

- The decision to allow a Venturer to continue after 18 rests with the agreement and formal approval of the Unit Council and endorsement by the Group Leader.
- Key points should be incorporated in the Unit Constitution.
- Agreement for a Venturer should be considered on a case by case basis by the Unit Council, rather than a blanket approval.
- Any disciplinary or other issues arising with 18-year-old Venturers should be resolved in consultation with the Unit Council and Unit Leaders.
- The Venturer needs to undertake the Adult Membership requirements prior to turning 18:
 - Re-commitment to the Scout Promise and Law.
 - Working With Children Check card.
 - E-Learning – WHS Scouting and Child-Safe Scouting.
 - Signing of the Adult Code of Conduct and Code of Ethics.

Further details and FAQ's can be found on the Venturers page of our website.

Venturer Peak Award

The Venturer Peak Award is awarded to Venturers, on the recommendation of the Venturer Unit (under the new program), who have completed the technical requirements for the Award as specified in the Achievement Pathways and who meet the character requirements and are worthy of receiving the Award.

Achievement of Activity Area standards alone is not sufficient for a Venturer to gain the Venturer Peak Award - it is only the first requirement.

Nominations - must be made on the Venturer Peak Award Nomination form available on the website. Prospective Peak Awardees (unless approved at the Unit/Group level to stay in Venturers after 18 during their year 12 studies) must have completed the Award Scheme Activity area prior to their 18th birthday. Nomination paperwork and reflection can be carried out after the 18th birthday, with the understanding if there are any issues, it will not be possible to fix them and the Venturer may not qualify for the Award.

Presentation at Government House - all Venturer Peak Award recipients will be invited to attend Government House, usually in February, to receive their Certificate from the Governor of Victoria. Those whose names have been received at the Victorian Scout Centre by the closing date, end of November, will receive an invitation. Those unable to attend will have their Certificates sent to the District Commissioner or will be deferred until the following year's Government House presentation.

Australian Queen's Scout Association (AQSA)

A fellowship of recipients of the Queen's or King's Scout Award. Subscription: \$50 for five years (\$50 for 10 years for those joining before their 21st birthday). Life membership: \$250. Contact - aqsa@scouts.com.au



Youth Program

Certificate II and III

Venturers may utilise the attainment of Achievement Pathways to gain several nationally accredited Certificate II qualifications (Workplace Skills, Creative Industries, Outdoor Recreation and Active Volunteering) by documenting what they do as part of their Unit and participating in other Adventurous Activities and Personal Growth activities. These are awarded by the RTO, Scouts Australia Institute of Training (SAIT). Details and links available on the Scouts Victoria website.

Venturer Courses

A number of Venturer specific courses are available for personal development and leadership activities under the old and new program. These courses may be weekend, single day or multi-day (online) in duration and provide the Venturer with the theory and hands-on practical knowledge of each area of specialty.

Venturer Courses are scheduled throughout the year to provide the best opportunity for a Venturer to complete the requirements and fit in with their already busy schedule. Course details and registration information are available on our website.

The Duke of Edinburgh's International Award

Scouts Victoria has partnered with The Duke of Edinburgh's International Award, Australia (Duke of Ed) as an approved delivery partner to offer the Bronze Award, Silver Award and Gold Award in parallel with Achievement Pathways for older Scouts, Venturers and Rovers undertaking the Venturer Peak Award or Baden-Powell Awards.

Participants who are not registered with Duke of Ed through a school or other organisation may register for a Bronze Award, Silver Award or Gold Award as their award centre with Scouts Victoria, as long as they remain financial members of the Scout Association.

This allows youth members to credit activities in their OAS and SIA areas to the key activity requirements of the Duke of Ed Award (and vice versa) and they will have access to Duke of Ed Online Record Book (ORB), which is similar to recording achievements in Terrain.

More information and registration can be found at www.scoutsvictoria.com.au/duke-of-edinburgh-award/

For further details contact dukeofed@scoutsvictoria.com.au

Peter Datson – Duke of Edinburgh Award Leader

E: peter.datson@scoutsvictoria.com.au

Registration of Venturers Within a Unit

Where members attend another Unit, they may be registered as a member of the home Group and the combined Unit. To activate dual registration, contact your Group Leader.

Venturer Unit Names

Approval for the adoption of a separate distinctive name may be given to a Unit, with the approval of the State Venturer Council, after permission is gained from the Group Leader and District Commissioner. As Rover Units choose the name of a prominent person whom it would wish to honour, it is recommended that the name chosen by the Venturer Unit reflects the locality of the Unit. Should they wish to honour a prominent person refer to the guidelines given for Rover Units.

Where such approval is given, the distinctive Unit name is to be used in addition to, and not in substitution for the Group designation of the Unit concerned eg. a Unit from 1st Timbuktu

adopts a distinctive name of Eden Venturer Scouts. The Unit would be officially known as '1st Timbuktu (Eden) Venturer Scouts.'

If it is known that a Rover Unit also has the same name, irrespective of the location within Victoria, written authority from that Rover Unit is to be obtained. Names of Venturer Units must be in keeping with the spirit of the Purpose and Principles of the Scout Association. Authority to adopt names which reflect cults, innuendos etc. will not be given. Where authority for the adoption of a Unit name is granted, the State Commissioner - Venturers will notify the Unit, with copy provided to all of the above.

Venturer Unit Scarf

Authority for a combined Venturer Unit to adopt a separate Unit scarf can be given by the District Commissioner subject to approval by the host Group Leader. If the scarf is to incorporate a special badge, then the badge needs approval of the Deputy Chief Commissioner. Where Venturers attend Unit activities, all Venturers should wear the Unit scarf. Where Venturers in a combined Unit retain membership of their original Scout Group they should wear the Group scarf when attending Group activities without the rest of the Unit. When a Unit attends a Group function it is the responsibility of the Unit Council to decide what scarves may be worn ie. the whole Unit wears the Unit scarf, the home Group Venturers wear the Group scarf and the rest of the Unit wears the Unit scarf etc.

Rover Scout Section

Chair - Victorian Rover Council

Catherine Marley

State Commissioner - Rover Support

Stephen Carter

Rover Scout Council Support Team

Chair - Victorian Rover Council

Catherine Marley

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State Commissioner - Rover Support

Stephen Carter

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Assistant State Commissioner - Rover Support

Sarah Austin

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Assistant State Commissioner - Rover Support

Lachlan McDonald

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Region Rover Scout Commissioners

Bays - Drew Lazenby

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Lerderderg - Scott Harrison

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Mt Dandenong - Maria Armstrong

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Youth Program

Melbourne - Greg Davies

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Plenty Valley - Greg Thompson

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Gippsland - c/o State Commissioner

rovers.comm.gippsland@scoutsvictoria.com.au

Murray Midlands - Barney Thornton

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(Northern and Loddon Mallee)

rovers.comm.loddonmallee@scoutsvictoria.com.au

South West - Craig Miller

rovers.comm.westcoast@scoutsvictoria.com.au

(Geelong, West Coast and Western) Lillian Miller

Rover Contacts

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southwest.chair@vicrovers.com.au

Organisation

Rover Councils have been established at State and Region levels to conduct Rovering through self-governance. At Region level, Rover Communities meet monthly and are responsible for the coordination of Unit activities, assistance with Award Scheme, the approval of Unit names, scarves, and badges, and for the running of activities for the Rovers of the respective Region, or on behalf of the Victorian Rover Council. Region Rover Communities can be contacted through either the State Commissioner - Rovers or the Victorian Rover Council.

Our Region level Rover Councils are known as Rover Communities, to prioritise participation and inclusion of all members to further encourage growth and development within Rovers. All Rovers are encouraged to attend their monthly community gathering. The Rover Section aligns with the Region boundaries set by the State, with the exception of two Regions, South West and Murray Midlands. South West comprises Geelong and West Coast. Murray Midlands comprises Western, North West and Loddon Mallee Regions. This is so the Region Teams have the resources to serve the geographical location they cover.

The Victorian Rover Council (VRC) meets on the fourth Wednesday of each month (except December and away meetings) at the Victorian Rover Centre. The VRC aims to have two away meetings per year outside of the Centre to encourage participation and to assist the council to see the assets and areas it covers. The VRC is responsible for the training and development of Rover Scouts in Victoria and also manages a number of sub-committees that deal with the Section's activities and administration, properties, motorsport accreditation and affiliation to Motorsport Australia (previously CAMS) (through the Rover Scout Motorsport sub-committee) and the monitoring of safety and insurance issues for Rover Scouts.

The VRC maintains the Victorian Rover Centre, just off Ferntree Gully Road for the use of Victorian Rovers. This facility provides

a large meeting room, boardroom, breakout room, kitchen facilities, toilets and a shower, as well as the Rover Office. This Centre is used for all meetings of the VRC and its sub-committees, as well as weekend courses, seminars, information days etc. Rovers are typically in the Centre on any Wednesday evening.

Rover Service

Although the Rover motto has changed to "Beyond the Horizon" Rovers are still involved in providing "service" The Rover motto is 'Service' and to Rovers, service is in the form of the help that a Rover Scout gives to someone, a community or an organisation to further their own development, especially through the use of Scouting skills, ability and knowledge. All service requests for the Rover Section should be sent to the VRC Deputy Chairman at deputychair.rovers@scoutsvictoria.com.au.

Victorian Rover Centre

For enquiries about Victorian Rovers membership, events and properties:

Address: Highland Avenue, Oakleigh East (off Ferntree Gully Rd).

Postal Address - Victorian Rover Centre, 152 Forster Road, Mt Waverley VIC 3149

Phone - 03 8543 9900

Contact - info@vicrovers.com.au

Visit - www.vicrovers.com.au

Victorian Rover Assets

Victorian Rovers own several assets. These are fantastic facilities set up and run by Rovers for both our own Section and for others to hire and use. These have been purchased and maintained over the years by dedicated Rovers (both current and former) and are an excellent venue to hold training activities, meetings, camps or courses.

W.F. Waters Ski Lodge (Baw Baw Rover Lodge)

In the Alpine Village, a short walk to the ski runs, named after Bill Waters who was HQ Commissioner for Rovers 1930-1965.

Visit - www.bawbawrovers.com

Facebook - [WF Waters Lodge](#)

Bogong Rover Chalet

Fifteen kilometres from Falls Creek, accessible on skis during winter and a short hike from the car park in summer.

Visit - www.bogongroverchalet.org.au

Facebook - [Bogong Rover Chalet](#)

Mafeking Rover Park

Purchased in 1992 for motorsport, it is now a hub for many Rovering activities. With camping areas perfect for any group and many activities ideal for all ages and scouting section. Our activities range from abseiling, a 9 hole golf course, archery and many more fantastic activities for all to enjoy. Operated by Rovers for the benefit of Scouting. Mafeking is a fun and exciting place to discover all year round

Visit - www.mafekingroverpark.com

Facebook - [Mafeking Rover Park](#)

Rover Advisor Appointments

The Chief Commissioner, who shall consider the recommendations of the Victorian Rover Council, issues

Youth Program

appointments as State Commissioner Rover Support and Assistant State Commissioner Rover Support. Recommendations for other roles of Commissioners in the Rover Section are made to the Chief Commissioner by the State Commissioner Rover Support in consultation with the Region Rover Council. The procedure is as follows:

1. Unit decides that it would like XYZ as its Rover Adviser and XYZ agrees.
2. The Unit advises the Group Leader who issues an online invitation to XYZ to complete the online membership application.
3. When XYZ is accepted by the Chief Commissioner, a Certificate of Adult Membership as a Trainee Rover Adviser is sent via the DC to the GL/LIC.
4. A Certificate of Proficiency will be issued when the Rover Adviser has satisfactorily completed Basic Level training and assessment activities as specified in the Adult Training and Development section: Your Training Pathway.
5. A Certificate of Adult Appointment as a Provisional Rover Adviser is issued with the Certificate of Proficiency and a new CAA as a Rover Adviser will be issued when the Rover Adviser completes their Advanced level training, including Project and evaluation and are issued with the Rover Woodbadge.

Review of Rover Advisers and Rover Support Commissioners

Rover Advisers are appointed by a Unit to provide them with advice, guidance, mentoring and participate in the development of individual Rovers to ensure their time in Roving is enjoyable and fun.

Similarly, but at a different level, Rover Support Commissioners are appointed at Region and Branch Level to facilitate the success of Regions and State.

In order that Rover Advisers and Support Commissioners continue to provide a positive contribution to the Unit or Region, and that they are meeting the ongoing needs of the Unit, it is appropriate that their level of interaction be reviewed on a regular basis. In some Units this may be at the Unit AGM or for others, it may be at some other pre-determined time.

The VRC has implemented a policy regarding the processes to be followed in regard to the Review of Support Commissioners and Rover Advisers which should be applied in conjunction with "The Rover Adviser Expectations" endorsed by the National Rover Council (NRC) which provide a series of guidelines for occupants of Rover Adviser positions. These Expectations, Review document has a requirement that the along with a position description should be reviewed at the same time and should form the basis of a Rover Adviser review. You can find this information under Resources at www.vicrovers.com.au.

Venturer-Rover Induction Pack

When a Venturer turns 18 they will receive an Induction Pack via email from the Victorian Rover Council which will cover the need for a Working with Children Check, Operoo, compulsory training modules, basic Rover training and other important information.

Registration of Rovers within a Unit

Where members attend an Unit attached to a group that is not their home group, they may be registered as a member of

the home Group and 'United' to other Unit. To activate dual registration, contact your Group Leader.

Rover Unit Name and Scarf

In choosing a Unit name, it is preferable for each Unit to use the name of a prominent person whom it would wish to honour. If the person chosen is still living, their approval should be obtained; if the person is deceased, the approval of their closest living relative should be obtained. All applications for approval of Unit names, scarves and badges should be forwarded by the Unit direct to the relevant Region Rover Council. A Unit using its Group scarf (without alteration) does not require the scarf to be approved but should notify the relevant Region Rover Council.

The Region Rover Council will then consider the application and any comments they may receive and will normally endorse the application.

As the wish of the Unit should predominate, approval will be withheld only where another Unit is known to be using the name, scarf or badge or in the event of some other critical objection being raised.

On approval the Region Rover Council will forward the application to the Victorian Rover Council for recording. The Victorian Rover Council will consider only whether another Unit is already using the name, scarf or badge in question and if satisfied that this is not the case will automatically approve the application. The Victorian Rover Council will then notify the Region Rover Council (who will notify the Unit), and any of: the Chief Commissioner, Region Commissioner, District Commissioner and/or the Group Leader as necessary.



Baden-Powell Scout Award

The trained Baden-Powell Scout Award Support Team in your Region will be able to provide support, and advice on any aspect of the Baden-Powell Scout Award.

The Baden-Powell Scout Award is made on the recommendation of the Rover Unit to those Rovers who have completed the technical requirements for the Award as laid down by the Victorian Rover Council, and, who are, in the opinion of the Unit, worthy of receiving the Award. Each recommendation for the Award should be made on the standard nomination form available from Region Rover Communities or www.vicrovers.com.au.

The Unit Leader needs to contact the Baden-Powell Support Team once a Rover has completed the requirements for the Award, to enable the setting up of a self-reflection interview. Once this interview has been satisfactorily completed, the Unit needs to submit the completed form to the Region Rover Community for noting; this will then be passed up through the VRC to the Chief Commissioner. The State Commissioner Rover Support will inform the relevant Group Leader/Leader In Charge, District Commissioner and Region Commissioner via email when the award is approved.

Upon approval of the Award, the Victorian Rover Council will send the Baden-Powell Scout Award Badge to the person nominated to present it, who will be contacted by the Unit Leader or Rover Adviser in order to arrange for their presentation.

The Baden-Powell Support Team can be contacted by emailing bpsa@vicrovers.com.

Rover Training

Rover Section Practical Courses are held throughout the year. For course details, look at the State Training Calendar, the training section of www.vicrovers.com.au or by contacting the Victorian Rover Council Training Officer at training@vicrovers.com.au.

Rover Training Support Team - a group of Rovers and RAs who assist the Victorian Training Team in delivering quality training to Victorian Rovers. We also promote Rover courses and help Rovers to get on those courses. Members must have completed Basic Training and be committed to completing the Wood Badge.

Diversity And Inclusion

State Commissioner - Diversity and Inclusion

Christine Almaraz

sc.diversity@scoutsvictoria.com.au

Everyone is welcome in Scouting and Scouts Victoria is an organisation that celebrates diversity as a strength of the Victorian community. We want our local Groups to reflect their local community and this diversity to continue through to all levels of Scouting. A group leader recently said, It should be called Inclusion and Diversity because that's the harder set, If everyone is welcome at Scouts, what work can we do to ensure their full Inclusion.

'Consistent with the National and International principles of Scouting, Scouts Victoria is open to all young people without distinction of origin, race or creed. Membership shall be voluntary, without distinction of gender or abilities.' - Scouts Victoria Youth Membership Policy

The State Commissioner - Diversity and Inclusion assists all parts of the Scouting community to raise awareness on diversity and inclusion issues and to provide advice, education and resource materials for members on supporting everyone to engage in Scouting programs and to ensure diversity and inclusion can be supported at all levels of Scouts Victoria.

Health (Including Mental Health)

The health of members is very important – youth and Leaders. Leaders are encouraged to contact the State Commissioner - Diversity and Inclusion if they need support or assistance including information to provide a better understanding of youth health and medical needs issues within a Section or Group. Speakers and people to assist can be organised on many topics for Sections, Groups, Districts or Regions. Information and articles on health-related issues for youth and Leaders are regularly updated.

Mental Health especially can carry lots of stigma in the community and Scouting can play a powerful role in strengthening our members mental health as well as increasing the community's understanding of mental health. Look out for new resources in the area including new training and learning opportunities for our adult members.

Youth Mental Health First aid courses will occur across the Scouting community, please keep an eye on Be Informed for full details. We also continue our partnerships with Black Dog and Headspace and bring their content to audiences in Scouting.

Disability, Medical Needs and additional access requirements (previously known as special needs)

Ensuring all young people can access Scouting is something the Scout groups in Victoria pride themselves on and have a long record of success. Young people with disability, medical needs and additional access requirements will be enabled to participate in Scouting within their local groups. Scouts Victoria also has a range of specialist Groups and units running to give families as much choice as possible.

Unit councils and Leaders will need to work with the young person and family to ensure they have the information they require around reasonable adjustments and support for Inclusion of a member needs. The State Commissioner Diversity and Inclusion can assist Leaders to prepare for these conversations. Please get in touch. Building awareness of special needs or disabilities can also make for interesting and rewarding Section

programs, please be in touch for suggestions of activities and resources.

Age Policy: Age brackets for the various Sections apply but where there are special circumstances consideration may be given to an extension of time in any of the Sections. When the extension of time is the recommendation of a Section Leader and other Leaders of the Group it must be discussed with the Section State Commissioner and the State Commissioner Diversity and Inclusion.

Progress through the Scout program: All youth members are expected to complete aspects of the Scout program to the best of their ability. Adaptations and reasonable adjustments can be made to assist a person with a disability.

Spiritual Development & faith awareness

Scouts Victoria welcomes members from all faiths and religions and we encourage the spiritual development of our members. It's true that Scouting was founded on traditional Christian values, and Sir Robert Baden-Powell often referred to God. But, as the Movement grew, his writings and speeches referred to all religions. In the century since then, we've continued to adapt and evolve, welcoming all faiths.

This area of the program can also be an opportunity to explore skills such as reflection and gratitude, the spiritual compass resource part of the 2017 Scout Law and Promise update is a great resource for young people and adults in Scouting.

Reconciliation and Aboriginal Cultural awareness in Scouting:

From small actions to major projects Scouts can help keep the reconciliation journey moving in Victoria. Units are encouraged to make an Acknowledgement of Country part of your opening ceremony; Groups are encouraged to fly the Aboriginal and Torres Strait Islander flag alongside the national Australia flag and display an Acknowledgement of Country at their hall as some of those small steps to start their journey.

Gender

Gender diversity is supported and respected including those with intersex status, Scouts Victoria operates in line with both the Victorian Equal Opportunity Act 2010 (Vic) and the Sex Discrimination Act 1984 (National). Training can be arranged for Group Councils, District teams and event teams on gender diversity and includes tips like:

- Members must respect privacy and confidentiality in relation to gender identity and intersex status of other members of the movement.
- The young person and a family representative/carer should be invited to be part of the formulation of any management plans created for events or activities.
- Advice from the State Commissioner Diversity and Inclusion may be requested (and is strongly encouraged) by the Scout Group/event team to support them in developing plans to support gender diversity.
- Community adjustment such as other members of the Scout Group and local context need consideration and we can support this process.
- Changes to gender diversity are a complex process and will be different for every member, Scouting should work at the pace that the young person and their family are comfortable with and understand that support needs and

Head

plans will change throughout the process.

- Toilets, showers and change rooms are specific to each Scout Group or activity. The arrangements for the use of these facilities should be made locally and documented locally. Careful consideration should be given to the use of facilities that are appropriate to the members preferred or chosen gender.
- Consider the best timing to undertake any change of gender identity, such as term break. In this area, consider that Extranet requires a person's legal name, which may not change at the same time as a person's identity in the community, this is where use of the 'preferred name' field is important, and we should always be using a person's preferred name i.e: Wombat
- As you work with the young person, remember Scouts Victoria's commitment to inclusion and take a flexible, common sense approach.

Other Diversities (#scoutingforall)

Victorians come from many different backgrounds and cultures, sexual diversity (LGBTIAQ+), financial and family difficulties (including socio economic status) and so much more. We celebrate all diversity. Inclusiveness and diversity are values at the heart of Scouting activities. As well as including members from different backgrounds, it's important that our programs and events give our membership the opportunity to learn about diversity. Younger sections might start a conversation through tasting foods from different nations while older Sections have badge work tasks that encouraged members to appreciate social and political differences at a deeper level, preparing them for travel or career.

Diversity and Inclusion will run a wide range of events and activities to promote that Scouting is for all, our Groups reflect their local community and members need an opportunity to explore and learn about.

The following Standards and Guidelines are available from the Scouts Australia website.

- Diversity and Inclusion Standards
- Supporting Gender Diverse Members In Scouting.

Camping

Summer camping fire safety information

The Fire Danger Period is when CFA restricts the use of fire in the community. The CFA declares the Fire Danger Period for each municipality (shire or council) at different times in the lead up to the fire season. It depends on the amount of rain, grassland curing rate and other local conditions. The Fire Danger Period may be declared as early as October in some municipalities, and typically remains in place until the fire danger lessens, which could be as late as May.

Check whether the Fire Danger Period is in force in your area on the CFA website.

Find the Fire District, Fire Danger Rating and Total Fire Ban information for your campsite address on the CFA website.

Activities

Click [here](#) for a table of activities available at all campsites.

Major Adventure Facilities and Campsites

Gilwell Park

2555 Launching Place Road, Gembrook.
P.O. Box 166, Gembrook 3783.

Nearby

Gilwell Park is located near Gembrook in the east of the Dandenong Ranges, about 60 minutes from Melbourne CBD. It can also be easily reached from the south and east (23kms from Pakenham), or from the north (20kms from Launching Place).

Gilwell Park has been the venue for many hundreds of events ranging from Scout camps, Outdoor Education programs for schools, getaways for corporate groups and conferences.

Gilwell Park is over 160ha in area, its picturesque forested setting making it an ideal place for relaxing or adventure.

Accommodation

With over 50 buildings on site, Gilwell Park has a range of bunkhouse accommodation for groups of all sizes with a capacity of 200 in accommodation. Gilwell Park's vast bush land provides many campsites suitable for any sized group, with a total camping capacity of up to 4000 people.

There are also full catering and self-catering options available.

- Training Ground.
 - Spring Lodge - 38 beds with S/C kitchen (accessible facilities).
 - Switzer Lodge - beds 42 (accessible facilities).
 - Russell Troop Hall - 11 beds, S/C kitchen for 70 people plus hall space.
 - Hoadley Huts – 64 beds in eight separate huts plus hall space.
- EMD Centre.
 - 36 beds dorm style accommodation, S/C kitchen, large undercover outdoor meeting space.
- Cleve Cole Hut.
 - 10 beds with S/C kitchen.
- Western Side.

