



# Policy and Rules

11<sup>th</sup> Edition - November 2021

**RULES ON HOW TO PLAY  
THE GAME OF SCOUTING**





*Issued by the order of the  
National Council of The Scout Association of Australia by virtue of the  
powers vested in it by the Royal Charter*

NB: This edition includes amendments and changes approved by the National Executive Committee and National Operations Committee up to and including November 2021 meetings.



AUSTRALIAN SCOUT PUBLICATION

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# PREFACE

The Scout Association of Australia was inaugurated on 15 December 1958 and was subsequently incorporated by a Royal Charter granted by Her Majesty Queen Elizabeth II on 17 October 1967.

The Association functions in accordance with the provisions of the Royal Charter and By-Laws.

*Policy and Rules (P&R)* has been adopted by the National Council of The Scout Association of Australia in accordance with the Royal Charter, as a statement of policy and practice for the conduct of Scouting in Australia and is binding on all Formations, members and supporters of the Movement.

There are two main parts. One part, deals with matters of policy, the second part provides rules for the practice of Scouting in Australia. It is recognised that the distinction between a 'policy' and a 'rule' is sometimes difficult to make.

Each Branch of The Scout Association of Australia functions in accordance with its constitution and By-Laws, and shall prescribe such further policy and rules, not inconsistent with those contained in this manual, as required for the organisation and practice of Scouting within the Branch.

## SUPPLEMENTARY POLICY DOCUMENTS

Various other National Policies are provided as separate documents on the Scouts Australia website under Key Resources.

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# AMENDMENTS & UPDATES

NEC Meeting Date	Amendment / New Statement	Reference
<b>7TH EDITION (REVISED NEC JUNE 2016)</b>		
25-26 June 2016	Update reference to Adult Resources Policy to Adults in Scouting Policy	P4.1.5; 4.1.11; P4.2.6 R1.3.11
25-26 June 2016	Add/Amend Explanations of Abbreviations to include Activities Team	Page 18.
25-26 June 2016	<Remove> Instructors, appointed nationally to assist in the training and support of members who are working in the adventurous activities areas	R11.1.3.3
25-26 June 2016	Leader Trainers, Assistant Leader Trainers and Instructors, appointed nationally to conduct training programs	R11.1.3.5
25-26 June 2016	This version brings the P & R into line with the June 2015 National Council approval of the Aim changing to the Purpose	various
<b>8TH EDITION</b>		
17-20 November 2016	<b>Structural changes</b> were made to P&R to address key organisational governance documents, resulting in some Policies and rules being moved around within the document.	Throughout.
17-20 November 2016	<b>Alcohol Policy</b> Scouts Australia <b>guide young people towards the development of an informed and responsible attitude towards alcohol</b> , through the example and guidance of the adults who accept leadership roles in the Movement.	P1.1.4 (2) & (3) Alcohol & Drugs
17-20 November 2016	<b>The I CAN SIGN badge can be worn on the front of the uniform...</b> should be placed on the left-hand side of the Second, Sixer, Assistant Patrol Leader, Patrol Leader or Crew Unit Leader Badge. If the youth member is entitled to wear this as well. Adult Members who wear a Leader Name Bar should place the I CAN SIGN badge to the left hand of side this bar	R14.4.9 (7) I Can Sign – APPENDIX 4: UNIFORM ILLUSTRATIONS
17-20 November 2016	<b>Joey Badge Placement</b> to have the Participation Badges and the <b>Promise Challenge all on the left sleeve</b>	APPENDIX 4: UNIFORM ILLUSTRATIONS
17-20 November 2016	<b>Appendix 4. Uniform Illustrations</b> updated to include the uniform placement of the Messengers of Peace badge; Camper badge and Walkabout badge	APPENDIX 4: UNIFORM ILLUSTRATIONS

17-20 November 2016	<b>Code of Ethics</b> inserted it specifies standards for <b>Integrity; Respect and Courage</b>	P5.2.1 4.
17-20 November 2016	Process for disputed highest service awards	R13.5.8b
17-20 November 2016	The addition of <b>Cloth Emblems</b> for: <b>Outstanding Service Award:</b> a green knot with a white outline on a blue background <b>Distinguished Service Award:</b> a white and orange knot on a blue background <b>National President's Award:</b> a red knot on a blue background	R13.5 (c) (e) (h)
17-20 November 2016	New Cover and update to note that this is the 8 <sup>th</sup> Edition (not a revision)	
17-20 November 2016	Addition of statement under Preface...Supplementary Policy Documents	Pg.5
<b>8TH EDITION (REVISED NEC MARCH 2017)</b>		
<b>NEC Meeting Date</b>	<b>Amendment / New Statement</b>	<b>Reference</b>
11 March 2017	Change the reference to National Chief Executive throughout to 'General Manager'	R1.1.3
<b>9TH EDITION (REVISED NEC JULY 2017)</b>		
4 August 2017	Update References to Promise and Law	P1.4 to P1.6 P1.8.7 P3.7-10
4 August 2017	Update to the Code of Conduct	P5.2.2
4 August 2017	Change the reference to General Manager throughout to 'National General Manager'	R1.1.3
<b>9TH EDITION (REVISED NEC NOVEMBER 2017)</b>		
19 November 2017	Update to Rules for members travelling overseas	R15.1
19 November 2017	Update to the elements to the Scout Method	R8
19 November 2017	Update to section age ranges that underpin the program developed by the Youth Program	R4.3   R5.3 R6.3   R7.3 R8.3   R9.3
19 November 2017	Update to the members eligible to wear the Duke of Edinburgh Badge on their Uniform	R13.9.6
19 November 2017	Update to the Educational Objectives for all Sections	R5.1   R6.1 R7.1   R8.1 R9.1
<b>9TH EDITION (REVISED – NOC/NEC JULY 2018)</b>		
22 July 2018	The Australian Scout Environment Charter	APPENDIX 1
<b>9TH EDITION (REVISED – NOC/NEC NOVEMBER 2018)</b>		
17 November 2018	Update to the Adult Members and Supporters	R13.1.1c
17 November 2018	Update to the Young Adult Member consideration for an Adult Recognition Award.	R13.5.4. ii
17 November 2018	Update to Special Service Award 'Young adult members'	R13.5.7a
17 November 2018	Update to Meritorious Service Award	R13.5.7b
17 November 2018	Update to "Where more than one Award is received in any category"	R13.10.2
17 November 2018	Update to Membership (Venturer Scouts)	R8.3

<b>10TH EDITION (REVISED NEC OCTOBER 2020)</b>		
15 August 2019	Update for restructure of the NEC	R1.1.2 & R1.1.3
17 August 2019	Update to "Method of wear of the National Uniform"	R14.3.1.2
17 August 2019	Update to "Flags"	R15.2.2.a.b.c
17 August 2019	Technology Code of Use Policy linked (New Policy)	P5.2.3
17 August 2019	Update to "Adults in Scouting"	P5.1.1-3
17 August 2019	Update to "Scouts – State emergency service awareness badge"	R14.4.9.12
17 November 2019	Removal of Rule relating to DFAT registration	R15.1.1
9 July 2020	Change to definition for Young Adults receiving an ARA	R13.5.4 (ii)
15 August 2020	Changes to Shoulder Tabs criteria	R14.4.7.8
15 August 2020	Changes to include Mental Health First Aid	R13.9.3 R14.4.9
15 August 2020	Updates to reflect changes for Diversity and Inclusion	P1.8.8   P3.1 R5.3   R6.3 R7.3   R12.8 R14.2.5 R14.2.9
15 August 2020	Update all Policies and Rules with new Program Language	Various
<b>10TH EDITION (REVISED NOC NOVEMBER 2020)</b>		
12 July 2020	Rovers – removal of Shoulder Badges, new Rover Gold Bar	R14.4.6
14 November 2020	New rule to consolidate uniform standard for Scout Fellowship members where uniform is permitted by Branch	R10.4
<b>10TH EDITION – APRIL 2021 (REVISED NEC FEBRUARY 2021 AND NOC MARCH 2021)</b>		
<b>27 February 2021</b>	<b>NEC REVISIONS</b>	
27 February 2021	Change to election of Chair NEC process	R1.1.2 point 5 - 7
27 February 2021	Change to NOC construct - at least two members under the age of thirty years	R1.1.4 point 5
27 February 2021	Change the appointment of Life Members more explicit to have been a member of the National Council for at least 10 years and had a distinguished National or International role representing the Scout Association of Australia.	R1.8 point 3
<b>20 March 2021</b>	<b>NOC REVISIONS</b>	
20 March 2021	LEADER - Language supports ATD Policy - Proficiency Standards	Definitions
20 March 2021	New Mutual Agreement centred on Rights and Responsibilities of an Adult Member	P5.3.5
20 March 2021	Language supports ATD Policy - Proficiency Standards	P5.3.7.1
20 March 2021	Remove the notion that appointment is automatic after achieving a Certificate of Proficiency	P5.3.7.2
20 March 2021	Update ATD Curriculum language	P5.3.7.3
20 March 2021	Update ATD Curriculum language	P5.3.7.4

20 March 2021	Recognise differing Certificates of Proficiency for Youth Program and Program Support roles	P5.3.7.5
20 March 2021	Remove Assessor and Instructor appointments. Use of term proficiency to align with ATD Policy Proficiency Standards	P5.3.8.3
20 March 2021	Language supports ATD Policy - Proficiency Standards	P5.3.13.2
20 March 2021	Heading renamed	R11
20 March 2021	Heading renamed	R11.1.1
20 March 2021	Update training program terminology	R11.1.1
20 March 2021	Clarify that ATD outcomes lead to proficiency not competence which is a VET outcome	R11.1.2
20 March 2021	Remove Assessor and Instructor appointments	R11.1.3
20 March 2021	Deleted – replaced by new section R11.2	R11.1.4
20 March 2021	New Rule – Scouts Australia Institute of Training (SAIT)	R11.2
20 March 2021	New rule: To protect the legal property of the Decorations and Awards and any related contracts in place by Scouts Australia for their production.	R13.1.3
20 March 2021	To ensure that the Decoration is correctly placed in the order of precedence.	R13.3.4
20 March 2021	To make it clear that the ARA distinctive pin is not for wear on the Uniform	R13.5.7
20 March 2021	To ensure that the Decoration is correctly placed in the order of precedence.	R13.5.8 (a-i)
20 March 2021	New footnote in relation to neck awards	R13.5.8
20 March 2021	To provide a framework for conflict resolution in relation to ARA “both ways” to provide equity and to clarify who the “National Chairman” is.	R13.5.9.b (iii)
20 March 2021	Extension of process from R13.5.9.b (iii).	R13.5.9.b (v)
20 March 2021	There is no longer a Badge for Certificate of Appreciation	R13.6.1.3
20 March 2021	Rewrite of Rule to reflect the intent surround Australian Honours as well as all other awards, including those for Military Service.	R13.9.1
20 March 2021	To provide clarity for the wearing of Overseas - Governments, Scouting Awards and Medals.	R13.9.2
20 March 2021	Rule deleted - No longer relevant as these organisations when performing their duties at Scouting Events wear their own uniform.	R13.9.3.2
20 March 2021	To formally recognise Life Saving Medals as opposed to the medallions of other Life Saving organisations	R13.9.4
20 March 2021	To ensure appropriate Sponsoring Authority Badges are adopted	R13.9.5



20 March 2021	To further cement the relationship between Scouts Australia and the DoE Program	R13.9.6
20 March 2021	To provide clarity on order of precedence for the wearing of Awards and Emblems.	R13.10
20 March 2021	New rule: To enable the capacity for a member to seek special consideration for the wearing of an external Award	R13.11
20 March 2021	Creates consistency with R14.2.2.1 and clarifies the wearing of the Long Sleeve Scout Shirt	R14.2.2
20 March 2021	Clarifies Adult Members wearing Peak Awards on their Uniform	R14.4.1.5
20 March 2021	Remove Instructor recognition through cloth badge.	R14.4.7.4
20 March 2021	Remove Assessor recognition through cloth badge	R14.4.7.5
20 March 2021	Updates Amateur Radio Operator Badge standards	R14.4.9.1
20 March 2021	The Anchor Badge is a qualifications Badge not an appointment badge (i.e., it is not an Activity Leader)	R14.4.9.2
20 March 2021	Provides an update for the wearing of the BP Scout Award by Adults	R14.4.9.3
20 March 2021	Clarifies the wearing of Girl Guide Badges	R14.4.9.8
20 March 2021	Provides an update for the wearing of the Queen's Scout Award by Adults	R14.4.9.9
20 March 2021	Removed World Environment Badge – no longer current	R14.4.9.11
20 March 2021	Removed - refer changes above at R13.6.1.3	R14.4.10.4
20 March 2021	Removed - refer changes above at R13.5.7	R14.4.10.5
<b>10TH EDITION – JULY 2021 (REVISED NEC MAY 2021 AND NOC JUNE 2021)</b>		
22 May 2021	NEC REVISIONS	
22 May 2021	The Code of Ethics “why” needed improvement to ensure a better understanding by Adults in Scouting.	P5.2.1
22 May 2021	The Code of Conduct “why” needed improvement to ensure a better understanding by Adults in Scouting.	P5.2.2
22 May 2021	Under Mutual Agreement - delete dot point - not fill a current position previously held by a paid worker	P5.3.5
19 June 2021	NOC REVISIONS	
19 June 2021	Permitting the wearing of the Scout Belt as optional, where below waist wear does not have loops	R14.2.6
19 June 2021	Amended due to the change of the NRC purpose statement/functions – from Rover Scout Review	P6.2.2

19 June 2021	Removal of Return from Service Medal – civilian wear only	R13.9.1 Para 2
19 June 2021	Amended rule – Correct wear of Medals of Gallantry	R13.10.4
19 June 2021	New rule – Correct wear for Medals of Meritorious Conduct	R13.10.5
19 June 2021	New rule – Repositioning of former rule R13.10.4	R13.10.6
<b>10TH EDITION – AUGUST 2021 (REVISED NEC AUGUST 2021)</b>		
14 August 2021	NEC REVISIONS	
14 August 2021	New rule - Clarification for administering of funds for the National Rover Council	P6.2.7
<b>11TH EDITION – NOVEMBER 2021 (REVISED NEC AND NOC NOVEMBER 2021)</b>		
27 November 2021	NOC REVISIONS	
27 November 2021	Updated as the applicability of Achievement Pathways has been removed with a core focus on contribution to Scouting in relation to ARAs and the Rover Service Award	R13.5.5
27 November 2021	Updated to clarify and simplify the classification of qualifications that are now suitable for wearing of the Scout Wings.	R14.4.9 - 10 Renumbered to 9. Scout Wings
27 November 2021	Updated to align to new policy rule 13.5.9 (c)	R13.5 (h)
27 November 2021	Updated to align to new policy rule 13.5.9 (c)	R13.5 (i)
27 November 2021	New Rule: To empower the CCoA to make higher level ARA awards to members of international Scouting	R13.5.8 (c)
27 November 2021	Updated as the badges are not produced by, nor issued by Scouts Australia.	R13.9.4
27 November 2021	Tidying up the language used to make a more succinct document.  R14.3.1 – R14.3.5 deleted and renumbered to reflect updates made for Youth Program changes	R14.3
27 November 2021	Updated as the title of the Girl Guide section is now Senior Guides, not Ranger Guides	R14.3.2 renumbered to R14.3.6

27 November 2021	Tidying up the language used to make a more succinct document. R14.4.2 – R14.4.5 deleted and renumbered to reflect updates made for Youth Program changes	R14.4
27 November 2021	Updated as there is no need for youth program participants to wearing the anchor badge, as the Outdoor Adventure Skills outline their proficiency in water activities.	R14.4.9 – 2
27 November 2021	Removed: This badge has been removed from the youth program. Exploration of belief systems and faith should form part of the program through Challenge Areas, Special Interest Areas and especially in ensuring that all members are provided with opportunities for spiritual development.	R14.4.9 – 4
27 November 2021	Updated as Scout youth members may also achieve their First Aid qualifications	R14.4.9 – 5
28 November 2021	NEC REVISIONS	
28 November 2021	Removing duplication of Heading “P1 PRINCIPLES” by adopting the new heading of Overview and remove reference to Code of Conduct as part of Principles	P1.1 P1.1.2
28 November 2021	Rewrite/update of the Scouts Australia Child Protection Policy requires amendments to some of clauses in P1.6.2	P1.6.2 Clause 4 deleted
28 November 2021	<i>Inclusion of the “Code of Ethics”</i>	P3.5.4 a. iii
28 November 2021	<i>Inclusion of the “Code of Ethics”</i>	P5.3.13 1. b
28 November 2021	<i>Inclusion of the “Code of Ethics”</i>	R13.1.2

# PREAMBLE

## 1 THE SCOUT ASSOCIATION OF AUSTRALIA STATUS

The Scout Association of Australia, generally referred to as Scouts Australia, is incorporated by Royal Charter. It is the National Scout Organisation in Australia and is accorded membership status by the World Organisation of the Scout Movement. The Scout Association of Australia accepts the principles upon which Scouting worldwide is based as expressed in the Constitution of the World Organisation of the Scout Movement.

## 2 VISION

For Scouting to be seen as the pre-eminent youth organisation in Australia.

## 3 MISSION STATEMENT

The Scout Association of Australia operates a voluntary, non-political educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and method conceived by the Founder, Lord Baden-Powell.

The Mission for Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

## 4 PURPOSE

The purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

## 5 MOTTO

The motto of the Scout Association of Australia is “Be Prepared”.



## **6 VALUES**

The Scout Association of Australia recognises the following values:

1. The importance of individuals developing a sense of personal identity and self-worth which leads to responsibility for oneself and one's actions as a citizen.
2. The belief that young people are able and willing to take responsibility and contribute to society.
3. The rights and responsibility of individuals to regulate their own health.
4. The importance of adults in providing suitable role models for young people.
5. The importance of not exposing young people to harm or exploitation.
6. The importance of individuals and the community adopting a lifestyle that allows ecologically sustainable development through preventing environmental overload, environmental degradation and resource depletion.
7. The importance of respect for and equity in dealings with all people, irrespective of culture, gender, religion or impairment.
8. The importance of mutual support and help between members of a community to maximise the quality of life for all.
9. The importance of the development of understanding between individuals as a contribution to peace between nations.
10. The importance of gainful employment in contributing to the sense of dignity and self-worth of the individual.
11. The importance of harnessing technological innovation to benefit human society.

## **7 GOALS**

The Scout Association of Australia has set the following goals:

1. To provide challenging accredited programs to the youth of Australia, which are recognised and valued by the community and government.
2. To promote Scouting to the community on the basis of the high quality and relevance of its methodology and programs.
3. To have an increasingly male and female membership which reflects the social and cultural mix of the community.
4. To carefully select and train adult leaders on the basis of standards that are recognisable and measurable.

5. To have the community recognise, support and value the role of Scouting and its activities.
6. To be recognised by the community as being responsive to community youth issues.
7. To be recognised and consulted as a major contributor to establishing priorities and determining policies on community youth issues.
8. To have a high profile portraying a quality way of life.
9. To acquire and maintain adequate human, physical, and financial resources, which are used to the best advantage of Scouting and the community.
10. To provide opportunities for its members to participate in international activities.
11. To provide maximum support for the development of World Scouting particularly in the Asia-Pacific Region.

## **8 METHOD**

The Scout Association of Australia achieves its purpose through a system of progressive self-education, known as the Scout Method, the elements of which are:

1. Community Involvement
2. Learning by Doing
3. Nature and the Outdoors
4. Patrol System
5. Personal Progression
6. Promise and Law
7. Symbolic Framework
8. Youth Leading, Adult Supporting

## DEFINITIONS

**Branch** - The organisational level responsible for the administration and welfare of the Movement within a State or Territory.

**Branch Council** - The governing body of a Branch.

**Branch Executive Committee** - A committee appointed by the Branch Council to manage the affairs of the Branch.

**Branch Rover Council** - The coordinating body of the Rover Scout Section in a Branch.

**Cub Scout** - A youth member of the Cub Scout Section.

**Cub Scout Unit** - The Section of a Group, which admits Cub Scouts.

**District** - An organisational level accountable to the community for the support and welfare of Scouting within defined boundaries.

**District Association** - The governing body of a District.

**District Executive Committee** - A committee appointed by the District Association to manage the affairs of the District.

**Formation** - An organisational level within the Movement, including a Group, a District, a Region, a Branch and any other support level within a Branch.

**Group** - The organisational level, which delivers the Scout Program in the local community.

**Group Support Committee** - A committee which is responsible to the Group Leader for supporting the delivery of Scouting in the Group, and for the management of Group funding, property and equipment.

**Group Council** - A meeting of the Adult Leaders of a Group, chaired by the Group Leader, to plan and co-ordinate Scout training and activities in the Group.

**Joey Scout** - A youth member of the Joey Scout Section.

**Joey Scout Unit** - The Section of a Group, which admits Joey Scouts.

**Leader** - An adult holding a Certificate of Adult Membership, Certificate of Proficiency and a Certificate of Adult Appointment in Scouts Australia. Starts with a capital letter when referring to a specific title e.g. Cub Scout Leader.

**leader** - An authorised person responsible for leading a specific activity. Is used on a generic basis and therefore the first letter is lowercase.