- The Lodge - eight beds S/C kitchen.
- Messmate - two bunks.
- Camping.
 - All campsites have amenity blocks, indoor shelters and camp kitchens (accessible facilities).

Activities

Activity Guide Led Activities - Climbing and Abseiling Tower, High Ropes Courses, Leap of Faith, Giants Ladder, Crate Stacking, Possum Glide, Flying Fox.

Self Led Activities - Gauntlet obstacle course, canoeing and raft building, Archery, Initiative Low Ropes Course, Bush Hut Building, Bouldering Wall and Nature Trail.

Home of Scout Patrol Activity Camps and JOTA.

Adjacent to Kurth Kiln Regional Park and bushwalking and environmental trails.

Contact

- campsite.gilwellpark@scoutsvictoria.com.au
- info@gilwellpark.com
- 03 5967 8888
- Facebook - Gilwell Park Victoria

Total Fire Ban District - Central, Cardinia Shire.

Bay Park - Joseph Harris Park

Hearn Road, Mount Martha, 3934.

Nearby

5kms from Mt Martha.

35ha of bushland close to bayside beach and Mornington Peninsula attractions including Ashcombe Maze, Arthurs Seat Chair Lift, tree surfing, Port Nepean lighthouse, and Mornington Golf Course.

Accommodation

- Lodge with five rooms of 10 beds - 50 beds.
 - Large kitchen, dining and recreation room.
- Converted railway carriages (Bay-Park Station) - 38 beds.
 - Kitchen and dining room
- Cottage - 12 beds.
 - Small kitchen, dining room plus lounge room with TV
- Syndicate room - 8 beds.
 - Small kitchen, lounge - dining with TV

Activities

300 Patrol sites, activity centre, flying fox, archery, BMX track, challenge valley, chapel, dam for water activities, bush golf course, volleyball courts, large oval, stage, storm hut and internationally recognised SCENE environment centre.

Contact

- campsite.baypark@scoutsvictoria.com.au
- 03 5974 2555

Total Fire Ban District – Central, Mornington Peninsula Shire.

Bogong Rover Chalet

Omeo Hwy, past Falls Creek, 11kms from Falls Creek.

Camping

Limited car access, small car park about 1km away which can be accessed in summer, and a 4WD track from there to the chalet, which is behind a locked gate which Parks have the keys for. During winter, the closest you can drive is Falls Creek.

Accommodation

- Chalet sleeps 35 people.
- Kitchen, washing machine, drying room, unisex bathroom.

Activities

- Winter - cross country ski, private tow, backcountry snowboarding.
- Summer - mountain bike riding, great base for bushwalking, fishing and general exploring of the region. Summer bookings run from November through to the end of April.

Winter bookings are only available for a week long winter party event for Venturers, Rovers and adult members. Adult non members can book at extra cost. Refer website for all winter party information.

Contact

- campsite.bogongchalet@scoutsvictoria.com.au
- 0407 242 538
- www.bogongroverchalet.org.au
- Facebook - Bogong Rover Chalet

Total Fire Ban District - East Gippsland, East Gippsland Shire.

Clifford Park Activity Centre

5-7 Clifford Drive, Wonga Park

Off Jumping Creek Road into Dudley Road, then right onto Fulton Road (CFA Stn. on cnr.) past Kellybrook Winery into Clifford Drive.

Or Croydon RS 8km. Bus to cnr. Yarra and Jumping Creek Roads, walk 3 km. (check bus schedule 9735 3133).

Nearby

30kms east of Melbourne – a 20ha bush site nestled in a bend of the Yarra River with Warrandyte State Park on three sides.

VTIC accredited, member of Australian Camps Association.

Accommodation

- Camping for over 400 on prepared sites
- Storm shelters (6x3m) on nine sites
- Melbourne water reticulated throughout site
- Rowallan Shelters – two large fully enclosed shelters, equipped with gas BBQ, small hot water unit, stainless steel sink and bench, refrigerator, microwave, tables, seats and fire box.
- Wombat Cabins – all bunk beds fitted with quality mattress only, carpeted, heated, wall fan cooled:
 - 7 rooms x 4 beds, 5 rooms x 6 beds, 1 room x 2 beds = 60 beds.
 - Separate Cabin 8 beds (2 rooms x 4 beds) plus shower room.
- Wombat Shelter – gas BBQ, stainless steel sink and bench, fixed tables and seats, Coonara heater.

- Attached cooking area with two upright gas stoves, refrigerator, microwave, stainless steel sinks, laminated bench tops, equipped for forty.
- The Lodge – main dining area on-site, in open format seats 160, can be divided in half or one quarter/three quarters, polished timber floor, gas heated, air cooled, AV equipped, industrial style kitchen.
 - Catering available or self cater.
- Log Cabin – multi purpose training/activity hall, carpeted, gas heated, air cooled, AV equipped, white boards, tables chairs, tea/coffee making area, refrigerator, microwave, also site sick bay
- Rover Hut – carpeted, Coonara heater, kitchenette, equipped for ten.
 - Control centre for major activities

Activities

- Activity guide led activities – abseiling tower, crate stacking, electronic fox hunt, amateur radio VK3SCP
- Self led activities – challenge valley (900 metres, 23 elements) water slide, archery, sand volley ball court, BMX track, billy cart hill, bouldering wall, compass courses (15), orienteering courses (2), Frisbee golf, bush boards, construction spars available, raft building, puzzle room, two campfire circles
- Chapel - all faiths open air - seating, power and lighting.
- Access to Warrandyte State Park – bush walking, environment observations.
- Access to canoe landing on Yarra River for water activities.
- Home to fifteen weekend Activity Camps – Three Mob Musters, three Cub Capers, nine Scout Patrol.
- Off Site within 10 kms. – ten pin bowling, go karts, roller skating, horse riding.

Contact

- (03) 9722 1471 (off site booking office)
- info@cliffordpark.com
- campsite.cliffordpark@scoutsvictoria.com.au
- <https://cliffordpark.com>
- Facebook - Clifford Park Activity Centre

Total Fire Ban District - Central, Manningham City.

Eumeralla Scout Camp

1415 Great Ocean Road, Anglesea.

Nearby

2kms from Anglesea, 36kms from Geelong.

Two patrolled surf beaches and a safe swimming beach at Point Road

Chocolaterie and ice creamery 1.5km away.

Accommodation

All accommodation is bunk style.

- Troop Hall (S/C kitchen) four huts with 12 beds plus six beds - 54 beds.
- Environment Centre (S/C kitchen) six huts with six beds plus four beds inside - 40 beds. Large undercover decking area.
- The Lodge (S/C kitchen) - 12 beds.

Camping

- Headquarters (S/C kitchen) - 12 beds.
- Camping capacity 500+, all buildings have camping nearby.
- Nine large campsites with amenities nearby.

Activities

Challenge valley, chapel, nature trail, BBQ, bush walking, orienteering. Team trail, climbing wall, surf coast walk trail, camp fire circles, archery range. Wildflowers in the Heathland in spring.

Contact

- campsite.eumeralla@scoutsvictoria.com.au
- info@eumeralla.com.au
- 0448631241 (Camp Mobile)
- www.eumeralla.com.au
- Facebook - Eumeralla Scout Adventure Centre

Total Fire Ban District - Central, Surf Coast Shire.

Mafeking Rover Park

338 Caveat-Dropmore Road, Caveat 3660.

Nearby

33kms north of Yea, 48kms East of Seymour in the Strathbogie Ranges.

Accommodation

- Campsite to suit over 1000 campers.
- Four cabins, each containing eight beds.
- Large hall with commercial kitchen, projector, speakers and fireplace.
- Picnic shelter with fireplace and BBQ facilities.
- Two toilet blocks.

Activities

Activity guide led activities – abseiling.

Self led activities - archery, nine hole bush golf, eight hole mini golf course, BMX track, commando course, playground (for Joey-Scout ages), chapel, open areas for wide games, low impact camping area for campcraft skills. Nature reserve to explore or take a short hike up Mt Quafttumbler, see the amazing rolling hills of the surrounding area. Lake Surfmoort ideal for water activities such as canoeing and swimming with water slide and shelter, BBQ, flagpole and fireplace, radio - VK3SCM and motorsport tracks.

Contact

- campsite.mafeking@scoutsvictoria.com.au
- 03 9111 0030
- www.mafekingroverpark.com
- Facebook - Mafeking Rover Park

Total Fire Ban District - North Central, Murrindindi Shire.

Pax Hill Scout Camp

400 Spencer Street, Canadian

ATAP accredited campsite and member of the Australian Camps Association.

Nearby

5kms To Ballarat city center, 18ha of bushland, adjacent to Woowookarung Regional Park, Close to Sovereign Hill and Gold Museum, Eureka Centre Ballarat, Kryal Castle and Ballarat Wildlife Park.

Accommodation

- The Lodge - 70 beds, accessible bunk room, toilet and shower, dining/activity room, separate meeting room, full catering kitchen for self-catering or we can help you contact local caterers, BBQ provided.
- Pack Holiday Centre - 44 beds, dining room and activity room, self-catering or we can help you contact local caterers, BBQ provided.
- Extra accommodation is available in the Tait Centre with 10 beds, making a total of 124 beds on site. Further meeting room available via the Grenville Centre.
- Camping is available across the site, BYO all equipment with use of bush toilets. Shower blocks can be made available at an extra cost. For quote email info@paxhill.com.au.

Activities

- Abseiling – arrange a booking and quote, email info@paxhill.com.au.
- Archery – self lead if your leaders are qualified, there is a cost per participant.
- Self-led activities - bouldering wall, confidence and commando courses, billy carts, bush golf, orienteering, mine, volleyball, basketball, photo and nature trails, chapel, campfire circle.
- Heritage Centre – Guided access only. To arrange a booking email info@paxhill.com.au. Gold coin donation per participant appreciated.

Contact

- info@paxhill.com.au
- 03 5331 4956
- www.paxhill.com.au
- Facebook - Pax Hill Activity Centre

Total Fire Ban District - Central, Ballarat City.

Scout Alpine Adventure Centre – Mt Baw Baw

1 Candle Heath Dve, Baw Baw Village

The Scout Alpine Adventure Centre is in the resort of Mt Baw Baw. Mt Baw Baw is about 120kms east of Melbourne and 50kms north of the Latrobe Valley.

Accommodation

- The lodge has six bedrooms with 26 beds in winter and 28 in summer.
- Excellent kitchen facilities are available along with lots of entertaining space.

Activities

- In winter the lodge is the closest to the actual snow fields. Baw Baw is a great mountain for beginners to learn skiing or snow play.

Camping

- In summer it is a great place to use as a base for day or overnight bushwalking on the Baw Baw plateau, weekend group camps or mountain biking.

Contact

- alpinecentre.bawbaw@scoutsvictoria.com.au
- Facebook - Scout Alpine Adventure Centre

Total Fire Ban District - West and South Gippsland, Mount Baw Baw Alpine Resort.

Treetops Camp and Activity Centre

140 Royal Parade, Riddells Creek 3431

Nearby

30 minutes from Melbourne Airport, 45 minutes from the centre of Melbourne and 4.5kms from the township of Riddells Creek.

Accommodation

- Pack holiday centre - commercial kitchen and 48 beds.
- 30ha of bushland and open grassland.
- Six self-contained cabins sleep up to seven each (three bedrooms, two bathrooms, kitchenette and lounge room), one with wheelchair access and accessible toilet and shower.
- Eight powered caravan sites, camp sites for over 800.
- Multi-purpose room, kitchen and conference facility for 30.
- Non-denominational chapel.

Activities

30 by 60 foot shelter for wet weather activities, picnic ground with gas BBQ, hot showers for campers throughout the site, limited Wi-Fi available on request. Environmental trail, low ropes course, flying fox, commando course, compass courses, compass game, two campfire circles, initiative course, bush golf, basketball ring, archery range, giant hooky board, Cub Jungle, volleyball. Treetops Camp runs a number of Patrol Activity Camps throughout the year. Local airfields at Riddells Creek and Sunbury plus a number of bicycle riding trails in the Macedon Ranges Shire (www.visitmacedonranges.com/ride-guide/)

Contact

- campsite.treetops@scoutsvictoria.com.au
- 0484 097 947 (Booking Officer Mobile)
- <https://treetopsscoutcamp.com.au/>
- Facebook - Treetops Scout Camp

Total Fire Ban District - Central, Macedon Ranges Shire.

Warburton Trails Scout Adventure Centre

71 Donna Buang Road, Warburton.

Nearby

Warburton township, about an hour and quarter's drive from Melbourne. The gate in the back fence opens directly on to the O'Shannassy Aqueduct walk/bike trail, with the Lilydale to Warburton rail trail not far away. The summit of Mount Donna Buang is only 15kms away by road (shorter by walking trail).

Accommodation

- Two bedrooms comfortably accommodating up to eight people.
- Fully equipped kitchen.
- Large activity room and a separate cosy lounge room.
- Bunkhouse - four bunkrooms, each with three double bunks accommodating a further 24 people.
- Large grassy backyard that is suitable for camping by small groups.

Activities

It is all about the bike trails! Access to the snow in winter, the Yarra River, walking tracks, tall trees and fern gullies, waterfalls, rainforest lookouts. Great for the younger sections, plus challenging bike and walking trails for the older sections. Use as a base for day or overnight activities, for leadership courses, workshops and retreats.

Contact

- campsite.warburton@scoutsvictoria.com.au

Total Fire Ban District - Central, Yarra Ranges Shire.

Guide and Scout Water Activities Centre

Beach Park, Jetty Road Sandringham.

15 minutes walk from Sandringham Station.

Accommodation

- Hall large enough to sleep 25.
- Two rooms sleep eight in bunks.
- Kitchen, showers.

Activities

Beach activities, environmental activities, fishing, walking trails, cycling trails. Sailing on request.

Contact

- gswac.bookings@scoutsvictoria.com.au

Total Fire Ban District - Central, City of Bayside.

W.F. Waters Rover Ski Lodge

Baw Baw Alpine Village, Mt Baw Baw.

WF Waters Lodge is located at Site 16, Currawong Road - right at the gateway to the Baw Baw Alpine Village, a walk of perhaps 30 meters from the car park to our front door.

The Baw Baw village itself is located approximately 2.5 hours

Accommodation

- Lodge accommodation in Baw Baw Alpine Village.
- Four rooms of four beds, one room of three beds, one room of five beds and two rooms of eight beds - 40.

Activities

- White season – snow play, dog sledding, downhill skiing, tobogganing, ski touring and staying warm inside!
- Green season – hiking, bushwalking, cross-country mountain biking, downhill mountain biking, relaxation weekends, conferences, planning weekends, Unit breakups, Unit weekends away, training courses, Unit Council weekends.

Camping

Contact

- campsite.bawbaw@scoutsvictoria.com.au
- 0438 BAW BAW (229 229)
- www.bawbawrovers.com
- Facebook - WF Waters Lodge

Total Fire Ban District - West and South Gippsland, Mount Baw Baw Alpine Resort

District and Group Campsites

Blackwood Scout Camp

10 Mechanics Ln, Barrys Reef 3458.

Nearby

9km Trentham, 5km Blackwood.

Accommodation

- Kitchen/dining building with 14 beds, bunkhouse with 18 beds.
- Showers and toilets.
- Three Group sites.
- Bush camping.

Activities

Bushland environment, pioneering and general Scouting activities.

Contact

- campsite.blackwood@scoutsvictoria.com.au

Total Fire Ban District - Central, Moorabool Shire.

Bell Park Scout Camp

130 Scout Drive, Nyora, 3987, Lang Lang off Sth Gipps. Hwy.

Nearby

22.5ha of bushland. 60kms from Dandenong, 64kms to Penguin Parade, Phillip Island. 30kms to Coal Creek Village. 13kms to Lang Lang Shops and IGA and 12kms to Lang Lang beach.

Accommodation

- Camping only - campers must supply their own tents and equipment.
- Currawidgen Venue - Wheelchair access, fully equipped kitchen, microwave, two ovens, large BBQ plate and six gas jets and crockery/cutlery and cooking equipment. Full fridge and freezer and pantry with shelves. Dining room seats 56.
- Chelsea Hanger - Large open old plane hangar with tables and chairs for activities. Also has an open fireplace and wheelchair access.
- Tank water only supplied.

Activities

Dam for water activities, canoes for hire on dam. Giant water slide, boulder wall and mini bush golf course (putters/balls supplied) Cub size billy carts, low ropes course, large commando course, beach volleyball, Backwoods cooking site,

bush track and bikes (BYO helmets), oval, outdoor chapel, toilet/shower, hot water supplied, campfire circle, fires in supplied drums allowed, fire wood available, first aid room, many Patrol sites and two large District sites.

Contact

- campsite.bellparknyora@scoutsvictoria.com.au
- Facebook - Bell Park Scout Camp

Total Fire Ban District - West and South Gippsland, South

Brucknell Park Scout Camp

1215 Timboon Nullawarre Road, Nirranda East, 3268.

46ha of natural bushland with a small creek, near the Great Ocean Road/ Shipwreck Coast.

Nearby

10 Minutes to Timboon

30 Minutes to Warrnambool

Ideal base camp for day trips to local gourmet trail, Great Ocean Road, Port Fairy, Portland, Live Wire Park, Otway Fly Treetop Adventurers, Otway National Park, Grampians and Halls Gap

Accommodation

- Coleman Hall - Sleeps 64 with 8 rooms of 4 bunk beds
- Wheelchair accessible, commercial kitchen, wood fire, projector and sound system (on request), internal amenities include special needs facilities, washing machine, chairs and tables. All on one level.
- Neville Dance Training Centre - Sleeps 20 with one room of one bunk bed and three rooms of three bunk beds.
- Wheelchair accessible, kitchen, wood fire, tables and chairs, all on one level, external amenities (not special needs friendly).
- 55 un-powered campsites
- 10 powered campsites.
- Tank water (no caravan hook-up) also ultra violet filtered water.

Activities

Conference/training facility, initiative course, challenge valley, bouldering wall and gar gar pit.

Campfire circle and chapel, 7km to river plus fishing, volley ball, outdoor hockey and handball target, bushwalks, Cub jungle (with Jungle Book characters), ideal setting for natural hut building and survival camps.

On request - Outdoor chess set, outdoor ten pin bowling and sports equipment.

On request at extra fee - Archery and canoes are available on a trailer.

Fires are allowed in drums at rangers discretion. Please ask for requirements during booking.

Contact

- campsite.brucknell@scoutsvictoria.com.au
- brucknellpark@hotmail.com
- Facebook - Brucknell Park Scout Camp
- 03 5566 5205 or 0423 455 346 (Camp Mobile)

Total Fire Ban District - Region 6, South West, Corangamite Shire.

Camping

Camp Niall

545 Balnarring Road, Teurong 3933. 10kms from Mornington.

Accommodation

- Two bunkrooms, one sleeps 22 one sleeps eight - 30 beds.
- S/C Kitchen, four burner gas stove and oven, large two door fridge, separate chest freezer.
- Dining room.
- Two outdoor shelters - One with camp kitchen.
- Toilets and showers equipped with instant gas hot water. Two large activity shelters.
- 20 Patrol sites.

Activities

Activity room, chapel, challenge valley, low ropes course and volleyball court.

Contact

- campsite.niall@scoutsvictoria.com.au

Total Fire Ban District - Central, Mornington Peninsula Shire.

Camp Warringal Scout Adventure Camp

340 Bruces Creek Road, Whittlesea North.

8ha of bushland at the foothills of Mt Disappointment.
10kms from Whittlesea.

Nearby

- Funfields Water/Theme Park (Whittlesea)
- Uncle Nevs Trail Riding (Upper Plenty).

Accommodation

The Bill Daniels Centre:

- Fully equipped kitchen and dining room seats 48.
- Bunk rooms, two rooms with 14 beds - 28 beds, BYO bedding.
- Quamby Hut - 12 beds.
- Rec Hall with table and chairs and Jetmaster wood fire.
- Toilet/shower block instant gas hot water, one accessible toilet.

The Warringal Centre:

- Large hall with theatrette and four meeting rooms.
- 20 Bunks, BYO bedding.
- Kitchen - fully equipped.
- Toilets/showers, special needs friendly.
- Wood fire ducted heating.
- Two shelters (one with power) BBQs available BYO Gas bottle.

Activities

Hiking, orienteering, BBQ, low climbing wall, bush mini golf, campfire circle, non-denominational chapel and native wildlife.

Contact

- campsite.warringal@scoutsvictoria.com.au
- Facebook - Camp Warringal

Total Fire Ban District - Central, Whittlesea City.

Caringal Scout Camp

Telbit Road, Tyers Junction - P.O. Box 64, Erica 3825.

Nearby

9kms from Erica, 37kms from Moe, located on the junction of the Eastern, Middle and Western Tyers Rivers.

Please note Moe is the nearest town with fuel to the camp.

Mt Baw Baw, Mushroom Rocks, Mt St Gwinear, Walhalla, (ski gear available in Erica).

Four-wheel drive tracks/roads.

Accommodation

- Main camp site - 38 large sites, four sites have power for caravans.
- Bush sites area A - five sites.
- Bush sites area B - large cleared area for camping with a toilet block and water, ideal for patrol camps.
- Bunk House - lounge area, sleeps 33, three rooms with six bunks, one room with eight beds, one with three, and one with four.
- Lodge - kitchen, lounge, one room with eight bunks and one room with four bunks.
- Bert Spackman - (S/C) three bunks and a queen bed (linen can be supplied).
- Rover hut, self contained sleeps 10.
- Leaders Hut - two beds, kitchenette/lounge.
- Mess Hall (seats 60 People).

Activities

Troop Hall and chapel, tiered campfire circle, fire drums provided (get your own wood or wood for sale), fishing (trout, eels, crayfish), river tubing, obstacle course, climbing cube, bush walks, old railway trail walks, cycle tracks, abseiling/climbing tower – Activity Guide Led, archery, gold panning, lots of birds and animals at the camp.

Contact

- campsite.caringal@scoutsvictoria.com.au
- manager.caringal@outlook.com
- 03 5165 3210
- Facebook - Caringal Scout Camp
- www.caringalscoutcamp.com.au

Total Fire Ban District - South and West Gippsland, Baw Shire.

Captain Hurley Rover Hut

0kms from Mt Erica.

Nearby

Mushroom Rocks, Mt Erica summit, Alpine Walking Trail.

Accommodation

- Hut with 20 bunk style beds. Pot belly stove, gas cooking and solar lighting.

Activities

Bushwalking, Environment activities.

Contact

- chrc.morwell@gmail.com

Total Fire Ban District - West and South Gippsland, Baw Shire.

Camping

Clive Disher Park

198 Strathfieldsaye Rd Perry Bridge. 20kms from Stratford.

Nearby

25ha of natural bush close to Lake Wellington, Perry and Avon. Rivers, a bird sanctuary and flora and fauna reserve.

Forty minutes gets you to Paynesville and the Koala colony on Raymond Island or a fifty minute drive to Den of Nargun and Mitchell River walking track.

Accommodation

- Numerous patrol sites and larger camp areas. Tank water supply throughout park, toilet and shower facilities.
- Recreation room.
- Floor space for sleeping 30.
- Headquarters building with small kitchen.
- Separate accommodation unit with three bedrooms and meeting room adjacent to HQ building.
- 52 patrol sites accommodating 200 campers.

Activities

Easy access to fishing platforms and boat ramps close by. Range of water sports within short travelling distance to the Mitchell River National Park, 90 Mile Beach, Lake Wellington Yacht Club, Avon Wilderness, Buchan Caves, Mountain Bike and 4WD tracks. Environmental activities, bush camping and bushcraft skills. Tracks throughout the park are suitable for bike activities, local back roads can be used for longer distances, mud pit for billy carting.

Open fires are allowed with firewood available on site, campfire circle.

Contacts

- campsite.clivedisher@scoutsvictoria.com.au
- Facebook - Clive Disher Scout Camp

Total Fire Ban District - West and South Gippsland, Latrobe City.