**Movement** - (see Scout Movement) All Formations and members in Australia and worldwide.

**National Council** - The governing body of The Scout Association of Australia.

**National Executive Committee** - A committee appointed by the National Council to manage the affairs of The Scout Association of Australia.

**National Rover Council** - The coordinating body for the Rover Scout Section in Australia.

**Region** - An organisational support level within a Branch to which Branch functions may be devolved.

**Rover Scout** - A member of the Rover Scout Section.

**Rover Unit** - The Section for Rover Scouts, in a Group or at any other level.

**Scout** - A youth member of the Scout Section: or, used as an adjective, denotes distinctive policies and practices of the Movement.

**Scout Fellowship** - A body of adults who adopt the Scout Promise, affiliated at any level to provide fellowship and service opportunities for its members.

**Scout Movement** - All Formations and members in Australia and worldwide.

**Scouts Australia** - the more commonly used name for The Scout Association of Australia.

**Scout Unit** - The Section of a Group, which admits Scouts.

**Section** - A Joey Scout Unit, a Cub Scout Unit, a Scout Unit, a Venturer Scout Unit or a Rover Scout Unit.

**The Association** - The Scout Association of Australia.

**The Scout Association of Australia** - A body incorporated by Royal Charter to have full control, in all matters of policy and practice, of the Scout Movement in Australia and its Territories.

**Venturer Scout** - A youth member of the Venturer Scout Section.

**Venturer Scout Unit** - The Section of a Group which admits Venturer Scouts.

**Youth Member** - Young people within the age ranges defined for each Section.

## EXPLANATION OF ABBREVIATIONS

AAL	Assistant Activity Leader
AL	Activity Leader
AAdv.AL	Assistant Adventurous Activity Leader
Adv.AL	Adventurous Activity Leader
ACC	Assistant Chief Commissioner
ACSL	Assistant Cub Scout Leader
AL (B or R)	Activity Leader (Branch, Region or District)
ALT	Assistant Leader Trainer
ADC	Assistant District Commissioner
ADV	Adviser (National, Branch, Region or District)
AGL	Assistant Group Leader
AJSL	Assistant Joey Scout Leader
APL	Assistant Patrol Leader
ARC	Assistant Region/Regional Commissioner
ASL	Assistant Scout Leader
AVSL	Assistant Venturer Scout Leader
BC	Branch Commissioner (Designated Appointment) <sup>1</sup>
BHQ	Branch Headquarters
CAL	Certificate of Adult Leadership
CC	Chief Commissioner
CSL	Cub Scout Leader
DA	District Association
DC	District Commissioner
DCC	Deputy Chief Commissioner
DL	District Leader (Designated Appointment)
DRA	District Rover Adviser
DTM	District Training Meeting
GL	Group Leader
Int Comm.	International Commissioner
JSL	Joey Scout Leader
LT	Leader Trainer
NCATD	National Commissioner, Adult Training and Development
NCE	National Chief Executive
NCYP	National Commissioner, Youth Program
NEC	National Executive Committee
NRC	National Rover Council

PL	Patrol Leader
P&R	Policy and Rules (i.e. this publication)
PLA	Personal Leader Adviser
RA	Rover Adviser
RC	Region Commissioner
RUL	Rover Unit Leader
SL	Scout Leader
VSL	Venturer Scout Leader

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<sup>1</sup> Branch Commissioners tend to have a specific designation such as a program Section, e.g. Branch Commissioner Joey Scouts, or Branch-wide area such as Branch Commissioner Adventurous Activities or Branch Commissioner Environment



# POLICY

## P1 PRINCIPLES

### P1.1 OVERVIEW

1. The Principles of Scouting, as identified by the Founder, are that Scouts should serve God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves, their families, and the community in which they live.
2. These three principles are characterised for all members of the Movement as “Duty to God”, “Duty to others” and “Duty to self”.

### P1.2 DUTY TO GOD

1. The policy of the Scout Movement, which includes members with many different spiritual beliefs, is that all members should develop their relationship with the spiritual values of life by adhering to their spiritual principles, whilst respecting the spiritual choices of others.
2. The educational approach of the Movement includes helping young people to develop their spiritual beliefs and search for the spiritual values of life.
3. The privilege of adult leadership carries with it the obligation of encouraging the spiritual growth of youth members so that they may gain a deeper understanding of their spiritual beliefs as they progress through the Movement.
4. The growing spiritual relationship can be encouraged through the Youth Program and by the regular use of carefully selected reflections, prayers and other activities for everyday Scouting occasions.
5. Members who identify with a religion should be encouraged to attend services of their religion.
6. A gathering of members of the Movement, known as a Scouts' Own, may be held for the purposes of exploring spiritual beliefs and to promote fuller realisation of the Scout Promise and Law.
7. “Duty to God” refers to a person’s relationship with spiritual values. Scouts Australia upholds the Principle of “Duty to God” through facilitating development of one’s “Spiritual Beliefs”.

### **P1.3 DUTY TO OTHERS**

Members are active global citizens, displaying loyalty, friendship, understanding and co-operation at local, national and international levels. This is achieved through responsibilities to families and communities, active participation in service to others, recognising and respecting the rights of others, and preservation of the environment.

### **P1.4 DUTY TO SELF**

Members have a responsibility to explore and develop confidence and self-respect, and seek to develop to their full potential through life-long learning.

### **P1.5 PROGRAM FOR THE DEVELOPMENT OF YOUTH**

The Youth Program will:

1. Provide opportunities for personal growth in the areas of physical, emotional, intellectual, spiritual, values and social development; personal and group relationships; community and environmental responsibility.
2. Develop a sense of achievement amongst young people through membership in small friendship and interest groupings.
3. Provide challenging and appealing activities for these groupings, designed to meet the needs and capacities of the members.
4. Through these activities:
  - a. Promote health and fitness.
  - b. Promote knowledge of, and experience in, the local and wider community.
  - c. Promote appreciation of, and experience in, the outdoor environment.
  - d. Provide opportunities for, and training in, community service and environmental education.
  - e. Provide for, and encourage individual hobbies, interests and skills, and through them, a sense of individual achievement.

## **P1.6 ASSOCIATION VALUES**

### **P1.6.1 Overview of Values**

Given that the Purpose of The Scout Association of Australia is to encourage the physical, intellectual, emotional, social and spiritual development of young people, it is realised that the future of our society is vested in each successive generation, and the values that they inherit.

### **P1.6.2 Child Protection & Safe from Harm**

The Scouts Australia Child Protection Policy sets the Policy, Procedures and minimum Standards that all Members in Scouting must abide by when living Scouting. In addition, the following provision apply:

#### **1. Duty of Care and Safe from Harm**

Policy P2 and Rule R12 specify Scouts Australia's policy relating to Duty of Care, and its rules for safe practice.

#### **2. Rights of the Child**

Scouts Australia recognises that children, because of their vulnerability, need special care and protection, and it has a non-formal educational 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.

#### **3. Respect for Others**

Scouting encourages respect for others, and the dignity of individuals. Adults in Scouting provide an environment where young people feel safe and secure, and free from personal and verbal harassment/abuse. Scouts Australia takes a positive attitude towards encouraging youth members to be able to recognise situations which may lead to abuse; to be able to assert the right to resist the abuser; and to report abuse with confidence.

#### **4. Personal Standards**

Scouts Australia encourages respect for other people, expects its members to demonstrate high personal standards, both in language and actions and to refrain from swearing and using profane, indecent, rude, insulting or abusive language and under no

circumstances condone the use of inappropriate action, including initiations at Scouting meetings and activities.

**5. Privacy**

Adults in Scouting must respect everyone's right to personal privacy at all times, including their personal space and private information.

**P1.6.3 Health**

**1. Smoking**

Scouts Australia expects leaders and other adult members and supporters to set a positive example by not smoking in the presence of youth members. Smoking by youth members under the legal age is prohibited on all Association property, and at all Association activities.

**2. Alcohol**

Scouts Australia regulates the consumption of alcohol at Association activities and on its property, through Branch rules. Adults in Scouting are dedicated to the welfare of young people and will comply with Branch rules for the consumption of alcohol.

Scouts Australia guide young people towards the development of an informed and responsible attitude towards alcohol, through the example and guidance of the adults who accept leadership roles in the Movement.

**3. Drugs**

Scouts Australia guide young people towards the development of an informed and responsible attitude towards legally available and illegal drugs, through the example and guidance of the adults who accept leadership roles in the Movement. Scouting condemns any form of substance abuse and reminds its members that Adults in Scouting are dedicated to the welfare of young people. Scouting is aware of peer pressure, which is a primary influence on young people, and prohibits the presence and illegal use of drugs at all Scouting meetings and activities, and on all Association property.

**4. Sexual Hygiene**

Scouts Australia's training program is based on the progressive development of members through childhood, adolescence and adulthood. Healthy sexual attitudes and sexual hygiene are important aspects of personal development, and in this context, they

form part of Scouts Australia's role. Scouts Australia recognises that training in these matters is primarily a family responsibility, but there are occasions on which advice and guidance from leaders is of benefit to individual members.

#### **P1.6.4 Earning Your Way**

##### **1. Employment**

Scouts Australia encourages members of the Movement to seek satisfying employment in accordance with the individual's ability and interests. It recognises that lack of employment contributes to loss of self-esteem in young people, and its youth training program encourages members to develop a positive attitude towards constructive and responsible citizenship, including employment.

##### **2. Social Security**

Scouts Australia recognises that some members of the Movement will inevitably have to rely on Social Security payments due to unemployment or invalidity. The Scout Program is designed to enhance one's self-esteem and confidence, to assist such members in finding satisfying employment, and to provide sympathetic support pending such an outcome.

##### **3. Gambling**

Scouts Australia recognises that gambling, in one form or another, is part of the fabric of Australian society, and does not wish to impose restrictions on members beyond those imposed by community standards or the Law. However, Scouts Australia accepts its responsibility to members of the Movement to develop a responsible attitude towards excessive gambling or undesirable gambling practices.

#### **P1.6.5 Environment**

Scouts Australia endorses the practice of educating members of the Movement in environmental values as part of its program and practices, and by promoting the Australian Scout Environment Charter within the Movement. (See Appendix 1 - Rules).

#### **P1.6.6 Spirituality**

Spirituality refers to the feelings or beliefs of a person regarding their purpose in life, connection to others and place in the world around them. These spiritual feelings or beliefs may change as a person develops and guide their actions throughout their life.

#### **P1.6.7 Diversity and Inclusion**

1. Scouts Australia is inclusive of all (within the scope of its membership) regardless of gender, sexuality, race, spiritual beliefs, abilities or socioeconomic status and does not tolerate any form of harm, abuse, exclusion or neglect. Scouts Australia embraces the diversity of its community, aiming to reflect this diversity through its policies and practices, and provide inclusion that ensures access to Scouting for all.

2. This Policy (and any related procedures) applies to all Members of Scouts Australia, Adult Helpers & Supporters, Employees, as well as Young People and other community members who may participate in Scout activities from time to time.

3. Specialist groups

Scouts Australia encourages and supports inclusion of people from all cultural and spiritual backgrounds and abilities in mainstream, existing Scout Groups. However, there is provision for Specialist Groups that meet particular cultural, spiritual or disability support needs of their members, providing those groups remain open to all youth members.

4. People with Disability

Scouts Australia provides for the admission of young people with physical, mental, intellectual, neurological or sensory impairments as members of regular Scout Groups, or as members of Specialist Groups. Scouts Australia will endeavour to provide reasonable adjustments to enable participation of people with disability on an equal basis as others.



5. Gender

Scouts Australia is open to all, regardless of gender identity, and gender diversity is supported and respected. Genders are integrated for the delivery of the youth program in all sections to achieve the goal of promoting equality, mutual acceptance, understanding and respect. Some activities may be conducted in gender-specific groups, where this is necessary for cultural or spiritual reasons.

6. Financial hardship

Scouts Australia recognises that membership of the Movement incurs a cost to members and their families. Scouts Australia's policy is that membership should not be denied on the basis of financial hardship or the inability of a member or potential member to meet the cost associated with participation in the Scout Program.

**P1.6.8 Obligation to Parents and Guardians**

Scouts Australia has the following obligations to the parents and guardians of youth members:

1. To ensure high quality Scouting is offered to members.
2. To ensure that Scouts Australia's Duty of Care is responsibly exercised during all Scouting meetings and activities.
3. To ensure that the cost of Scouting is kept within the reach of families and potential members.
4. To ensure that current and potential youth members have the opportunity to participate in Scouts Australia's youth training program in their local community, by providing adequate Groups, Sections and leaders to meet the current demand and to provide for the growth of the Movement.

**P1.6.9 Parental and Family Involvement**

Scouts Australia encourages the active involvement of parents, guardians and family members in the Scout Program, and provides opportunities for adult family members to accept leadership, management and support roles at all Formations.

### **P1.6.10 Leaders' Rights**

Scouts Australia values the contribution made to the Movement by its leaders, and respects their rights as follows:

1. It will give due consideration to the personal preferences and abilities of leaders when making an appointment.
2. It will provide the leadership training and development necessary to undertake the duties of the appointment.
3. It will clearly define the lines of responsibility and communication applicable to the appointment.
4. It will provide opportunities for participation in the planning and evaluation of programs applicable to the appointment.
5. It will provide the opportunity to be heard by a person in authority if the need arises.
6. It will provide meaningful recognition of the leader's service and contributions to the Movement.

### **P1.6.11 Citizenship**

1. **Property Protection and Vandalism**  
Scouts Australia provides progressive training and development in citizenship, and promotes a positive attitude to the protection of the environment and property from damage and vandalism, and recognition of the need for individuals to take collective responsibility for the protection of society values and property.
2. **Loyalty to Country**  
Scouts Australia promotes loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and co-operation.
3. **Politics**  
Scouts Australia's political policy is specified in Policy P8.2.
4. **Service**  
Scouts Australia promotes the active participation of members in the welfare and development of society, with recognition and respect for the dignity of one's fellow citizens.

## **P2 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.
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.

## **P3 MEMBERSHIP OF THE SCOUT ASSOCIATION OF AUSTRALIA**

### **P3.1 MEMBERS**

Membership of Scouts Australia is open to all people who live by the values of the Association. Members are those who are invested as Scouts by accepting the commitment of the Scout Promise and are current members of a Branch according to Branch rules.

There are three categories of membership:

1. Youth Members: Young people, both male and female, for whom the Youth Program is provided, within the age range defined for Scouts Australia.
2. Young Adult Members - Rover Scouts (Rovers): young adults from their 18th to their 26th birthdays. The Rover Scout Program is the final element of the Youth Program. Rover Scouts may also serve as Adult Leaders/Commissioners/Advisers.
3. Adult Members: Persons over the age of 18 in the following membership categories:
  - a. Adult Leaders/Commissioners: Persons appointed to a uniformed leadership role in the education of young people or in the management of Leaders in Scouts Australia at Group, District, Region, Branch or National levels.
  - b. Office Bearers/Advisers: Persons appointed to a leadership role in the management of Scouts Australia at Group, District, Region, Branch or National levels.
  - c. Adult Helpers: Persons appointed to assist in the delivery of the Youth Program on a regular basis within a Group.
  - d. Scout Fellowship: Persons affiliated with a Fellowship (Group/District/Region/Branch) attached to a Formation of Scouts Australia.
  - e. Life Members/Honorary Members: Adults appointed in accordance with the rules and procedures of Scouts Australia and its Branches in recognition of long and distinguished service to Scouting.

### **P3.2 SUPPORTERS**

Those persons who support the Purpose and Principles of Scouts Australia but have not made the commitment of the Scout Promise. These may include:

1. Parents/caregivers and officers of the committees who are not invested members.
2. Supporters who give material, fundraising and other support.
3. Distinguished citizens whose patronage, encouragement and support are welcome.
4. Sponsors of Scout Groups.
5. Participants in school or community-based Scout programs.

### **P3.3 MEMBERSHIP OF THE BRANCH**

Branches may admit persons to membership of the Branch in accordance with the Branch Constitution, Act of Parliament or Articles of Incorporation as appropriate.

### **P3.4 RESOURCES**

Branches of The Scout Association of Australia shall ensure adequate resources are available to operate the Movement's youth and adult training and development programs.

### **P3.5 UNDERTAKING BY ADULT MEMBERS**

A necessary condition for membership by adults is the making of an undertaking to adhere to:

1. The Purpose of Scouts Australia.
2. The Principles of Scouts Australia as encapsulated in the Scout Promise.
3. The Policies of Scouts Australia.
4. The Code of Ethics and Code of Conduct for adults in Scouts Australia.
5. The Rules of Scouts Australia.

The undertaking shall be deemed to have been made by the adult on becoming a member.



### **P3.6 RIGHT TO WEAR UNIFORM**

Members of sections and leaders wear uniform. Other adult members may wear uniform as authorised by the Branch Chief Commissioner. Branch Chief Commissioners may vary the uniform worn where local circumstances require, where those changes are not in direct conflict with the National Policy and Rules.

### **P3.7 SCOUT PROMISE**

There are two versions of the Scout Promise to be used by all members (youth and adult). Individuals taking the Promise may choose to use either of them:

*On my honour, I promise  
To do my best,  
To be true to my spiritual beliefs,  
To contribute to my community  
and our world,  
To help other people,  
And to live by the Scout Law*

OR

*On my honour  
I promise that I will do my best  
To do my duty to my God, and  
To the Queen of Australia  
To help other people,  
And to live by the Scout Law*

### **P3.8 SCOUT LAW**

The Scout Law is:

*Be respectful*

- *Be friendly and considerate.*
- *Care for others and the environment.*

*Do what is right*

- *Be trustworthy, honest and fair.*
- *Use resources wisely.*

*Believe in myself*

- *Learn from my experiences.*
- *Face challenges with courage.*

### **P3.9 MAKING THE PROMISE**

1. Leaders shall make or reaffirm the Scout Promise on each appointment.
2. On admission to the section, Joey Scouts, Cub Scouts and Scouts make the appropriate Promise. Venturer Scouts and Rover Scouts shall make or reaffirm the Scout Promise.
3. Other adult members may signify acceptance of the Promise in writing.

### **P3.10    ADMISSION PROCEDURES**

Each Branch shall define the procedures for the admission of youth and adult members to the Movement.

## **P4 PRINCIPAL ACCOUNTABILITIES**

### **P4.1 NATIONAL ORGANISATION**

The principal accountabilities are:

1. Maintain membership of the World Organization of the Scout Movement (WOSM).
2. Prepare, approve and promulgate Policies and Rules for the conduct of Scouting in Australia.
3. Develop and document a Youth Program to comply with the educational objectives established by the National Executive Committee.
4. Establish and document competency standards and curriculum for the conduct of youth activities.
5. Develop and document training, support and management programs and material to facilitate the implementation of the Adults in Scouting Policy established by the National Executive Committee.
6. Design and source Scout uniforms.
7. Co-ordinate all formal relationships between The Scout Association of Australia and other Scout Associations throughout the world, the World Organization of the Scout Movement and any of its organisational elements.
8. Authorise all international Scouting contacts.
9. Organise international events.
10. Authorise and co-ordinate National events.
11. Publish material to support the Youth Program and Adults in Scouting of Scouts Australia.
12. Co-ordinate the Branches where the National Executive Committee decides effective co-ordination between the Branches will facilitate the effective use of resources.
13. Provide a forum for the exchange of information and ideas on a National basis.
14. Ensure compliance with Commonwealth legislation and regulations.
15. Monitor proposed Commonwealth legislation and regulations to ensure they meet the needs of young people and youth organisations.

## **P4.2 BRANCHES**

The principal accountabilities of the Branches of The Scout Association of Australia are:

1. Actively expand and develop Scouting to ensure its growth in the community interest.
2. Market and promote Scouting to establish a community climate where it may flourish as an organisation which adults and young people will want to join.
3. Administer Scouting within the Branch.
4. Provide a mechanism for the establishment of community Scout Groups.
5. Make available to Scout Groups the Scout Program and its support literature and materials.
6. Provide support and training in accordance with the National Adults in Scouting Policy to adults to enable them to attain the required level of proficiency.
7. Conduct activities in accordance with the competency standards and curriculum of The Scout Association of Australia.
8. Provide suitable administrative mechanisms to assist the long-term operation of Scouting in the local communities.
9. Provide camping and activity sites for the use of community Scouting Groups.
10. Ensure the long-term viability and development of Scouting in the Branch.
11. Conduct National events and provide other services as agreed on behalf of the National organisation.
12. Ensure compliance with State or Territory legislation and regulations.
13. Monitor proposed State or Territory legislation to ensure it meets the needs of young people and youth organisations.

## **P4.3 DISTRICT OR ALTERNATIVE SUPPORT STRUCTURE**

The principal accountabilities are to provide support through consultation with Scout Groups in the following:

1. The establishment of performance standards to be achieved by the Group.
2. The preparation of plans to meet the Group's objectives.
3. Staffing and personnel practices.
4. Growth of the Movement.

5. Youth Program and training activities.
6. Property and administration.
7. Supporting and training of adults.
8. Personnel administration.
9. Marketing and promotion of the Scout Movement.

#### **P4.4 SCOUT GROUP**

The principal accountability of a Scout Group is to deliver the Scout Program to young people of the community in accordance with the Purpose, Principles and Method of The Scout Association of Australia.

## **P5 PERSONNEL MANAGEMENT**

### **P5.1 ADULTS IN SCOUTING**

1. Adults in Scouting is a systematic approach for supporting adults to improve the effectiveness, commitment and motivation of the adult leadership so that better programmes are supported in the delivery by and for young people. Also, it enhances the overall effectiveness and efficiency of the organisation. Scouts Australia adopts the principles of the World Adults in Scouting Policy and in particular the life cycle of an adult in Scouting (i.e. Recruitment, Performance, Decision for the Future, Recognition). This is detailed in the National Adults in Scouting Standards.
2. Uniformed appointments are specified in accordance with the functions performed and the responsibilities of the position. They are classified as Commissioner, Leader or Adviser.
  - a. Commissioners provide leadership and management in:
    - I. Implementing the strategic and operational plans for Scouts Australia.
    - II. Recruiting, developing and effectively deploying the adult resources of Scouts Australia.
    - III. Effectively utilising the physical and financial resources of Scouts Australia.
    - IV. Representing Scouts Australia in the community.
  - b. Leaders provide leadership and facilitation of the development of young people by:
    - I. Operation of a youth section and its program.
    - II. Operation of specialist youth activities.
    - III. Management of a Scout Group.
  - c. Advisers facilitate the development of adults in leadership roles in Scouts Australia or provide expertise in the conduct of specialist activities.
3. Non-uniformed appointments are made to:
  - a. Discharge specific responsibilities and accountabilities.
  - b. Ensure good practice in governance and strategy development.
  - c. Support Commissioners and Group Leaders in ensuring the resources of Scouts Australia (people, physical and financial) are developed and deployed in accordance with the strategic and operational plans of Scouts Australia.



## **P5.2 CODES OF ETHICS AND CONDUCT**

### **P5.2.1 Code of Ethics**

The purpose of this Code of Ethics is to set common ethical standards to promote consistency in behaviour for all Adults in Scouting.

#### **Integrity**

We demonstrate Integrity by:

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships.
- Recognising and fulfilling where possible, our obligations to our community.
- Taking responsibility for our own actions and developing integrity in others.
- Acting with impartiality, truthfulness and honesty.

#### **Respect**

We demonstrate Respect by:

- Showing consideration to others, recognising each individual's uniqueness and diversity.
- Minimising our impact on the environment and seeking to be good caretakers for future generations.
- Committing to members well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice.

#### **Courage**

We demonstrate Courage by:

- Providing challenging, developmental opportunities to empower young people.
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law.
- Being fair and reasonable.

### **P5.2.2 Code of Conduct**

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. The Code of Conduct always applies, regardless of environment and interactions, using any telecommunications device or other technologies as defined by the Technology Code of Use. Parents and guardians who wish to actively participate in Scouting activities must also follow this Code.

“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.

### **P5.2.3 Technology Code of use**

Adults and Youth in Scouting will use digital technologies including data, in a positive manner consistent with Scouting’s Promise and Law, Code of Ethics, Code of Conduct, Child Protection Policy, Privacy Policy and legislated requirements including copyright, trade secret, patent or other intellectual property rights.

## **P5.3 MANAGEMENT PROCESS**

### **P5.3.1 Management of Adults**

Scouts Australia has adopted a process for the management of adults with the following elements:

- a. Recruitment.

- b. Appointment.
- c. Training, personal development and support.
- d. Review and evaluation.
- e. Renewal, reassignment or retirement.

#### **P5.3.2 Branch Responsibility**

Branches are responsible for establishing and administering procedures to facilitate the management of adults in their Branch. The procedures shall ensure situations are resolved speedily, and with natural justice to the parties.

#### **P5.3.3 Recruitment**

Adults shall be recruited to carry out specific roles in accordance with criteria developed for the role, including:

- a. Relationship skills.
- b. Communication skills.
- c. Belief in Scouting values.
- d. Desire to do the job.
- e. Specific task-related abilities.

Prior to completing an application for membership, an initial competency check shall be undertaken.

#### P5.3.4 Application for Appointment

Applicants for adult membership shall sign an application for appointment which:

- a. Involves commitment to:
  - i. Scout Promise and Law.
  - ii. Principles, Purpose and Method of Scouts Australia.
  - iii. Code of Ethics and Code of Conduct.
  - iv. Adherence to the Policy and Rules of Scouts Australia and its Branches.
  - v. Role and responsibilities of adults in the Movement.
  - vi. Duty of Care.
- b. Provides an authority to make enquiries concerning suitability for appointment.
- c. Contains an agreement to undertake training and personal development.

#### P5.3.5 Mutual Agreement

1. The Mutual Agreement is a formal document defining the relationship between the applicant and Scouts Australia, and consists of a completed application for appointment and details the rights and responsibilities of the applicant, as follows:

As an Adult volunteer they have the **right** to:

- work in a healthy and safe environment,
- have their application for membership considered and, if successful, be engaged in accordance with equal opportunity and anti-discrimination legislation,
- be adequately covered by relevant insurance,
- be given accurate and truthful information about Scouting,
- be reimbursed for agreed out of pocket expenses,
- be provided a copy of Scouting's policies and rules and any other procedure that may affect their undertakings,
- have a role description and agreed commitment,
- have access to grievance procedures,

- be provided with induction to Scouting,
- have their confidential and personal information dealt with in accordance with the provisions of the Privacy Act,
- be provided with encouragement, support, training and mentoring to fulfil their role.
- be provided with opportunities for growth and development

As an Adult volunteer they have a **responsibility** to:

- promote a culture of Scouting being a Child Safe Organisation and adhere to the National Child Protection Policy,
  - live by the Scout Promise and Law and accept the Code of Ethics and Code of Conduct,
  - work to achieve the Vision, Mission, and Purpose of Scouts Australia,
  - adhere to the Policies and Rules of Scouts Australia and of the Branch in which they volunteer
  - represent and promote Scouting to the community
  - meet the agreed goals and timelines in their development plan
2. The Mutual Agreement is entered into by the applicant and the responsible Team Leader and endorsed by the Association nominee.
  3. The Mutual Agreement is finalised after suitability checks and leads to appointment and membership of the Movement.

#### **P5.3.6 Enquiries into the Suitability of Applicants**

1. As part of its Duty of Care to young people, parents and guardians, Scouts Australia shall satisfy itself that applicants are suitable role models for young people and are not likely to expose them to physical or emotional harm.
2. The suitability checks shall be for the specific role and shall include a police check, or other check required by State/Territory Legislation that includes a police check, character, a minimum of two referees (one of whom may be a member of Scouting) contacted and any other appropriate enquiries. The police check or other check required by State/Territory Legislation that includes a police check

shall be renewed as required by State/Territory legislation and at least once every five (5) years as a minimum.

#### **P5.3.7 Appointment**

1. Once an adult has satisfied all the requirements for membership of their Branch they will be issued with a Certificate of Adult Membership. Adults undertaking their initial Proficiency Training will be designated Trainee Leaders, which authorises a limited role under supervision. Upon completion of initial training, Trainees will be issued a Certificate of Proficiency in Youth Program, if applying for appointment in a role within a Unit, or in Program Support, if applying for a Leader of Adult appointment.
2. Appointment occurs with the issue of a Certificate of Adult Appointment to all adults in specific leader roles. Adults in non-uniformed roles may be issued a Certificate of Appointment according to Branch rules.
3. All Leader in Charge roles (including Section Leaders, Group Leaders and above Group roles) require a training achievement of the Wood Badge and/or Scouting Leadership Training in the section/position to which the Leader is appointed (or being appointed to).
4. All Assistant roles (including Assistant Section Leaders and Assistant Group Leaders) require a minimum training achievement of Proficiency Basic Training in the section to which the Leader is appointed (or being appointed to). Assistant Leaders should strive to achieve Wood Badge and/or Scouting Leadership Training in their section/position within three years of appointment.
5. Where either of these standards has not been met, the Leader's appointment is to be designated as "Provisional".

Leaders transitioning from Youth Program roles to Program Support roles, and vice versa, will be required to complete the training components relevant to their intended role and, upon completion, may be issued the relevant Certificate of Proficiency.

The Provisional appointment will be substantiated (i.e. the Provisional designator removed) once the appropriate training has been satisfactorily completed.

#### **P5.3.8 Training, Personal Development and Support**

1. Scouts Australia's training and development programs provide a structured scheme for the development of the commitment and understanding of leaders in the values of the Movement, and their competencies in leadership and program delivery.
2. The programs provide for recognition of achievement of competencies internally by the issue of certificates and uniform insignia at defined stages. These insignia include the Gilwell Woggle and the Wood Badge. For industry recognisable achievements, Statements of Attainment and Certificates of Qualification are issued.
3. Trainers are appointed to design, lead courses and assess proficiency relative to role, within the National Training Program.
4. Scouts Australia provides the following support through both its uniformed and non-uniformed organisation:
  - a. Program and activity publications and resources.
  - b. Personal, technical and program assistance.
  - c. Administrative and promotional assistance.
  - d. Physical facilities.
  - e. An environment to assist the upholding of fundamental principles and values and imparting them to young people.

#### **P5.3.9 Review and Evaluation**

1. The review shall encompass training and personal development, role performance, support and personal satisfaction. It shall be jointly carried out by the adult member and the responsible manager at regular intervals, and at least once three months prior to the completion of the appointment term.
2. The purpose of the review is to provide an opportunity for an adult member and responsible manager to discuss in a semi-structured way issues impacting on the performance of the adult member's role and opportunities for future development and service.
3. Depending on the attributes and desires of the adult member, and the needs of Scouts Australia, options including renewal of the

existing appointment, reassignment to a different role or appointment, or retirement from adult membership of the Movement shall be canvassed and initiated.

4. It is the aim through this process to come to a common understanding and agreement.

#### **P5.3.10 Renewal**

The minimum requirement for renewal of an appointment is satisfactory performance in the role and the adult member's continued ability to meet the selection criteria for the appointment.

#### **P5.3.11 Reassignment**

1. Reassignment provides opportunities for:
  - a. Scouts Australia to benefit from the continuous growth of its adult members.
  - b. Adult members to undertake service tasks consistent with their growth, experience or varying personal needs and time availability.
  - c. The rebuilding of teams to ensure their ongoing vitality, viability and effectiveness.
2. In the event that reassignment is agreed as the preferred option and cannot immediately be given effect, the adult member may retain continuity of membership by joining a Scout Fellowship.

#### **P5.3.12 Retirement**

1. Retirement may occur by resignation of the individual adult member or failure to agree upon a renewal of appointment or reassignment on the completion of the fixed term of an appointment.
2. Continuity of membership in appropriate circumstances may be obtained by joining a Scout Fellowship.

#### **P5.3.13 Dismissal and Discipline**

1. Branch procedures will address:
  - a. Summary dismissal, when Scouts Australia's Duty of Care is infringed, or actions bring or are likely to bring Scouts Australia into disrepute, for behaviour that constitutes a risk of harm to youth members, or failure to report allegations of abuse.



- b. Discipline of members in the event of misdemeanours or infringement of the Code of Ethics and Code of Conduct except for behaviour that constitutes a risk of harm to youth members, or failure to report allegations of abuse – see (a) above.
  - c. Conflict resolution in the event of disputes between members or committees.
  - d. Resolution of grievances of members.
- 2. The Certificate of Appointment and/or the Certificate of Adult Membership shall be withdrawn and/or the Certificate of Proficiency made void if the member's actions have infringed Scouts Australia's Duty of Care, or have brought Scouts Australia into disrepute.

#### **P5.4 YOUNG PEOPLE AS YOUTH HELPERS**

- 1. In its youth Sections, Scouts Australia makes provision for young people below the legal age of adulthood (18 years) to work with Joey Scout Units, Cub Scout Units and Scout Units.
- 2. These young people shall be appointed in accordance with criteria developed for the role, including:
  - a. Communication skills.
  - b. Relationship skills.
  - c. Belief in Scouting values.
  - d. Desire to do the job.
  - e. Specific task-related activities.
- 3. Appointments shall be known as Youth Helpers.
- 4. Scouts Australia provides training courses to assist young people to develop the essential competencies to carry out the role. Appointment is made in accordance with procedures developed by the Branch.
- 5. The appointment procedures shall ensure Scouts Australia discharges its Duty of Care to parents, guardians and the members of the Section.

#### **P5.5 GRIEF AND TRAUMA COUNSELLING**

Branches shall establish a policy and speedily accessible process for the grief and trauma counselling for members involved in incidents on Scout activities.

## **P6 MANAGEMENT OF THE ROVER SCOUT SECTION**

### **P6.1 OPERATION**

The Rover Scout Section shall operate in accordance with the Purpose, Principles, Policies and Rules of the Scout Association of Australia or the relevant Branch.

### **P6.2 NATIONAL ROVER COUNCIL**

#### **1. Authority**

The National Rover Council is self-managing and has the authority to operate as set out in the National Rover Council By-Laws.

The National Rover Council reports to the National Operations Committee, of which the National Rover Council Chair is a member.

#### **2. Functions of the National Rover Council**

The National Rover Council is the governing body for the Rover Scout Section.

The National Rover Council shall work with Branch Rover Councils to achieve the objectives of the Rover Scout Section and with a defined purpose to improve the quality of the Rover Scout program and to support BRCs in setting and achieving growth targets.

The Chief Commissioner of Australia and the National Rover Council shall consult with each other on issues affecting the Rover Scout Section.

The functions of the National Rover Council are to:

- Develop, implement, monitor and report on strategic plans, including the delegation of certain tasks to BRCs for execution
- Advise and make recommendations to the National Operations Committee, of which the NRC Chair is a member, on issues affecting the Rover Scout Section including policy, training, marketing and program
- Have the NRC Chair or delegate be the spokesperson for Australian Rover Scouts at a National and International level
- Act as a forum for sharing of best practice as well as networking and support between Branches

- Promote contingents to International Rover Scout activities and assist the International Commissioner on staffing decisions for International Rover Scout activities
- Be accountable for raising, dispersing and reporting to members of Rover Scout funds at the National level as necessary to achieve the NRC's purpose.
- Encourage the continuing involvement of Rovers in Scouts Australia and the wider community beyond their time in Rover Scouts.

### 3. Membership

The National Rover Council consists of the National Rover Council Office Bearers and representatives from each Branch Rover Council.

### 4. Office Bearers

The National Rover Council shall elect Offices Bearers, consisting of a Chair and at least two others, from the Rover Scout Section as set out in the National Rover Council By-Laws.

### 5. Meetings

The National Rover Council will meet at least annually at a face-to-face annual general meeting. The National Rover Council will meet as required, at other times, to conduct the business of the National Rover Council.

### 6. By-Laws

From time to time the National Rover Council may pass By-Laws relating to the conduct of its business or the exercising of its responsibilities.

### 7. Finances

The NRC are responsible for administering their own finances for the Rover Development Fund and NRC Operations Account in accordance with the National Rover Council By-Laws, supported by the NEC where required.

## **P6.3 BRANCH ROVER COUNCIL**

Branch Rover Councils shall:

1. Formulate rules for the organisation and conduct of the Rover Scout Section within a Branch for approval of the Branch Chief Commissioner.
2. Manage the Rover Scout Section in the Branch in accordance with approved rules.
3. Promote and develop the Rover Scout Section in the Branch.

## **P7 FINANCE, PROPERTY, INSURANCE AND LEGAL PROTECTION**

### **P7.1 NATIONAL AND BRANCH RULES**

Funds that are acquired and expended in the name of the Association are public moneys and the highest level of accountability is obligatory.

### **P7.2 LEGAL REQUIREMENTS**

Property and financial management, including legal liability and insurances shall comply with National or Branch rules as applicable.

### **P7.3 POLICIES RELATING TO FUNDRAISING**

Fundraising and resource procurement shall be conducted in accordance with legal requirements and Branch rules.

### **P7.4 CONDUCTING FUNDRAISING**

Fundraising schemes undertaken by members and supporters, whether conducted for the benefit of Scouting or other organisations, must be consistent with the principles of the Movement and not have an adverse effect on the training of the youth members involved.

### **P7.5 LEGAL PROTECTION**

The Scout Association of Australia and Branches have protected certain badges, marks and clothing designs through either statute, copyright or registration. Any unauthorised person making use of them becomes liable to prosecution.

### **P7.6 COPYRIGHT**

Members shall observe copyright restrictions of both Scouts Australia's and other publishers' works, including printed matter, video and other multi-media material.

### **P7.7 ENDORSEMENT OF PRODUCTS**

Endorsement of products or services shall be made only with the approval of the Chief Commissioner of Australia or the appropriate Branch Chief Commissioner.

## **P8 COMMUNITY AND EXTERNAL RELATIONS**

### **P8.1 COMMUNITY RELATIONS**

All Formations of The Scout Association of Australia and all members of the Movement shall promote:

- a. A positive image of Scouting in the community.
- b. Friendly relations with organisations of complementary or similar aims.
- c. Involvement in and support for relevant community activities.
- d. Government and community recognition of and support for Scouting and its Purpose and Principles.

### **P8.2 POLITICS**

1. Scouts Australia is not connected with any political body. Members of the Movement in uniform, or acting as a representative of Scouts Australia, must not take part in political meetings or activities.
2. Members of the Movement, as private individuals, have no restriction on exercising their responsibility as citizens by participating in the country's political processes and government.

### **P8.3 PUBLIC STATEMENTS**

No member of Scouts Australia may express opinions in the public press, or on radio or television on matters of Scout policy or principle without the prior approval of the Chief Commissioner of Australia or a Branch Chief Commissioner or their delegates.

### **P8.4 SCOUTING AND GUIDING**

1. Scouts Australia and members of the Movement shall promote friendly and co-operative relations with the Girl Guides Association to assist both Movements in furthering their aims.
2. The National Council for Guiding and Scouting and Branch Guide/ Scout consultative committees will be supported in strengthening the relationship between the Associations.

## **P8.5 AUSTRALIAN FELLOWSHIP OF FORMER SCOUTS AND GUIDES**

Scouts Australia and members of the Movement shall promote friendly and co-operative relationships with the Australian Fellowship of Former Scouts and Guides and its affiliates, namely: The Baden-Powell Guild of Australia (including all states), the Trefoil Guild of Australia (Guides) and the St George's Guild of Australia. The Australian Fellowship of Former Scouts and Guides (not the Scout Fellowship stated in P&R Rule 10) is a member body for Australia of the International Scout and Guide Fellowship (ISGF).

# RULES

## R1 NATIONAL ORGANISATION

This Rule summarises provisions of the Royal Charter and By-Laws.

### R1.1 MEMBERSHIP OF NATIONAL ORGANISATION

#### R1.1.1 National Council

The Scout Association of Australia is governed by a National Council, which consists of the following persons appointed or elected in accordance with the By-Laws:

1. The Chief Scout of Australia.
2. The President.
3. The Chief Scout of each Branch.
4. The Chief Commissioner of Australia.
5. The Chief Commissioner of each Branch.
6. Such National Commissioners as the By-Laws of Scouts Australia prescribe shall be members of the Council.
7. Chair of the National Rover Council during the term of office.
8. Such other nominees from the Branches as may be provided for in the By-Laws of Scouts Australia.
9. Such other additional supporters of the Movement as may be provided for in the By-Laws of Scouts Australia.
10. Appointed Life Members.

Members of the Council hold office as prescribed in the By-Laws of The Scout Association of Australia.

#### R1.1.2 National Executive Committee

The National Executive Committee is a Committee of the Council, appointed on the recommendation of the National Executive Committee:

1. The Chief Commissioner of Australia.
2. One (1) nominee by each Branch.

3. Up to four (4) individuals as nominated by the National Executive Committee including the Chair of the Finance Subcommittee.
4. At least two (2) members of the National Executive Committee must be a person under the age of thirty (30) years at the time of appointment.
5. The Chair of the National Executive Committee shall be elected by the National Executive Committee.
6. Vice Chair of the National Executive Committee shall be elected by the National Executive Committee (from its Members).
7. The Chief Commissioner of Australia cannot be appointed Chair or Vice Chair.

#### **R1.1.3 Management and Responsibilities**

1. The management of the business of The Scout Association of Australia is vested in the National Executive Committee. It may exercise all such powers and do all such acts and things as may be exercised or done by the Scout Association of Australia, and not by the Royal Charter or the By-Laws expressly directed or required to be exercised or done by the National Council or by the Operations Committee. It will be subject to any regulations made from time to time or directions given by the National Council.
2. The National Executive Committee may appoint such subcommittees and advisory bodies as it considers expedient, each of which shall include one or more persons under the age of twenty-six years.
3. The National Executive Committee may acquire for the Scout Association of Australia any property, rights or privileges which The Scout Association of Australia is authorised to acquire at such prices and generally on such terms and conditions as it may think fit.
4. The National General Manager is appointed in accordance with procedures agreed by the National Executive Committee, and carries out duties as prescribed by that Committee.
5. The Chair of the Finance Subcommittee is appointed by the National Executive Committee and carries out duties as prescribed in the NEC approved duty statement.



6. The Chair of the National Executive Committee, the National General Manager and the Chair of the Finance Subcommittee rank as Commissioners, and may, if they so desire, wear the uniform of a Commissioner.