Connan Park Scout Camp, Tyers State Park

Boola Road, Morwell North, take Quarry Road or Manuels Road from Brown Coalmine Road to get onto Boola Road.

Nearby

20kms from Morwell.

Accommodation

- Toilet/shower block.
- Camp kitchen, showers and toilets within chalet building.
- Open campgrounds for Patrol camping. Water supply and fire pits in each.
- 52 patrol sites accommodating 200 campers

Activities

Native wildlife and swimming in Tyers River.

Contact

- campsite.connanpark@scoutsvictoria.com.au

Total Fire Ban District - West and South Gippsland, Latrobe City.

Cooinda Burrong Scout Camp

3075 Northern Grampians Rd Zumstiens - Grampians.

Nearby

Zumsteins, Grampians National Park, 50kms from Horsham, 28kms from Halls Gap.

Accommodation

- Two dormitory huts - five rooms with four beds, 40 beds.
- Recreation hall with kitchen, laundry and hot showers.
- 10 patrol sites.
- Four caravan powered sites.

Activities

- Chapel, BBQ.
- Activities in the Grampians.
- Home of Western Vic JOTA/JOTI
- Facebook - Western Vic JOTA/ JOTI.

Contact

- campsite.cooindaburrong@scoutsvictoria.com.au

Total Fire Ban District - Wimmera, Northern Grampians Shire.

Cresco Park

Cnr. Pound Bend Rd and Gallatlys Lane, Warrandyte 5ha of bushland adjoining Pond Bend National Park.

Accommodation

- Yarra River Bunkhouse - six beds.
- 10 patrol sites.
- Septic toilets.
- Open fire camp shelter with electricity.

Activities

Swimming and rafting on the Yarra River.

Contacts

- campsite.cresco@scoutsvictoria.com.au

Total Fire Ban District - Central, Manningham City.

Dallas Brooks Scout Park

Sneddon Rd Upper Beaconsfield 70 hectares of bushland.

Accommodation

- 50 patrol sites.
- Two huts with gas stove, open fireplace and toilets attached.
- Mains water.
- No power but ready to attach your generator.

Activities

Orienteering/rogaining course, creek and plenty of bush, open fires permitted in season, 8km of mountain bike tracks. Can hike from Beaconsfield station. Great for Patrol camps, back to basic camps and survival activities.

Contact

- campsite.dallasbrooks@scoutsvictoria.com.au
- Facebook - Dallas Brooks Park

Total Fire Ban District - Central, Cardinia Shire.

Camping

Fryerstown Castlemaine Scout Camp

Vaughan-Chewton Rd, Chewton

Accommodation

- 20 Patrol sites.

Activities

Orienteering, gold panning, push cart track (open subject to weather conditions).

Contact

- campsite.castlemaine@scoutsvictoria.com.au

Total Fire Ban District - North Central, Mount Alexander Shire.

GWS Anderson Scout Park

Dickie Road, Officer.

28ha Natural Bushland setting.

2.5km from Officer Station.

Accommodation

- Small chalet sleeps 10 (power, light, cooking facilities and dining area, open fire).
- Two igloos each sleep 10.
- 80 tent sites, toilet and shower facilities.
- Hall.
- Group sites and individual patrol sites.
- Survival camps are welcome.

Activities

6.5 kms international standard mountain bike trail. Flora and fauna reserve for environmental activities. Beehives for Scout, Venturer and Environmental badges, two hour Bee Experience information sessions (suitable for Joeys and Cubs), chapel, orienteering, large lake for canoes and safe for swimming and water activities. Hire - canoes, mountain bikes, BBQ (BYO gas bottle), fires are permitted subject to CFA restrictions.

Contact

- campsite.gwsanderson@scoutsvictoria.com.au
- www.gwsandersonscoutpark.org.au

Total Fire Ban District - Central, Cardinia Shire.

Gunbower Island, Tree Tops

Spences Bridge Rd, Off C265.

Nearby

12kms from Cohuna.

Accommodation

- Log cabin (all sleeping gear required) with kitchen, showers, open fireplace.

Activities

Red Gum forest on creek bank, native animals, fishing, water activities.

Contact

- campsite.gunbowerisland@scoutsvictoria.com.au
- Facebook - Tree Tops Camp Cohuna

Total Fire Ban District - Mallee, Gunnawarra Shire.

Harkaway Scout Camp

138 Chadwick Road, Harkaway.

Bush camping and Scout activity camp close to Berwick.

Accommodation

- Bunk house - 26 beds.
- Leader den - four beds.
- Main hall with fully equipped kitchen, wood heater, seating for up to 30 people, toilet and shower block and hot water service.

Activities

BBQ shelter, plenty of patrol sites, large open grass areas for wide games, parade ground, dam, chapel, large campfire circle, wildlife and many walking trails.

Contact

- campsite.harkaway@scoutsvictoria.com.au
- Facebook - Harkaway Scout Camp

Total Fire Ban District – Central, Casey City.

Heany Park Scout Camp

Golding Avenue, Rowville.

Accommodation

- 12 Patrol sites, communal kitchen and toilet facilities. Bring your own wood and remove rubbish on departure.
- Separate sites available with fire pits. No showers. 2 toilets.

Activities

Combination of bushland and open areas. Open area for day activities. Heany Park is on a Knox council site of natural and historical significance with special guidelines for its use. Hiking at nearby Churchill National Park. Rock wall available on site.

Contact

- campsite.heanypark@scoutsvictoria.com.au
- heanyparkbookings@gmail.com.

Total Fire Ban District – Central, Knox City.

Koolamurt Park Scout Camp

44 Mandurang Road, Spring Gully Bendigo.

Koolamurt Park Scout Camp is set in bush land (Bendigo National Park) on the very edge of the city of Bendigo.

Bus stop at front gate/camping sites.

Accommodation

Total - 56 Beds

- Dormitory - Sleeps 22.
- Six huts with five beds each.
- Two huts with two beds each.
- Dining room, kitchen - catered or self-cater.
- Recreation hall.
- Toilets/showers.

Camping

Training Centre

- Conference Centre with Wi-Fi, toilets, kitchenette, projector-screen, huddle room and white boards.

Activities

Training Centre, bushwalking, bird watching, native wild life, mountain bike tracks and orienteering.

Contact

- campsite.koolamurt@scoutsvictoria.com.au
- Facebook - Koolamurt Park

Total Fire Ban District - Northern Country, Greater Bendigo City.

Lake Fyans Scout Camp

Kelleys Beach Road, south shore of Lake Fyans, Pomonal.
10ha of bushland at the edge of the lake.

Nearby

19kms to Halls Gap.

Accommodation

- Lodge with four rooms with eight beds and two rooms with four - 40 beds.
- Kitchen.
- Bring your own water.

Activities

Water activities, bushwalking.

Contact

- campsite.lakefyans@scoutsvictoria.com.au

Total Fire Ban District - Wimmera, Northern Grampians Shire.

Mallangeeba

McGregors Road, Wannon

Nearby

20kms from Hamilton.

Accommodation

- Hall floor sleeps 20.
- Nine double bunks sleep 19 and one single bed
- Kitchen/dining facilities.
- Toilet/shower block.
- 20 patrol sites.

Activities

Semi bushland, land for wildlife.

Contact

- campsite.mallangeeba@scoutsvictoria.com.au
- Facebook - Mallangeeba Scout Camp

Total Fire Ban District - South West District, Southern Grampians Shire.

Mataranka Campsite

Hard Hills Track, Goldsborough.

Nearby

6kms from Dunolly.

Accommodation

- Hall with basic kitchen, generator, four hot shower and four toilets.
- Bush camping, outdoor storm shelter and bucket flush toilets.

Activities

Bushcraft, hiking in adjacent state park, environment activities, chapel and campfire.

Contact

- campsite.mataranka@scoutsvictoria.com.au

Total Fire Ban District - North Central, Central Goldfields Shire.

Moira Park

Zadnab Track, Jollys Bend State Park, Kialla West

Nearby

10kms from Shepparton Bush Setting adjacent to the Goulburn River, surrounded by National Park.

Accommodation

- Toilets and hot showers.
- Bring your own wood and remove rubbish on departure.

Activities

Large activity shelter, 30 Patrol sites, bushwalking, canoeing, pioneering, biking on bush trails. Abseiling mobile tower contact abseil.goulburnmurray@scoutsvictoria.com.au

Contact

- campsite.moirapark@scoutsvictoria.com.au

Total Fire Ban District - Northern Country, Greater Shepparton Shire.

Noonameena Scout Camp

69 Shepherds Hill Road, Lauriston, 3444.

Nearby

10kms from Kyneton in the Macedon Ranges.

Accommodation

- Hall has bunk beds for 10 people (ideal for Leaders), pot belly stove, TV, two showers, three toilets and small kitchen with fridge.
- Bush camping.
- Outdoor dining shelter with tables and chairs for 30 people with power/lighting, and fridge.

Activities

Campfire circle and bushwalking/hiking.

Contact

- campsite.noonameena@scoutsvictoria.com.au

Total Fire Ban District - Central, Macedon Ranges Shire.

Camping

Patanga Park Scout Camp

Barongarook Rd, Barongarook.

Nearby

14kms from Colac.

Bush setting in State Forest, Beechy Rail Trail close by.

Accommodation

- Camping.
- Shelter/storm hut, eating hall and basic kitchen facilities.
- Leader accommodation.
- Toilet and shower block.

Activities

20 patrol sites, bushwalking, mountain biking nearby, campfire circle, chapel.

Contact

- campsite.patangapark@scoutsvictoria.com.au

Total Fire Ban District - South West, Colac Otway Shire.

Rowallan Recreation and Adventure Camp

6 Kent Road, Riddells Creek.

ATAP accredited campsite and member of the Australian Camps Association.

74ha of natural bushland.

Nearby

Riddells Creek 7kms, Gisborne 15.5kms, Hanging Rock 24kms.

Located at the eastern end of the Macedon Ranges and adjacent to Mt. Charlie Nature Conservation Reserve.

Accommodation

- Headquarters (HQ) - (Pack Holiday centre):
 - Accommodates 72 in bunk beds, mattress supplied.
 - 24 bed bunkhouse - one room with alcoves of four beds each.
 - 40 bed bunkhouse - five rooms, two with 16 beds, one with four, and two with two beds for Leaders.
 - Eight bed staff quarters - three rooms, two with two beds, one with four beds.
 - Dormitories heated overnight with hydronic heating.
 - First aid room with one folding bed is part of the staff quarters.
 - Dining room with fixed tables and bench seating.
 - Small lounge area between staff quarters and dining room, with TV (on wall).
 - Wi-Fi in the lounge/dining room/kitchen is available on request.
 - Gas heating in lounge/dining room.
 - Commercial kitchen, two fridges, freezer, 10 burner gas stove with two ovens, commercial dishwasher, equipped for 80, ample shelving for food boxes, self-catering.
 - Recreation hall with folding tables, chairs, open fireplace and indoor activities. Firewood supplied.
 - External toilet/shower block.

- Accessibility areas - toilet, shower, bunkhouse 40, dining room and hall.
- Outdoor gas BBQ.
- Tent areas for about 100 nearby to the buildings.
- Forest Camp:
 - Over 100 Patrol camping sites.
 - Toilet/shower block with lighting and hot water.
 - Fires permitted in supplied drums and stands, firewood available onsite.
- Warnock Lodge:
 - A new building with kitchen and dining for 36. Kitchen has six burner gas stove and oven, hot water, two large sinks, two LPG fridge/freezers, wood heater.
 - Lighting is via 12v battery in building.
 - No 240V, but the building can be plugged in to your own generator - requires 15A plug/lead. Not required unless you bring your own 240v equipment.

Activities

- Headquarters
 - Recreation hall: basketball, half soccer, table tennis with net, volleyball, BYO balls, bats for these activities.
 - Outdoors: Adventure playground, low ropes course, basketball, tug-o-war ropes, volleyball, campfire circle (firewood available on site), zip line, orienteering course, parade ground.
- Forest Camp (also available to HQ users via 1km walk)
 - Open air chapel, low ropes course, nature trail, hiking and bush walking, initiative course, multiple orienteering courses, amphitheatre with campfire, archery range, parade ground.

All open fires are subject to CFA Fire Danger Period and weather conditions as per Ranger's discretion.

Contact

- campsite.rowallan@scoutsvictoria.com.au
- Bookings - 0416 47 00 57 (Camp Mobile)
- Resident Ranger - 03 5428 6509
- www.rowallan.org.au
- Facebook - Rowallan Scout Camp

Total Fire Ban District - Central, Macedon Ranges Shire.

The Pines

Altona Rd. Altona 3018

- Open field camping area with outdoor toilet and shower block.
- Hall for indoor on floor sleeping or activities
- Small kitchen, toilets and showers.

Activities

Located next to Port Phillip Bay, walking distance to Seaholme Train Station. On the edge of Altona Coastal Park with plenty of walking and bike trails.

Contact

- campsite.thepines@scoutsvictoria.com.au

Total Fire Ban District - Central, Hobson Bay City Council

Camping

Watson Park Scout Camp

End of Bridal Road, Tonimbuk.

33ha backing onto Bunyip State Forrest, natural heavily forested bushland with creek.

Accommodation

- Lodge building with separate bedroom sleeping six bunk style plus extensive floor areas, main room with wood heater, basic kitchen, internal composting toilet. 12v system running lights, water pressure and inverter (BYO battery).
- Outside deck with BBQ and views, tank water.
- Bush camping, outdoor fire pit, parade ground and chapel.

Activities

Bush walking, wildlife, mountain biking, chapel.

Contact

- campsite.watsonspark@scoutsvictoria.com.au

Total Fire Ban District - Central, Cardinia Shire.

Halls

1st Alexandra Scout Hall

180 Grant St, Alexandra 3714.

Nearby

The Cathedral Ranges, The Great Victorian Bike Trail.

Accommodation

- Modern hall accommodation for up to 50 with showers and toilets.
- New kitchen with all facilities.
- Outdoor camping area and campfire area.
- Camping equipment and canoes available for hire.
- Meeting room with overhead projector and white board.
- Tables and chairs available to seat upwards of 100.

Contact

- gl.1stalexandra@scoutsvictoria.com.au

Total Fire Ban District - North Central, Murrindindi Shire.

Baden-Powell Park Scout Group - Beach Hall

Williams Road, Mt Eliza 3930.

Nearby

Canadian Bay.

Accommodation

- Large main hall situated on the beach with a mezzanine level featuring magnificent views of the bay.
- Full stainless steel kitchen and bathroom facilities (including showers).
- Hall is accessible for wheelchairs users including the toilet/shower facilities.
- Available for hire on weekends or throughout the week.

- Meeting room for use by professionals is also located on the first floor with seating for fifteen. A projector and screen are available for use as well as a whiteboard and coffee machine.

Contact

- gl.badenpowellpark@scoutsvictoria.com.au
- www.bpp.org.au
- Facebook - Baden-Powell Park Scout Group Beach Hall

Total Fire Ban District – Central, Frankston City.

Bairnsdale Scout Hall

26 Grant St Bairnsdale, 3875

Nearby

The Bairnsdale Hall is a great base to explore East Gippsland and participate in most Outdoor Adventure Skills (OAS).

Lake Entrance 30 min

Buchan Caves 50 min

Eagle Point Beach 15 min

Mitchell River 5 min

Colquhoun Mountain Bike park 25min

East Gippsland Rail trail 5 min

Accommodation

- Large L shaped main hall – can be divided into two rooms by large sliding door.
- Separate meeting room – seats 10.
- Large kitchen with two serveries. Fridge/freezer, oven, microwave and urn.
- BBQ available upon request
- Three unisex toilets and single shower.
- Wood fire.
- Hall sleeps 50+ people in swags or stretchers (not supplied).
- Large fenced area available for camping with wide vehicle access. Separate fenced area with fire pit, BYO firewood.
- Adjacent to public reserve and playground.

Activities

- Bushwalking - Base for day or overnight hikes (eg. Den of Nargun or Mitchell River walking track).
- Cycling - East Gippsland Rail trail, mountain bike parks (Mount Taylor, Colquhoun, Omeo).
- Alpine - Snow play/skiing/boarding (in season).
- Vertical - Horizontal or vertical caves at Buchan.
- Paddling - SUP, open/flat/white water paddling/sea kayaking.
- Aquatics - Lifesaving, surfing, snorkelling, SCUBA.
- Boating - Sailing.
- SIA's - 4WDing, geocaching and many more.

Groups will need to coordinate own activity guides and gear.

Contact

- gl.1stbairnsdale@scoutsvictoria.com.au

Total Fire Ban District – East Gippsland, East Gippsland Shire

Camping

Carlton Scout Hall

12 Shakespeare Street, Carlton North VIC 3054.

Accommodation

- Hall large enough to sleep 60 people on mattresses or stretchers (not supplied).
- Domestic kitchen, three toilets, one shower, and BBQ available.
- Large TV, tables and chairs, and normal Scout Hall/Q-store equipment available.

Activities

Easy access to Melbourne CBD via public transport (trams 50m away) means Melbourne's museums, galleries, and city attractions make for an interesting 'city camp'.

Contact

- gl.carlton@scoutsvictoria.com.au
- Facebook - Carlton Scout Group

Total Fire Ban District - Central, Melbourne City.

2nd Clifton Hill Scout Hall

85 Walker Street, Clifton Hill, 3068.

Recently renovated in 2019, it is located on the edge of the magnificent Quarries Park and close to Merri Creek. The local train station is a hub from the city and about a 10 minute walk from the Hall. Parking is free in the street but the Hall is in a residential area and our neighbours must be considered.

Accommodation

The hall sleeps 30 people on BYO mattresses or stretchers.

- The hall comprises a large hall area, a meeting room furnished with a large sofa and an open mezzanine.

There is also:

- A large kitchen with a large fridge/freezer, oven, electric urn and dishwasher, dishes, cups and utensils.
- Trestle tables and chairs.
- A climbing wall and milk crates for stacking activities.
- A large open fireplace.
- Accessible toilets and shower.
- Heating and cooling.
- Projector screen.

Activities

Apart from activities at the hall and neighbouring Quarries Park. There is easy access to the rest of Melbourne by public transport. Some activities are free or quite low cost!

Contact

- gl.2ndcliftonhill@scoutsvictoria.com.au

Total Fire Ban District - Central, Melbourne City.

Holloway Bend Scout Hall – Brighton

Holloways Bend, Foreshore Reserve, Brighton 3186

Holloway Bend Scout hall is located in the inner southeast Melbourne suburb of Brighton, right on the beach, only a 10-minute walk from Brighton Beach train station.

Accommodation

- Showers
- Kitchen
- Gas BBQ (BYO gas bottle)
- Fire place (BYO wood)

Activities

Ideal base to explore Melbourne, water activities, leadership camp, bike hikes

Contact

- hollowaybend@scoutsvictoria.com.au

Total Fire Ban District - Central, Bayside

Mansfield Scout Hall

Mt Battery Road, Mansfield 3722.

Accommodation

- Hall large enough to sleep up to 50 people in swags or on stretchers (not supplied).
- Large main hall, small meeting room, full kitchen, toilets and showers, accessible toilet and shower, reverse cycle air-conditioning and wood fire.

Activities

Mansfield is renowned for bushwalking, hiking, bike riding, water sports, snow play/skiing/boarding (in season) and horse riding. It is also close to Lake Eildon. Available for use on weekends or throughout the week.

Contact

- gl.1stmansfield@scoutsvictoria.com.au

Total Fire Ban District – North East, Mansfield Shire.

1st Queenscliff Scout Hall

Symonds St, Queenscliff 3225.

Nearby

Hall is situated in town with five minute walk to beach or shops, and 10 minute walk to harbor and ferry.

Accommodation

- Hall accommodation for up to 60 people includes hall, kitchen, shower, toilets, accessible toilet, separate meeting room, media\AV facilities, heating, reverse cycle air con.

Contact

- gl.1stqueenscliff@scoutsvictoria.com.au

Total Fire Ban District - Central, Queenscliff Borough.

St. Leonards Scout Hall

5 Leviens Rd (Cnr Murradoc and Leviens Rds), St. Leonards 3223

Nearby

Overnight accommodation is reserved for Scout Groups only. The hall is about 15 minutes walk to the shops and the beach.

Camping

Accommodation

- Two hectare site, with some trees, suitable for camping.
- Hall could accommodate small group on own supplied mattresses.
- Small kitchen.
- External toilets and wash down shower.

Contact

- dc.geelongpeninsula@scoutsvictoria.com.au

Total Fire Ban District – Central, City of Greater Geelong.

1st Tootgarook Scout Hall

27 Kevin Street, Tootagrook.

Nearby

Five minute walk to beach or shops and 10 minute walk to harbor and ferry.

Accommodation

- Hall accommodation for 40 plus people (own bedding), full kitchen, accessible toilets, shower block, separate meeting room, TV, gas heating. BBQ available.
- Camping in large fenced area next to hall/kitchen, plus a reserve at back of hall.

Contact

- gl.1sttootgarook@scoutsvictoria.com.au
- Facebook - 1st Tootgarook Scout Group

Total Fire Ban District - Central, Mornington Peninsula Shire.

State Leadership Team

Chief Commissioner

Rod Byrnes

Rod leads Scouts Victoria and the State Leadership Team which comprises the Deputy and the Assistant Chief Commissioners.

Rod's vision is to continue to developing Scouting in Victoria, to put youth at the centre of everything we do and to drive a culture whereby we bring our best selves to Scouting, every time.



Deputy Chief Commissioner

Daniella Taglieri OAM

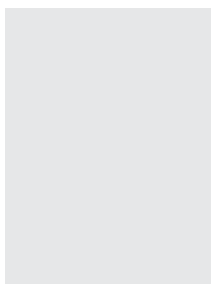
Daniella works to apply a strategic lens to all we do. She works with teams of people to develop and implement strategic projects like Child Safe Update training, the education plan for Terrain (2024) and the District Team project.



Deputy Chief Commissioner Youth

To be appointed

DCC - Youth is a strong advocate of the youth voice and youth leadership in Scouting. DCC - Youth works closely with the Section Councils' youth representatives and other teams within Scouting to ensure the youth voice is supported across all areas. DCC - Youth is passionate about youth leading at all levels of Scouting and ensuring youth members have the opportunity to grow as leaders on their Scouting journey.

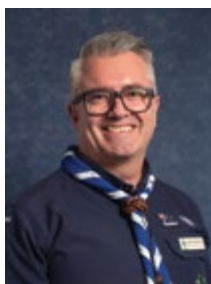


Assistant Chief Commissioner – Marketing & Communications

Jason O'Donnell

Jason is focused on ensuring that our image, brand, marketing campaigns and communication (external and internal) are the best they can be.

His strategic drive helps us all focus on delivering the best outcomes across the organisation.

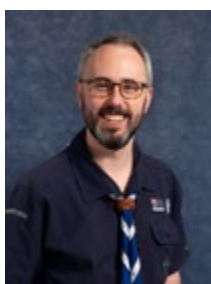


Assistant Chief Commissioner – Program

Morris Orchard

Morris will be focused on supporting the delivery of our most important tool; our program.

This includes developmentally-appropriate support and guidance, via our Section Councils, while also overseeing the broader development of program tools and processes such as Special Interest Areas, peak-awards and program enrichment.



Assistant Chief Commissioner – Major Events

Phil Britt

Phil brings a strategic focus to the event world. His focus is about ensuring all our Major Events are supported by best practice and operating safely and efficiently. Our Major Events should be genuinely unique and memorable experiences, while supporting the program and youth development.

Phil's team will be looking at why we run events, and how (and when) we can run them more effectively.



Assistant Chief Commissioner – Adventure

Mathew McKernan

Mathew will be focused on supporting the roll-out of recommendations from our Adventure Strategy. Our focus is on supporting local Leaders to support more adventure, while calling on our subject matter experts when needed. OAS, at multiple levels, can accessible to more youth.

This team added more than 1000 safe and trained bushwalking participants in 2023!



Assistant Chief Commissioner – People & Culture

Craig Whan

Craig is focused on ensuring we consistently aim for best practices while supporting our members across all parts of their Scouting journey.

It's a large portfolio that includes overseeing Adults in Scouting, training and development, diversity and inclusion and our Child Safe practices.



Assistant Chief Commissioner – Program Support Leaders

Wombat Lyons

Wombat is focused on supporting our Program Support Leaders; in particularly our Region Commissioners, District Commissioners, Group Leaders and Fellowship members. This support includes systems and processes such as the Leader of Adults conference.

Having strong networks and communities is essential for our Leaders of Adults to feel empowered and supported.



State Leadership Team

Assistant Chief Commissioner – Operations

Michael Thomas

Michael is focused on ensuring our properties and campsites are fit for purpose and the best they can be

This includes our exciting Gilwell Park Master Plan!

He also leads our Digital Transformation team with their work around many projects, including Microsoft 365.

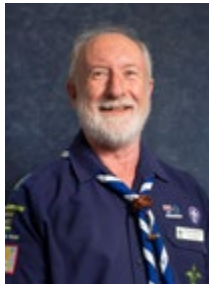


Assistant Chief Commissioner – Risk and Finance

Peter Wotherspoon

Peter is focused on improving our risk management; including risk appetite, trend analysis and preventative responses.

He also leads our volunteer financial space, including supporting our grass-roots Leaders to improve financial practices.



Contacts

Victorian Scout Centre

Address: 152 Forster Road, Mount Waverley 3149

General info - reception@scoutsvictoria.com.au

Membership - memberservices@scoutsvictoria.com.au

Phone: 8543 9800 Toll Free: 1800 SCOUTS or 1800 640 454

Centre Hours - 8.30am/5pm Monday to Friday Emergency Line Only - 03 8543 9877 www.scoutsvictoria.com.au

Branch Managers

Executive Manager	Jon McGregor	8543 9802	exec.manager@scoutsvictoria.com.au
Manager People and Culture	Kathleen Bradley	8543 9801	hr@scoutsvictoria.com.au
IT Manager	Nicolas Tao BBIS	8543 9825	extranet@scoutsvictoria.com.au
Finance Manager	Leanne Sheehan CA	8543 9887	accounts@scoutsvictoria.com.au
Marketing & Fundraising Manager	Michelle Strachan	8543 9881	marketing@scoutsvictoria.com.au
Head of Property	Robert Dixon	8543 9805	property@scoutsvictoria.com.au
Membership, Training and Program Manager	Rosemary Redgrave	8543 9846	training@scoutsvictoria.com.au
Strategic Growth	Michael Thomas		strategicgrowth@scoutsvictoria.com.au

State Leadership Team

Chief Commissioner	Rod Byrnes	chief.commissioner@scoutsvictoria.com.au
Deputy Chief Commissioner	Daniella Taglieri	dcc@scoutsvictoria.com.au
Deputy Chief Commissioner Youth		dcc.youth@scoutsvictoria.com.au

Assistant Chief Commissioners

Marketing & Communications	Jason O'Donnell	acc.marcomms@scoutsvictoria.com.au
People & Culture	Craig Whan	acc.peopleandculture@scoutsvictoria.com.au
Program Support Leaders	Wombat Lyons	wombat.lyons@scoutsvictoria.com.au
Operations	Michael Thomas	acc.operations@scoutsvictoria.com.au
Risk and Finance	Peter Wotherspoon	peter.wotherspoon@scoutsvictoria.com.au
Major Events	Phil Britt	phil.britt@scoutsvictoria.com.au
Adventure	Mathew McKernan	acc.adventure@scoutsvictoria.com.au
Program	Morris Orchard	acc.program@scoutsvictoria.com.au

Chief Scout of Victoria	Shane Jacobson	chief.scout@scoutsvictoria.com.au
Immediate Past Chief Commissioner	Brendan Watson	brendan.watson@scoutsvictoria.com.au
Former Chief Commissioner	Bob Taylor	bob.taylor@scoutsvictoria.com.au

Branch Executive Committee

President	John de Wijn AM QC	scoutsvictoriapresident@scoutsvictoria.com.au
Vice Presidents	Richard Simpson	richard.simpson@scoutsvictoria.com.au
Honorary Treasurer	David Crundall	hon.treasurer@scoutsvictoria.com.au

Appointment to the above roles is made annually by the State Council at its Annual General Meeting.

Chairman	Jon Willis OAM	chairman@scoutsvictoria.com.au
Chief Commissioner	Rod Byrnes	chief.commissioner@scoutsvictoria.com.au
Deputy Chief Commissioner	Daniella Taglieri OAM	dcc@scoutsvictoria.com.au
Assist. Chief Commissioner	Michael Thomas	acc.strategy@scoutsvictoria.com.au
Honorary Commissioner	Jason O'Donnell	jason.odonnell@scoutsvictoria.com.au
Member	Cilla Boreham	priscilla.boreham@scoutsvictoria.com.au
Member	Sarah McGeehan	sarah.mcgeehan@scoutsvictoria.com.au
Member	Lucy Saaroni	lucy.saaroni@scoutsvictoria.com.au
Member	Steve Prossor	steve.prossor@scoutsvictoria.com.au

Contacts

State Commissioners

Joey Scouts	Judith Niven	sc.joey@scoutsvictoria.com.au
Cub Scouts	Nicki Coffey	sc.cubs@scoutsvictoria.com.au
Scouts	c/o Ian Lancaster	sc.scouts@scoutsvictoria.com.au
Venturers	Duncan McColl	sc.venturers@scoutsvictoria.com.au
Rover Support	Stephen Carter	sc.roversupport@scoutsvictoria.com.au
Adult Training and Development	Emma Watson	sc.training@scoutsvictoria.com.au
Adventurous Activities	Scott Rosicka	sc.adventurousactivities@scoutsvictoria.com.au
Campsites	Peter Rutley OAM	sc.campsites@scoutsvictoria.com.au
Digital Transformation	Andrew Sanderson	sc.digital@scoutsvictoria.com.au
Diversity and Inclusion	Christine Almaraz	sc.diversity@scoutsvictoria.com.au
Environment	Martin Williams	sc.environment@scoutsvictoria.com.au
Gang Show	Rob Motton	sc.gangshow@scoutsvictoria.com.au
Gilwell Park	Russell Bradd	sc.gilwellpark@scoutsvictoria.com.au
Group Support	Peter Marriott AM	sc.groupsupport@scoutsvictoria.com.au
Heritage	Peter Datson	sc.heritage@scoutsvictoria.com.au
International	Leah Gibson	sc.international@scoutsvictoria.com.au
Major Events	Josh Cashill	sc.majorevents@scoutsvictoria.com.au
OAS Leader Support	Narelle Lowdell	sc.oas@scoutsvictoria.com.au
Performing Arts	Doug Wright	sc.performingarts@scoutsvictoria.com.au
People and Culture – Adult	Paul Byrnes	sc.personnel@scoutsvictoria.com.au
People and Culture – Youth	Jenni Walden	sc.peopleandculture.youth@scoutsvictoria.com.au
Quartermaster	Trevor Howlett	qm@scoutsvictoria.com.au
Risk and Safety	Simon Casey	sc.risk@scoutsvictoria.com.au
STEM	Andy King	sc.stem@scoutsvictoria.com.au
VET	Leanne Venables	sc.vet@scoutsvictoria.com.au
Youth Commissioner Adventure	Jacinta Swift	

Scouts Australia National Team

Scouts Australia House, Level 1, 8 Help Street, Chatswood, NSW 2067 www.scouts.com.au

(B) 02 8440 5900

(F) 02 9413 1177

scouts@scouts.com.au

State Development and Leadership Team

Assistant Chief Commissioner - Program Support Leader, Wombat Lyons

The team is comprised of the Assistant Chief Commissioner - Program Support Leader, State Commissioner - Region Support and Region Commissioners. The team meets monthly and has a number of key objectives.

1. Leadership

- Provide an inspirational vision for Scouting through the production of an annual development plan which focuses on the implementation of strategies for the recruitment, retention and personal development of youth and adults in each District and the creation of new Groups.

2. District Development

- Promote and co-ordinate the delivery of Scouting within the Region through the appointment of a Region Leader - Development and District Commissioners.

3. Quality

- Define with the Region Development Team the characteristics of quality.
- Monitors with a positive development attitude all activities to ensure the standards are equalled and surpassed.
- Provide feedback and acclaim/support as required.

4. People Development

- Provide direct support and advice to District Commissioners in their recruitment, selection, approval, training and review of suitable adults as Leaders and Lay members and District Development activities.

Specifically

- Put in place a development plan for 'critical people' in the Region.
- Develop a succession plan for 'critical roles' in the Region.
- Identify people (youth and Adult) with leadership potential to gradually populate the succession plan.

5. Membership

- Promote the Scout Movement in the wider community by identifying and establishing strong relationships with education leaders in the Region (preschool, primary, secondary and tertiary).
- Local State and Federal government leaders for the Region.
- Philanthropic and commercial organisations part of the Region.
- The Regions service clubs and associations.

Region and District Teams

For specific contact information for Australian Scout Fellowship contact the District Commissioner or fellowship@scoutsvictoria.com.au.

Bays – 52 Groups, 6 Districts

Region Commissioner - c/o Wombat Lyons
rc.bays@scoutsvictoria.com.au

Cardinia - 7 Groups

1st Bunyip; 1st Koo Wee Rup; 1st Lang Lang; Pakenham; 1st Upper Beaconsfield; 1st Beaconsfield; Lakeside Pakenham

Courtney Baker - dc.cardinia@scoutsvictoria.com.au

Casey - 12 Groups

1st Berwick; 1st Cranbourne; Clyde; 1st Devon Meadows; Eumemmerring; 1st Hampton Park; 1st Narre Warren North; 1st Casey; Narre Warren; Berwick Central; Narre Warren South; St Mina Hallam

Damien Kuzek - dc.casey@scoutsvictoria.com.au

Frankston - 8 Groups

Baden Powell Park; 1st Ballam Park; 1st Carrum Downs; 4th Frankston (Special Needs); 1st Langwarrin; North Frankston Endeavour; 1st Seaford; 1st South Frankston

Refer to Region Commissioner -

dc.frankston@scoutsvictoria.com.au

Greater Dandenong - 4 Groups

Moodemere; 3rd Noble Park; 2nd Springvale; Dandenong; Keysborough

Shelley Brown - dc.greaterdandenong@scoutsvictoria.com.au

Kingston - 9 Groups

Aspendale; Moorabbin Air Scouts; 1st Chelsea Heights; 7th Cheltenham; 1st Edithvale; 4th Mordialloc Sea Scouts; Mentone; Yet Kieu Sea Scouts; Dingley

Paul Baillie - dc.kingston@scoutsvictoria.com.au

Mornington Peninsula - 12 Groups

1st Balnarring; Dromana Sea Scouts; 1st Hastings; 1st Mornington; 2nd Mornington; 1st Ranelagh; 1st Red Hill; Rosebud Scout Group; 1st Somerville; Sorrento Sea Scouts; 1st Tootgarook; 1st Tyabb

Paul Van Bergen - dc.morningtonpeninsula@scoutsvictoria.com.au

Geelong – 23 Groups, 4 Districts

Region Commissioner - Russell Phemister rc.geelong@scoutsvictoria.com.au

Assistant Region Commissioner Adult Support – Wayne Gunn arc.adultsupport.geelong@scoutsvictoria.com.au

Assistant Region Commissioner – Development - Minnow Williamson arc.development.geelong@scoutsvictoria.com.au

Assistant Region Commissioner Adult Support – Christine Mooney – arc.adultsupport.geelong@scoutsvictoria.com.au

Barwon - 5 Groups

1st Belmont; 1st Grovedale; 1st Highton; 1st Torquay; 1st Modewarre

Refer to Region Commissioner - dc.barwon@scoutsvictoria.com.au

Geelong Peninsula - 8 Groups

1st Drysdale; Leopold; 1st Queenscliff; 1st/2nd Ocean Grove; 1st Barwon; 1st Barwon/2nd Geelong; 1st Eastern Park; 1st Otway Foresters Rover Crew

Wayne Myers OAM - dc.geelongpeninsula@scoutsvictoria.com.au

Geelong Rivers - 7 Groups

1st Anakie; 1st and 2nd Lara; 1st Hamlyn Heights; Norlane West; 1st Bannockburn; 1st Lethbridge; Dereel

Allan Bartlett - dc.geelongrivers@scoutsvictoria.com.au

Otway Plains - 3 Groups

2nd Colac; 3rd/4th Colac; Apollo Bay

Kathleen Niblett-Graham - dc.otwayplains@scoutsvictoria.com.au

Gippsland – 27 Groups, 4 Districts

Deputy Region Commissioner - Refer to Wombat Lyons
rc.gippsland@scoutsvictoria.com.au

Assistant Region Commissioner Development - Greg Samson,
arc.development.gippsland@scoutsvictoria.com.au

Eastern Rivers - 5 Groups

1st Paynesville; Bairnsdale; Colquhoun Sea Scouts; 1st Stratford; Sale; Maffra

Refer to Region Commissioner - dc.easternrivers@scoutsvictoria.com.au

Mt Baw Baw - 7 Groups

1st Drouin; 1st Moe; 1st Newborough; 1st Thorpdale; 1st Trafalgar; 1st Mountain Rivers; Warragul

Steven Asbock - dc.mtbawbaw@scoutsvictoria.com.au

South Gippsland - 8 Groups

1st Fish Creek; 1st Inverloch; 2nd Korumburra; 2nd Leongatha; 1st Mirboo Nth; Phillip Island; Wonthaggi; 1st Yarram

Refer to Region Commissioner - dc.southgippsland@scoutsvictoria.com.au

Strzelecki - 7 Groups

1st Churchill; 1st Glengarry; 1st Morwell; Morwell East; 1st Traralgon; West Traralgon; 1st Yinnar

Mitchel Kraan - dc.strzelecki@scoutsvictoria.com.au

Lerderberg – 43 Groups, 6 Districts

Region Commissioner - Andrew Bowyer-Smith
rc.lerderberg@scoutsvictoria.com.au

Assistant Region Commissioner Adult Support – Darren McColley – arc.adultsupport.lerderberg@scoutsvictoria.com.au

Assistant Region Commissioner Development - Tim Schurmann
arc.development.lerderberg@scoutsvictoria.com.au

Djerriwarrh - 4 Groups

Bacchus Marsh; 2nd Melton; 3rd Melton; 1st Ballan

Refer to Region Commissioner - dc.djerriwarrh@scoutsvictoria.com.au

Kororoit - 10 Groups

1st Keilor Village; 1st Sunshine; 1st Taylors Lake; Tran Hung Dao; 1st Caroline Springs; Phu Dong; St George; Aintree; 1st

Region and District Teams

Deer Park; CRC Scout Group

Refer to Region Commissioner - dc.kororoit@scoutsvictoria.com.au

Kariwara - 7 Groups

1st Altona; 2nd, 5th and 10th Footscray; 2nd Newport; 3rd and 4th Williamstown; Blija Scouts Melbourne

Gerard White - dc.kariwara@scoutsvictoria.com.au

Macedon Ranges - 7 Groups

1st Gisborne; 1st Riddells Creek; 1st Romsey; 1st Woodend; 1st New Gisborne; 1st Kyneton; Macedon-Woodend

Andrew Bowyer-Smith - dc.macedonranges@scoutsvictoria.com.au

Moonee Valley - 8 Groups

15th, 17th Essendon; 5th Keilor; 6th Melbourne; 1st Moonee Ponds; 1st, 2nd Strathmore; 1st Milleara

Bee Vincent - dc.mooneevalley@scoutsvictoria.com.au

Werribee Plains - 7 Groups

1st Iramoo; 1st Hoppers Crossing; 1st Point Cook; 1st and 2nd Werribee; Williams; Tarneit

Joe Grosz - dc.werribeeplains@scoutsvictoria.com.au

Loddon Mallee - 17 Groups, 3 Districts

Region Commissioner - Dan Cliff rc.loddonmallee@scoutsvictoria.com.au

Bendigo - 5 Groups

1st Bendigo; 1st Castlemaine; 1st Eaglehawk; 2nd Kangaroo Flat; 1st Strathfieldsaye

Daniel Cliff - dc.bendigo@scoutsvictoria.com.au

Northern Rivers - 7 Groups

1st Barham; 1st Donald; 1st Kerang; 1st Lake Boga; 1st Lake Boort; 1st Nyah Nyah West; Swan Hill

Amber Moynihan - dc.northernrivers@scoutsvictoria.com.au

Sunraysia - 5 Groups

Delta; 1st Irymple; 2nd and 5th Mildura; Red Cliff;

David Searle - dc.sunraysia@scoutsvictoria.com.au

Melbourne – 46 Groups, 4 Districts

Region Commissioner - Roy Kaplan, rc.melbourne@scoutsvictoria.com.au

Assistant Region Commissioner – Adult Support – Bev Rosenberg, arc.adultsupport.bays@scoutsvictoria.com.au

Bayside - 12 Groups

1st and 3rd Beaumaris; 1st/14th Brighton; 1st/3rd Cheltenham; Hampton; 1st and 5th Sandringham; 1st Elwood; 1st Vic. Sea Scouts; Albert Park; Holloway Bend; St Kilda

Reece Shaw - dc.bayside@scoutsvictoria.com.au

Boroondara - 15 Groups

1st Ashburton; 1st Balwyn; 19th Camberwell; 1st Glen Iris; 1st Canterbury; 1st City Of Camberwell; 1st Greythorn Park; 1st Hawthorn; 2nd /6th; Hawthorn; 1st Kew; 4th Kew; Deepdene; 1st North Balwyn; Lynden Park; West Hawthorn

Johann Anderson - dc.boroondara@scoutsvictoria.com.au

Glen Eira Stonnington - 15 Groups

1st Bentleigh; 15th Brighton; 4th Caulfield; 5th Caulfield;

9th Caulfield; 10th Caulfield; 12th Caulfield; Caulfield Tzofim Onnot; 1st McKinnon; 1st Central Moorabbin; 5th/6th Central Moorabbin; Bailey Reserve; 2nd Malvern; 13th Malvern; 2nd Prahran; 5th Melb; 1st Latvian

Refer to Region Commissioner - dc.ges@scoutsvictoria.com.au

Yarra - 5 Groups

1st Alphington; Carlton; 2nd Clifton Hill; 1st Fitzroy; Richmond Matthew Ellis - dc.yarra@scoutsvictoria.com.au

Mount Dandenong – 71 Groups, 7 Districts

Region Commissioner - Terri Verberne rc.mtdandenong@scoutsvictoria.com.au

Assistant Region Commissioner Development - Tim Whitehead arcdev.mtdandenong@scoutsvictoria.com.au

City Of Knox - 13 Groups

1st Bayswater; 2nd/3rd Bayswater; 1st Ferntree Gully; 4th and 8th Knox; 1st Knoxfield; 2nd Knoxfield; 1st Rowville; 1st The Basin; 2nd Wantirna; 1st Wantirna Sth; Heany Park; Boronia

Alan Richmond - dc.cityofknox@scoutsvictoria.com.au

Manningham - 8 Groups

1st and 3rd Doncaster East; Manningham Tende Beck; 1st Templestowe Lwr; 1st and 3rd Templestowe; Warrandyte; Wonga Park

Paul Granger - dc.manningham@scoutsvictoria.com.au

Maroondah - 9 Groups

3rd Croydon; 1st Croydon Hills; Heathmont; 3rd Ringwood East; 4th Ringwood; 7th Ringwood; Croydon Central; 1st Maroondah; 3rd Heathmont

Refer to Region Commissioner - dc.maroondah@scoutsvictoria.com.au

Monash - 10 Groups

2nd Glen Waverley; 1st Mount Waverley; Mulgrave; 9th Oakleigh; Oakleigh Coptic; Waverley Valley; 1st West Waverley; 2nd/7th West Waverley; 1st Wheelers Hill; Wurringga

Chris Allen - dc.monash@scoutsvictoria.com.au

Sherbrooke Yarra Ranges - 17 Groups

1st Belgrave Sth; 1st Cockatoo; 1st Emerald; 1st Ferny Creek; Gembrook; 1st Kallista; 1st Monbulk; 1st Olinda; 1st Upwey; 1st Selby; 1st Lilydale; 1st Mount Evelyn; 1st Mooroolbark; 1st Seville; 1st Healesville; 1st Woori Yallock; Montrose

Deirdre Lancaster - dc.sherbrookeforest@scoutsvictoria.com.au

Whitehorse - 14 Groups

1st Bennettswood; 1st/8th Blackburn; 2nd Blackburn; Blackburn South; 6th and 9th Box Hill; Box Hill North; 1st Heatherdale; 1st Mont Albert; Mont Albert North; 1st Nunawading; 1st Mitcham; 1st Tally Ho; 1st Vermont

Liesl Coulthard - dc.whitehorse@scoutsvictoria.com.au

Northern – 23 Groups, 4 Districts

Region Commissioner - Darren Leckie rc.northern@scoutsvictoria.com.au

Alpine Gateway - 6 Groups

Region and District Teams

1st Bright; Benalla; 1st Mount Beauty; 1st Myrtleford; 1st Yarrunga; Wangaratta

Refer Region Commissioner - dc.alpinegateway@scoutsvictoria.com.au

Goulburn Murray - 7 Groups

1st Baulkamaugh; 1st Dookie; 1st Kialla; 1st Mooroopna; 1st North Shepparton; 1st Yarrowonga; 1st Tatura

Refer to Region Commissioner - dc.goulburnmurray@scoutsvictoria.com.au

Upper Murray - 7 Groups

1st Beechworth; 1st Rutherglen; 1st Wodonga; 3rd Wodonga; 1st Baranduda; 1st Corryong; 1st Tallangatta, 1st Yackandandah

Matt Grieshaber - dc.uppermurray@scoutsvictoria.com.au

River Gums - 3 Groups

1st Echuca; 1st Kyabram; 1st Rochester

Refer to Region Commissioner - dc.rivergums@scoutsvictoria.com.au

Plenty Valley – 52 Groups, 6 Districts

Region Commissioner - Refer to Damian Toes
rc.plentyvalley@scoutsvictoria.com.au

Assistant Region Commissioner Adult Support - John Garthe
arc.adultsupport.plentyvalley@scoutsvictoria.com.au

Banyule - 12 Groups

Bundoora; 1st Eaglemont; 1st/2nd Greensborough; 1st Greenhills; Rosanna; Watsonia; 1st Ivanhoe Sea Scouts; 10th Ivanhoe; Macleod; Heidelberg; Viewbank; Montmorency

Edwin Ryan - dc.banyule@scoutsvictoria.com.au

Hume - 4 Groups

1st Craigieburn; 1st Sunbury; 3rd Sunbury; 1st Tullapark

Annette McIlvain - dc.hume@scoutsvictoria.com.au

Merri-Bek Darebin - 13 Groups

4th Brunswick; 5th Brunswick; 9th Brunswick; 1st Coburg; 2nd Glenroy; 1st Oak Park; 4th Preston; 1st Reservoir; 5th Northcote; Fawkner; Hoa Lu; St Mark Coptic; Pascoe Vale

Ross Millward - dc.merribekdarebin@scoutsvictoria.com.au

Nillumbik - 7 Groups

1st Diamond Creek; 1st Eltham North; 1st Eltham; 2nd Eltham Sea Scouts; 1st Hurstbridge; 1st Lower Plenty; 1st Research

C/o Region Commissioner - dc.nillumbik@scoutsvictoria.com.au

Whittlesea - 7 Groups

1st Doreen; 1st Epping; 1st Whittlesea; Hazel Glen; Epping North; Lalor; South Morang

Tim Purdy - dc.whittlesea@scoutsvictoria.com.au

Tilba Tilba - 8 Groups

1st Alexandra; 1st Broadford; 1st Kilmore; 1st Mansfield; 1st Puckapunyal; 1st Seymour; 1st Yea, 1st Wallan

Renee Clarke - dc.tilba@scoutsvictoria.com.au

West Coast – 11 Groups, 3 Districts

Region Commissioner - John McDonald rc.westcoast@scoutsvictoria.com.au

Emu - 3 Groups

1st Camperdown; 1st Cobden; 1st Noorat

Leigh Cooksley - dc.emu@scoutsvictoria.com.au

Glenelg River - 4 Groups

Portland; 1st Casterton; Hamilton; 1st Cavendish

Laurel Selwood - dc.glenelgriver@scoutsvictoria.com.au

South Western - 4 Groups

Allansford; Port Fairy; Warrnambool Tooram; Koroit

Refer Region Commissioner - dc.southwestern@scoutsvictoria.com.au

Western – 16 Groups, 2 Districts

Region Commissioner - Ian Lock rc.western@scoutsvictoria.com.au

Ballarat - 11 Groups

Ararat; 1st Avoca; 1st Alfredton; 3rd Ballarat; 5th Ballarat; 1st Beaufort; 1st Creswick; 1st Maryborough; Mt Clear; Sebastopol; 1st Wendouree

Shane Hall - dc.ballarat@scoutsvictoria.com.au

Wimmera - 5 Groups

2nd and 4th Horsham; 1st Kaniva; 1st Rainbow; 1st Warracknabeal

Claire Roll - dc.wimmera@scoutsvictoria.com.au

Administration and Membership

Member Services

We use Zoho Desk email; memberservices@scoutsvictoria.com.au for all membership enquiries, training courses/enquiries, hall hire, trailers, youth awards, youth enquiries. We ask that you do not send emails to individual members of staff as our team are not working across all days and we will be able to assist you more promptly. After submitting a request you may receive an email "Scouts Victoria Customer Self Service Portal Invitation". This link will prompt you to create your own account using your own username and password. This will allow you to view the status of your tickets and open a new enquiry (ticket).