#### **R1.1.4 Operations Committee**

The Operations Committee consists of the following (voting) persons:

1. The Chief Commissioner of Australia.
2. The Chief Commissioner of each Branch or, if unable to attend, a proxy nominated by the Chief Commissioner of that Branch.
3. The National Commissioners.
4. Chair of the National Rover Council during the term of office, or if unable to attend, a proxy nominated by them.
5. In its composition, the Operations Committee will ensure that its voting membership comprises at least two members under the age of thirty years.

#### **R1.1.5 Management and Responsibilities**

Within budgetary approvals of the National Executive Committee, the Operations Committee manages all matters pertaining to the delivery of the Scout Program in accordance with the National Goals, Policies and Rules, and in particular, the following:

1. Develop and implement strategies to ensure growth in youth membership, including measures of performance and processes for reporting progress.
2. Recommend to the National Executive Committee any changes to the educational objectives of the Movement considered desirable.
3. Review and approve changes to the Youth Program.
4. Recommend to the National Executive Committee changes to the Adults in Scouting Policy.
5. Review and approve changes to the Adult Training and Development Program.

6. Review and approve changes to all formal and alternative uniforms, subject to review of financial aspects by the National Executive Committee.
7. Approve competency standards and curriculum for the conduct of youth activities.
8. Co-ordinate and organise National youth events.
9. Develop and encourage international activities and opportunities for young people.
10. Develop and encourage opportunities for effective cooperation between Branches.
11. Develop and encourage interaction with outside bodies where there is some affinity with the interests of Scouts Australia.
12. Appoint such sub-committees and advisory bodies as it considers expedient, each of which shall include one or more persons under the age of twenty-six years.

## **R1.2 CHIEF SCOUT**

1. The Chief Scout of Australia is nominated by the National Executive Committee and is invited by the President of The Scout Association of Australia to accept the appointment.
2. The Chief Scout of Australia may wear the uniform of a Commissioner if he/she desires.
3. The Chief Scout of Australia shall preside at any meeting of the National Council at which he/she is present. On the other occasions, the President shall preside.

## **R1.3 NATIONAL PRESIDENT**

1. The President of The Scout Association of Australia is appointed by the National Council.
2. The President may wear the uniform of a Commissioner if he/she desires.

#### **R1.4 NATIONAL VICE-PRESIDENTS**

1. The National Council at its Annual Meeting may appoint not more than two Vice-Presidents for the ensuing year. Those appointed shall hold office until the date of the next Annual Meeting but shall be eligible for re-election.
2. The Vice-Presidents may wear the uniform of a Commissioner if they so desire.

#### **R1.5 CHIEF COMMISSIONER**

1. The Chief Commissioner of Australia is appointed by the Chief Scout of Australia on the recommendation of the National Executive Committee.
2. The Chief Commissioner of Australia is the Chief Executive Leader of the Movement in Australia and is concerned with all matters affecting the training of Scouts in Australia.
3. The Chief Commissioner of Australia wears the uniform and badges of a Commissioner.

#### **R1.6 NATIONAL COMMISSIONERS AND ADVISERS**

1. National Commissioners may be appointed for specified duties at National level, and act as assistants to the Chief Commissioner of Australia, and work under his/her direction. These appointments always include an International Commissioner, a National Commissioner for Adult Training and Development and a National Commissioner for Youth Program.
2. National Advisers may be appointed for specified duties at National level, to assist and enhance the Scout Program.
3. National Commissioners and Advisers are appointed and retired by the Chief Commissioner of Australia.
4. National Commissioners wear the uniform and badges of a Commissioner.

#### **R1.7 NATIONAL POLICY AND RULES**

1. The National Council, through the National Executive Committee, shall develop and promulgate policy and rules which are required to enable it to meet its accountabilities, as specified in Policy P4.1.

2. National policy and rules shall be binding on all Formations of the Movement in Australia, and whilst each Branch may develop and promulgate additional procedures and rules applicable within the Branch, these must not be inconsistent with the National policy and rules contained in the National publication *Policy and Rules*, as amended from time to time.

## **R1.8 LIFE MEMBERS**

1. The National Executive Committee may recommend to the National Council the appointment of not more than three persons annually to become Life Members.
2. On election, a Life Member becomes a member of the National Council.
3. There can be no more than twenty Life Members at one time. To be eligible for Life Membership a person must have given a minimum of twenty years distinguished service to Scouting, at least ten of which must be to the National Council or one of its committees. This distinguished service normally includes at least one leadership appointment or specified management role to Scouts Australia and/or the Asia Pacific Regional Scout Committees and/or the World Organisation of the Scout Movement Committees.
4. Life Membership shall be appointed by resolution of the National Council on the recommendation of the National Executive Committee and with the consent of two-thirds of the members participating in the meeting at which the proposed appointment is considered.
5. Notice of any proposed appointments shall be given in the notice of the Annual Meeting as provided for in By-Law 6.
6. Life Membership may be withdrawn by the National Executive Committee on behalf of the National Council without appeal if the Life Member is convicted of a criminal offence, or acts in a manner which, in the opinion of the National Executive Committee, is not according to the Principles of The Scout Association of Australia or is not in keeping with the Scout Promise and Law.

## **R1.9 APPOINTMENTS AND RETIREMENTS**

With the exception of Chief Scouts and Branch Chief Commissioners all National appointments shall be for a period of up to three years with a maximum period in the one office of six years.

## **R2 THE BRANCH**

### **R2.1 BRANCH ASSOCIATIONS**

The Scout Movement in Australia includes all Formations and members, and is organised and managed by Branches of Scouts Australia subject to certain fundamental policies agreed upon at a National level. The relationship between The Scout Association of Australia and the Branches is in the nature of a federation involving interdependence between Branches and joint action in matters of common interest.

### **R2.2 STATUS**

The Branch is the organisational level authorised by the National Council for the administration and welfare of the Movement within a State or Territory, in accordance with the Purpose, Principles, Method, Policies and Rules of The Scout Association of Australia.

### **R2.3 THE BRANCHES**

The Branches of The Scout Association of Australia are:

- The Scout Association of Australia Australian Capital Territory Branch Incorporated
- The Scout Association of Australia New South Wales Branch
- The Scout Association of Australia Northern Territory Branch
- The Scout Association of Australia Queensland Branch Incorporated
- The Scout Association of Australia South Australian Branch
- The Scout Association of Australia Tasmanian Branch
- The Scout Association of Australia Victorian Branch
- The Scout Association of Australia Western Australian Branch

### **R2.4 FUNCTIONS**

The key functions of the Branch are to:

1. Market and promote Scouting.
2. Increase membership.

3. Provide the staff, facilities and courses necessary to train leaders to meet the required levels of competency.
4. Provide the necessary financial and administrative support mechanisms to enable the Branch and its officers to carry out their responsibilities effectively.
5. Convene an annual meeting at which the audited financial accounts of the Branch and the annual reports of the Chief Commissioner and the Branch Executive Committee are presented.
6. Define and promulgate Branch policy, procedures and rules.
7. Act to protect the use of Scouts Australia's name, trademark and registered designs.
8. Make rules for fundraising conduct either on behalf of Scouts Australia or for other bodies.
9. Ensure that property and personnel within the Branch are adequately protected by insurance.
10. Ensure that titles of properties are in the name of the Branch of The Scout Association of Australia.

## **R2.5 ORGANISATION**

1. Authority to operate a Branch shall be provided by a constitution approved by the National Council, together with any applicable Acts of the State or Territory Parliament.
2. The Branch is governed by the Branch Council, which may appoint a Branch Executive Committee, and other committees and officers as prescribed in the Constitution.
3. Branch organisation may be decentralised to suit the population, demography and current community needs, with Branch functions being devolved to Regions and/or Districts or other Formations as determined by the Branch.
4. Branch organisation may be flexible to allow for changing community needs and the development of the Movement, and there is no requirement for uniformity between Branches or within Branches.

## **R2.6 CHIEF SCOUT**

The Branch may have a Chief Scout, who is invited to accept the appointment by the Chief Scout of Australia on the recommendation of the Branch Council.

## **R2.7 CHIEF COMMISSIONER**

1. The Branch shall have a Chief Commissioner, who is appointed by the Chief Scout of Australia on the recommendation of the Branch Council or the Branch Executive Committee, made through the Branch Chief Scout if appointed, otherwise through the Chief Commissioner of Australia.
2. The Chief Commissioner is responsible to the Branch Council for all uniformed activities in the Branch, in accordance with the Branch Constitution.

## **R2.8 MEMBERSHIP**

Membership is as defined by the Branch Constitution and By-Laws.

## **R2.9 BRANCH PROCEDURES AND RULES**

Branches shall prescribe procedures and rules for the operation of Scouting in the Branch, including:

1. The welfare and protection of members.
2. Establishment, registration and operation of Areas, Regions and Districts.
3. Formation and registration of Groups, and new Sections within Groups.
4. Admission of youth and adult members.
5. Financial management of each Formation in the Branch, including fundraising, vesting of funds, accounting practices, auditing and reporting.
6. Purchase, ownership, vesting, insurance and sale of property.
7. Public Liability and member-to-member insurance, personal accident insurance, directors' liability insurance.
8. Rules for safe practice applicable to members of the Branch.

## **R2.10 NEW BRANCHES**

New Branches of The Scout Association of Australia may be formed by the National Council of the Association as prescribed by its Royal Charter.

## **R3 SUPPORT FOR GROUPS**

Branches shall arrange support for Groups. A Scout District, as provided for below, normally carries this out.

### **R3.1 STATUS**

1. The District is the organisational level, which oversees and encourages the development and effective operation of the Movement in a defined community in accordance with the Purpose, Principles, Method, Policy and Rules of The Scout Association of Australia and the Branch.
2. The authority to operate a District shall be provided by registration by the Branch in accordance with Branch procedures.

### **R3.2 METHOD**

The District provides a range of services to support and advise Scout Groups within the District boundaries.

### **R3.3 DISTRICT ASSOCIATION**

To provide accountability of the District to the community, a District Association may be formed, which has broad community representation. The District Association shall have By-Laws approved by Branch to regulate its operation and shall meet at least annually to receive a report from the District Executive Committee and the District Commissioner.

### **R3.4 DISTRICT EXECUTIVE COMMITTEE**

Each District may have a District Executive Committee established and operating in accordance with Branch procedures to ensure that adequate funds, property and administrative infrastructure are available to enable the District Commissioner and District Leaders to carry out their responsibilities in accordance with an agreed plan. The functions of the District Executive Committee are:

1. To safeguard and encourage the Movement within the District with the least possible interference with the independence and initiative of the Groups.
2. To ensure that adequate funding is available to meet the operational and developmental needs of the District through fund raising, subscriptions, donations or affiliation fees, in accordance with the By-Laws.



3. To oversee and co-ordinate the annual census and the reregistration of the Groups in the District in accordance with Branch procedures.
4. To ensure that all property owned by the District Association and Groups in the District is vested in the name of the Branch, and that trustees are appointed in accordance with Branch rules.
5. To ensure that if a Group in the District ceases to function, the trustees take charge of all property and funds of the Group concerned in accordance with Branch rules.
6. To carry out the functions allotted to District Executive Committees relating to personnel practices and the management and leadership of adults.
7. To assist the District Commissioner in the development of Groups and Sections of Groups in the District to provide opportunities for more young people to participate in Scouting.
8. To develop and implement a public relations strategy, and maintain good relationships with other community organisations, and community leaders generally.
9. The District Executive Committee may appoint sub-committees with responsibility for specific aspects or projects.

### **R3.5 DISTRICT COMMISSIONER**

The District Commissioner is the senior leader in the District. The functions of the District Commissioner are:

#### **R3.5.1 Youth Program and General Support**

Provide support through consultation and advice to Scout Groups in the District generally, and to Group Leaders in particular, in the following areas:

1. Youth Program and training activities.
2. Recruitment, training and development of leaders.
3. The definition of the performance standards to be achieved by each Group.
4. The preparation of a Group plan by each Group.
5. Marketing and promotion of the Scout Movement.

6. Growth of the Movement.
7. Personnel practices and administration.
8. Property, finance and administration.

#### **R3.5.2 Leadership Needs**

1. Recommend the appointment, transfer, retirement and cancellation of appointment of leaders in the District in accordance with Branch procedures.
2. Ensure that each Group Support Committee gives the highest priority to the appointment of a Group Leader when required, and to arrange for the appointment of a PLA for each new Group Leader immediately following selection and appointment.
3. In the absence of a Group Leader, designate a Leader-in-charge pending the appointment of a Group Leader.

#### **R3.5.3 Scouting Fundamentals**

Together with each Group Leader, assess the performance of his/her Group in the delivery of Scouting in the community.

#### **R3.5.4 Planning for Success**

1. Generally, oversee the operation of each Group in the District.
2. Encourage each Group in the District to develop to its maximum potential.
3. Promote the growth of Scouting in the District, and in particular the development of Groups to provide opportunities for more young people to participate in the Scout Movement.
4. Recommend the registration of Groups, and new Sections of Groups in the District.
5. Recommend the deregistration or other appropriate action of Groups, or Sections of Groups, which cannot meet agreed criteria and goals.
6. Ensure that a management committee is established for each camp or activity site in the District and to act as an ex-officio member of each such committee.

**R3.5.5 Problem Solving**

Investigate and settle disputes in the District in accordance with the conflict resolution procedures of the Branch.

**R3.5.6 Effective Communication**

Co-operate with and maintain good relationships with other youth organisations in the community, particularly Girl Guides Australia, and with community leaders generally.

**R3.5.7 Recognise Performance**

Recommend decorations and awards to leaders and supporters in the District in accordance with Branch procedures.

**R3.6 DISTRICT LEADERS**

Assistant District Commissioners and District Leaders may be appointed on the recommendation of the District Commissioner, in accordance with Branch procedures, to assist the District Commissioner in specific aspects of his/her responsibilities.

## **R4 THE SCOUT GROUP**

### **R4.1 OBJECTIVE**

Scout Groups deliver the Scout Program to local communities, to meet the needs of young people in accordance with the Purpose, Principles, Method, Policy and Rules of The Scout Association of Australia and its Branches.

### **R4.2 METHOD**

The Scout Group is the Scout Movement operating in the local community. The Scout Group provides opportunities for young people to participate in an educational and recreational youth program, which offers progressive training in accordance with the age and stage of development of members.

### **R4.3 ORGANISATION**

1. The authority to operate a Scout Group is provided by a fixed term registration by Branches.
2. A complete Group consists of a Joey Scout Unit, a Cub Scout Unit, a Scout Unit, a Venturer Scout Unit and a Rover Scout Unit but may at any time consist of one or more Sections. A Group may have multiple Sections of the one type.
3. The management, leadership and support of the Group is carried out by a Group Leader, Group Council and Group Support Committee, whose roles are defined.
4. Community bodies or corporations may establish Scout Groups and are referred to as the Sponsoring Authority. They shall enter into an agreement with the Branch, which shall identify the responsibilities and obligations of both parties.
5. Scout Groups may be established to enable young people with special needs to participate in the Scout Program.
6. The formation and registration of new Groups, the re-registration of existing Groups, and the formation of new Sections within Groups shall be in accordance with Branch procedures.

## **R4.4 GROUP LEADER**

The functions of the Group Leader are:

### **R4.4.1 Youth Program and Development**

1. Accept responsibility for the welfare, progress and training of young people within the Group.
2. Develop the Group to its maximum potential and increase membership to make Scouting available to more young people in the community.
3. Ensure that the training program for young people is delivered in accordance with the performance and safety standards of the Association.

### **R4.4.2 Leadership Needs**

1. Ensure that the Group is adequately staffed by trained, competent, committed leaders.
2. Monitor and assess the performance of leaders in the Group, and take action to enhance the quality of leadership in the Group.
3. Undertake personal development training, especially that offered through the formal Adult Training and Development Program of The Scout Association of Australia.
4. Recommend the appointment, transfer, retirement and cancellation of appointment of leaders in the Group, in accordance with Branch procedures and rules.

### **R4.4.3 Scouting Fundamentals**

Ensure that the Group operates in accordance with the Purpose, Principles, Policies and Rules of The Scout Association of Australia and the Branch.

### **R4.4.4 Planning for Success**

Prepare and implement a Group plan in consultation with the District Commissioner or alternative support level, in accordance with Branch procedures.

#### **R4.4.5 Problem Solving**

1. Participate in the resolution of disputes in the Group in accordance with conflict resolution procedures of the Branch.
2. Utilise the support and assistance that is available to Groups by Scouts Australia and the community.

#### **R4.4.6 Effective Communication**

1. Develop and encourage a friendly atmosphere in the Group so that new members and their families feel welcome.
2. Encourage the formation and effective operation of a Group Support Committee and serve on it.
3. Encourage effective communication between leaders in the Group, and chair the Group Council.
4. Co-operate with and maintain good relations with other youth organisations in the community, particularly Girl Guides Australia.
5. Develop good relations with community leaders to enhance the community perception of Scouting.

#### **R4.4.7 Recognise Performance**

Recommend the granting of awards to youth members, leaders and supporters of the Group.

#### **R4.4.8 Rover Scout Section**

1. Develop a sound working relationship with the Rover Scout Unit.
2. Negotiate with the Rover Scout Unit the terms and conditions under which the Group makes its facilities available to the Rover Scout Unit.

### **R4.5 ABSENCE OF GROUP LEADER OR SECTION LEADER**

1. In the absence of a Group Leader, a Leader-in-charge shall be designated, pending the appointment of a Group Leader.
2. In the absence of a Section Leader, the Group Leader, in consultation with the Group Council, may personally assume temporary responsibility for the Section, or may appoint another leader temporarily, pending the appointment of a Section Leader.

#### **R4.6 GROUP COUNCIL**

1. The Group Council consisting of all the leaders of the Group shall meet regularly to discuss and co-ordinate matters affecting members of the Group, including membership, planning, programming, training and joint events.
2. The Group Council formulates requests to the Group Support Committee through the Group Leader in respect of finance, equipment, accommodation, leadership and other matters where assistance is required.
3. Group Council meetings are normally chaired by the Group Leader.

#### **R4.7 GROUP SUPPORT COMMITTEE**

1. Each Group shall have a Group Support Committee established and operating in accordance with Branch procedures to provide such support and resources as the Group may require.
2. The Group Support Committee is not responsible for the training of uniformed members, which is the responsibility of the Group Leader.
3. The Group Leader shall be a member of the Group Support Committee.
4. A Group which consists only of a Rover Scout Unit is not required to form a Group Support Committee.
5. The functions of the Group Support Committee are to:
  - a. Ensure that the Group has adequate funding to enable it to provide high quality programs to the members at an acceptable cost.
  - b. Ensure that proper records are kept and that all funds are accounted for in accordance with Branch procedures and statutory requirements.
  - c. Arrange and provide suitable accommodation to enable the Group to carry out its training program.
  - d. Provide and maintain equipment required by the Sections of the Group in liaison with the Group Council.
  - e. Assist the Group Leader to recruit, retain and support leaders for all Sections of the Group.
  - f. Recommend the appointment of a Group Leader, in accordance with Branch procedures, to be the senior leader of the Group, and carry out the functions prescribed in Rule R4.4.

- g. Ensure that all persons in direct contact with the youth members of the Group are of exemplary character and are fit and proper persons to carry out their role of leading young people.
- h. Assist the Group Leader with the implementation of the Group plan and receive reports on progress.
- i. Assist members of the Group to secure and maintain employment.
- j. Establish and maintain good relationships with other community organisations and community leaders generally.
- k. Convene an annual meeting at which the audited financial accounts of the Group and the annual reports of the Group Leader and the Group Support Committee are presented. Also, for the Group Leader to advise of the appointment of office bearers for the next period.

#### **R4.8 GROUP FINANCE AND PROPERTY**

- 1. Group property, including real estate must be vested in the name of the Branch of Scouts Australia in accordance with Branch rules.
- 2. Subscriptions, paid by Section members for meeting the specific needs of the Section, will be held in the Group bank account with appropriate delineation and made available as required by the Group Support Committee in consultation with the Group Council.
- 3. Money received on behalf of a Rover Scout Unit or a Venturer Scout Unit may be held in a Section bank account and administered by the Unit concerned.
- 4. The accounts of Section funds, regardless of separate banking arrangements, will be consolidated in the annual audited financial accounts of the Group.



## **R5 JOEY SCOUT SECTION**

### **R5.1 EDUCATIONAL OBJECTIVES**

#### **Social Development**

##### Becoming Aware

- Is aware of oneself.
- Uses appropriate behaviour.

##### Interacting with Others

- Makes new friends and is kind and caring.
- Demonstrates a sense of fair play in games.

##### Developing Relationships and Networks

- Shares with others.
- Attempts to safely explore the local community with guidance.

#### **Physical Development**

##### Being Healthy and Fit

- Makes an effort to follow guidelines from adults to care for one's body and develop good habits.
- Explains why it is important to eat healthy foods.
- Identifies the main organs of the body.

##### Being Adventurous

- Participates in new and energetic activities.
- Understands the importance of safety when participating in activities.
- Cares for the local environment.

#### **Intellectual Development**

##### Acquiring New Information

- Shows an interest and responds to activities presented.

##### Showing Initiative

- Shares relevant stories and experiences and discusses possible solutions to situations and problems.

##### Being Adaptable

- Participates in activities when plans are changed.

Planning and Reviewing

- Identifies personal interests and abilities.
- Contributes ideas and participates in reflection.