Adult and Youth Membership

Membership Fee information is available on Extranet.

What does the Annual Membership Fee cover?

Scouting needs to be able to maintain the provision of services, pay insurance premiums, ensure the staff we employ receive fair and reasonable payment for the terrific work they do, pay for the utilities and associated cost of delivering the program. All of these costs are rising. We also wish to ensure that Scouting remains affordable. In order to ensure we continue to pay all necessary expenses, provide services to support Scouting and ensure Scouting is a healthy and viable choice for young people across Victoria's diverse communities the BEC Finance Sub-committee works to ensure that fees are as economical as possible.

Interstate, International Transfers and Exchange Students

Youth and Leaders providing evidence of registration in other States or countries will be registered without a fee until the next census. Short term exchange students will be exempt from membership fees.

Registering and Transferring Members

The Youth Membership Policy can be found here.

A Visitor Details Form (Y4) should be completed for each new prospective youth member who wishes to join or re-join a Group. Information required is the member's full name, date of birth, Section/Group and email address. In the case of the new member being a Rover, the Rover (aged at least 18), not the Rover's parent, should sign the form. The Group Leader should then issue an invitation to join via Extranet membership.

The Y4 and the Online Application Youth Flowchart and Online Youth FAQ are available on our website.

After payment of the membership fee is received, the Membership Certificate is sent by email to the new youth member and a copy to the Group Leader. Cheques are to be made payable to the Scout Association, Victorian Branch.

Online Transfer of youth members is available in Extranet at Admin > Youth Admin > Transfer between Groups.

Annual Census

Every year, by March 31, each formation Group, District and Region is required to update their Extranet membership records, including acceptance of new members and forward relevant adult member paperwork to Victorian Scout Centre.

In February a member listing along with instructions is sent to the Leader in Charge for checking and to make all necessary amendments to office bearers and youth members. Adult member update relevant documents where appropriate are to be sent to Membership Support by second Friday in March. An invoice based on March 31 membership will be generated and sent to Groups on April 1.

Each District Commissioner and Treasurer is expected to check all Group registers prior to March 31 and ensure that outstanding invoices have been paid and census payment is forwarded to the Scout Centre by April 15.

Membership Support Team at the Victorian Scout Centre, 152 Forster Road, Mount Waverley 3149.

- 03 8543 9800
- memberservices@scoutsvictoria.com.au

Youth Forms

Please use the up to date forms available on our website here. Youth Forms available are for:

- Visitors and Prospective Members – Y4
- Activity Permissions – Special Activity (Y5) and Adventurous Activity Intention Form
- Application for Event Funding - Application for Event Funding

Award applications:

- Joey Scout Challenge Award Notification Form
- Grey Wolf Notification Form
- Australian Scout Award Notification Form
- Venturer Peak Award Notification Form
- Baden-Powell Award Notification Form
- International Explorer Award

Administration and Membership

Adult Membership and Forms

Please use the up to date forms available on the Forms and Tools page of our website. The idea of these forms is that there is one for when you join, one for when you leave and one for when you move in between.

The application for any new adult member – uniformed (including Rovers) and non-uniformed is now completed online via an invitation to join extended by the Group Leader (Leader in Charge) via Extranet under Membership.

An A2 Form is used to change your appointment or take on a secondary role. To take on a secondary role you need to have completed the required Basic training for both the primary appointment and secondary role and have discussed your capacity to undertake that role with the Leader in Charge of both formations who approve the A2 along with the relevant Commissioner.

An A3 Form is required for a relinquishment of adult membership. Other forms include:

- Child Safe Scouting, Health and Injury Forms, Finance Forms, Legal Forms, Insurance Certificates, Property Forms, Training Forms, Travel Forms, Working with Children Check, Document requirements for identity check, Vehicles.

Mandatory Training

Every Adult Member and Supporter of Scouts Victoria (Rovers, Leaders, Fellowship, Honorary Commissioners, Office Bearers, Rostered Parents and Adult Helpers) must complete the following e-Learning Modules:

- Workplace Health and Safety (SP WHS).
- Child Safe Scouting (SP CHILD).

Within three months of starting their membership and then every three years. Completion and refreshing of these modules must be completed as a condition of membership or undertaking an Adult Supporter role with Scouts Victoria.

All new adult members and supporters must completed the mandatory modules **before** attending overnight activities (including Major Events).

Failure to complete these modules within three months of membership or appointment to a supporter role, will result in membership cancellation or removal of appointment. This means that the individual is not permitted to participate, attend or be involved with Scout activities, properties or events. A parent or guardian dropping off or collecting their child from Scout activities is permitted, but involvement or participation is not permitted.

Event Funding

The E.M.Loithian Fund (Victoria) was established to assist youth members travelling overseas. Funds are available to enable financial assistance to be made to uniformed members under 26 to attend overseas Scouting activities.

Who can apply? Grants will be made on a needs basis with preference going to the most deserving applicants. Previous recipients of financial assistance to attend overseas events will not be eligible for another grant. The factors determining 'needs' can be widely interpreted - family size, hardship, illness, unemployment, or any of many other reasons.

No assistance is available for additional costs such as travel to and from the applicant's home to Melbourne Airport, passport costs, pocket money, optional sightseeing, or personal touring before, during or after the event.

The NEAR - National Event Assistance Reserve fund was established to assist youth members (not available for adults or Leaders) who are planning to go to a recognised Scouting activity such as Cuborees, Jamborees, Ventures and Moots within Australia.

Previous recipients of financial assistance to attend National events will not be eligible for another grant.

How to apply for assistance for EML or NEAR

The application forms is [available here](#). Please ensure the applications are completed correctly and emailed to eventfunding@scoutsvictoria.com.au. All correctly completed applications will be acknowledged and considered if received at least three months before the commencement of the event. Applications will only be considered once the deposit has been paid. Late applications will not be considered unless exceptional circumstances apply. Further enquiries contact eventfunding@scoutsvictoria.com.au.

Interstate Travel

Youth members or Leaders proposing to camp or travel interstate must make prior application for approval to the Victorian Scout Centre (VSC) on the appropriate form available on the Forms and Tools page Application for Approval to Camp or Travel Interstate.

Three copies of the form must be completed, plus one extra copy for each additional State to be visited. They must be suitably approved and endorsed before sending to the Victorian Scout Centre. For visits interstate, where provision of facilities or other assistance is sought of the host Branch, at least two months notice is required. Where no assistance is required, at least one months notice is required. Late applications are liable to be rejected. Once the application is approved by State, a copy will be returned to:

- The Leader in Charge of the party (this copy must be carried during the trip).
- One copy will be sent to the Branch concerned to advise them of the visit, and if required, to request the provision of facilities or assistance.
- The Leader in Charge of the party will be advised direct of any arrangements made by the Branch being visited.

Administration and Membership

Where road transport is involved the Leader in Charge of travelling party has an obligation to ensure that the vehicles are suitable for the purpose and that the insurance on the vehicle is adequate and covers full liability for passengers. Applications are only approved on the understanding that these precautions have been taken, the necessary permits obtained, and recognised safety precautions adhered to.

Restrictions:

- Applications from Cub Scout Units for interstate visits will be referred to the State Commissioner Cub Scouts for approval.
- Applications to camp or travel in Tasmania must give full details as to party size, experience of Leaders and youth members, proposed route, equipment and food lists, and any other details that will help the application.
- The Tasmanian Branch has capped the size of the party to 14 for hike to Cradle Mountain National Park.

Operoo - Health Records

Scouts Victoria takes health and safety very seriously. Operoo is an innovative participant controlled electronic medical form for clubs and other groups with a duty of care. It provides you with the opportunity to receive updated medical information promptly and accurately, while providing you with instant access to the information in an emergency. The information can be used off-line in an area without internet access.

We will be using the Operoo app in the best interest of all of our participants whilst ensuring we are proactively fulfilling our risk management and duty of care obligations.

You and parents can create a free Operoo account and control all data. The Operoo system stores the information on your behalf, and you will be able to grant (or deny) access to your data. From Scouts Victoria's perspective, this information will only be accessible by authorised officials responsible for looking after our members and will be managed in accordance with the Data Protection and Privacy Act.

At no stage should member's health issues be discussed with anyone other than those adults who are required to know because of their involvement with an activity.

People and Culture Team

Craig Whan, Assistant Chief Commissioner - People & Culture

Paul Byrnes, State Commissioner - People and Culture – Adult, sc.personnelsupport@scoutsvictoria.com.au

Frank Moore, Assistant State Commissioner - People and Culture – Adult, acc.personnel@scoutsvictoria.com.au

Jenni Walden, State Commissioner - People and Culture – Youth, sc.peopleandculture.youth@scoutsvictoria.com.au

Michelle Grierson, State Leader - Adult Membership, leaderroles@scoutsvictoria.com.au

People are our greatest asset. This team focuses on people and culture management at all levels of the organisation.

The team is responsible for creating, implementing and overseeing policies that enrich our culture throughout Scouts, empowering all adults to be their "best selves". Specific areas of oversight include adult recruitment and retention, exit interviews, motivation, role selection, employment obligations including OH&S, performance reviews, training, professional development, mediation and change management.

This team, led by the Assistant Chief Commissioner – People and Culture, makes up the Victorian Adults in Scouting Committee, with other members as required. (WOSM Adults in Scouting Policy establishes the basis for all personnel support processes, which is based upon the 'life-cycle of adults in Scouting'.) The team includes State Commissioner - Personnel Support and State Leader - Adult Membership

Code of Conduct for Adults in Scouting

Australian Policy and Rules P5.2.2 Code of Conduct (12th Edition Revised April 2023)

This Code of Conduct is a personal commitment. Its purpose is to protect all members of Scouting. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face-to-face contact and using technology such as online platforms. Parents and guardians who wish to actively participate in Scouting activities must also follow this code.

Duty of Care

Australian Policy and Rules P5.2.2 (12th Edition - November 2022 (Revised August 2023))

Duty of Care P2.1 Definition

1. Scouts Australia has a Duty of Care to all members of the movement and their parents/guardians to provide a safe environment that protects members to the best of its ability from physical or emotional harm.

Administration and Membership

2. Scouts Australia shall ensure when recruiting and managing Leaders and other persons in control of, or in contact with, young people that this duty is exercised.
3. All Leaders are accountable to exercise this duty on behalf of Scouts Australia at all times.

P2.2 Authorised Person in Charge

1. The authorised person in charge of an activity shall exercise the Duty of Care on behalf of Scouts Australia and parents or guardians.
2. Leaders planning an activity for which they do not have the prescribed qualifications to enable them to exercise the responsibilities of the authorised person in charge, shall obtain an appropriately qualified person to conduct the activity. That person shall conduct the activity to the requirements of Scouts Australia and shall be the authorised person in charge of the activity.

P2.3 Role of Branches

Branches shall be responsible for promulgating rules for the conduct of activities, which give effect to and are consistent with the policies of The Scout Association of Australia.

P2.4 Categories of Activities

Activities undertaken by members of Scouts Australia fall into the following categories:

1. DAY-TO-DAY activities cover the normal program activities undertaken by the various Sections.
2. ADVENTUROUS activities shall be defined by National and each Branch, based on the appropriate community standards for activities requiring leadership by persons with prescribed qualifications and/or experience.
3. PROHIBITED activities shall be defined by each Branch at its sole discretion, and shall be binding on members of Scouts Australia registered in the Branch.

P2.5 Health Care

Adult Leaders, in meeting their Duty of Care, are required to ensure the health care needs of youth members are managed in order to control risk and minimise harm.

1. Where youth members have short or long-term health care requirements which may impact on their involvement in Scouting activities, Adult Leaders are expected to meet their Duty of Care by undertaking a health care planning process.
2. Negotiation of a health care plan for youth members will respect the personal safety, dignity and right to confidentiality of youth members and caregivers and reflect the informed consent of all participants.
3. Adult Leaders are obliged to render first aid and emergency assistance to youth members consistent with their level of training. In every instance, first aid/emergency assistance is a strategy to support the health and safety of young people while awaiting professional medical assistance.
4. Legal guardians and their medical practitioners should be encouraged to minimise the medication/treatment required during Scouting activities.
5. Adult Leaders are obliged to enable youth members to receive ongoing medical care during Scouting activities. Adult Leaders are not obliged to provide ongoing or invasive medical care. Nor are Leaders required to provide or maintain health-related equipment. This is the responsibility of legal guardians, possibly in collaboration with community agencies. In every case, responsibilities for the provision of ongoing health care should be clearly documented.
6. Youth members should be encouraged to take responsibility, commensurate with their age and stage of development, for administering their own medication/treatment in non-emergency situations.

P1.8.3 Child Protection and Protection from Harm

1. Duty of Care and Safe Practice

Policy P2 and Rule R12 specify Scouts Australia's policy relating to Duty of Care, and its rules for safe practice. This policy is to be read in conjunction with the Scouts Australia Child Protection Policy 2016.

2. Rights of the Child Scouts

Australia recognises that children, because of their vulnerability, need special care and protection, and it has an educational and recreational program which respects their rights, and takes full account of their best interests. The Scouting program provides guidance appropriate to the child's evolving capacities and recognises their right to express an opinion, and to have it taken into account.

Leader On-boarding

Mutual Agreement and Appointment Procedure

The applicant should be interviewed by the Group Leader. During this interview:

- The applicant's obligations to the Promise and Law, the Purpose of Scouting and their role, and training requirements is explained.

Administration and Membership

- The non-negotiable requirement that all adults holding a certificate of membership must complete the modules Child Safe Scouting, Preliminary ScoutSafe and WHS for Scouting within three months of becoming an adult member of Scouting is explained.
- The online membership application process should be explained, (an application to become an Assistant Leader, Adult Helper, Office Bearer or Rover).
- Uniform can only be worn once a Certificate of Adult Membership has been issued.

Upon completion of the online application the applicant submits to Membership Support at Victorian Scout Centre:

- Copy of their Working With Children Check Card (Scouts Victoria must be included in the organisation nomination section of the WWC Portal at www.workingwithchildren.vic.gov.au by the applicant).

Copies of four identity documents will be required to be uploaded during the Crimcheck application (refer the Minimum Proof of Identity document under Forms and Tools here).

The Group Leader and District Commissioner confirms the application online via Extranet. Membership Support Team will email Reference Check (Skill Survey) and Crimcheck (National Police Check Provider) links to the applicant.

At the same time the District Commissioner may invite the District Personnel Committee to have a chat with the prospective member. Once the applicant has been approved for membership, a number of things will happen:

- An initial Welcome Letter is sent to the new Leader.
- An email is sent to the new Leader and their PLA (with a copy to the GL, DC, DLATS, RC) advising the outcome and will contain the log-in information to begin eLearning.
- A Certificate of Adult Membership is issued and forwarded to the Group Leader for presentation to the trainee Leader. It should be emphasised to trainees that this certificate gives them a Trainee Leader status in the movement, certifying to them their membership, and is valid for a maximum period of twelve months.
- The Leader's membership will remain of a trainee nature until the completion of all Basic Training. If after 15 months basic training has not been completed a trainee Leader will be automatically converted to an Adult Helper.
- The District Team (DC, GL and DL – Section) has a responsibility to support the new appointee through their Scouting journey, including training.

Suitability Checks

Scouts Victoria undertakes numerous checks relating to the suitability of our applicants to apply to be a member. Our suitability checks are backed by our legal obligations to meet the Child Safe Standards as defined by the Victorian Government.

Our checks include:

- Ensuring a member is eligible to work with children by holding a Working with Children card
- National Police Check to ensure that the applicant meets our character requirements
- Reference Checking using an online surveying tool

Leader Induction

Leader Induction is delivered by the Leader's team leader. The overall purpose of induction is to ensure that the new Leader:

1. Knows what is expected of them in their role.
2. Knows where to seek help and advice relevant to their role.
3. Is made to feel welcome and necessary.
4. Knows what is expected of them in terms of Leader Training - that all Leaders are expected to achieve their Wood Badge within three years is clearly explained and understood.

Working With Children

Exempted Persons

The Working with Children Check legislation exempts a number of persons from having to hold a card due to their occupation, such as Police Officers and teachers.

Scouts Victoria requires every adult member to hold a Working with Children Card, regardless of the exemption provided by their occupation. This is to ensure that we are meeting our obligations under the Working with Children Check legislation.

Scouts Victoria is notified of suspension or revocation of a Working with Children Check but this notification is not provided to us for those who are exempted or if the exemption is removed due to retirement or change of occupation. This is a risk that Scouts Victoria is not satisfied in accepting, therefore the requirement to hold the card applies to all of our adult members.

Administration and Membership

Victorian Institute of Teaching – WWCC Exemption and Scouts Victoria Requirements

Scouts Victoria has been advised that there have been changes in legislation that now requires any teacher with VIT Registration to inform Working with Children Check Victoria of any work that they undertake with children, outside their employment. These changes were implemented in 2019. This must be done within 21 days of commencing work with an organisation. You can submit a notification via the Teachers Notification Form at <https://service.vic.gov.au/services/teachers-notifications/>. You must use the following details when completing the form for Scouts Victoria:

- Organisation name - Scouts Victoria
- Contact name - Executive Manager
- Contact email - wwc@scoutsvictoria.com.au
- Contact number - 03 8543 9800

We have had reports of different email addresses being used, including Group Leaders, District Commissioners and personal addresses. You must update your details to use the information above, so Scouts Victoria is adequately notified of your registration status.

At this time Scouts Victoria requires all Adult Leaders, Adult Helpers, Rover Scouts and Office Bearer roles to hold a Working with Children Check, regardless of exemptions granted in legislation. We have 6500 adults in Scouts Victoria. As a result, we must ensure we have a consistent and practical approach.

Scouts Victoria has rigorous systems in place that include automated checks of WWCC status to help support our role as a Child Safe Organisation.

National Police Check

National Police Checks are conducted by Scouts Victoria to identify any offences or criminal history that may be incompatible with our Adult Code of Conduct.

The Police Check provides an outline of all offences that a person has been found guilty of or pending court appearances. This information is more extensive than a Working with Children Check, which covers specific offences relating to children and some offences relating to adults.

Certain offences are of interest to Scouts Victoria in determining suitability of members and while a person holds a Working with Children Check, it does not automatically determine suitability to be a member when considering all criminal history.

This information is kept in the strictest confidence and retention of this information is managed in line with the access agreement with our Police Check provider.

Police Checks are renewed every five years for our members.

Police Checks may only be used for the express purpose that they have been requested for. Therefore, Scouts Victoria is unable to accept any checks conducted for employment or other volunteer organisations. Scouts Victoria pays for the check once you have completed an on-line application and uploaded your four identification documents.

Adult Leader Appointments

Certificates of Adult Membership, are presented to all new Trainee Adult Leaders and Adult Helpers when their Police Clearance and Working With Children checks have been accepted by the Chief Commissioner.

Certificates of Proficiency will be issued when trainee Leaders have satisfactorily completed Basic Level training and assessment activities as specified in the Adult Training and Development section: Your Training Pathway.

Certificates of Adult Appointment, (CAA), are issued following the Certificate of Proficiency, to show the specific role, Section and Group that the leader is appointed to. A new CAA will be issued for every subsequent change of role, Section and Group.

Commissioners: For a Leader to be appointed as a Commissioner they must complete the appropriate Certificate of Adult Appointment requirements. The Leader must have completed or be prepared to complete the Program Support Leader training pathway within two years of appointment. If it is not possible for the Leader to have completed the training on appointment, the appointment shall be Trainee or Provisional.

District Leaders, Youth Program: For a Leader to be appointed as a District Section Leader, i.e. DLJS, DLCS, DLS, DLVS, they must have completed Youth Program Leader training pathway resulting in the Wood Badge. On being appointed to their District role, the Leader will complete the Program Support Leader training pathway (supplementing their existing Essentials and Leadership training with the Scouting Management modules, Scouting Management course and relevant On The Job training). Until the Leader has completed the Program Support Leader training, the appointment shall be Provisional, to be confirmed when the Scouting Management is completed. District Leaders are recommended for appointment by the District Commissioner.

Group Leaders: For a Leader to be appointed as a Group Leader, they must have completed Scouting Essentials and Scouting Management as part of the Program Supporter training pathway. If it is not possible for the Leader to have completed all the training on appointment, the appointment shall be Trainee, until the completion of Basic Training. This training is to be completed within 12 months of the Trainee appointment.

The Scouting Leadership Course is to be completed within two years of the appointment.

Administration and Membership

District and Region Team appointments: When considering the appointment of a District Team member, the District Commissioner must consult and seek the approval of the Region Commissioner and any appropriate Section Region or State Commissioner. For the consideration of appointment of a Region Team member, the Region Commissioner must consult the appropriate Commissioner for approval.

Training Mentors (previously called Personal Leader Advisers)

Each Leader recruited is to be assigned a Training Mentor, by the designated District/Region/State team member, to be a 'mentor', 'buddy' and 'adviser'. The role of the Mentor is vital in the Leader support system of the movement along with the support given by the District Leader – Sectional. It is expected that the appointed Mentor has the required experience and knowledge for the role. (Our systems occasionally refer to 'Personal Leader Advisers' and this language is still used more actively in other Branches - the Personal Leader Advisor course is no longer offered, and Scouts Victoria regards Leaders with a Wood Badge as eligible to be Training Mentors).

Review of Leader appointments

All trained Leaders are appointed for an initial period of three years. For a Leader to continue in the role beyond three years a review is to be undertaken of the Leader's performance, including the undertaking of Advanced Training and any additional training requirements and a recommendation made to the District Commissioner of either reappointment to current role, reassignment to new or different role, or retirement as a Leader. The DC will monitor who requires the three year review through their Extranet Workflow and advise the team leader of the need. Once the review has been undertaken, the DC will make a recommendation through Extranet to update the appointment. The appointment will either be for a further period of one, two or three years.

Provisional Leaders are to be reviewed after one year and can only be re-appointed for a further year.

Non-Uniformed Roles

Adult Helpers

Adult Helpers are non-uniformed Adult Members who regularly supervise and work in the youth Sections and are regularly helping and supporting overnight activities such as sleep overs, pack holidays, hikes and camps. Adult Helpers are invested as members of the Scout movement once an online application has been processed. At investiture, a Group scarf is presented by the Group Leader, but Adult Helpers never wear a uniform and are not permitted to be involved in youth member activities unless they are under the guidance of a trained Leader holding a Certificate of Proficiency. **Refer mandatory training requirements and the mandatory training must be completed before undertaking any overnight activities, including major events.**

Badge Examiners

As of 2020, Badge Examiners are no longer required to be registered as an Adult Supporter. Due to the nature of the Scout Program, the need for long term monitoring and direct examination of badges should no longer be required. At times, people like coaches, school teachers, music teachers or others may be asked to assess a specialist skill area. This assessment of a specialist skill area generally falls into existing involvement of the expert such as lessons or weekly training.

If a person is being engaged to assess badgework, then the following supervision requirements must be met:

- Satisfy Working with Children legislation, meaning the expert must hold a card, or be an exempt person (the Scouts Victoria requirement to hold a card for membership does not apply in this case)
- Two-Adult leadership principles apply, meaning the youth members parent/guardian is present with their child when meeting with the examiner. The exception is if the person who is assessing the badgework is a schoolteacher and the assessment is taking place as part of the regular school curriculum on a school day.

One-on-one tutoring or assessment is forbidden for the purposes of badge examination unless it is part of existing lessons or training activities by a child-safe organisation.

Group Rostered Parents

Group Rostered Parents are Adult Supporters who are permitted to assist on an occasional basis at weekly Scouting activities, overnight camps, or other overnight activities. They can participate no more than two nights per term and one event each term on a roster. An event is defined by a camp or sleepover of at least one night, Jamboree, cuboree or Kangaree are considered one event. Group Rostered Parents are not permitted to be involved in youth member activities unless they are under the guidance of a trained Leader holding a Certificate of Proficiency. Group Rostered Parents must never wear uniform but may wear the scarf if issued by their Group Leader.

A Working with Children Check must be held, and a card is required even for those who are Exempt Persons as explained earlier in this chapter. Anyone who is a Group Rostered Parent, must complete the Mandatory Training of Child Safe Scouting (SP CHLD) and WHS for Scouting (SP WHS) within three months of their application being approved. **The mandatory training must be completed before undertaking any overnight activities, including major events.**

Group Rostered Parents may only be the parent or full-time guardian of an under-18 youth member in the same Section they are helping in. They cannot be friends, acquaintances, or other persons. People in this situation must be registered as an Adult Helper fulfilling our eligibility and suitability requirements outlined earlier in this chapter.

Group Committee Members

Group Committee Members are Adult Supporters who help the operation of the Scout Group. They report to the Group Leader.

Administration and Membership

Along with their Group Support Committee role, they are permitted to assist on an occasional basis at weekly Scouting activities and overnight activities. Group Support Committee members are not permitted to be involved in youth member activities unless they are under the guidance of a trained Leader holding a Certificate of Proficiency. Group Support Committee members must never wear uniform but may wear the scarf if issued by their Group Leader. A Working with Children Check must be held, and a card is required even for those who are Exempt Persons as explained earlier in this chapter. Anyone who is a Group Support Committee Member, must complete the Mandatory Training of Child Safe Scouting (SP CHILD) and WHS for Scouting (SP WHS) within three months of being appointed. **The mandatory training must be completed before undertaking any overnight activities, including major events.** Some Group Support Committee Members may require access to Scouts Victoria's Extranet for financial responsibilities or registrar duties by their Group Leader, those undertaking this assistance are required to complete a National Police Check. The National Police Check will need to be completed every five years while granted access to the system.

Visiting Parents and Guardians

Visiting parents or guardians attend Scouts from time to time to support their child or assist with a specific activity. Visiting parents or guardians are the parent or guardian of an under-18 youth member in the same Section they are helping in. They cannot be friends, acquaintances, or other persons. People in this situation must be registered as an Adult Helper fulfilling our eligibility and suitability requirements outlined earlier in this chapter. Visiting parents are not permitted to be involved in youth member activities unless they are under the direct supervision (meaning, in the same room, directly being observed) of a trained Leader holding a Certificate of Proficiency. Visiting parents have a limit of no more than two weekly activities per term. If they wish to be involved more often they must commence as a Group Rostered Parent, Group Support Committee Member or Adult Helper.

Visiting Parents are not permitted to participate in overnight activities.

Carers of youth members

Youth members may require a carer due to personal circumstances (such as a disability support worker). Scouts Victoria very much welcomes carers to support youth, while at the same time ensuring we maintain our Duty of Care to all of our members.

There are many categories of carers including professional, community carers, family members. At a minimum, any carer must hold a Working with Children Check to meet our obligations under the Child Safe standards and our Child Protection Policy.

Due to the various different circumstances of carers (for example, professional carers who may not be the same person each week at Scouts), Group Leaders/District Commissioners are asked to contact the Scouts Victoria Service Centre to obtain a fact sheet for carer obligations. This is also available on the Scouts Victoria Website under Child Safety.

Leader Expectations in relation to Visiting Parents, Group Rostered Parents, Group Support Committee Members and other visitors

All Leaders are responsible (including Section and Assistant Section Leaders) to ensure that the requirements relating to people involved in the Scout program are met. These obligations form part of the Child Protection Policy and the Code of Conduct which are mandatory expectations in our role as Leaders.

Adults In Scouting

Requirement	Leader	Adult helper	"Adult supporters group rostered parents"	"Adult supporters group support committee"	Others*
Age	18+	18+	18+	18+	18+
Online membership application (formerly A1)	Yes	Yes	Yes	Yes	No
Working With Children Card	Yes	Yes	Yes	Yes	See below
Police check	Yes	Yes	No	Yes, only if requiring access to extranet	No
BCORE Child Safety and BCORE Workplace Health and Safety (renewed every three years) and completed within three months of appointment and before any overnight activities	Yes	Yes	Yes	Yes	No
Can wear uniform	Yes	No	No	No	No
Number of nights at Section	Unlimited	Unlimited	No more than 2 nights per term on a roster and one event a term.***	No more than 2 nights per term on a roster and one event a term.***	When invited but no more than 2 nights per term

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Overnight activities	Yes - once Child Safety & WHS training completed	Yes - once Child Safety & WHS training completed	Yes - once Child Safety & WHS training completed	Yes - once Child Safety & WHS training completed	No
Comments	"Must complete certificate of proficiency within 12 months of appointment "		"Must be legal guardian of at least one active youth member in the Section. If the individual is not the legal guardian, they must be registered as an adult helper"		
<p>**Others includes guest presenters, subject matter experts for badgework (e.g. A person to help deliver a session on woodworking) and visiting parents/guardians/family.</p> <p>Visiting parents/guardians/family attend to see badges presented to their young person or join in for special persons nights (mother's day/father's day etc). They must have some existing relationship with a youth member. They are not required to have a working with children's card. However, may only participate - they cannot supervise or be left unsupervised with any youth member. Any activity that someone in this category attends must be held in an open hall with a Leader present at all times.</p> <p>Visiting parents/guardians/family cannot attend more than two activities per term, if they wish to then they must become an adult helper of group rostered parent (or a Leader). "</p> <p>*Guest presenters or subject matter experts (such as the local wildlife rescue group) may only present to a group fully supervised by a Leader. Under no circumstances can they present to any individuals without a Leader present. Presentations should be in an open hall or space. As per WWC legislation, they must have working with children's card and be able to present it upon request. They must be supervised by a Leader at all times and not be allowed to be left alone with youth members at any time.</p> <p>*** An event is defined by a camp or sleepover of at least one night, Jamboree, Cuboree or Kangaree are considered one event.</p>					

Adult Recognition Awards

Nominations are called for adults whose service since their last award shows evidence to meet the following six criteria:

- Carrying out the responsibilities of their Certificate of Proficiency or non-uniformed role to the highest standard.
- Promotes teamwork and commitment among fellow adult members.
- Provides leadership and engenders enthusiasm among other adult members.
- Exhibits a vision for the future development of Scouting and takes initiatives to contribute to the development of youth and adults who are influenced by his/her role.
- Involved in activities beyond the level of responsibilities normally expected in the current appointment or management role held which contributes to the wider movement association.
- Has completed the mandatory Core Modules of 'Child Safe Scouting' and 'WHS for Scouting'.

APandR R13.5.4 Nominees for Leader awards of Silver Wattle and above are expected to be Wood Badge qualified.

For a non-uniformed member to be nominated they must have completed the 'Child Safe Scouting' and 'WHS for Scouting' e-learning modules. More information, guidelines, the online nomination form and the nomination closing date can be found on our website under Age Section & Adults > Adults in Scouting.

Adult Training and Development

Emma Watson, State Commissioner – Adult Training and Development, sc.training@scoutsvictoria.com.au

Adult Training and Development helps Leaders and Rovers deliver awesome Scouting with young people.

Each Adult Leader has a [training pathway](#) relevant to their appointment, as well as lots of opportunities to further develop themselves alongside and beyond the achievement of the Wood Badge training program.

Training is fun and practical and responsive to the needs that Leaders have as they deliver and support the program.

Karl Herring, Assistant State Commissioner - AT&D, asc.training@scoutsvictoria.com.au

Jody Freeman, Assistant State Commissioner - AT&D, asc.training@scoutsvictoria.com.au

Victorian Scout Centre training support - training@scoutsvictoria.com.au

What training is required?

Training of Adult Leaders Wood Badge Training Program

The Wood Badge Training Program consists of On-Demand eLearning, On The Job, and face to face training.

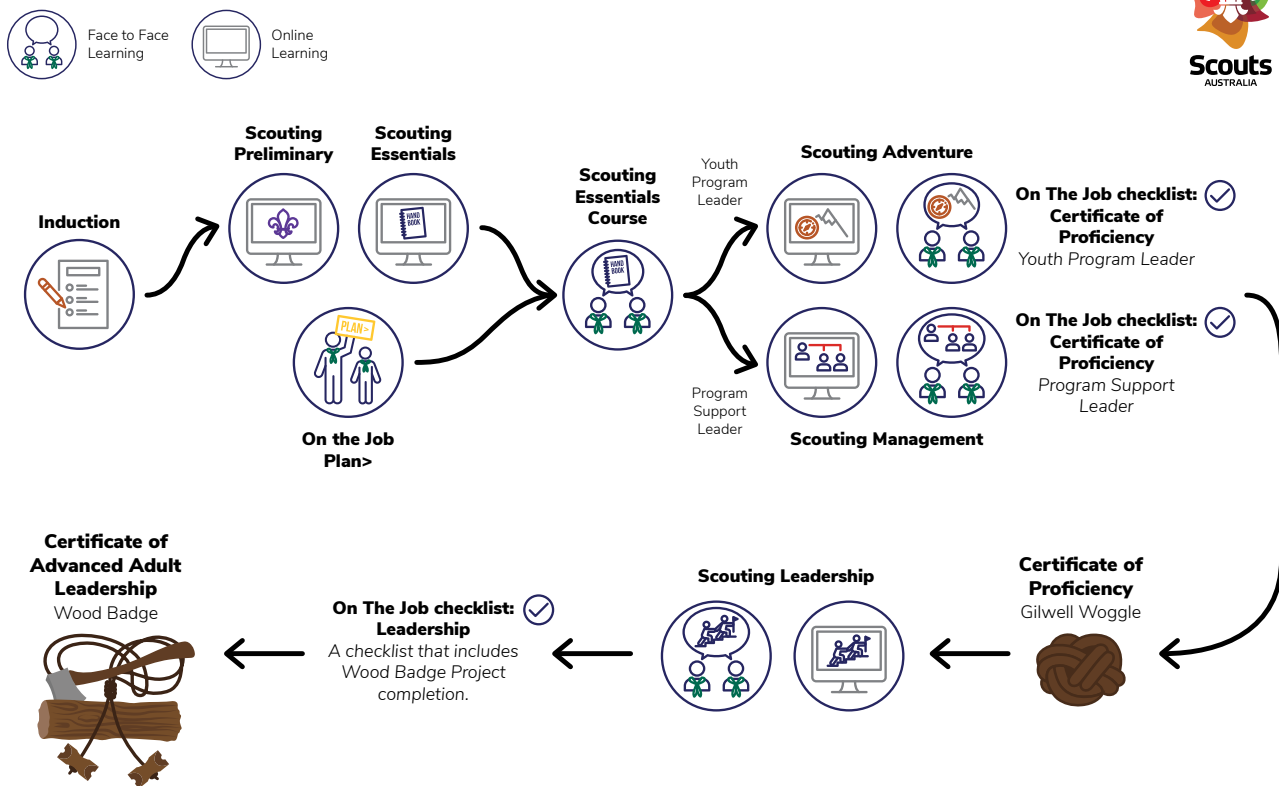
As Leaders, we agree through our Mutual Agreement that we will complete training up to the 'Gilwell Woggle' or Certificate of Proficiency stage within twelve months of entry into the role. Wood Badge level training should be completed within three years.

Below is your high-level Training Pathway to becoming a trained adult Leader in Scouts Australia. More detail on the [training](#)

[pathway](#) for your specific role can be found on the Scouts Victoria website.



Training Pathway



<p>On-Demand Learning</p>	<p>This is the eLearning that enables you to get the information you need for your role at a time of day and week that suits you. You will need to complete some On-Demand modules before you attend face to face courses. Access them at training.scouts.com.au</p> <p>All Leaders participate in On-Demand learning as part of their training pathway. Follow the instructions you receive as part of your welcome letter to get started. Completion information for the On-Demand modules will be automatically transferred to your records. Contact the training office with any queries.</p> <p>It is a requirement that all Adult Members re-complete the Child Safe and WHS eLearning Modules every three years as a condition of continued membership.</p>
<p>On The Job Phases</p>	<p>These are the skills you learn in your local context, guided by your team leader or other training mentor (such as a Group Leader or District Leader). Access them at training.scouts.com.au.</p> <p>The Plan Milestone should be completed as you work through the Scouting Preliminary and Scouting Essentials On-Demand modules.</p>
<p>Face to Face Learning</p>	<p>These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at https://scoutsvictoria.com.au/age-sections-adults/training/</p>

Eligibility To Undertake Training Courses

Trainee Leaders and their supporters will be using the relevant training pathway as their most immediate guide. The table below makes the pre-requisites and co-requisites transparent, which will be relevant (e.g.) when applying for courses.

A key element of eligibility for training is that our adult leader training program is directed towards uniformed adult Leaders and Rovers. Some exceptions include some products (e.g. some adventurous activity training) that can accommodate youth members and uniformed adult members, and also some On Demand Learning available for youth members and non-uniformed members.

Course / Stage of training	Pre-requisites
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<p>Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Adventure On-Demand modules</p>	<p>Certificate of Adult Membership Note: Members of Group Support Committees will automatically be enrolled in eLearning</p>
<p>On The Job 'Plan' Phase</p>	<p>Certificate of Adult Membership Completed locally as part of the volunteer role, with local mentorship</p>
<p>Scouting Essentials course <i>Your first course for all Leaders, which provides you with essential youth program delivery skills and a lot of fun along the way.</i></p>	<p>Certificate of Adult Membership Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules</p>
<p>Scouting Adventure course* (For Youth Program Leaders) <i>A practical outdoor course for Youth Program Leaders, providing you the foundations to mentor young people in outdoor adventure skills.</i> *Note that there are Recognition of Proficiency options for those with previous outdoor adventure experience</p>	<p>Scouting Essentials course* Scouting Adventure On-Demand modules *You can apply for Scouting Adventure if you have already applied for a Scouting Essentials course that is scheduled prior, and also completed required the relevant On-Demand modules.</p>
<p>Scouting Management course (for Program Support Leaders) <i>A practical course for Program Support Leaders to provide you the tools and skills for managing people and supporting the program.</i></p>	<p>Scouting Essentials course* Scouting Management modules *You can apply for Scouting Management if you have already applied for a Scouting Essentials course that is scheduled prior, and also completed required the relevant On-Demand modules.</p>
<p>On The Job Youth Program Leader checklist</p>	<p>Can be commenced at any time following the Certificate of Adult Membership Team Leaders should not be verifying completion until the Scouting Essentials and Scouting Adventure courses have been completed</p>
<p>On The Job Program Support Leader checklist</p>	<p>Can be commenced at any time following the Certificate of Adult Membership Team Leaders should not be verifying completion until the Scouting Essentials and Scouting Management courses have been completed</p>
<p>Certificate of Proficiency (Gilwell Woggle level) for Youth Program Leaders</p>	<p>Represents completion of all of the training above including: Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Adventure On-Demand modules Scouting Essentials course Scouting Adventure course On The Job Youth Program Leader checklist</p>
<p>Certificate of Proficiency (Gilwell Woggle level) for Program Support Leaders</p>	<p>Scouting Preliminary On-Demand modules Scouting Essentials On-Demand modules Scouting Management On-Demand modules Scouting Essentials course Scouting Management course On The Job Program Support Leader checklist</p>
<p>Scouting Leadership course <i>The final course in the Wood Badge program for all Leaders, which helps you reflect and build your approach to leading others in Scouting. It's a special course!</i></p>	<p>Certificate of Proficiency Scouting Leadership On-Demand modules (check Training Plans for currently available modules)</p>
<p>On The Job Scouting Leadership checklist</p>	<p>Can be commenced at any time following the Certificate of Proficiency 'Next Level Up Team Leaders' should not be verifying completion until the Scouting Leadership course has been completed</p>

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Certificate of Advanced Adult Leadership (Wood Badge level)	Represents completion of all of the training above including: Certificate of Proficiency Scouting Leadership On-Demand modules Scouting Leadership course On The Job Scouting Leadership checklist (which Includes the Wood Badge Project Completion)
Specialist training	
Specialist Activity courses	Certificate of Adult Membership Refer to any prerequisite training in the Adventurous Activities chapter
Train the Trainer	
ATD Training Introductory Course	Certificate of Proficiency
ATD Training Basic Course	Certificate of Advanced Adult leadership (Wood Badge) ATD Training Introductory Course
ATD Training Advanced Course	By Invitation. Only for National Training Team Members

Transferring Leaders From Another Section

Leaders transferring between roles use the training plan for transitioning leaders to identify any training they need to complete. Those who have fully completed the current Youth Program Leader training pathway are now considered fully trained when transferring between sections. Leaders who have completed some of their training under previous systems will need to use the training plan for transitioning Leaders to identify any remaining training to be completed.

As an interim measure, we previously asked transferring Leaders to repeat the On The Job phases in the context of the new (youth program leader) role. This is no longer the case - once the current On The Job phases (or the 'Plan', 'Do' and 'Review' checklists that immediately preceded them) have been completed for one role, they don't need to be repeated for another role. Instead, Leaders need to have a conversation with the Team Leader, using the Individual Adult Volunteer Plan, to identify what sort of professional development activities they should undertake to get up to speed with the Achievement Pathway and the needs of the new age-range they'll be working with.

Activity Leader, Adventurous Activity Leaders and Guides

- An Activity Leader is involved in non-adventurous activities such as radio, first aid or Gang Show.
- An Adventurous Activity Leader is involved in adventurous activities that are identified in National Policy and Rules, such as bushwalking, rock-climbing, or SCUBA diving.
- Activity/Adventurous Activity Leaders undertake the Youth Program Leader training pathway (this does not have to be re-done if transferring from a Youth Program Leader role), before completing additional specialised activity training.
- Adventurous Activity Leaders should additionally be qualified as a Trained Participant or higher in one or more activities in the National Adventurous Activities Framework. Except in rare circumstances, there is an expectation that all AA Leaders are working towards a Guide qualification; and
- Assistant Guide/Guide/Activity Specialist is a position in addition to a Leader's primary appointment, completing any outstanding Activities/Adventurous Activities training as required.

For further information about AA qualifications, refer to scoutsvictoria.com.au/activities-events/activities/

Leaders Returning After a Break in Service

All Leaders returning following a break in service must complete the three On-Demand eLearning modules: Preliminary Scout Safe, Child Safe Scouting, and WHS for Scouting.

1. Adults returning to a uniformed role, with a break in service of less than three years:

The minimum training requirement for Leaders returning after a short break in service is that of an existing Leader transitioning between roles, treated as a provisional leader rather than a trainee. This means they will need complete anything in the current training pathway for their role that they hadn't completed in their previous period of service, but allows them to have their historical training courses recognised against the current pathway because they have relatively contemporary experience with the youth program. Refer to the transitioning leader training plan on the website for more detail.

Additional training or development should be agreed with the Team Leader through the Individual Adult Volunteer Plan with the support of the District Commissioner, District Leader - Sectional and/or District Leader Adult Training Support. The State Commissioner and Assistant State Commissioners AT&D are available to help support in these situations.

2. Adults returning to a uniformed role, with a break in service of three years or more:

A former Leader, returning to Scouts Victoria after a break of more than three years, is expected to undertake the same training as a new trainee Leader. This is because the Program has changed significantly and the curriculum has changed significantly in that period, and the Leader will not have had the benefit of experiences on the job to bridge the gap. Recognition of Proficiency for some

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skillsets (e.g. Scouting Adventure) may be available. Guidance from the Adult Training & Development team is available. In effect, the only way that this differs to Leaders with a shorter break in service is that historical courses (e.g. Basic Sectional Techniques) will not be recognised.

Undertaking the adult Leader training should be the focus of the Leader's Individual Adult Volunteer Plan which is developed with the Team Leader.

A Leader who has gained the Wood Badge is entitled to continue wearing it on return, but the requirements to retrain still stand.

Training Leaders From Interstate/Overseas

As soon as the local District Commissioner becomes aware that a prospective new Leader has interstate or overseas service, they should immediately make contact with the training office. This will facilitate the recognition of the existing training. This is important to ensure the new Leader does not repeat unnecessary training.

Training mentors

All new Leaders will work closely with a current Wood Badged Leader who will provide support, mentorship and advice, acting as a Training Mentor. This mentor will usually be the Group Leader, but another Wood Badged Leader can be appointed as a new Leader's training mentor by the District Commissioner where it is beneficial to provide some mentorship from outside the Leader's Scout Group.

Training course administration

How to Apply to Attend Training Courses

1. Have a conversation with your Training Mentor or Team Leader (this is your Group Leader if you are a Youth Program Leader) and identify what training courses are required for your appointment or what courses will be beneficial as part of your Individual Adult Volunteer Plan.
2. Refer to the Training Plan for your role, making sure that it is the most up to date version. This will tell you what the current course pre-requisites are.
3. Check the Training Calendar on the Training section of the website to pick a course, and make sure you note what the format is (residential, non-residential, online) as they have different expectations.
4. Consult your Team Leader who will need to approve application (this is your Group Leader if you are a Youth Program Leader). The Team Leader will approve all training applications. The Team Leader is electronically notified of all training course applications by their team members, and they are able to withdraw their approval on an 'opt-out' basis.
5. To apply for courses, go to the Training section of the Scouts Victoria website and select 'Register for Training Courses'. Search for the course you wish to attend and provide your details.
6. Once the online form is completed and submitted, the applicant will receive an email seeking confirmation of training application. Remember to select the 'Click Here to Confirm' area for your application to be completed and accepted
7. The Group Leader will arrange payment of course fees. For training at District/Region/State level the Team Leader will approve payment.

All applications must be made taking into consideration the closing date. Closing dates are:

- a. For residential courses, THREE WEEKS before the course commencement date.
- b. For non-residential courses, about TWO WEEKS before the first online session

Retraining or upskilling leaders

We welcome applications to attend training courses by Leaders who are not specifically required by their appointment to complete the course. This can be as a refresher or for Leaders who are seeking a broader understanding of Scouting. The application must be the result of a considered Individual Adult Volunteer Planning conversation between the Leader and their Team Leader. The Leader's formation must be prepared to pay the attendance fee.

Please note that when courses reach capacity, preference will be given to Leaders who need to attend the course for their appointment.

Course Fee

An invoice is generated by the on-line enrolment process and is sent to the Group Leader and Group Treasurer.

Refunds

If an applicant is unable to attend a course for which an application has been made, the following refunds will be made:

- Up to two weeks before course - FULL REFUND OF FEE PAYABLE.
- Up to one week before course - HALF REFUND OF FEE PAYABLE.
- Less than one week before course - NO REFUND.

To apply for a refund, the Group Leader must contact in writing the State Commissioner Adult Training and Development stating the reasons for non-attendance and seeking a refund.

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Cost of Training, Rebates and Subsidies

Face-to-face training charges are considerably less than the actual cost of providing training.