**Character Development**

Developing Identity

- Is beginning to identify own strengths and has a willingness to give everything a go.
- Attempts to do one's best.

Showing Autonomy

- Accepts duties respectfully and courteously.
- Believes in own ability to complete a task.

Demonstrate Commitment

- Fulfils tasks that one undertakes.

**Emotional Development**

Being Emotionally Aware

- Is beginning to understand own feelings and those of others.

Expressing One's Feelings

- Identifies different feelings and shares own feelings with others.

Showing Respect

- Adapts to relationships within a small group.

**Spiritual Development**

Exploring Beliefs

- Knows if those responsible for one have a belief system.

Stopping for reflection

- Appreciates that the Scout Promise and Law should play a part in guiding life.
- Recognises being a part of something bigger than oneself.

Respect for Others

- Knows that others may have different beliefs about life.
- Knows that others have different social and cultural backgrounds.
- Knows that the community has many different people in it.

Being Thankful

- Appreciates the complexity and awe-inspiring nature of the natural and human worlds.
- Identifies the people that are most important in one's life.
- Knows that many opportunities are available throughout one's life.

## **R5.2 METHOD**

The development of Joey Scouts is through participation in enjoyable activities, learning by doing and providing opportunities for doing.

## **R5.3 MEMBERSHIP**

1. Young people become Joey Scouts by an investiture ceremony during which the Scout Promise is made.
2. Before becoming Joey Scouts, children should learn the Promise, Law and Theme for Joey Scouts.
3. The young person must have had their fifth birthday and be eligible for school prior to commencing in this Section.
4. Youth are able to commence their progression to the Cub Scout Section at any time after their eighth birthday, and will have completed their progression by their ninth birthday.
5. It is recognised some young people with special or cultural needs may require additional considerations regarding age and their developmental levels. As these cases will be highly individual, each Branch should establish mechanisms to enable such accommodations to be considered. This should occur in consultation with the youth member's parents/guardians, the Group Council, and the youth member where possible.

## **R5.4 ORGANISATION AND LEADERSHIP**

1. The Joey Scout Unit uses small ad-hoc groups rather than a formal permanent structure.
2. The ratio of Adults to Joey Scouts shall be one adult to five children. The use of parent helpers and Youth Helpers is encouraged. All helpers shall be approved by the Group Leader in accordance with Branch practices.
3. The Joey Scout Leader takes charge of the Unit with the help of at least one other leader, subject to the general supervision of the Group Leader.
4. Preferably when there are girls in a Unit there should be a female leader, and preferably when there are boys in the Unit there should be a male Leader.

## **R6 CUB SCOUT SECTION**

### **R6.1 EDUCATIONAL OBJECTIVES**

#### **Social Development**

##### Becoming Aware

- Encourages and shows respect for oneself.
- Considers one's influence and impact on others.
- Carries out the responsibilities assigned.

##### Interacting with Others

- Shows respect to others.
- Has an awareness of the needs of others in the group and can undertake activities in teams.

##### Developing Relationships and Networks

- Is aware of other members of the local community, and the roles they play.
- Awareness of own personal safety and support.

#### **Physical Development**

##### Being Healthy and Fit

- Cares for own body and has good personal hygiene habits.
- Can explain why it is important to eat healthy foods and be active.
- Can describe the major illnesses which could affect health, their cause and prevention.

##### Being Adventurous

- Participates in and helps to plan new and energetic activities, and give feedback about activities.
- Recognises the risks in activities and the local environment.
- Identifies environmental impacts in the local environment.

#### **Intellectual Development**

##### Acquiring New Information

- Expresses interest when undertaking new and unknown experiences.

##### Showing Initiative

- Discusses possible solutions and use available resources to situations, stories or problems.

#### Being Adaptable

- Continues to participate and problem solve in activities when plans are changed.

#### Planning and Reviewing

- Participates in planning of activities.
- Constructively reflects on an activity using the Plan>Do>Review> cycle.

### **Character Development**

#### Developing Identity

- Identifies strengths and opportunities for growth.
- Consistently seeks new challenges and opportunities.
- Recognises the need to do one's best.

#### Showing Autonomy

- Addresses and overcomes difficulties conscientiously.
- Believes in own ability to set and complete personal goals.

#### Demonstrating Commitment

- Shows consistent efforts to fulfil tasks.

### **Emotional Development**

#### Being Emotionally Aware

- Is aware of personal feelings and their impact on others.

#### Expressing One's Feelings

- Can express feelings and try to do this without hurting the feelings of others.

#### Showing Respect

- Respect and accepts different people and are aware of their feelings.

### **Spiritual Development**

#### Exploring Beliefs

- Experiences religious and/or non-religious belief systems through family and community activities..
- Knows that there are many ways that one may choose to find meaning in their life

#### Stopping for Reflection

- Knows the Scout Promise and Law, is able to express in basic terms what they mean, and knows that spiritual beliefs are influenced by family and community.

- Knows that there are right and wrong ways of doing things and one should use their spiritual beliefs to guide their actions.
- Appreciates that one is connected with others and the world.

#### Respect for Others

- Knows something of the beliefs of peers.
- Knows something of the social and cultural backgrounds of peers.
- Knows something of the societies and cultures in own community.

#### Being Thankful

- Experiences and appreciates some of the world's beauty.
- Expresses thanks to family and other people for the things they do.
- Is thankful for the opportunities that have been, are, and will be, available.

### **R6.2 METHOD**

1. The development of Cub Scouts is through participation in small peer groups called Patrols, which provide the opportunity for practising team leadership skills.
2. The program is designed to provide opportunities for the development of relationships skills, values and abilities through doing activities, the playing of games, helping others, and participation in an award scheme appropriate to the age.

### **R6.3 MEMBERSHIP**

1. Young people become Cub Scouts by an investiture ceremony during which the Scout Promise is made.
2. Before their investiture as Cub Scouts, children must know and understand the meaning of the Promise and Law, in keeping with their age.
3. A Joey Scout who has earned the Link Badge may be invested without further training.
4. The young person must have had their eighth birthday prior to commencing in this Section.
5. Youth are able to commence their progression to the Scout Section at any time after their eleventh birthday, and will have completed their progression by their twelfth birthday.

6. It is recognised some young people with special or cultural needs may require additional considerations regarding age and their developmental levels. As these cases will be highly individual, each Branch should establish mechanisms to enable such accommodations to be considered. This should occur in consultation with the youth member's parents/guardians, the Group Council, and the youth member where possible.

#### **R6.4 ORGANISATION AND LEADERSHIP**

1. The Cub Scout Unit is made up of Patrols, each with up to six Cub Scouts, led by a Patrol Leader, assisted by an Assistant Patrol Leader.
2. The Unit Council is an informal meeting of the leaders with the Patrol Leaders, and the Assistant Patrol Leaders if desired, to discuss the plans and find out the wishes of the Unit.
3. The Cub Scout Leader takes charge of the Unit, with the help of at least one Assistant Cub Scout Leader, subject to the general supervision of the Group Leader.
4. The use of Youth Helpers is encouraged.
5. Preferably when there are girls in a Unit there should be a female leader, and preferably when there are boys in the Unit there should be a male leader.

## **R7 SCOUT SECTION**

### **R7.1 EDUCATIONAL OBJECTIVES**

#### **Social Development**

##### Becoming Aware

- Consistently demonstrates appropriate behaviour in different situations.
- Adheres to the rules of the group.
- Implements responsibilities assigned.

##### Interacting with Others

- Is open to different opinions and lifestyles.
- Works effectively in small and large groups in various roles and tasks.

##### Developing Relationships and Networks

- Works with a diverse group of people and develops support networks.
- Identifies and addresses the requirements for personal safety and support for oneself and others.

#### **Physical Development**

##### Being Healthy and Fit

- Respect one's body and that of others and understand the importance of good personal hygiene.
- Demonstrate an understanding of, and take responsibility for, nutritional need, good food choices and fitness requirements.
- Recognise the physical and physiological changes which are happening as the body develops.

##### Being Adventurous

- Participates in and helps to plan new and active activities, providing actionable feedback about activities.
- Actively assesses and mitigates risks associated with activities.
- Demonstrates an understanding of minimal impact principles.

#### **Intellectual Development**

##### Acquiring New Information

- Actively seeks new experiences to develop and expand skills and interests.

##### Showing Initiative

- Makes evidence backed decisions by analysing situations from different perspectives and applying problem solving techniques.



#### Being Adaptable

- Responds to changing circumstances and makes contingency plans.

#### Planning and Reviewing

- Develops appropriate plans including contingencies.
- Implements the Plan>Do>Review> cycle.

### **Character Development**

#### Developing Identity

- Reviews behaviour and listen to and evaluate feedback from others.
- Reviews personal behaviour regarding doing one's best.

#### Showing Autonomy

- Interdependently makes and implements decisions and forms opinions.

#### Demonstrating Commitment

- Takes responsibility for setting goals, the use of time, and personal development.

### **Emotional Development**

#### Being Emotionally Aware

- Is learning to manage emotions, especially when responding to people around them.

#### Expressing One's Feelings

- Manages own feelings appropriately and can talk about them with others.

#### Showing Respect

- Considers, respects and accepts others and their points of view

### **Spiritual Development**

#### Exploring Beliefs

- Understands how common religious beliefs can be applied in daily life.
- Understands non-religious conceptions of the meaning of life, and how these can be applied in daily life.
- Questions own feelings and beliefs regarding purpose in life.

#### Stopping for Reflection

- Explains how spiritual beliefs, and the Scout Promise and Law, guide actions and understands the importance of surrounding oneself with positive influences.
- Understands how spiritual beliefs guide actions.
- Has an understanding of how one is connected with others and the world.

Respect for Others

- Experiences spiritual belief systems, religious or otherwise, other than my own.
- Experiences cultures other than my own.
- Explains the value of diversity in my community.

Being Thankful

- Explores beautiful places and reflects on nature's magnificence, and know that it is worth preserving.
- Understands cultural and spiritual heritage and how these have shaped their life.
- Understands that not everyone has the same opportunities.

## **R7.2 METHOD**

1. The development of Scouts is through participation in small peer groups called Patrols, which provide the opportunity for exercising a full range of leadership skills in planning, organisation, control, communication and representation.
2. The program provides opportunities for the development of relationship skills, values, initiative and abilities through increasing independence in participation in camping, outdoor activities, community service, training games and an award scheme appropriate to the age.

## **R7.3 MEMBERSHIP**

1. Young people become Scouts by an investiture ceremony during which the Scout Promise is made.
2. Before their investiture as Scouts, young people must know and understand the meaning of the Promise and Law, in accordance with their age.
3. A Cub Scout who has earned the Link Badge may be invested without further training.
4. The young person must have had their eleventh birthday prior to commencing in this Section.
5. Youth are able to commence and complete their progression to the Venturer Scout Section in the lead up to their fifteenth birthday.

6. It is recognised some young people with special or cultural needs may require additional considerations regarding age and their developmental levels. As these cases will be highly individual, each Branch should establish mechanisms to enable such accommodations to be considered. This should occur in consultation with the youth member's parents/guardians, the Group Council, and the youth member where possible.

#### **R7.4 ORGANISATION AND LEADERSHIP**

1. Each Scout Unit should preferably have at least two Patrols, depending on the local circumstances.
2. Each Patrol has four to eight Scouts, led by a Patrol Leader, assisted by an Assistant Patrol Leader.
3. The Unit Council is a body composed of the Patrol Leaders, and if desired, the Assistant Patrol Leaders, who meet regularly with the Scout Leader, who attends in an advisory capacity. The Unit Council is responsible for broad program planning, expenditure of Unit funds, and Unit management, which is within the capacity and experience of the members.
4. The Scout Leader shall ensure that as far as possible all Scouts are given opportunities to develop their leadership skills by practical experience, and are given responsibilities commensurate with their age and stage of development.
5. The Scout Leader takes charge of the Scout Unit, with the help of at least one Assistant Scout Leader, subject to general supervision of the Group Leader.
6. The use of Youth Helpers is encouraged.
7. Preferably when there are girls in the Unit there should be a female leader, and preferably when there are boys in the Unit there should be a male leader.
8. In seeking parent/guardian approval for attendance at Patrol or Unit overnight activities, advice must be provided on the leadership attendance and sleeping arrangements.

## **R8 VENTURER SCOUT SECTION**

### **R8.1 EDUCATIONAL OBJECTIVES**

#### **Social Development**

##### Becoming Aware

- Addresses personal strengths and opportunities for growth.
- Encourages the participation of all members and recognise their strengths.

##### Interacting with Others

- Has an inclusive approach and recognises and challenges prejudices and bias
- Assumes the role of leader (mediator, tutor, mentor, teacher, instructor, supporter, adviser) in a group.

##### Developing Relationships and Networks

- Contributes to and recognises the benefits of wider networks.
- Identifies, promotes and addresses personal safety and support for oneself and others, especially those who may be at risk.

#### **Physical Development**

##### Being Healthy and Fit

- Understands good sexual health and safe practices.
- Reflects on mental health and what one can do to maintain a balance that's right.
- Understands the effect of drugs, self and substance abuse on the body.
- Understands and demonstrates the importance of the prevention of illness and injury and the principles of first aid.

##### Being Adventurous

- Undertakes adventurous, challenging and new physical activities and seeks to continuously improve skills.
- Actively assesses and mitigates risks associated with activities.
- Practices minimal impact principles.

#### **Intellectual Development**

##### Acquiring New Information

- Actively pursues personal development opportunities and shares information, knowledge and skills with others.

#### Showing Initiative

- Seeks innovative solutions to challenges by gathering evidence, analysing situations from different perspectives and applying problem solving techniques.

#### Being Adaptable

- Demonstrates flexibility, adaptability and contingency planning.

#### Planning and Reviewing

- Undertakes planning at various timescales.
- Critically reflects using the Plan>Do>Review> cycle for projects and activities.

### **Character Development**

#### Developing Identity

- Reviews own behaviour and actively seeks, listens to and evaluates feedback from others.
- Challenges and monitors performance.

#### Showing Autonomy

- Express opinions assertively and takes action when one believes it is necessary.

#### Demonstrate Commitment

- Actively pursues and reviews the achievement of personal goals.
- Develops resilience through experiences within and external to Scouting.

### **Emotional Development**

#### Being Emotionally Aware

- Controls emotions and maintains a positive self-concept.

#### Expressing One's Feelings

- Controls and expresses feelings appropriately and knows when and who to talk to about these.

#### Showing Respect

- Accepts, respects and understands that others may have feelings and opinions different to their own.
- Recognises and supports, where possible and appropriate, others who have specific needs.

### **Spiritual Development**

#### Exploring Beliefs

- Understands how different religions shape an individual's worldview and the implications this has on society.
- Understands how different non-religious beliefs shape an individual's worldview and the implications this has on society.
- Possesses a developing conception of one's spirituality.

#### Stopping for Reflection

- Expresses how spiritual beliefs guide actions in particular contexts and how they have developed over time.
- Expresses examples of when one has not lived up to spiritual beliefs and explain how to improve in future.
- Expresses beliefs about connections with others and place in the world.

#### Respect for Others

- Experiences spiritual belief systems in a deep way and explains spiritual beliefs systems other than one's own to others.
- Experiences societies different to the one living in and shows respect for those differences.
- Participates in inter-faith or non-faith spiritual community events.

#### Being Thankful

- Considers the impact of a deteriorating natural environment on those around me.
- Understands the importance of acceptance and forgiveness in maintaining relationships.
- Is thankful for the opportunities had and helps those who may not have the same opportunities.

## **R8.2 METHOD**

1. The development of Venturer Scouts is through participation in a peer grouping called a Unit, and small ad-hoc groups. This provides for exercising complete leadership and management skills.

2. The program provides opportunities for: the development of relationship skills; values; initiative; abilities and international understanding through increasing responsibility for the management of the Unit; discussion and participation in a wide range of physically challenging outdoor activities; community service; and an award scheme appropriate to the age.

### **R8.3 MEMBERSHIP**

1. Young people become Venturer Scouts by an investiture ceremony during which the Scout Promise is made or reaffirmed.
2. Before their investiture as Venturer Scouts, young people must know and understand the meaning of the Promise and Law in keeping with their age.
3. A Scout who has earned the Venturer Scout Link Badge may be invested without further training.
4. The young person must have had their fourteenth birthday prior to commencing in this section.
5. Young adults commence their progression to the Rover Scout Section in the lead up to their eighteenth birthday.
  - 5.1 In circumstances where a young adult has not yet completed Year 12, and have had their eighteenth birthday, the young adult may elect (with the approval of the Unit Council), to stay in the Venturer Scout Section no later than December 31st of their 12th year of school.
  - 5.2 Linking to a Rover Scout Unit will occur before December 31st of their 12th year of school.
  - 5.3 Venturer Scouts who do not progress to the Rover Scout Section until the completion of year 12, and who will turn 18 in that time, must act in accordance with their Branch regulations with regard to Youth and Adult membership. This may require terminating Youth membership status and applying for Adult membership. This may also require:
    - a re-commitment to the Scout Promise & Law
    - signing of the Adult Code of Conduct and Code of Ethics
    - provision of authority to make enquiries as to the suitability of Adult membership as per P5.3.6
    - issuance of a Certificate of Adult Membership
    - any other requirements of Adult Membership defined by the policies of the relevant Branch.

6. It is recognised some young people with special or cultural needs may require additional considerations regarding age and their developmental levels. As these cases will be highly individual, each Branch should establish mechanisms to enable such accommodations to be considered. This should occur in consultation with the youth member's parents/guardians, the Group Council, and the youth member where possible.

#### **R8.4 ORGANISATION AND LEADERSHIP**

1. Each Venturer Scout Unit should preferably have at least ten members. However, a Unit with fewer members, due to local circumstances, may operate subject to the approval of the District Commissioner.
2. The Unit Council is a body elected by the Venturer Scouts to be responsible for managing the affairs of the Unit, including the expenditure of Unit funds, programming, control of Award Scheme agreed requirements and internal discipline. The Unit Chair shall be a Venturer Scout elected by the Unit. The Venturer Scout Leader attends in an advisory capacity.
3. The Venturer Scout Leader takes charge of the Unit, with the help of at least one Assistant Venturer Scout Leader, subject to the general supervision of the Group Leader.
4. Preferably where there are girls in the Unit there should be a female leader, and preferably where there are boys in the Unit there should be a male leader.
5. In seeking parent/guardian approval for attendance at overnight activities, advice must be provided on leadership attendance and sleeping arrangements.



## **R9 ROVER SCOUT SECTION**

### **R9.1 EDUCATIONAL OBJECTIVES**

#### **Social Development**

##### Becoming Aware

- Identifies and addresses bias and injustice, and practices and promotes equality.
- Lives according to legal and ethical responsibilities.

##### Interacting with Others

- Explores different lifestyles and embraces diversity..
- Works as part of a team, manages collective projects and serves actively in the local community, influencing the process of change.

##### Developing Relationships and Networks

- Builds and maintains meaningful relationships within diverse communities of different scales.
- Identifies, promotes and addresses personal safety and support for oneself and others, especially those who may be at risk.

#### **Physical Development**

##### Being Healthy and Fit

- Takes responsibility for making good lifestyle choices to ensure good mental health.
- Takes responsibility for making good lifestyle choices to ensure good physical health.
- Is aware of the biological processes which regulate the body.
- Protects own health and accepts one's physical capabilities.

##### Being Adventurous

- Takes part in and leads physical expeditions and adventurous activity that challenge one physically and intellectually.
- Actively assesses and mitigates risks associated with activities.
- Supports and practices the principles of minimum impact activities.

## **Intellectual Development**

### Acquiring New Information

- Undertakes training and gains new skills and knowledge to assist personal development, education and employment.

### Showing Initiative

- Responds creatively to diverse situations through demonstrating capacity for thought, innovation, adventure and resourcefulness.

### Being Adaptable

- Reviews and adapts projects and activities in response to change.

### Planning and Reviewing

- Undertakes and continually reviews planning at various timescales
- Routinely applies the Plan>Do>Review> cycle to all aspects of life.

## **Character Development**

### Developing Identity

- Reflects on, and seeks feedback from others on behaviours, and the impact of behaviours on oneself and others.
- Critically reflects on own performance.

### Showing Autonomy

- Independently forms opinions and choices, accepts the consequences of actions and respects the opinions and decisions of others.

### Demonstrate Commitment

- Monitors lifestyle, resilience and personal goals, and is considered a role model to others.

## **Emotional Development**

### Being Emotionally Aware

- Manages one's emotions in different situations, including when outside one's comfort zone.
- Recognises when others need emotional support and offers suitable assistance.

### Expressing One's Feelings

- Demonstrates emotional and social maturity.
- Gives and receives constructive feedback and knows when to ask for assistance.

#### Showing Respect

- Accepts, respects and can empathise that others may have feelings and opinions different to their own, and adjusts behaviour appropriately.
- Demonstrates an awareness of mental health issues, and understands how to support those in need.

#### **Spiritual Development**

##### Exploring Beliefs

- Engages in informed discussion on the role of religions in society.
- Engages in informed discussion on the role of non-religious systems of spiritual belief in society.
- Continues to explore and express spirituality and understands how this influences one's life.

##### Stopping for Reflection

- Expresses the reasons one has arrived at their current spiritual beliefs and how these combine with the Scout Promise and Law to guide one through adult life
- Articulates one's plan for further developing and adhering to one's spiritual beliefs in the future.
- Engages with others in gaining own understanding of connection with others and place in the world, and reflects upon how one's understanding of this informs one's actions.

##### Respect for Others

- Contributes to a culture of understanding and respect towards religious and spiritual beliefs that are different from own.
- Contributes to a culture of understanding and respect towards societies and cultures that are different from own.
- Contributes to a culture of mutual understanding and respect in a multicultural community.

##### Being Thankful

- Cares for the natural beauty of the world through actions.
- Articulates how relationships shape one's life and express thanks to those who support them.
- Provides opportunities for development and growth for others.

## **R9.2 METHOD**

1. The development of Rover Scouts is through membership of a young adult grouping called a Rover Scout Unit, which is fully self-managed. Opportunities exist for a wide range of management and organisational responsibilities at all Formations of the Movement, e.g. Branch and National Rover Councils.
2. The program requires Rover Scouts to exercise commitment to a code of living based on Scouting values, and to demonstrate a high degree of management and relationship skills in performing community services and participating in a wide range of activities.

## **R9.3 MEMBERSHIP**

1. Young adults become Rover Scouts by an investiture ceremony during which the Scout Promise is made or reaffirmed.
2. Before investiture as a Rover Scout a young adult must undertake to comply with the Scout Promise, the Purpose and Principles of the Movement, and membership requirements of the Branch Rover Council.
3. Young adults must have had their eighteenth birthday prior to commencing in this section. Members reach the end of the Scout Youth Program, and will leave the Section, no later than their twenty-sixth birthday.
4. A Venturer Scout who has earned the Rover Scout Link Badge may be invested as a Rover Squire without further training.

## **R9.4 ORGANISATION AND LEADERSHIP**

1. A Rover Scout Unit may function within a Group, District, or any other Formation of Scouts Australia as approved by Branch.
2. Each Rover Scout Unit shall be approved and registered in accordance with Branch procedures.
3. Each Rover Scout Unit shall elect a Unit Leader who is responsible for the management of the Unit.
4. Rover Advisers are selected by the Unit to advise them as required and are recommended for appointment in accordance with Branch procedures.

## **R9.5 ROVER SCOUT SERVICE AWARD**

1. The Rover Scout Service Award is awarded by Branch Rover Councils on the recommendation of a Rover Scout Unit, Region Rover Council, or the Branch Rover Council itself to Rover Scouts, Rover Advisers, other uniformed members of the Scout Movement, and/or non-uniformed people, who give outstanding service to the Rover Scout Section. Each Branch Rover Council has the right to use an individual additional name for the Award to honour a distinguished former leader in that Branch.
2. The Rover Scout Award Medallion is worn around the neck on a red ribbon with two white stripes. A cloth emblem with a red and white knot on a blue background is issued to awardees to wear on the uniform.
3. The Rover Scout Service Award is an Adult Recognition Award.
4. Members who receive this Award may continue to wear the emblem on their uniform for as long as they remain in Scouts Australia in whatever capacity.

## **R10 SCOUT FELLOWSHIP**

### **R10.1 PURPOSE**

Scout Fellowship provides opportunities for adults to experience the fellowship of Scouting and provide service to Scouts Australia and the community.

### **R10.2 MEMBERSHIP**

Adults who undertake to comply with the Scout Promise and Law, the Purpose and Principles of Scouts Australia, and affiliate with a Fellowship attached to a Formation of Scouts Australia.

### **R10.3 ORGANISATION AND LEADERSHIP**

Scout Fellowships are organised in a manner approved by the relevant Branch Chief Commissioner.

### **R10.4 INSIGNIA**

Where Branch permitted, a badge with a Scouts Australia logo emblem on a teal background with the words Fellowship is worn on the right sleeve in a similar location to District/Region Badges.

## **R11 PERSONAL LEARNING AND DEVELOPMENT**

### **R11.1 ADULT TRAINING AND DEVELOPMENT SCHEME**

The Scout Association of Australia is responsible for designing and operating a national curriculum for the training and development of adults in all functions and at all levels. This system includes the integration of the new leader, basic and advanced training and support for all adults for the duration of their appointment. The system includes the acquisition and development of the knowledge and skills necessary for each function and the personal development of adults. It is flexible and allows for previous experience and skills to be assessed and allows for the acquisition of additional skills and knowledge.

#### **R11.1.1 Program**

1. The Adult Training and Development system is specially designed for Australian adults in Scouting and Australian conditions. It complies with the objectives of the World Scout Committee.
2. The system consists of Preliminary, Essentials, Adventure, Management, Leadership and supplementary training.
3. Essentials, Adventure or Management, dependent on role, training will normally be completed within six months of entry into the Movement. This results in presenting the Gilwell Woggle, and Certificate of Proficiency.
4. Leadership training will normally be completed within two to three years including an evaluation period of at least four months. This results in presenting the Wood Badge, including a set of wood beads, a parchment and Gilwell Scarf.
5. Supplementary training programs are offered in specific areas.
6. Rover Scouts are eligible to complete Wood Badge Training. To complete Leadership Training, Rover Scouts must be in a leadership role within Scouting and be able to fully demonstrate the evaluation requirements for the Wood Badge. This should take place over a minimum of four months and can occur from a Rover Scout Unit level through to National level. The Branch Adult Training and Development Commissioner would co-ordinate, and be responsible for, the final evaluation.

7. A comprehensive system of Training of Trainers at Scouting Essentials, Scouting Adventure, Scouting Management, and Scouting Leadership levels, supports the Training and Assessment personnel.

#### **R11.1.2 Recognition of Prior Learning/Current Proficiency**

A National procedure for the recognition of prior learning and of current proficiency has been developed, enabling Adult Leaders to demonstrate the transfer of the full range of an individual's skills and knowledge, irrespective of how it has been acquired, to their Scouting role.

#### **R11.1.3 Personnel**

The following positions support the delivery and ongoing support of training:

1. National Commissioner, Adult Training and Development who is responsible for the development and coordination of the National Adult Training & Development Curriculum.
2. Personal Leader Advisers, appointed to assist each new adult member with their training and ongoing support.
3. Leader Trainers and Assistant Leader Trainers appointed nationally to conduct training programs.

### **R11.2 SCOUTS AUSTRALIA INSTITUTE OF TRAINING**

The Scouts Australia Institute of Training (SAIT) is an Enterprise Registered Training Organisation (RTO - Number 5443) and is authorised by the Australian Skills Quality Authority (ASQA), the national regulator, under the Commonwealth National Vocational Education and Training Regulator Act 2011, to train and assess candidates and to issue Qualifications and Statements of Attainment under its Scope of Registration.

#### **R11.2.1 Purpose**

Its primary purpose is to enable members of Scouts Australia, both youth and adults who meet the required competencies of the respective Unit of Competency and Qualifications, the ability to seek, through a Recognition of Prior Learning (RPL) process, externally accredited qualifications (as defined in its registered Scope). Most Qualifications registered on Scope are normally attained through work associated in Adult Training &



Development and predominately the Wood Badge Training Program for adults, but other avenues exist. Equivalent training and development opportunities exist for Youth members to be assessed for SAIT Qualifications by work associated with the Youth Program predominately through achievement of the Peak Award and the Outdoor Adventure Skills.

### **R11.2.2 Structure**

The SAIT is required to have a number of management structures in place that administer, manage and operate the ERTO, and conform to the strategic and operational functions expected by ASQA in meeting compliance as well as the expectations of SAIT's parent body – The Scout Association of Australia.

Structures and appointments related to the SAIT are specific in nature and all exercise a degree of control or influence over the management or direction of the SAIT, in accordance with specific roles and responsibilities. Furthermore, the strategic and operational functions of the SAIT are distinctly articulated through the relevant Terms of Reference.

It is strategically managed by the SAIT Management Committee (a Sub-Committee of and reporting to the National Operations Committee, through the Principal) and operationally led by a Principal and Principal Team. The SAIT Operations Committee provides support to the operational management of the SAIT and assists in the maintenance of its required obligations with ASQA.

The Principal of SAIT is a National appointment at volunteer Commissioner rank and is appointed for an initial period of 3 years. The appointment may be extended for an additional 3 years with the approval of the Chief Commissioner of Australia. After a total of 6 years, the position may be advertised.

## **R12 SAFE PRACTICE**

### **R12.1 BRANCH PROCEDURES**

Branches shall prescribe the following procedures for the safe conduct of activities for each Section:

1. Procedures for approval to conduct the activity.
2. Appointment of the authorised person in charge.
3. Information for, and approval from, parent/guardian. The information must include leadership attendance, sleeping and transport arrangements.
4. Emergency arrangements including first aid.
5. Transport to and from the activity.

### **R12.2 TRANSPORT**

When transport is being arranged the following rules shall apply:

1. All vehicles shall be registered and carry current third-party insurance.
2. Drivers shall be licensed. In the case of provisional licences, the authorised person in charge of the activity shall approve, or otherwise, the use of the driver.
3. Local traffic regulations relating to seating, seat belts, loading, speed and the consumption of alcohol and drugs shall be observed.
4. Motorcycles may be used by the licensed owner but the carrying of youth members as pillion passengers is prohibited.
5. Hitchhiking by members is prohibited.
6. In the event of an accident in which any person is injured, Branch shall be advised in accordance with Branch procedures.

### **R12.3 TRAFFIC SAFETY**

The person in charge of any group of Scouts marching, walking or cycling on or adjacent to a public roadway, must take all possible precautions to ensure their safety including the use of traffic pickets when appropriate.

## **R12.4 DRUGS AND ALCOHOL**

The consumption of alcoholic beverages and other performance-affecting drugs by participants prior to or during a day-to-day or adventurous activity is prohibited. Branches are responsible to prescribe rules for the safe consumption of alcohol by adults at Scouting functions.

## **R12.5 FIREARMS**

1. Firearms shall not be brought into or stored on any ASSOCIATION property except with the prior approval of Branch.
2. Scouts shall not use firearms except on an official shooting range under an authorised person in charge.

## **R12.6 FIRE**

The person in charge of an outdoor activity at which fire is used for cooking or campfires shall ensure that local statutory rules are observed and that participants take adequate fire safety precautions.

## **R12.7 PIONEERING ACTIVITIES**

Pioneering is a day-to-day program activity involving special risks, which require special precautions when erecting and dismantling structures. Pioneering is a fundamental scouting skill, using the scout method, including the patrol system, to plan and create temporary gadgets and structures from predominately naturally occurring materials.

Leaders who have completed Basic and Advanced Leader Training Pioneering sessions, may construct and supervise pioneering structures, including rope bridges, where a person may be standing (foot height) up to a maximum of 2m off the ground.

Leaders who have completed additional specialist training in pioneering may construct and supervise pioneering structures, including rope bridges, where a person may be standing (foot height) over 2m off the ground. Before such structures are constructed, appropriate control measures, e.g. helmets, must be documented and implemented, subject to Branch approval and in compliance with State and Territory regulation.

Suitable four-point attachment helmets which comply with current Australian standards, e.g. hard-shelled bicycle, caving, rock climbing (not construction) helmets, must be worn for pioneering activities where head injuries are a potential.

Flying foxes and aerial runways may only be constructed by suitably trained and qualified individuals, and subject to Branch approval and in compliance with State and Territory regulation.

## **R12.8 SLEEPING AND BATHROOM PROVISIONS**

1. Consideration for sleeping, changing and bathroom facilities for members needs to be in keeping with legal requirements and Scouts Australia's Child Protection Policy.
2. Provision shall be made for separate private changing facilities and ablutions for youth members and Adult Leaders.
3. In every camp or overnight activity each person must have separate bedding.
4. Where possible, separate sleeping accommodation, tents or suitably partitioned dormitories are required for boys, girls, male and female Adult Leaders.
5. Transgender or gender diverse members should be supported to use ablutions and changing facilities in line with their affirmed gender identity, or gender-neutral facilities if available and preferred.
6. Sleeping arrangements should align with what transgender and gender diverse members are comfortable with, in line with their affirmed gender identity. For minors, this should be in consultation with their Parent(s) or Guardian(s).
7. When updating/ building facilities, if financially viable, preference should be given to suitable gender-neutral bathroom facilities that provide individual privacy.
8. Branches may prescribe additional rules.

## **R12.9 KNIVES**

Knives other than clasp knives are prohibited.

## **R12.10 SWIMMING: JOEY SCOUTS, CUB SCOUTS, SCOUTS**

The person in charge of a swimming party of Joey Scouts, Cub Scouts or Scouts shall take the following precautions:

1. The safety of the place must be checked for depth, currents, underwater obstacles, etc.

2. A responsible adult must be appointed to take charge and personally supervise the activity.
3. The Buddy System must be used, with all swimmers paired off and each swimmer accepting responsibility for keeping the other in view and reporting any mishap or disappearance. The supervising adult must call for regular buddy checks.
4. Two competent swimmers equipped with a lifeline must remain on guard as pickets during the activity.
5. In properly supervised swimming baths these rules may be modified at the discretion of the person in charge of the activity.

#### **R12.11 SWIMMING: SCOUT PATROLS**

In the case of Scout Patrol activities where no adult is present, the leader shall take the following precautions prior to the activity:

1. The parent/guardian must be advised that swimming is proposed without adult supervision.
2. The site must be checked for safety by a responsible adult.
3. The Patrol Leader must be briefed by the leader on the requirements of Rule R12.10.
4. The Patrol Leader must undertake to comply with the provisions of Rule R12.10 with the exception of adult supervision.

#### **R12.12 SWIMMING: VENTURER SCOUTS**

Venturer Scouts must exercise all reasonable precautions when swimming.

#### **R12.13 BOATING**

1. Branches shall prescribe procedures and rules for the issue of Boat Certificates and Charge Certificates, and shall specify construction, positive buoyancy, maintenance and operational requirements.

2. The Branch rules shall cover compliance with relevant statutory regulations, the compulsory use of personal flotation devices in all circumstances, and the swimming capabilities of participants. The Branch rules shall apply to boats, canoes, kayaks and rafts.

#### **R12.14 ROVER SCOUT ACTIVITIES**

1. Branch Rover Councils may develop rules consistent with Scouts Australia's Duty of Care and relevant community standards for observance by Rover Scouts undertaking adventurous activities. These rules may be subject to approval by the Branch Chief Commissioner.
2. In any activity involving Rover Scouts and youth members, National rules specified in *Policy and Rules*, and Branch rules promulgated by Branches shall apply.

#### **R12.15 AIR ACTIVITIES**

All air activities shall be conducted in conformity with civil aviation regulations.

#### **R12.16 ADVENTUROUS ACTIVITY PROGRAMS**

All activity programs including adventurous activity programs shall be based on documented community standards. These programs may include:

1. Abseiling
  - Canyoning
2. Air Activities and Flying:
  - Parascending
  - Parasailing
3. Alpine Activities:
  - Snow play
  - Snowboarding
  - Snowshoeing
  - Downhill skiing
  - Ski touring
  - Snow camping
4. Bushwalking
5. Challenge Ropes

6. Cycling
7. Four Wheel Driving
  - Off road pursuits
8. Flying Foxes
9. Horse Riding
10. Rock Climbing
  - Artificial walls
11. Water Activities
  - Canoeing/kayaking
  - Sailing
  - Scuba diving
  - Sailboarding
  - Yachting

## R13 DECORATIONS AND AWARDS

### R13.1 THE AWARD SYSTEM

1. The Award System of The Scout Association of Australia has a number of categories, each of which is designed to recognise the particular contribution and achievement of a specified class of member, as follows:
  - a. **Section Members:**
    - i. Service Badges.
    - ii. Awards for Gallantry.
    - iii. Awards for Meritorious Conduct.
    - iv. Badges for achievement in the practice of Scouting.
    - v. Badges for participation in major events.
    - vi. Badges for competency in an adventurous activity.
    - vii. Badges for the provision of service.
  - b. **Adult Members in a leadership or specific management role:**
    - i. Recognition of service.
    - ii. Adult Recognition Awards (formerly Good Service).
    - iii. Awards for Gallantry.
    - iv. Awards for Meritorious Conduct.
    - v. Recognition of competency in an adventurous activity.
    - vi. Recognition of the provision of service.
  - c. **Adult Members and Supporters:**
    - i. Recognition of service.
    - ii. Young Adult Members, Adult Members and Supporters.
    - iii. Adult Recognition Awards (formerly Good Service).
    - iv. Awards for Gallantry.
    - v. Awards for Meritorious Conduct.
2. Scouts Australia reserves the right to withdraw Awards already granted if the recipient's subsequent behaviour is contrary to Scouts Australia's values, Code of Ethics or Code of Conduct.



3. All Decorations and Awards (Badges, Ribbons, Medals, etc) recognising contribution or achievement by members and supporters of Scouts Australia are the copyright of Scouts Australia and may not be reproduced without the specific approval of Scouts Australia.

### **R13.2 SERVICE BADGES FOR SECTION MEMBERS**

1. Service Badges are worn by Section members to show the years of service in the current Section, and to recognise previous service in other Sections.
2. Service Badges are made with tan, yellow, green, maroon or red over-locking to indicate Joey Scout, Cub Scout, Scout, Venturer Scout and Rover Scout service respectively.
4. Members of youth Sections are presented with the appropriate Service Badge when it falls due.
5. Members may continue to wear the Service Badges that were awarded in previous Sections in addition to the Service Badge applicable to their current Section.
6. Service with the Girl Guides Australia Association may be counted towards previous service.
7. Leaders and other adult members and supporters do not wear Section Service Badges.
8. Service Badges for Section members are worn on the uniform above the left-hand pocket, as illustrated in Appendix 4.

### **R13.3 RECOGNITION OF SERVICE BY LEADERS**

1. The Service Decoration is granted to adult members in a leadership or specific management role who have given five years accumulated service since application for their first appointment. Applications for the Award shall be processed in accordance with Branch procedures.
2. The first (5 year) Service Decoration consists of a cloth emblem with a white knot on a blue background with the figure '5' superimposed in gold.
3. A certificate is issued with the Service Decoration.
4. The Service Decoration is worn on the left sleeve in accordance with Rule R13.10.

#### **R13.4 RECOGNITION OF FURTHER SERVICE BY LEADERS**

1. Further service is recognised by way of a number embroidered onto the cloth Service Emblem, indicating the total number of years of service at five yearly increments.
2. A certificate is issued with the incremental Award.

#### **R13.5 SCOUTS AUSTRALIA ADULT RECOGNITION AWARDS**

1. Awards for especially good service to Scouts Australia are awarded to persons who have given particularly valuable service or significantly contributed to the wellbeing of Scouting.
2. Awards are granted for good service beyond the level of service normally expected of a person in carrying out the responsibilities of the appointment or position held as well as carrying out those duties to a high standard. Awards are based on evidence of achievement.
3. Many of the awards are associated with periods of service but under exceptional circumstances the typical service period may be reduced to recognise highly intense/complex periods of special activity and special effort.
4. Nominees for Leader awards of Silver Wattle and above are expected to be Wood Badge qualified.
5. Rover Scouts may be considered for an Adult Recognition Award (defined in R13.5.8) where their contribution to Scouting is beyond the level of service expected of a participant in the Rover Scout section. Where the contribution spans across more than 5 years, then the Rover Service Award (defined in R9.5) is to be considered.
6. Each Branch should develop procedures so that recommendations may be initiated by any member or formation of the Scout Movement and may be sent directly to the relevant Branch Chief Commissioner. Certificate and distinctive cloth emblems (for wearing on uniform – see R13.10) are issued with the awards as appropriate.
7. A distinctive pin for wearing when not in Uniform, is issued together with the first Award presented. This is a silver lapel badge based on the National logo.

8. Scouts Australia Adult Recognition Awards consist of:

**a. Special Service Award**

The Special Service Award is awarded to young adult members, adult members and members and supporters for the successful support, development or management of a Section or Formation, or for an intense contribution over a period of at least 12 months to the success of a major event or major activity. 'Special Service' is defined as making a noteworthy contribution in their role. This Award can be made in the first three-year assignment / period of service.

A bronze medallion, depicting Special Service, is worn around the neck on a white ribbon.

Cloth Emblem: a white and green knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**b. Meritorious Service Award**

The Meritorious Service Award is awarded to young adult members, adult members and supporters for meritorious or praiseworthy service to Scouts Australia for a period of around six to eight years. 'Meritorious Service' is defined as performing to a higher standard for longer or more intensely, than would be reasonably expected.

A silver medallion, depicting the Scouts Australia logo, is worn around the neck on a yellow ribbon.

Cloth Emblem: a yellow knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**c. Outstanding Service Award**

The Outstanding Service Award is awarded for outstanding service to Scouts Australia for a period of at least twelve years, to non-uniformed members and supporters.

The Outstanding Service Award is worn around the neck on a green ribbon.

Cloth Emblem: a green knot with a white outline on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**d. Silver Wattle**

The Silver Wattle is awarded for outstanding service to Scouts Australia as an adult member in an active Leadership role, for a period of around ten to twelve years. 'Outstanding service' is defined as a performance at a consistently high standard, normally over a number of assignments, all of

which have provided positive outcomes for Scouting. This person's contribution to Scouting clearly stands out from that of his/her peer group.

The Silver Wattle is worn around the neck on a green ribbon.