A rebate system has been established to provide Groups with a rebate for the cost of Scouting Leadership training. Providing a Leader completes their Scouting Leadership training (this includes their successful Project completion and successful Wood Badge evaluation) within 12 months, their Group Leader may make an application to the training office for a refund.

A subsidy for the cost of fuel and in cases where the participant must provide their own food, has been put in place (again supported by the Scout Foundation) for Youth Program Leader and Program Support Leader training. Fuel subsidies are not available for supplementary courses.

Trainee Leaders wishing to apply for a travel subsidy must complete the appropriate form, (which is part of the pre-course joining pack) and return the completed form to the Course Leader at the end of the course.

Training Calendar

Starting times and other details for courses will be confirmed in the letter you will receive approximately two weeks prior to the course starting date. If you have any queries, contact Scouts Victoria's training team on 03 8543 9800. Should changes to the training calendar be made they will be published on the Training section of the Scouts Victoria website.

Recognition of Proficiency

Recognition of Proficiency for specific skill sets is available upon application, with a specific Recognition of Proficiency pathway available for those with existing outdoor adventure skills who may not be required to attend the Scouting Adventure course. Leadership in Scouting is a unique experience and the training undertaken is unique to the Scouting Movement. No other organisations provide the exclusive knowledge and information required of a Scout Leader.

If you believe you may have a case for recognising some prior training and/or skills you have please contact the training office at Scouts Victoria for further information.

Other personal and professional development opportunities

Post Wood Badge Training

A wide range of elective courses and On-Demand eLearning modules, designed to supplement the general training received through the Wood Badge scheme, are offered. These courses/modules provide knowledge relating to a specific appointment in Scouting or give added insight into technical subjects. On completion of Scouting Leadership training, one module of training or relevant professional development must be completed yearly. Courses are listed in either the training calendar or throughout other activity sections of the Info Book and On-Demand eLearning electives are available at www.training.scouts.com.au.

Leaders and Rovers are particularly encouraged to build their skills and recognition in adventurous activities to support a diverse adventure program accessible to all Scouts. For further information about AA qualifications, refer to www.scoutsvictoria.com.au/age-sections-adults/training/.

Getting involved in delivering training

Volunteering to assist on training courses is a way that you can provide on-going support to Leaders.

People assisting as tutors and assistant course leaders on Adult Training & Development courses are Leaders with a relevant uniformed appointment (or a Rover Scout), holding the Wood Badge. They do this under the mentorship of a member of the National Training Team who is the Course Leader.

Young people are also actively involved in the delivery of training sessions under supervision, delivering direct insight from their experiences and knowledge of the program.

To be considered for membership of the National Training Team you need to meet these specific requirements:

- Wood Badged Leader.
- Assisted as a tutor and presenter on a number of courses (5-6) relevant to appointment.
- Completed additional training as directed (including AT&D Introductory; AT&D Basic).
- Hold a current Leadership role.
- Hold an appointment within Scouting related to the training you are delivering.
- Recommended by members of the course teams you have assisted.
- Fulfill any other requirements of the Assistant Leader Trainer role description.

Scouts Victoria is actively seeking a diversity of people to get involved in delivering training, and training experience outside of Scouting is valued alongside Scouting insight. If you think you've got something to offer, feel free to contact sc.training@scoutsvictoria.com.au to start a conversation.

Vocational Education and Training

Leanne Venables - State Commissioner - Vocational Education and Training, sc.vet@scoutsvictoria.com.au

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Scouts Australia Institute of Training (SAIT) is a Registered Training Organisation and enables youth and adults to seek externally accredited qualifications. This role holds the responsibility for providing support to SAIT assessors, successful completion of qualifications by youth and adults and monitoring of compliance.

Scouts Australia Institute of Training

Scouts Australia Institute of Training (SAIT) has been a Registered Training Organisation since 1996 and since then has delivered a number of registered training courses. SAIT is an enterprise trainer, and only assess by Recognition of Prior Learning (RPL) to Scouting Youth and Adults. The National Training Team comprises of qualified Trainers and Assessors, who all hold a Certificate IV in Training and Assessment and the highest qualification for the area that they are assessing in. The assessing team are led by the National Commissioner for Adult Training and Development through the respective State Commissioners for Adult Training and Development. The Trainers and Assessors have many years Scouting experience and they conform to industry standards.

Course Information

The following qualifications are offered by Scouts Australia Institute of Training. Units of Competency that form individual qualifications can be found by contacting sc.vet@scoutsvictoria.com.au or by www.training.scouts.com.au/curriculum/index and under Qualifications and SAIT

SAIT is registered to offer the following Australian Qualifications:

- BSB20120 Certificate II Workplace Skills
- BSB30120 Certificate III Business
- BSB40520 Certificate IV in Leadership & Management
- BSB50420 Diploma of Leadership & Management
- SAF501B & SAP501B Certificate In Higher Leadership - Axe & Log
- SIS20419 Certificate II in Outdoor Recreation
- SIS30619 Certificate III in Outdoor Leadership
- SIS40619 Certificate IV in Outdoor Leadership
- SIS50419 Diploma of Outdoor Leadership
- CUA20215 Certificate II in Creative Industries
- CUA30213 Certificate III in Community Dance, Theatre and Events
- CHC24015 Certificate II in Active Volunteering
- CHC34015 Certificate III in Active Volunteering
- CHC44015 Certificate IV in Coordination of Volunteer Programs

Relationship To Scout Training

Within the Scout program, the activities undertaken as part of the Basic and Advanced Training are mapped against the competencies from the above qualification. By completing your training and submitting Portfolios of Evidence via an RPL candidate toolkit for assessment you may receive a Certificate III in Business at Basic level, and a Certificate IV in Leadership and Management at Advanced level.

Process

Scouts Australia Institute of Training is registered to assess candidates in the qualifications specified within its scope. To achieve this, you need to:

- Register to complete a Qualification or a Unit of Competency with Scouts Victoria training team sc.vet@scoutsvictoria.com.au
- Receive a SAIT candidate information guide.
- Agree to the Terms of Enrolment.
- Complete a Consent form.
- Provide SAIT with a Unique Student Identifier Number (USI) from the USI registry System www.usi.gov.au (this is now a compulsory VET requirement).
- Complete an RPL Candidate Toolkit (supplied by Scouts Victoria training team).
- All documentation is to be sent electronically.

Assessment

Assessment is usually based on the provision of a Portfolio of Evidence (see note below) RPL. Portfolio of evidence may comprise either or both of:

- Scout Portfolio (endorsed by a Scouts Australia appointed assessor).
- Third party evidence.

Regardless of the source, the 'Principles of Assessment' and the 'Rules of Evidence' as defined in the Standards for Registered Training Organisations will be applied throughout the process.

Visit training.scouts.com.au/curriculum/qualifications-and-sait for further information.

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Fundraising and Grants

Scout Groups fundraise for themselves and others – it's integral to the ethos of Scouting. This might mean fundraising for a charitable cause or your own hall maintenance and upgrades, or for subsidising membership fees and event attendance or new quality camping gear – the list goes on.

Scouts Victoria has devised the following fact sheets which are available on our website under Resources and 'Fundraising and Grants'.

Please also find below some activities which are organised and administered by the Fundraising Team at Scouts Victoria and are offered state-wide, to all Groups. There are also local level ideas for Groups. The Branch Executive Committee (BEC) also has a Funding Subcommittee to explore these and other 'Finance that Supports' initiatives. For any enquiries in relation to fundraising email fundraising@scoutsvictoria.com.au or grants.manager@scoutsvictoria.com.au

Fact Sheet – Fundraising

This fact sheet outlines some of the options available to Scout Groups to raise funds via state coordinated activities plus other local level ideas for Groups to run with.

It also outlines important aspects of fundraising by way of formal registrations and legalities and important considerations when seeking sponsorship with businesses.

Fact Sheet – Grants For Groups

Grants are an extremely valuable source of funding for Scout Groups.

This fact sheet outlines the opportunities that exist, the legalities and information that applies plus the processes involved – from the grant application to final acquittal for successful funding.

Snapshot Of Fundraising Ideas and Activities For Groups And Formations:

- Scouts Victoria Monster Raffle
- Scout Month at Ritchies IGA stores across the state*
- Grants for Groups*
- Christmas Tree sales
- Sponsorship from local business
- Bunnings BBQs

*Overseen by Scouts Victoria

Some Important Legal Things

- Scouts Victoria is the legal entity and registered not-for-profit organisation through the Australian Charities and Not-for-profits Commission with tax Deductible Gift Recipient status (DGR) attached to our ABN, not individual Scout Groups.
- For grant funding and other donations, often a tax deductible tax invoice will be required and only Scouts Victoria can issue this, not individual Scout Groups. Funding Agreements and contracts are also only to be signed by the legal entity, Scouts Victoria.
- Scouts Victoria does not require a Consumer Affairs Victoria fundraising registration under the Fundraising Act (VIC) 1998 based on our major activity being a raffle which is exempt.

Marketing and Communications

Jason O'Donnell, Assistant Chief Commissioner - Marketing, acc.marcomms@scoutsvictoria.com.au

Jesse Carter, State Commissioner - Communication, sc.communications@scoutsvictoria.com.au

Darcy Bonser, State Leader - Media Unit,

Scouting needs to be highly visible across Victoria, so people can see the positive impact that Scouting has in our local communities. It is also a great way to welcome new members – both youth members and adult volunteer Leaders, and it helps get supporters on-board.

The Scouts Victoria Marketing team is here to help, so that every Group and District can be pro-active in sharing their own good news. There is a suite of Marketing Fact Sheets available on our website under Resources and 'Marketing'. Resources available to support local marketing:

- Posters (see our Fact Sheet on Promotional Materials).
- Brochures (see our Fact Sheet on Promotional Materials).
- Artwork - for auction boards, flyers for local events (see our Fact Sheet on Branding and Design Assets).

Scouts Victoria Communications

The Marketing Team also manages a range of communications within Scouting, and to the wider community:

- Scouts Victoria website www.scoutsvictoria.com.au.

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- Scouts Victoria has an active social media presence:
 - Facebook www.facebook.com/scoutsvictoria
 - Twitter www.twitter.com/ScoutsVic
 - Instagram www.instagram.com/scoutsvictoria/
 - YouTube www.youtube.com/ScoutsVic
- Be Informed - our weekly e-news to all adults in Scouting (including Rovers).

Talking To The Media

Usually, the Chief Commissioner speaks for all of us on policy and other matters that affect us all.

If you're dealing with local media and would like assistance, please email the marketing team at marketing@scoutsvictoria.com.au. They can also help with writing media releases.

If the matter concerns Scouts Victoria (and not just your Group or District) or it's urgent and you need a hand, please call our Media Line on 03 8543 9898.

Scouts Victoria Photography Disclaimer

Scouts Victoria seeks the consent of parents and guardians to use their child or young person's direct image and complete likeness in materials produced or published by or for the organisation at the time of registration. This material may be utilized within the organisations social media platforms as well other published materials.

During major events Scouts Victoria takes reasonable steps to suitably ensure that direct photography (identifying features and likeness) of non-consenting individuals is not collected. Due to the nature of these activities and the number of young people involved, Scouts Victoria cannot guarantee that in-direct material of non-consenting individuals may be captured and utilized for the above mentioned purposes.

Where the use of a child or young person image falls outside of the scope of any area for which consent has not already been received, Scouts Victoria may seek additional consent to utilise the material. Scouts Victoria will seek additional permission if names are to be published with images. Material posted by youth members on social media platforms remain the responsibility of the individual publisher.

How to be a responsible publisher?

As an individual, when posting material of members on public media platforms, it is strongly encouraged to obtain permission from the required individual/s where you intend on publishing or submitting your material for inclusion or publication purposes (such as Scouts Victoria social media pages).

It is important to remember and remain aware that we have some members who may choose to have their personal images withheld from publication.

Friends of Scouting

Here is a great way to connect and keep in touch with all things Scouting, even if you haven't been a Scout.

Friends of Scouting Victoria (FOS Vic) is open to adults with an interest in Scouting including past and current members, parents and supporters. The main benefit is an online community that keeps you up to date with old friends and current Scouting Activities.

Log in to the website today where you will:

- Have full access to the FOS Vic website including member-only areas
- Be able to connect with Scouting friends.
- Be kept up to date on specific upcoming events and register for them online.
- Post and share your photos and announcements with the FOS Vic community.
- And even more member benefits to come!
- You can also buy Life Membership which has extra privileges. Not only will you be financially helping Scouting, but you'll also be listed on an honour roll and you'll receive the ongoing issues of the Australian Scout magazine.

Visits www.fosvic.org.au or contact fosvic@scoutsvictoria.com.au.

Australian Scout Fellowship (ASF)

The Australian Scout Fellowship (ASF) allows former Rovers and adult Leaders to maintain their connection with Scouting and continue to be actively involved as time permits.

ASF divisions include those supporting local Districts, our Scout campsites/activity centres, and supporting local Scout performing arts. For some members this means regular activity – eg. weekly heritage centre work or weekly working bees at campsites – or monthly District events, or helping out with key annual Scout events – eg. Scouthike, and performing arts productions across the State. For others, it is a more casual opportunity to keep in touch with Scouting in Victoria, to maintain social contact with other former and current Leaders and Rovers, and to participate in Scout events as a recognised member of Scouts Victoria.

Administration and Membership

As specific examples, ASF members typically help to maintain several of our Scout campsites/activity centres, including: Gilwell, Clifford Park, Eumeralla and Treetops. And there are active ASF groups working with: Scout Heritage (Mackie Road) and Heritage Geelong, as well as with Gang Show and other performing arts shows. In addition, there are several active District/Region divisions. Our list of active ASF divisions is growing, and the ASF council is keen to establish more support and working bee events at key Scout campsites.

Retiring Leaders may apply for ASF membership by submission of an A2 form with the approval of the appropriate Commissioner. Recently booted Rovers need to contact Membership Support at Scouts Victoria for further information concerning membership.

ASF membership automatically provides membership of the Scout Association, and ASF members must be willing to re-affirm the Scout Promise, submit to a National Police Check, and hold a current Working with Children Check.

Members are entitled to wear their Scout uniform at official events. The ASF uniform is the Scout shirt or ASF Pacific Blue Polo Shirt, ASF scarf and name bar. Members receive the weekly Be Informed email which often includes ASF updates regarding upcoming events, and initiatives, while the Voice of Fellowship quarterly news includes more detail, including a calendar of upcoming events.

ASF members may align with their local District division, or one of the many 'non District' divisions. ASF members remain fully protected up to age 85 by the Association's extensive range of insurance policies. Insurance is not available for members aged more than 85 years of age.

ASF online archive of Important Docs: <https://sites.google.com/view/asfvic>

General Enquiries - fellowship@scoutsvictoria.com.au

ASF Communications - vic.asf.newsletter@gmail.com

Gilwell Park – ASF Heritage

The Gilwell Park Heritage team has been formed to provide support to the management of Gilwell Park. The team offers advice, expertise and effort (labour) for the conservation and repair of the heritage assets contained on site. Construction of the heritage trails are underway, detailing The Story of Gilwell. All members both uniform and lay, past and present are welcome to join in each Wednesday at Gilwell. A Fellowship division has been formed to allow for registration.

Victorian Scout Foundation

Support tomorrow's leaders today.

Established in 1985, the Victorian Scout Foundation raises funds to support the work and long term goals of Scouts Victoria.

Income from youth member fees alone cannot provide the financial basis for development, and so Scouts Victoria relies on the work of the Foundation to support its aims and help bring our long-term goals to fruition. Its purpose is to raise money to assist with the development of new and existing Scout Groups, the training of Scout Leaders and much more.

The Victorian Scout Foundation is a capital fund, preserving donations in perpetuity, only distributing earnings to support the work of Scouts Victoria. Therefore membership to the Foundation can make a permanent contribution to the future of Victoria's youth.

Foundation Membership Levels

The Foundation offers various giving levels for membership as follows:

- Associate \$600
- Member \$2,000
- Fellow \$10,000
- Governor \$25,000+ Payment pledges. Donations can be made through a five-year pledge.

For example, a member could become a Fellow by committing \$10,000 over five years in five payments of \$2,000 per annum.

Bequests

Over the years, Scouts Victoria has been the grateful recipient of many unexpected bequests. Bequests are the most effective way of providing benefits for future generations of Victorian Scouts. Bequests may be a share of an estate, cash, and items of personal property or real estate.

We would like to be able to acknowledge and thank the people who confirm a bequest in their lifetime and give them the recognition they deserve. For this reason if you are considering making a bequest to Scouts Victoria and would like to have a confidential discussion about your intentions or simply find out more information, please contact the Foundation.

Governance

The Foundation is governed by a board of trustees, composed of the President, Senior Vice-President, and ex officio members. The board meets quarterly and holds its annual general meeting in October.

The board's charter is to ensure appropriate and accountable management of funds held by the Victorian Scout Foundation, and to ensure that all matters of governance are adhered to. The Foundation also assumes responsibility for the distribution of monies which are raised by the Foundation, or which are given to it as a body.

Contact - foundation@scoutsvictoria.com.au

Administration and Membership

Special Interest Groups

Gilwell Reunion

The Gilwell Reunion Committee aims to promote fellowship, friendship and support for Leaders who have undertaken Advanced (Wood Badge) Training in order to assist them to become more effective Leaders of youth; and to assist in the continual upgrade of the training facilities at Gilwell Park by suggesting improvements and fundraising to provide funds to enable such improvements and maintenance to occur.

Gilwell Reunion - This is open to all Wood Badge holders and is held on the Australia Day weekend. The weekend combines service to Gilwell Park along with a lot of fun - where Leaders and ex-Leaders get to do silly things without having to worry about the kids laughing at us. If you haven't been before, why not find a couple of your Wood Badge course buddies with whom you promised to keep in touch and come along. You can attend for the whole weekend or just attend for a day.

Contact: The Secretary, Victorian Gilwell Reunion Committee, Victoria Scout Centre, 152 Forster Road Mt Waverley 3149. Keep an eye on Be Informed for further information.

Baden-Powell Lodge - Freemasons Victoria - Our Principles Make a Difference

Started in 1930, the BP Lodge is a Masonic Lodge within Freemasonry, founded on similar basic principles as Scouting. Membership is open to all men, meeting monthly from February to November on the fourth

Monday, 7.30 pm at the Waverley Masonic Centre. The Baden-Powell Annual Founder's Night meeting on the fourth Monday each February incorporates the Annual Rover Service Award Presentation, to encourage and recognise the valuable service given to the community and Scouting by all Victorian Rover Units.

Contact - secretary@badenpowelllodge.com

Baden-Powell Scout Guild

A fellowship of former Scouts, Guides and other interested people (26+) who are keen to continue the principles of Scouting and Guiding - to keep alive the spirit of the Scout and Guide Promise and Law, to take that spirit into the community and to continue support for Scouting and Guiding. Each State participates in fun activities and undertakes service, along with enjoying regular meetings.

Contact - bpguildvic@hotmail.com or visit <https://bpsgv.webs.com/>

Australian Badge Club

The Club is open to all members of the Scout and Guide Associations, to assist members to accumulate, assemble and provide facts relating to the history of badges, new, existing and extinct, from all over the world. Members are encouraged to swap badges by correspondence, thus encouraging friendship around the world. Meetings: third Sunday of alternate months at 152 Forster Road, Mt Waverley. The Club will mount a display, when requested, at Scout and Guide activities.

Contact: Secretary Ann Taylor, P.O. Box 276, Bayswater 3153.

Finances and Insurance

Certificate of Incorporation

The Scout Association of Australia, Victorian Branch is a body incorporated by Royal Charter 1912 and by an Act of Victorian Parliament being The Boy Scouts Association Act No. 4092 of 1932 as amended by the Scout Association Act No. 9878 of 1983. The Act is in essence our Certificate of Incorporation. A letter explaining this is available for download on our website here. The umbrella of the body corporate extends to cover all Scout Regions, Districts, Groups, and other Formations and their operation committees.

Bank Accounts

All bank accounts must be in the name of: The Scout Association of Australia, Victorian Branch, (name of Group eg. 1st Stony Creek Scout Group). Copies of your verified Financial Reports must be uploaded to the extranet annually after your ARAP. This includes the balances of your group operating account and balance sheet or any investment accounts. Information about how to upload documents to the extranet can be found here.

Vehicle Registrations

For vehicles (including buses, tractors, etc.) and trailers, please see the trailers, vehicles, buses and vessels section or follow the instructions on the website under Vehicles Trailers, Buses and Other here.

Bendigo Bank

Opening a Business Community Saver Account at your local Bendigo Community Bank and developing a relationship with the bank manager will put you in touch with one of the fastest growing philanthropic movements in the Australian community. Last year the Community Banks gave away over \$30 million to local organisations. This account has improved benefits and interest rates.

Scout Development Fund

Administration and Membership

Scouts Victoria operates a Scout Development Fund which provides all Groups and formations an opportunity to receive a return on any funds not required for day-to-day needs. Group Leaders, LIC's and Treasurers are welcome to contact the State Commissioner – Business and Finance to discuss how the fund operates: sc.business@scoutsvictoria.com.au

Insurance

Scouts Victoria maintains 18 different insurance policies to cover our members for a range of events including personal accident, public liability, fire, contents, vehicles and burglary. This section is designed to provide Scout members with a broad overview of the Scout insurance program and does not represent an insurance policy guarantee and cannot be relied upon as such. A summary document is below and for specific details regarding the scope and extent of cover for the Scout insurance program, please contact the Scout broker, AON.

The Scout Association's Insurance Broker: AON, Level 33, 201 Kent St Sydney NSW 3000. General claims and enquiries: should be directed to AON Scout Claims on 03 9211 3339.

View the Insurance Summary Document [here](#).

Insurance Renewal Process for Formations

We undergo our annual insurance renewal process in August/September of each year. This renewal includes a declaration from Groups and formations regarding Building and Contents, Vehicles, Trailers and Pleasure craft. The Group Leader / LIC will receive a notification of the timeline for the renewal process which is completed online via the Extranet system.

Contents and Burglary

Formations are required to maintain an asset register for Scout owned property. This should be recorded on a spreadsheet or in other suitable software (e.g. Asset Tiger) and must be uploaded to the Group Information page on the Extranet. Please retain photographs or proof of purchase of assets to support losses and include these in your asset register if possible. Loss or damage to personal property is excluded from our policies.

Making a claim under the Scout insurance program

Formations wishing to make a claim under our insurance must first complete an incident report through the online portal. This can be found on our website [here](#).

Claims made under the Scout Insurance Program are managed by AON which assists Scout members liaise with the insurers to coordinate the exchange of information, advocate the position of Scouts and seek to expedite claims settlements. Completion of a claim form is often required and will be forwarded by AON.

Please call AON (03 9211 3339) as soon as an incident has occurred or is discovered, you must complete and lodge an incident report before any claim can be submitted. AON will provide you with the information required to get the matter resolved as quickly as possible.

AON Claims Contact Details

Monday - Friday 8.30am-5pm - 03 9211 3339.

AON will instruct authorised trades people/vendors to secure, repair or replace property as required.

After Hours Emergency Contact

Contact 0410 018 469. They will initiate the same processes as apply in business hours.

Confirmation of Insurance: (Certificate of Placement)

Scouts may be requested to confirm the existence of Public Liability, Property and Personal Accident insurance policies held by Scouts. If an external organisation requires Scouts to sign an event/activity application form then the form must be forwarded to Scouts Victoria for review prior to signing. This does not apply for applications that involve State or Federal organisations such as Parks Victoria or local councils.

Confirmations are not necessary for Bunning's sausage sizzles as Scouts are registered in the 'Bunning's Public Drive'. Advise your Bunning's contact of this and they will be able to verify the currency of Scout Public Liability Insurance policy.

You can download a copy of the following common certificate requests from our website under Resources > Forms and Tools > Insurance Certificates and Other Information.

Common Certificates of Placement: You can download a copy of the following common certificate requests for the following common events (Sausage sizzles, raffle tickets, Christmas tree sales, rope bridge and Bunnings BBQ) from our website under Resources > Forms and Tools > Insurance Certificates and Other Information.