Cloth Emblem: a green knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**e. Distinguished Service Award**

The Distinguished Service Award is awarded for distinguished service to Scouts Australia as an adult member or supporter for a period of around 18 to 20 years. It is expected that such distinguished service is at a consistently high level, providing significant and valuable support to a Group or higher Formation and that the recipient is respected and highly regarded throughout the District/Region/Branch or Nationally.

The Distinguished Service Award is worn around the neck on an orange ribbon.

Cloth Emblem: a white and orange knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**f. Silver Koala**

The Silver Koala is awarded for distinguished service to Scouts Australia as an adult member in an active Leadership role, for a period of around 14 to 16 years. It is expected that such distinguished service is at a consistently high level, normally over a number of assignments, resulting in a significant contribution to the wellbeing of Scouting and that the recipient is respected and highly regarded throughout the District/Region/Branch or Nationally.

The Silver Koala is worn around the neck on an orange ribbon.

Cloth Emblem: an orange knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**g. Silver Emu**

The Silver Emu is awarded for further distinguished service to Scouts Australia by an adult member in an active Leadership role, for a period of at least four or five years since the Award of the Silver Koala. It is expected that such further distinguished service is at a consistently high level, over a number of assignments and at a number of levels within a Branch or at a National level, resulting in further significant contributions to the wellbeing of Scouting.

The Silver Emu is worn around the neck on a purple ribbon.

Cloth Emblem: a purple knot with a white outline on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**h. National President's Award**

The National President's Award is awarded for eminent achievement and exceptional service to Scouts Australia by adult members and supporters, over a long period in a number of significant roles within the organisation, or for a unique and highly valued contribution to the wellbeing of Scouting.

The National President's Award is worn around the neck on a red ribbon.

Cloth Emblem: a red knot on a blue background that is worn on the left sleeve in accordance with Rule R13.10.

**i. Silver Kangaroo**

The Silver Kangaroo is awarded for eminent achievement and exceptional service to Scouts Australia by an adult member in an active Leadership role, over a long period, in a number of roles at various levels within the organisation, or for a unique and highly valued contribution to the wellbeing of Scouting.

The Silver Kangaroo is worn around the neck on a gold ribbon with two green stripes.

Cloth Emblem: a gold knot on a green background that is worn on the left sleeve in accordance with Rule R13.10.

When wearing Awards around the neck only one is to be worn at any time.

9. Awards are made as follows:
  - a. Special Service Award, Meritorious Service Award, Outstanding Service Award and Silver Wattle by a Branch Chief Scout or by the Chief Scout of Australia (according to the practice of the Branch) on the recommendation of a Chief Commissioner.
  - b. Distinguished Service Award, Silver Koala, Silver Emu, National President's Award and Silver Kangaroo by the Chief Scout of Australia, on the recommendation of the Chief Commissioner of Australia.
    - i. Each of the eight Branch Chief Commissioners to submit to the Chief Commissioner of Australia the names of the leaders from the Branch recommended for an award;
    - ii. The Chief Commissioner of Australia can add names to the list;

- iii. Where the Chief Commissioner of Australia disagrees with a Branch nomination or where a Branch Chief Commissioner disagrees with a decision made by the Chief Commissioner of Australia and they are unable to resolve the dispute, a Committee of three Branch Chief Commissioners shall review the decision.
  - iv. Neither the National Chief Commissioner nor the proponent Branch Chief Commissioner will be part of the review Committee (but can be asked for information to assist the review process). One Chief Commissioner will be drawn from the large Branches (Victoria, NSW), one from the medium sized Branches (Qld, SA, WA) and one from the smaller Branches (ACT, Tasmania and NT). The Chair NEC will appoint the Review Committee.
  - v. The meeting of this Review Committee shall decide (by simple or some other majority) the names and awards that the Chief Commissioner of Australia should forward to the Chief Scout of Australia where there was previously a disagreed position.
  - vi. The review process is to be completed quickly. As a guide, within 2 days of the Committee being appointed the “objecting” Commissioner should submit in writing the reasons for their objection. The proponent Commissioner should then have 2 days to respond. The Committee shall be able to request further information, but is expected to determine the matter within 10 days from appointment.
- c. The Chief Scout of Australia, on the recommendation of the Chief Commissioner of Australia, may make an award under the Scouts Australia Adult Recognition Awards scheme to a member of a Scout Association affiliated with the World Organisation of the Scout Movement.
9. The Rover Scout Service Award, described in R9.5, is also recognised as an Adult Recognition Award. This Award may be given at any time during the year.

## **R13.6 RECOGNITION OF INFORMAL SUPPORT TO LEADERS**

### **R13.6.1 Appreciation Award**

- 1. For Supporters of the Movement who have provided support to appointed leaders in carrying out the responsibilities of the appointment for a period of at least five years.
- 2. Any Group Leader or Commissioner may make the Award.
- 3. A Certificate of Appreciation is issued.

### **R13.7 AWARDS FOR GALLANTRY**

Awards for Gallantry are granted by the Chief Scout of Australia on the recommendation of the Chief Scout of a Branch to individual members, or Scout Groups in cases of joint action. One of the following awards may be granted, according to the circumstances of the case:

- a. Certificate for Gallantry, in cases involving limited risk.
- b. Gilt Cross, for Gallantry with moderate risk. Blue ribbon with vertical red stripe.
- c. Silver Cross, for Gallantry with considerable risk. Blue ribbon.
- d. Bronze Cross. The highest possible Award for Gallantry, granted only for special heroism or extraordinary risk. Red ribbon.

The cloth emblem for wear on uniform is a knot on a blue background at the bottom of the left sleeve. The colours of the knots are:

- a. Blue and white for the Certificate for Gallantry.
- b. Blue and red for the Gilt Cross.
- c. Blue for the Silver Cross.
- d. Red for the Bronze Cross.

The appropriate emblem is worn in accordance with Rule R13.10.

A certificate is issued with each Award.

### **R13.8 AWARDS FOR MERITORIOUS CONDUCT**

1. Awards for Meritorious Conduct are granted by the Chief Scout of Australia on the recommendation of the Chief Scout of a Branch to individual members, or Groups in cases of joint action. Awards for Meritorious Conduct are given in cases which may not have involved risk of life but which have displayed courage, endurance, initiative, or devotion to duty, often under suffering. One of the following awards may be granted, according to the circumstances of the case:

- a. Certificate for Meritorious Conduct.
- b. Medal for Meritorious Conduct. Green ribbon with vertical red stripe.

2. The cloth emblem for wear in uniform is a knot on a blue background at the bottom of the left sleeve. The colours of the knots are as follows:
  - a. Green and blue for the Certificate of Meritorious Conduct.
  - b. Green and red for the Medal for Meritorious Conduct.
3. The appropriate emblem is worn in accordance with Rule 13.10.
4. A certificate is issued with each Award.

## **R13.9 AWARDS BY OTHER ORGANISATIONS**

### **R13.9.1 Australian Honours and Awards**

Australian ribbons representing medals and awards as approved by the Australian Government under the Honours and Awards system may be worn on the left side of the uniform, in order of precedence, from the centre to the left shoulder above the pocket and below the Australian Flag and World Membership Badge.

All other Australian medals and awards as approved by the Australian Government under the Honours and Awards system, may be worn at formal occasions (in place of ribbons) affixed to the top of the pocket.

In general, the wearing of ribbons/medals will be in the order of precedence as defined in the Australian Government guidelines.

Members (including youth) may wear the military medals of family members (in accordance with the current Australian Government guidelines) on the right side of the uniform at War Memorial Services only.

### **R13.9.2 Decorations Awarded by Overseas Governments and Scout Associations**

#### **R13.9.2.1 Overseas Governments**

Members may wear the ribbons of decorations by overseas Governments as currently approved by the Governor-General of the Commonwealth of Australia. These are to be worn after any Australian Honours and Awards on the on the left side of the uniform, in order of precedence, from the centre to the left shoulder above the pocket and below the Australian Flag and World Membership Badge).



Where a medal is (also) issued this may also be worn at formal occasions in place of the ribbon in accordance with the Australian "order of wear" approved by the Governor-General of the Commonwealth of Australia, affixed to the top of the pocket.

Where there is a neck award this may be worn at formal occasions in place of the ribbon - only one award (including Scout Awards) may be worn at any one time.

### **R13.9.2.2 APR/WOSM**

Service/Award cloth badges issued by the Asia Pacific Region to be worn on the left sleeve in accordance with Rule R13.10.

The APR Youth Award "Outstanding Scout Award" may be worn on the left sleeve (centre) below any other Peak Awards.

Where the award is a medal it is only to be worn at relevant functions associated with the APR/WOSM event on the right- side of the uniform above the line of the pocket.

For Youth members, medals are to be worn immediately below and centre of any "Milestone" badges.

Where the member has received other medals, they are to be worn in one straight line in the order of precedence from centre to right shoulder above the line of the pocket. Precedence may be determined by any or all of the following: type of award (Bravery/Meritorious/Good Service/Service), date of award, organisation and event.

Where the award is a neck award it is only to be worn at relevant functions associated with the APR/WOSM event. Only one award (including Scouts Australia Awards) is to be worn at any one time.

Membership of WOSM/APR Committees represented with the members name, their appointment and term of office on a purple cloth badge may be worn on the front of the uniform above the left pocket and below the Australian and World Membership Badges for the term of their appointment only.

### **R13.9.2.3 Overseas Scouting Associations**

Members may wear cloth awards issued by an Overseas Scouting Organisation on the left sleeve in accordance with Rule R13.10.

Peak Awards (equivalent to the Queen Scout and/or Baden-Powell Scout Awards) earned by Adults from other NSOs as a Youth member may be worn on the left sleeve (centre) below any other Peak Awards.

Where the award is a ribbon it is to be worn on the right side of the uniform above the line of the pocket. Where the member has received other similar ribbons, they are to be worn in one straight line in the order of precedence as described in R13.9.2.2

Where the award is a medal it is only to be worn at relevant functions associated with that NSO on the right side of the uniform (in place of the relevant ribbon) above the line of the pocket. Where the member has received other similar medals, they are to be worn in one straight line in the order of precedence as described in R13.9.2.2 noting that Awards for Gallantry / Meritorious Conduct from Scouts Australia taking precedent (worn closest) to the centre.

Where the award is a neck award it is only to be worn at relevant functions associated with that NSO. Only one award (including Scouts Australia Awards) is to be worn at any one time

### **R13.9.3 First Aid Badge and Armlets**

While an individual's qualifications remain valid Scouts Australia's First Aid Badge may be worn at the bottom of the right sleeve on the uniform by Section members and leaders who hold a current First Aid qualification from any approved provider to current Australian Resuscitation Council Standards and/or Mental Health First Aid Industry standard.

### **R13.9.4 Lifesaving Badges and Medals**

The cloth badges issued by the Surf Life Saving Association or the Royal Life Saving Society may be worn on the right sleeve of the uniform for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder.

The Life Saving Medal is only to be worn at relevant functions associated with Life Saving on the right-hand side of the uniform above the line of the pocket. Where the member has received other medals, they are to be worn in one straight line in the order of receipt other than Awards for Gallantry/Meritorious Conduct which will be worn closer to the centre of the shirt with Awards for Gallantry/Meritorious Conduct from Scouts Australia taking precedent (worn closest) to the centre of the shirt..

#### **R13.9.5 Badges of Sponsoring Authorities**

The badge of a Sponsoring Authority may be worn on the right sleeve of the uniform for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder subject to the:

- a) size not exceeding Branding guidelines for District/Region Badges, and
- b) design having been approved by the Branch Chief Commissioner.

#### **R13.9.6 Duke of Edinburgh Awards**

Venturer Scouts and Rover Scouts may wear any of the three, Bronze, Silver or Gold cloth emblems for the Duke of Edinburgh Award, but only the highest awarded cloth emblem can be worn at any one time.

Adults' are only eligible to wear the Gold cloth emblem.

The Duke of Edinburgh Award cloth emblems can only be worn on the right sleeve of the uniform for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder with other additional award badges.

Adults who have earned the Bronze, Silver or Gold Duke of Edinburgh Adult Recognition Award may wear this Medal at relevant functions associated with the Duke of Edinburgh Award Scheme and when representing Scouting on the right-hand side of the uniform above the line of the pocket. Where the member has received other similar medals, they are to be worn in one straight line in the order of receipt other than Awards for Gallantry/Meritorious Conduct which will be worn closer to the centre of the shirt with Awards for Gallantry/Meritorious Conduct from Scouts Australia taking precedent (worn closest) to the centre of the shirt.

### **R13.10 WEARING OF AWARDS AND EMBLEMS**

1. Emblems for the different categories of Scouts Australia awards are worn at the bottom of the left sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder. When more than one is worn, the emblems are in the following order from the wearer's left to right:
  - a. Award for Gallantry.
  - b. Award for Meritorious Conduct.
  - c. Adult Recognition Award (Good Service).
  - d. Rover Service Award
  - e. Service Decoration.
2. Emblems for the different categories of Scouting Awards outside of Australia are worn above the Scouts Australia Awards at the bottom of the left sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder. When more than one is worn, the emblems are in the following order from the wearer's left to right:
  - a. Award for Gallantry.
  - b. Award for Meritorious Conduct.
  - c. WOSM Awards.
  - d. APR Awards
3. Where more than one around the neck award is received in any category the holder will wear only one such award at any one time. The choice of award worn rests with the holder.
4. Medals for Gallantry Awards are worn on the right side of the shirt closer to the centre in order of precedence.
5. When wearing the Medal for Meritorious Conduct it is positioned on the right side of the shirt closer to the centre with any Awards for Gallantry taking precedent.
6. Entitled persons may wear the insignia of Scout awards and emblems when not in Uniform.

### **R13.11 OTHER DECORATIONS AND AWARDS NOT DEFINED**

State and Territory medals and commendations are not worn on the Australian Scout Uniform.

Where a member wishes to wear a decoration or an award not provisioned within Policy and Rules an application in writing to the Chief Commissioner of Australia needs to be made for consideration. This application needs to be endorsed by the Branch Chief Commissioner beforehand.

## **R14 UNIFORM, BADGES AND INSIGNIA**

### **R14.1 GENERAL RULES**

1. The uniforms described below and illustrated in the Uniform Appendix 4 shall be worn by all Scouts and Leaders.

All members in uniform shall wear the Membership badge and the Australian Flag badge above the left pocket.

2. No alterations or additions may be made except for authorised badges and insignia.
3. No special event emblem or badge may be worn on the Scout uniform unless it has been approved by the Branch Chief Commissioner in accordance with Branch rules.

A special event emblem or badge, when approved can only be worn on the front right-hand side of the uniform, with the top of the event badge in horizontal alignment with the top of the Australian Flag badge, which is located above the shirt pocket. The emblem or badge is to be no larger than 75mm wide and 75mm deep/long.

Badges for National events such as Jamborees, Ventures, Moots and JOTA/JOTI may qualify as special events badges provided that their design has been approved by the Chief Commissioner of Australia and they meet the size requirements of this rule.

Only one event badge may be worn on the uniform at any one time.

4. Branch Chief Commissioners may, within the ambit of these Rules, limit the items and style of uniform worn by members of the Branch, or part of the Branch.
5. Members may, at the discretion of the Leader-in-Charge, wear any suitable camp or activity clothing but when uniform is worn in public it must be correct and complete.

## **R14.2 ITEMS OF THE NATIONAL UNIFORM**

### **R14.2.1 Headgear**

1. The wearing of headgear in all Sections is optional at the discretion of the Branch Chief Commissioner.
2. Wearing of headgear appropriate to a situation is expected safe and sensible practice.

### **R14.2.2 Shirt**

1. Youth Members - dark blue Scout pattern incorporating the Scouts Australia logo with short sleeves and collar. The collar, yoke and outside of sleeves to be in relevant Section colour as indicated below:
  - a. Joey Scouts, tan.
  - b. Cub Scouts, yellow.
  - c. Scouts, green.
  - d. Venturer Scouts, maroon.
  - e. Rover Scouts, red.
2. Adult Members, entitled to wear uniform, wear the dark blue only Scout pattern incorporating the Scouts Australia logo with short sleeves and collar.
3. Notwithstanding R14.2.2.1 and R14.2.2.2, all Members, entitled to wear uniform, may wear the long sleeve dark blue Scout pattern (with no Section colours) incorporating the Scouts Australia logo as an alternative. All badge placements are to be in the same location as for short sleeve shirts. That is; no badges are to appear on a long sleeve shirt below the elbow.

### **R14.2.3 Shorts**

Individual choice of neat attire. Colours from a range prescribed by the Branch Chief Commissioner.

### **R14.2.4 Trousers**

Individual choice of neat attire. Colours from a range prescribed by the Branch Chief Commissioner.

#### **R14.2.5 Skirts**

Individual choice of neat attire. Colours from a range prescribed by the Branch Chief Commissioner.

#### **R14.2.6 Belts**

1. Dark blue webbing style belt with metal buckle incorporating the Scouts Australia logo (as approved by Scouts Australia) where the below waist garment permits. Otherwise, optional.
2. Subject to 14.2.6.1 Option for Sea Scouts only: White webbing style belt with metal buckle incorporating the Scouts Australia logo (as approved by Scouts Australia).

#### **R14.2.7 Footwear**

Neat, practical footwear. Individual choice of black or brown shoes; boots or joggers.

#### **R14.2.8 Scarf**

A scarf of a design approved by National or by the Branch may be worn either under or over the collar, with a woggle.

#### **R14.2.9 Cultural Adaptions to the Uniform**

1. Branch Chief Commissioners may approve alternative or additional uniform (apart from the approved Scout Shirt, Scarf and Belt) which recognises the cultural heritage and/or religious requirements of a member.
2. In approving alternative uniform, the Branch Chief Commissioner shall give consideration to acceptable uniform in other culturally relevant National Scout Organisations and to the Values of Scouts Australia.

#### **R14.2.10 Fleece Jackets**

A uniform blue fleecy jacket incorporating the Scouts Australia logo may be worn.



## **R14.3 METHOD OF WEAR OF THE NATIONAL UNIFORM**

### **R14.3.1 Youth and young adult members**

All youth and young adult members wear the appropriate items of the National uniform as described in Rule R14.2, especially on formal and public occasions.

Rover Scouts wear the appropriate National uniform and Rover Scout shoulder knot.

Members may choose to wear a Unit, Group or activity shirt at camps and relevant activities.

### **R14.3.2 Girl Guides**

A Senior Guide helping with a Unit may be given permission by the leader of the Girl Guide Unit to wear Girl Guide uniform when so helping. A Youth Helper Badge may also be worn.

### **R14.3.3 Leaders**

1. Leaders and other adult members entitled to wear uniform wear the appropriate items of the National uniform described in Rule R14.2.
2. Leaders and Rover Scouts wear the Gilwell Woggle on completion of Adult Basic Training and the Wood Badge on completion of Adult Advanced Training.
3. A Rover Scout appointed as a Leader, or to another uniformed adult membership position, may choose to wear their Rover Scout uniform whilst performing the duties of their appointed position, subject to retaining Rover Scout membership.

## **R14.4 BADGES AND INSIGNIA**

### **R14.4.1 General Rules**

1. Badges are obtained and issued in accordance with Branch procedures.
2. The following classes of badges and insignia are available:
  - a. Badges indicating a qualification or skill.
  - b. Badges signifying a rank or appointment.

- c. Badges worn when not in uniform.
  - d. Events Badges e.g. Jamborees, Scout Job Week.
3. The badges of two or more appointments may not be worn at the same time, and leaders will wear the badges and insignia applicable to their Leadership Appointment, irrespective of any other appointment, which may be held.
  4. Leaders with more than one Leadership Appointment will wear the badges and insignia appropriate to the occasion.
  5. Adult members, entitled to wear uniform, shall not wear any badges or insignia awarded only to youth section members, except for a Queen's Scout Award and/or Baden-Powell Scout Award, both in miniature or "Peak Award" if entitled to do so.

All youth and young adult members wear the appropriate items of the National uniform as described in Rule R14.2, especially on formal and public occasions.

Rover Scouts wear the appropriate National uniform and Rover Scout shoulder knot.

The nationally approved uniform layout is available on the Scouts Australia website, and supporting resource websites.

Members may choose to wear a Unit, Group or activity shirt at camps and relevant activities.

#### **R14.4.2 Rover Scouts**

1. Rover Scouts wear badges as illustrated in Appendix 4.
2. Rover Scouts wear a shoulder knot of tan, yellow, green, maroon and red upon investiture into the Section which may (as an option) be secured to the left sleeve of the Uniform by a gold bar with the words "Rovers" inscribed.
3. Rover Scouts who have completed the requisite training are entitled to wear in uniform the Gilwell Woggle..
4. Rover Scouts who have gained the Wood Badge are entitled to wear in uniform the Gilwell Scarf and Woggle, and the Wood Badge.