New or unusual Scout events or activities

AON must be advised of any unusual or new Scouting activity planned well in advance of the event date to ensure that there is adequate insurance cover available. If the event planned is not within the scope of events normally covered by the insurers, then AON may advise that an additional premium is required to be paid or in some situations that the event presents an unacceptable risk and cannot be insured.

For activities or events that fall outside these common activities you can request a confirmation certificate by providing details of the

Administration and Membership

activity or event as per the table below and email the request to confirmationofinsurance@scoutsvictoria.com.au.

You will be required to provide a copy of your Risk Management Plan in support of the event as per the requirements for managing Scouting events in accordance with ScoutSafe policies.

- Scout Group.
- Contact Person and Phone.
- Name of the event.
- Date and location of event.
- Summary of activities being undertaken.
- Any Interested Party that needs to be noted.
- Scouts Hosting Community Events and Markets.

Where Scouts are hosting or coordinating large scale events that involve attendance by members of the public, care must be taken to ensure the safety and interests of Scouts, Scout members and the attending public. Scout Groups wishing to host or coordinate a large scale community event are required to follow ScoutSafe policies governing the process for planning and approval of Scout approved activities which includes completion of the Scout Risk Management Form prior to the event being conducted. The risk register template can be downloaded from our website at Member Resources > Forms and Tools > Insurance Certificates and Other Information.

Any requests for Certificates of Placement for community events will need to have been approved in accordance with ScoutSafe policies and accompanied by the Risk Register.

Extract of Insurance Policies Held By Scout Association Of Australia - Victorian Branch

Further details regarding the insurance policies listed below can be accessed from our website under Insurance Certificates and Other Information [here](#).

Policy	Risk Covered	Comments
Industrial Special Risk Insurance (ISR) Property and Contents.	Property and Contents of Scout locations as declared through Extranet.	Excess of \$2000 for property, contents and Malicious Damage claims.
Personal Accident Insurance.	Assists Scout members with medical costs sustained whilst undertaking Scout Approved Activities.	Medicare items and 'Medicare gap' are, by law, unable to be covered.
Public Liability Insurance.	See below.	
Trailers, Motor Vehicles and Boats.	Trailers, Motor Vehicles and Boats owned and registered to Scouts as per declared through Extranet.	Excess \$2000.
Hall Hire.	Limited to Scouts 'Property Owners' liability and does not extend to the hirers of the hall who need to make their own arrangements.	Hall Hire application form details the obligations of hall hirers in respect to their liability obligations.
Transit Insurance.	Covers Scout owned equipment in transit and temporarily removed from its permanent location.	Excess of \$2000. Does not cover equipment not owned by Scouts.
Travel Insurance – State initiated travel as Scouts National coordinate Australian contingents (Jamborees/Moots).	Groups intending overseas travel are required to have travel insurance as per Branch guidelines.	Not automatically included for members. Contact AON to discuss obtaining travel insurance.

Public Liability Insurance

Period November 30, 2023-2024

The Scout Association of Australia (Victorian Branch) has in place a Public and Products Liability Policy which provides indemnity (protection) in respect of Scout Authorised Activities conducted by any Scout Group or other Formation within the Scout Association of Australia (Victorian Branch). The limit of indemnity is not less than \$20,000,000 for any one occurrence.

The indemnity is provided in respect of personal injury or property damage suffered by a member of the public as a result of negligence on the part of the Scout Association or any member of the Scout Association which includes Leaders, Youth Members, Committee Members and Voluntary Workers whilst acting with the approval, or consent of the Scout Association, or its authorised officers, or certificated Leaders. The policy extends to include Scout Member to Member Liability which in effect provides indemnity for any member of the Scout Association of Australia (Victorian Branch), should they be sued by any other member for negligence resulting in personal injury, or damage to property subject to terms and conditions of the policy.

Disclaimer: This document has been prepared at the request of our client and does not represent an insurance policy, guarantee

Administration and Membership

or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. AON Insurance is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after Issue Date.

Trailers, Vehicles, Buses and Vessels

Trailers

By definition for registration and insurance, a trailer is a vehicle. For any Scout Group or formation to operate a trailer, it must be recorded and registered correctly, as follows. Scouts Victoria runs all of our vehicles as a fleet with VicRoads. All a Group or formation has to do is register the trailer and then enter the details of the vehicle in Extranet. Trailers must be secured using a trailer goose neck lock, wheel clamp or bollard system to prevent loss – even when not in use.

New or transferred Trailers

You will usually need to take the trailer to a VicRoads office for inspection and registration. Before doing this, contact the Victorian Scout Centre and request a Letter of Authorisation. Without this, VicRoads will not register the trailer as a Scout trailer.

Simply email trailers@scoutsvictoria.com.au with the Group/formation name and the name of the person who will be doing the registration. You will receive a letter (PDF) that contains all the information VicRoads requires. This letter will work for both new and transferred trailers.

Once you have the registration number, enter the details in Extranet. The Group Assets - Trailers section is down the bottom of the Group's home page.

Existing Trailers

To have the trailer re-registered each year, simply keep the Extranet record up to date. The Annual Insurance Questionnaire, sent out in August, is an annual reminder to do this.

Please note that if it isn't in Extranet, it cannot be re-registered and is not insured.

Unregistered Trailers

Depending on the size of the trailer, it may not have to be registered. It must still be insured however. To do this, simply list and maintain the record in Extranet as above.

Buses

We have a bus or are thinking of getting one.

There is more to operating a bus than you would think. Here is what you need to know on registration and your annual requirements. A 'bus' is a motor vehicle that has been built with seating positions for 10 or more adults, including the driver. The bus will need to be registered and have a current (within 12 months) roadworthy certificate.

Registration

1. As with all vehicles, the bus must be registered to Scouts Victoria. Simply email memberservices@scoutsvictoria.com.au to obtain the Letter of Authority to correctly set up the registration. Please include the name of the person who will be doing the registration.
2. Once you have the registration number, enter the details in Extranet. The Group Assets – Vehicles and Powered Vessels section is down the bottom of the Group's home page.

To have the bus re-registered each year, simply keep the Extranet record up to date. The Annual Insurance Questionnaire, sent out in August, is an annual reminder to do this.

Please note that if it isn't in Extranet, it cannot be re-registered and is not insured.

Annual Bus Safety Inspection

- Every bus must have an annual safety inspection.
- Any licensed vehicle tester authorized by Vic Roads may do the inspection.
- For information on what is inspected, see Transport Safety Victoria's Bus Safety page.
- Scouts Victoria, as the owner, must hold a copy of the current Roadworthy Certificate. When you have it done, please email a copy to memberservices@scoutsvictoria.com.au
- If your bus has not had a safety inspection in the last 12 months and/or you do not have the Roadworthy Certificate, you may not operate the bus.
- If you require a copy of our Certificate to Operate a Bus Service, email memberservices@scoutsvictoria.com.au.

Administration and Membership

We are hiring a bus

You may be asked for a Certificate of Registration to Operate a Bus Service. It will depend on what organization you hire the bus from.

If you are asked for one:

1. Complete the Request to Issue Bus Operators Certificate of Registration, Form V1.
2. Email memberservices@scoutsvictoria.com.au the completed form and copies of the drivers' licenses. Please include any specific names, departments, addresses or emails that the Certificate is to be sent to; this will speed up the process.
3. The State Office then sends the bus operator the Certificate.

Other Vehicles

Cars, tractors, caravans - anything that isn't a trailer or a bus.

All of these vehicles have to be registered and be insured with Scouts Victoria.

Simply email memberservices@scoutsvictoria.com.au with the Group/formation name and the name of the person who will be doing the registration. You will receive a PDF letter that contains all the information Vic Roads requires. This Letter will work for both new and transferred trailers.

Once you have the registration number, enter the details in Extranet. The Group Assets - Vehicles and Powered Vessels section is down the bottom of the Group's home page.

Existing Vehicles

To have the vehicle re-registered each year, simply keep the Extranet record up to date. The Annual Insurance Questionnaire, sent out in August, is an annual reminder to do this.

Please note that if it isn't in Extranet, it cannot be re-registered and is not insured.

Unregistered vehicles

These are usually vehicles that never leave a private property, such as a campsite. Such vehicles must still be insured, of course. To do this, simply list and maintain the record in Extranet as above.

Vessels

A vessel is a watercraft that uses an engine for propulsion. For any Scout Group or formation to operate a vessel, it must be recorded and registered correctly, as follows. Scouts Victoria runs all of our vessels as a fleet with Marine Safety Victoria.

Vic Roads handles the actual registration process on their behalf.

New or transferred Vessels

Simply email memberservices@scoutsvictoria.com.au with the Group/formation name and the name of the person who will be doing the registration. You will receive a letter (PDF) that contains all the information Vic Roads requires. This letter will work for both new and transferred vessels.

Once you have the registration number, email extranet@scoutsvictoria.com.au with all the details. At present we cannot display the vessels in Extranet for you, but we keep a record for re-registration and insurance purposes

Existing Vessels

To have the vessel re-registered each year, use the Annual Insurance Questionnaire, sent out in August. Update any changes or if the details are correct, submit the document.

If you have to make any changes throughout the year, email extranet@scoutsvictoria.com.au with the details. At present we cannot display the vessels in Extranet for you, but we keep a record for re-registration and insurance purposes.

Property Management

Refurbishments, Extensions and Improvements

In order to do any repairs and improvements to local infrastructure, a refurbishment process is in place at Scouts Victoria to assist Groups*. By following the procedure your Group will be supported to provide the best possible outcome for continuing quality youth programs.

**Please note that we are using 'Group' here in the broader sense. It includes campsites, Districts, Regions, supporting formations such as Activity Teams and ASF Divisions and any other Scouting formation*

The Group Facilities Support Subcommittee has been established to review and assist Groups that need to do refurbishment. All projects over \$15,000 require endorsement by the Subcommittee. The Group Facilities Support Subcommittee have some means to assist Groups, subject to fulfilment of requirements and budgetary constraints, in the form of a loan, or a mix of a loan and grant.

Preparing Your Proposal

To prepare your proposal of works, please prepare the following:

Administration and Membership

1. Establish a scope of works – Project Description

This should include a general description of the work that is needed and the possible stages and timing of work. Essential safety and occupational health measures in the Scout facility have to be included to ensure continued quality youth programs.

2. Project Budget Estimate – Group Financial Viability

The Group should consider what the project might cost and the viability of the Group being able to pay for it. Group financial records and census data are added to your submission so that 3rd party analysis can be made and a business case produced.

3. Funding Sources Identified and Proposed

The Group should possess their own capacity to fund a project but there are also external Grants that are often applied for. If you have applied for an external Grant, please provide a copy of this paperwork. Please note that any such Grant must be done through Scouts Victoria – see the Grants for Groups fact sheet under the Fundraising and Grants section of our website or email manager@scoutsvictoria.com.au for details.

4. Preliminary Prioritisation

Call the Facilities Team on 03 8543 9872 at Scouts Victoria to ask them to assist you in identifying what works are highest priority for your Group and the urgency and timing of the project.

5. Prepare your P2 form

(P2 is the short name for the Application for Approval of Building Works form found under Forms and Tools on Scouts Victoria website).

This form summarises the information in the previous points of the project and collates the information for consideration for the Group Facilities Support Subcommittee.

This is not meant to be an onerous task; a small project should only need a sentence or two.

Please refer to the Group Leaders Guide to Facility Management found at Scouts Victoria website for more information on undertaking refurbishment projects.

Policies Directory

All members of the Scout Association of Australia - Victorian Branch are required, as a condition of Membership, to abide by the Principles, Policies, Rules, Regulations and Procedures of Scouts Australia and Scouts Victoria. All Policies, Standard, Procedural Documents and Guidelines can be downloaded from the Scouts Australia website.

Scouts Australia Policies

Privacy Policy, Youth Program Policy, Vaccination Policy, Child Protection Policy, Risk Management Policy,

Policy And Rules, November 2022

Scouts Australia policy and rules are defined in 'Policy and Rules 2022' (Revised August 2023)

Policy and rules included in this document are outlined in the following table.

Policies

P1 Principles
P2 Duty of care
P3 Membership of the Scout Association of Australia
P4 Principal accountabilities
P5 Management Process
P6 Management of the Rover Scout Section
P7 Finance, property, insurance and legal protection
P8 Community and external relations

Rules

R1 National organization
R2 The branch
R3 Support for Groups
R4 The Scout Group
R5 Joey Scout Section
R6 Cub Scout Section
R7 Scout Section
R8 Venturer Scout Section
R9 Rover Scout Section
R10 Scout Fellowship
R11 Adult training and development
R12 Safe practice
R13 Decorations and awards
R14 Uniform, badges and insignia
R15 General rules

Scouts Australia Approved Standards

[Key Resources](#) which INCLUDES Policies, Approved Standards, Procedural Documents, Guidelines, Forms and Templates, Research Repository and SAIT repository

Administration and Membership

Scouts Victoria Policies

[Policies approved by the Branch Executive Committee include:](#)

- Child Protection Policy
- Privacy Policy
- Real Property Policy
- Youth Membership Policy
- Inappropriate Conduct & Behaviour
- Investment Policy
- Code of Conduct, Ethics and Unacceptable Behaviours
- Conflict of Interest Policy
- Delegations Policy
- Firearms, Weapons and Archery Policy
- Alcohol, Smoking and Drugs Available on our website here
- Scouts Australia CHILD PROTECTION POLICY and PRESCRIBED PROCEDURES available on our website here

Complaints and Disputes

Introduction

Any complaint that relates to adherence to the Child Protection Policy must be reported using the Child Safe Scouting Reporting Process, refer to the Child Safe section at the start of this Info Book.

In an Association as large as Scouting, there will always be a time when parties, in particular Adults, will not agree on a particular course of action or direction being undertaken. Usually most of these disputes are quickly resolved at a local level without the need for any further action. There are however times when a person may wish to make a formal complaint.

Please note that, with the exception of child protection, issues should be addressed by the individual member's Team Leader.

Who is my team leader?

For Leaders who are members of Scout Groups, this would be your Group Leader. For a Group Leader this would be your District Commissioner.

Investigation Process (excluding Child Protection Incidents)

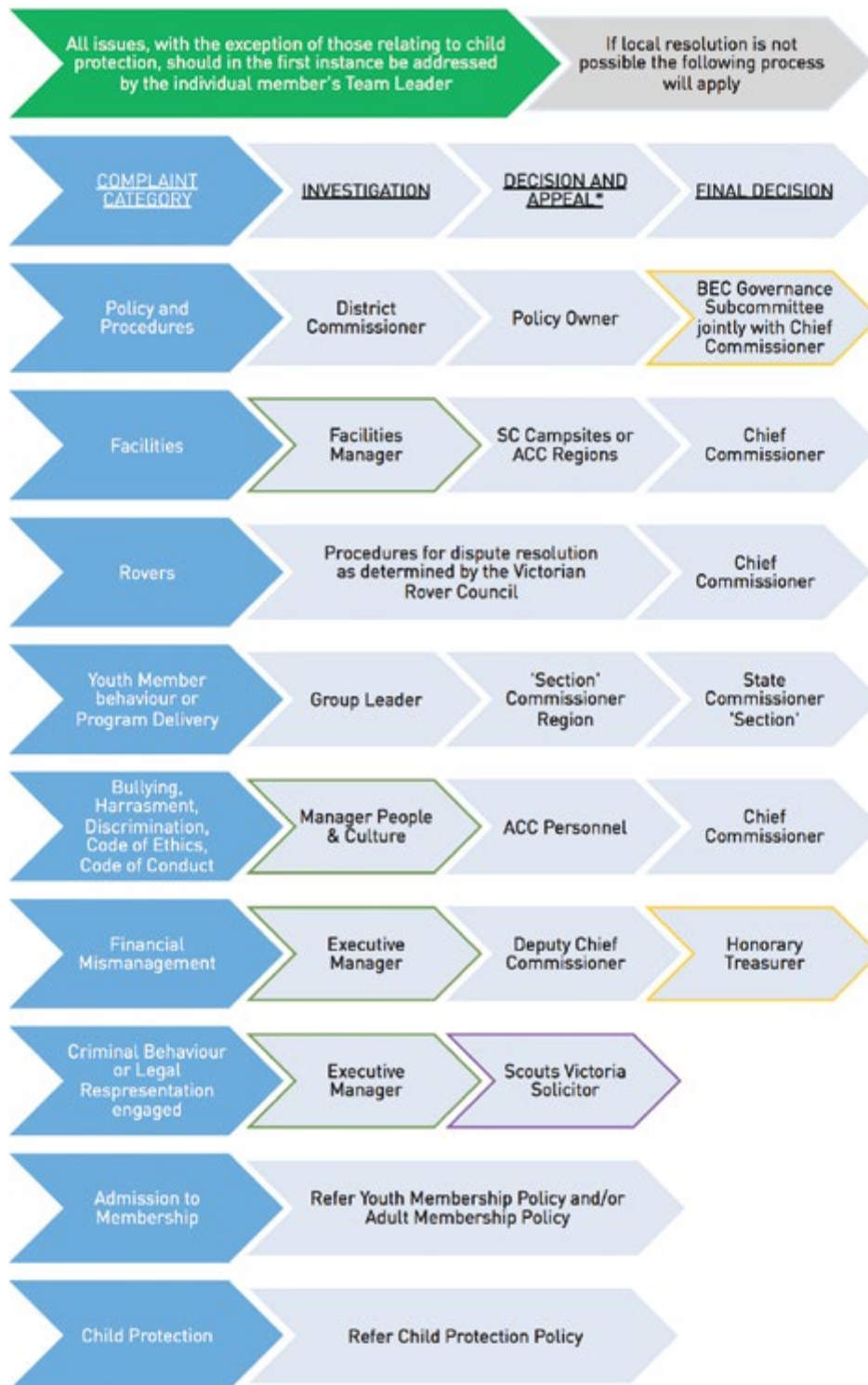
If a complaint or dispute is escalated to the Scouts Victoria Personnel Team and an investigation is commenced, then the investigation will usually include meeting with involved parties relating to the complaint or dispute. The investigator will make a recommendation to the Decision Maker for implementation.

The investigator may apply to the Assistant Chief Commissioner – Personnel to request a member to not participate actively in Scouting Activities to prevent further incidents during the investigation. The ACC-Personnel will make recommendation to the Chief Commissioner to determine if a suspension is necessary and advise as such.

Complaint and Disputes Flowchart

The flow chart below outlines the stages in the escalation of a complaint.

Administration and Membership



* If decision is appealed the process is first reviewed for procedural fairness then coordinated by the Manager People & Culture to ensure proper documentation is retained.



Administration and Membership

More Information

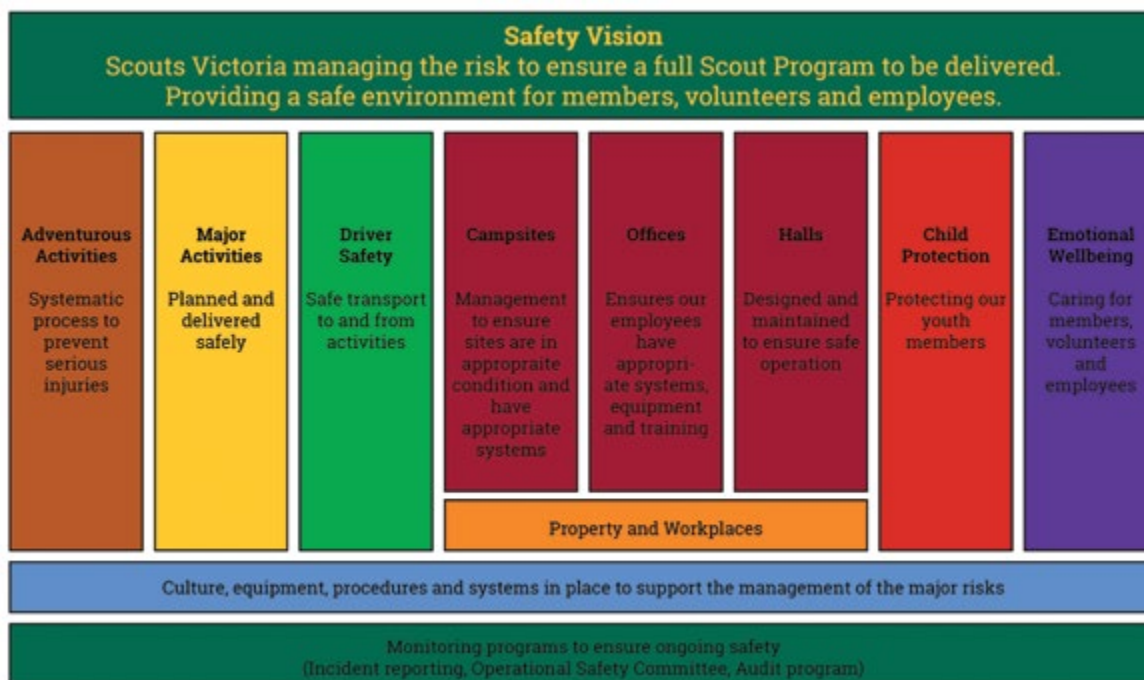
For more information or assistance relating to a Complaint or Dispute, please contact the People and Culture Manager on 8543 9800 during business hours.

Risk and Safety

Simon Casey, State Commissioner - Risk and Safety, sc.risk@scoutsvictoria.com.au

The Risk and Safety Team are responsible for building a culture of safety, implement industry best practice for Scouting processes and ensure a safe, cohesive and integrated youth program and environment for adults supporting it. This role leads the Scouts Victoria Operational Safety Leadership Committee focusing on achieving these goals.

Further information available: <https://scoutsvictoria.com.au/age-sections-adults/leader-resources/safety/>



Incidents

Scouts Victoria Emergency Line 03 8543 9877.

In the Event of an Incident

Based on the severity of the incident, you should:

- Check for danger - ensure the safety of any casualties, yourself and others.
- Provide first aid if able to do so and/or obtain appropriate medical treatment.
- If necessary, alert the appropriate emergency services (000).
- If necessary, notify Scouts Victoria via the Emergency Line (03 8543 9877).
- Notify the injured or affected person's parents (in the case of a youth member) or next of kin (in the case of an adult).

Incident Reporting

Please report within 48 hours, any injury or incident relating to Scouting activities that affects any Scout member, member of the public or causes significant damage to buildings or assets. This includes near miss incidents where the consequences could have been more significant.

An online Incident Report is accessible on our website [here](#). You will receive automatic acknowledgment of an incident report submitted through the online form.

Scouts Victoria Emergency Line

In addition to completing an incident report, you must contact Scouts Victoria via the Emergency Line for incidents meeting the following criteria:

- The death of any person.
- A person requiring immediate medical treatment by a doctor, dentist or in a hospital.

Administration and Membership

- Major building or asset damage.
- Lost or overdue activity participants.
- An incident reported to emergency services, such as Police, Fire, State Emergency Service or Ambulance.
- An incident that is continuing to escalate beyond local resource capacity or where urgent assistance is required.

Scout Shop

The www.scoutshop.com.au site stocks all the essentials of Scouting - uniforms, badges, books, trophies and souvenirs and also has an extensive range of Scouting approved camping gear to purchase. All 100% guaranteed and all at very competitive prices and delivered free to your door with no minimum purchase requirement.

The Scout Shop online service is exceptional, and most orders are despatched within 24 hours.

For Leaders this means you can order your badges after your meeting night and you'll have them for next week - no more driving across town to get badges and other items.

Scout Shop can also make your event and District Badges now very competitively. They have their own office in China to manage production and offer excellent service to all members across Australia.

Order online at www.scoutshop.com.au. Phone 03 8401 5908. Free postage (Minimum \$10 purchase).

In addition to the online store, there are two locations in Melbourne which stock youth member uniforms, books and some badges. Note that new program progress badges are only now available online. Snowgum 1702 Dandenong Road Oakleigh East 03 9540 0895 and Vast Outdoors 880 Nepean Hwy Moorabbin 03 9555 7811.

Head