### **R14.4.3 Adult Leaders**

1. Leaders wear badges as illustrated in Appendix 4.
2. Leaders who have completed the requisite training are entitled to wear in uniform the Gilwell Woggle consisting of a leather two-strand Turks Head. Leaders who have gained the Wood Badge are entitled to wear in uniform the Gilwell Scarf and Woggle, and the Wood Badge on a leather thong around the neck. The Gilwell scarf is normally worn only for adult training purposes and at Gilwell reunions.
3. The Wood Badge consists of two facsimiles of beads from a Zulu necklace which was the property of the Founder.
4. Adventurous Activity Guides will wear a rectangular cloth badge (navy blue background with yellow lettering) denoting their role on the lower half of the right sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder.
5. Personal Leader Advisers will wear a rectangular cloth badge (navy blue background with yellow lettering) denoting their role on the lower half of the right sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder.
6. Leader Trainers wear two additional beads and Assistant Leader Trainers wear one additional bead.
7. Leaders wear a name bar depicting their appointment on the flap of the shirt pocket.
8. Subject to Branch Chief Commissioner approval, leaders and Rover Scouts (who also hold an appointment as an adult leader) may wear shoulder badges to designate their Section or Formation to which they have been appointed:
  - a. Joey Scout Leaders - A badge with a Scouts Australia logo-emblem on a tan background with the words Joey Scout on the outer edge.
  - b. Cub Scout Leader - A badge with a Scouts Australia logo-emblem on a yellow background with the words Cub Scout on the outer edge.

- c. Scout Leader - A badge with a Scouts Australia logo emblem on a green background with the words Scout on the outer edge.
- d. Venturer Scout Leader - A badge with a Scouts Australia logo-emblem on a maroon background with the words Venturer Scout on the outer edge.
- e. Rover Adviser - A badge with a Scouts Australia logo emblem on a red background with the words Rover Scout on the outer edge.
- f. Leaders at Group level - A badge with a Scouts Australia logo-emblem on a white background with the word Group on the outer edge.
- g. Leaders providing technical support at any level (other than a Group Leader / Assistant Group Leader) - A badge with a Scouts Australia logo-emblem on a light blue background. This includes District Leaders / Advisers, Region Leaders/Advisers and, Branch Leaders/Advisers.
- h. Commissioners at any level - A badge with a Scouts Australia logo-emblem on a light purple background.

Only one set of appointment Shoulder Tabs may be worn at any one time.

#### **R14.4.4 Other Adult Members Entitled to Wear Uniform**

- 1. Adult members entitled to wear uniform, other than Leaders, wear the appropriate National uniform as illustrated in Appendix 4, with name bar depicting their appointment as specified in Rule R14.4.7.
- 2. A Chaplain in uniform wears an appropriate badge on the right sleeve.

#### **R14.4.5 Badges Indicating a Qualification or Skill (Earned Badges)**

##### **1. Amateur Radio Operator Badge**

Any uniformed member who has an Amateur Radio Operator's licence may wear the badge on the right sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder.

**2. Anchor Badge**

Leaders who have qualified in Activities and where required maintained currency may wear the Anchor Badge on the right sleeve for short sleeve shirts or on a long sleeve shirt, the equivalent position as measured from the shoulder.

**3. Baden-Powell Scout Award**

- a. Rover Scouts who are eligible wear the Award on the left sleeve.
- b. Adult Members who have gained the Award may wear the Badge as either a miniature or “Peak Award”, if entitled to do so on the left sleeve above awards specified in Rule 13.10.

**4. First Aid Badge**

Scouts, Venturer Scouts, Rover Scouts and leaders who hold a current First Aid qualification as defined in R13.9.3.1 may wear Scouts Australia’s First Aid Badge and/or Mental Health First Aid Badge on the right sleeve.

**5. Landcare Badge**

Youth members may earn the Landcare badge (worn on the right sleeve) through participation in a Landcare group, or in Landcare Australia supported national events. Ten hours (in total) of relevant activities need to be completed over a twelve-month period.

**6. Language Emblem**

Uniformed members who have qualified in the tests specified in the appropriate Section handbook or Leader’s handbook, in any language other than English, including the Deaf Sign Language, may wear an emblem on the right sleeve.

Uniformed members who have qualified in the tests specified in the appropriate Section handbook or Leader’s handbook, in AUSLAN, may wear an emblem on the left pocket flap.

The I CAN SIGN badge should be placed on the left-hand side of the Assistant Patrol Leader, Patrol Leader or Unit Leader Badge. If the youth member is entitled to wear this as well. Adult Members who wear a Leader Name Bar should place the I CAN SIGN badge to the left-hand side of this bar.

**7. Girl Guides Australia Badges**

Members of the Movement who are also members of Girl Guides Australia may wear the cloth World Guide Badge on the right sleeve of the Scout uniform.

Members (Youth and Adults) who are eligible, may wear the Queen's Guide badge in the same position as the Queen's Scout Award badge, or if entitled to both, immediately below the Queen's Scout badge.

Members (Youth and Adults) who are eligible, may wear the Olave Baden Powell badge in the same position as the Baden-Powell Scout Award badge, or if entitled to both, immediately below the Baden-Powell Scout badge

**8. Queen's Scout Badge**

- a. Venturer Scouts who are eligible wear the Queen's Scout badge on the left sleeve.
- b. Adult Members who have gained the Queen's Scout Award may wear the Badge as either a miniature or "Peak Award", if entitled to do so on the left sleeve above awards specified in Rule 13.10.

**9. Scout Wings**

1. Uniformed members who hold current valid qualifications may wear Scout Wings on their uniform as shown on the Scouts Australia Uniform Badge Placement Charts.
2. Valid qualifications are:
  - a. Recreational Pilot Licence or higher issued by the Civil Aviation Safety Authority.
  - b. Recreational Pilot Certificate issued by Recreational Aviation Australia.
  - c. Glider Pilot Certificate issued by the Gliding Federation of Australia or Glider Pilot Licence issued by the Civil Aviation Safety Authority.
  - d. Private Balloon Pilot Certificate issued by the Australian Ballooning Federation or Balloon Pilot Licence issued by the Civil Aviation Safety Authority.

- e. Any qualification that allows the wearing of Pilot Wings in the Australian Defence Force.

- 3. Qualifications to operate drones or remotely piloted vehicles (RPV) do not authorise the wearing of Scout Wings.

**10. Scouts – State Emergency Service Awareness Badge**

The Scouts - State Emergency Service Awareness (Scouts – SES Awareness) Badge may be worn by Joey Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts on the right sleeve once they have completed the relevant section specific requirements.

**R14.4.10 Badges Worn When Not in Uniform**

**1. Baden-Powell Scout Award Metal Badge**

Persons qualified may wear a metal miniature replica of the Baden-Powell Scout Award when not in uniform.

**2. Metal Membership Badge**

Members of the Movement, as defined in Policy P3.3 may wear the metal Membership Badge of The Scout Association of Australia when not in uniform.

**3. Queen's Scout Metal Badge**

Persons qualified may wear a metal miniature replica of the Queen's Scout Badge when not in uniform.

## R15 GENERAL RULES

### R15.1 TRAVEL

1. Members proposing to travel as Scouts within another Branch must seek prior approval from their own Branch in accordance with Branch rules.
2. Members proposing to travel overseas as members of Scouts Australia must seek prior approval from the International Commissioner of Australia.
3. The International Commissioner of Australia will seek approval from the Branches for all members proposing to travel overseas before issuing an approval to travel that includes verification of membership and child protection requirements.

### R15.2 FLAGS

1. **Scouts may use any of the following flags:**
  - a. The Australian National Flag, as prescribed by the Commonwealth Government
  - b. The Aboriginal Flag and Torres Strait Islander Flag
  - c. Australian Scout flags as defined in Rule 15.2.(2)
  - d. Patrol flags
  - e. The World Scout Flag
  - f. The flags of overseas nations and states, recognised by the Australian Government, but only on special occasions such as international Scouting events or official visits by heads of state or Scouts from overseas.
  - g. The official flags of Australian States or Territories.
2. **Scout flags may be used as follows:**
  - a. Scouts Australia emblem flag, featuring the Scouts Australia emblem, as defined in the Scouts Australia Flag Standard.
  - b. In the case of a Section or Group, the flag may bear the Scouts Australia emblem, plus the name of the Group. Where a Venturer Scout Unit or Rover Scout Unit is not in a Group, the flag may bear the name of the Unit.
  - c. Colours, emblems and lettering for the flags are defined in the **Scouts**



d. Australia Flag Standard.

- i All Formation, Branch and National Scout flags shall be as described in Rule R15.2.(2), with the name of the Formation, Branch or Australia shown on the flag.
- ii Lettering or emblems may not be added to Australian Scout flags, or to the World Scout flag, other than as prescribed in Rule R15.2.(2).
- iii Dedicated flags must be treated with the greatest reverence, and may not be flown on a flagstaff in camp or move uncased without an escort.
- iv When large flags are carried, the flagstaff shall be either sloped over the right shoulder, the flag gathered in, or when marching past, held vertical in the carrier with the flag flying free.
- v The flags described in Rule R15.2.(1) clauses a, b, d and f will be lowered to the Queen, members of the Royal Family entitled to the prefix "Royal Highness", Governors-General, State Governors and overseas heads of state.
- vi Such flags will not be lowered during the playing of the National Anthem unless one of the persons described in Rule 15.2.(2) (c) (v) is present.
- vii World and Australian Scout flags only will be lowered to a Chief Scout who does not hold one of the appointments specified in Rule 15.2.(2) (c) (v).

### **R15.3 PUBLIC PERFORMANCES**

Members in Scout uniform may participate in their own stage shows but before participating in public performances or on television, prior permission is required in accordance with Branch rules.

### **R15.4 SCOUTING PROTOCOLS**

#### **R15.4.1 Salutes**

1. When in uniform at the raising and lowering of the National Flag, at the playing of the Royal Anthem or the National Anthem, to uncased colours, at funerals and on other ceremonial occasions.
2. When Scouts participate in events or activities whilst not in uniform, the salute is given by standing at alert e.g. when the National Anthem is played.

3. The Salute is shown in Appendix 3.
  - a. If the hands are occupied the head is turned left or right as appropriate.
  - b. The salute is given whether the head is bare or covered.
  - c. In church the salute is given by standing at alert.
  - d. On public parades, other than in church, the leader calls the Scouts to alert and the leader and all Scouts salute.
4. The Scout Sign is shown in Appendix 3.
  - a. The Scout Sign is given during the making or reaffirming of the Scout Promise, including in church and on public parades.
  - b. The Scout Sign is used whether the head is bare or covered.

#### **R15.4.2 Handshake**

The left handshake is used by members of the Scout Movement, where it is culturally acceptable.

### **R15.5 MOURNING**

Uniformed members of Scouts Australia when mourning may wear a 5cm black crepe band around the bottom of the left sleeve.

## APPENDICES

A1 The Australian Scout Environment Charter

A2 Organisation Chart

A3 Salute Illustrations

A4 Uniform Illustrations

## APPENDIX 1: THE AUSTRALIAN SCOUT ENVIRONMENT CHARTER

A Scout cares for the environment by:

- **Protecting and improving biodiversity**

Scouts protect biodiversity by caring for plants, animals and their habitat. They make sure their adventures in the outdoors only have positive impacts on the variety of ecosystems they visit. Scout campsites and properties are managed so existing wildlife habitat is protected and degraded habitat is restored.

- **Living sustainable lives by taking action to reduce negative impacts**

Scouts aim to reduce their environmental footprint by acting to reduce, reuse and recycle waste, and minimise use of energy and water at scouting events and in their daily lives. Scouts support healthy environments by reducing the risk from harmful substances, minimising the use of non-renewable resources, embrace sustainable energy technologies and protecting our clean air and water.

- **Learning about the environment and inspiring others**

Scouts join their communities in activities that encourage life-long learning about the environment. Scouts develop innovative education activities and inspire others to be involved with their journey to take care of our environment.

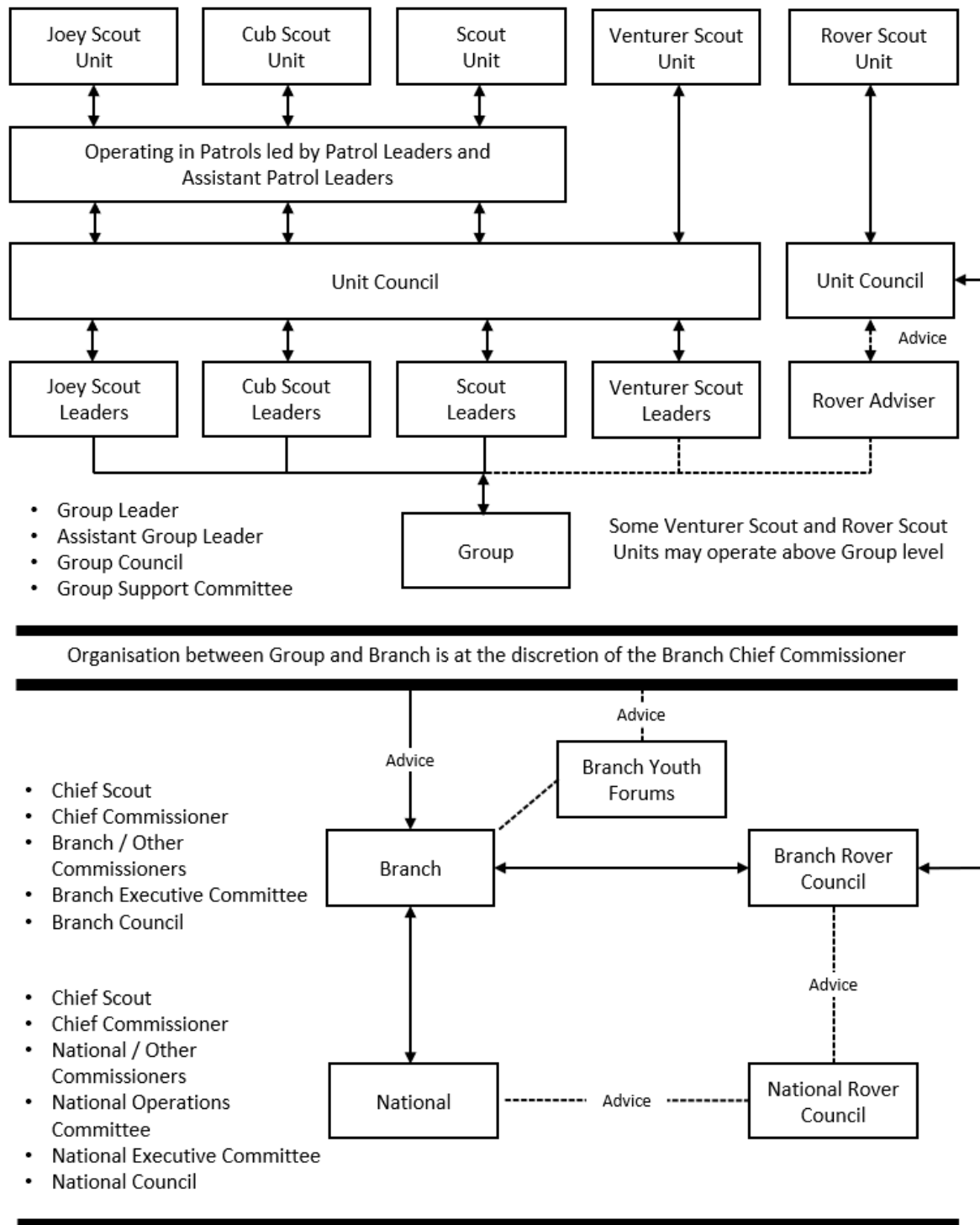
- **Thinking global acting local**

Scouts adapt their activities at a local level to minimise impacts that change the Earth's natural processes. Scouts are creating a better world through activities that tackle our environmental, social and economic challenges. They will develop strategies to be prepared for changes in weather conditions that will occur due to climate change.

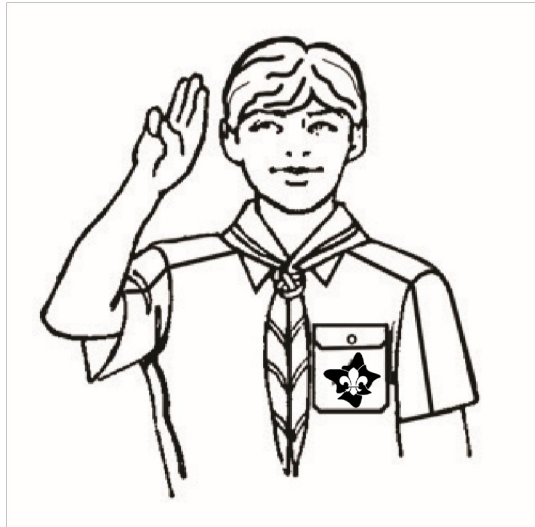
- **Enjoying and connecting**

Scouts take time to enjoy the environment through passive or active pursuits. They develop connections to the environment with its beauty, drama and excitement.

## APPENDIX 2: ORGANISATION CHART



### APPENDIX 3: SALUTE ILLUSTRATIONS



Salute

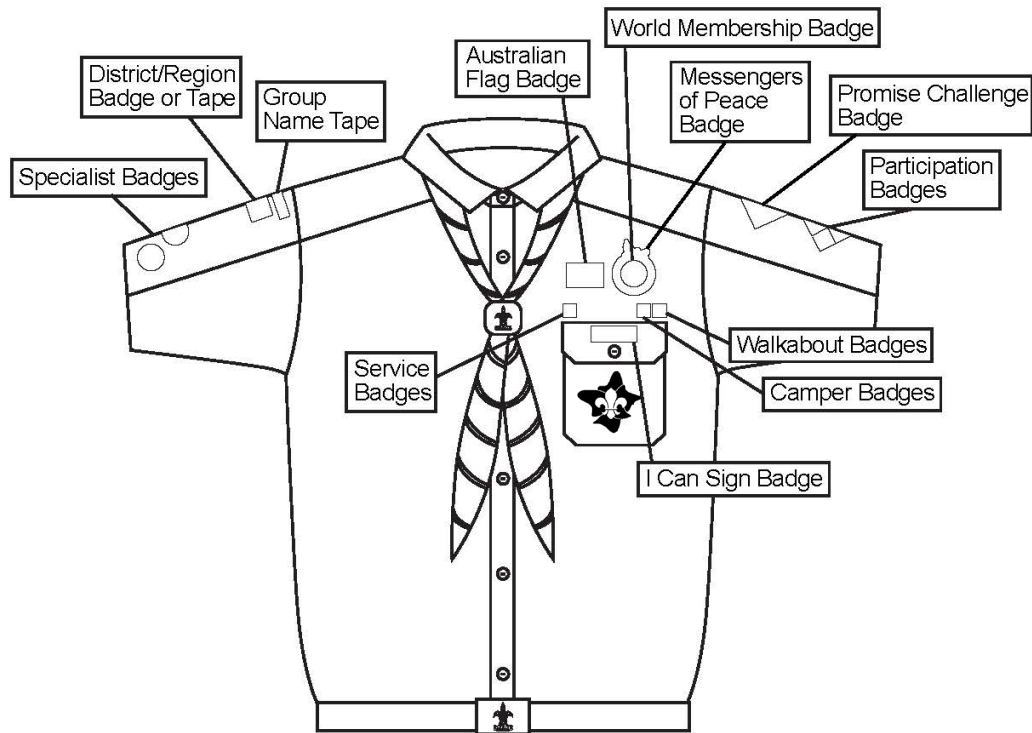


Scout Sign

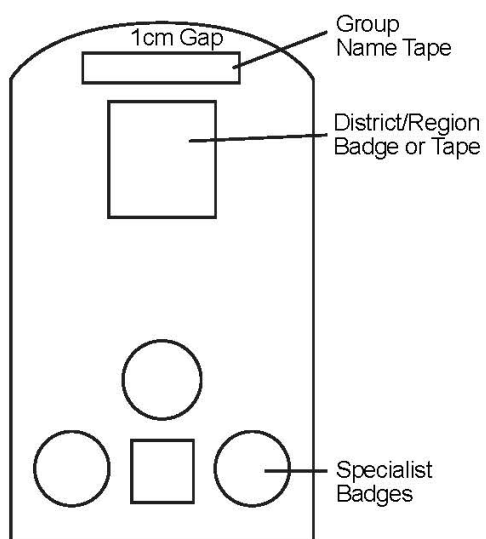
## APPENDIX 4: UNIFORM ILLUSTRATIONS

Note: badge charts below relate to “old” program set for expiry 31/12/2021

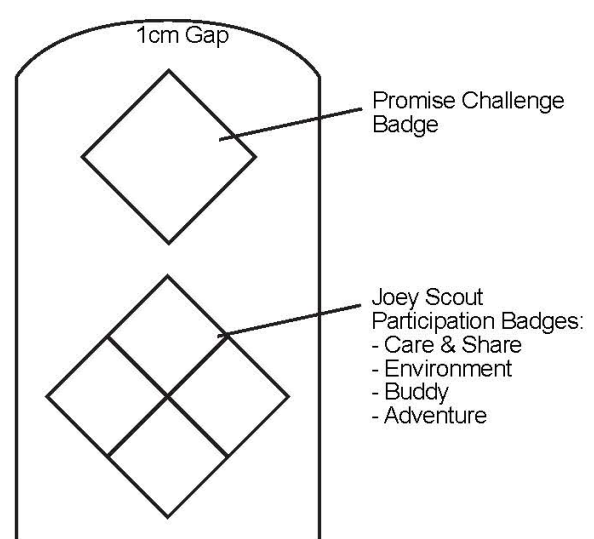
### Joey Scout



### JOEY SCOUT RIGHT SLEEVE

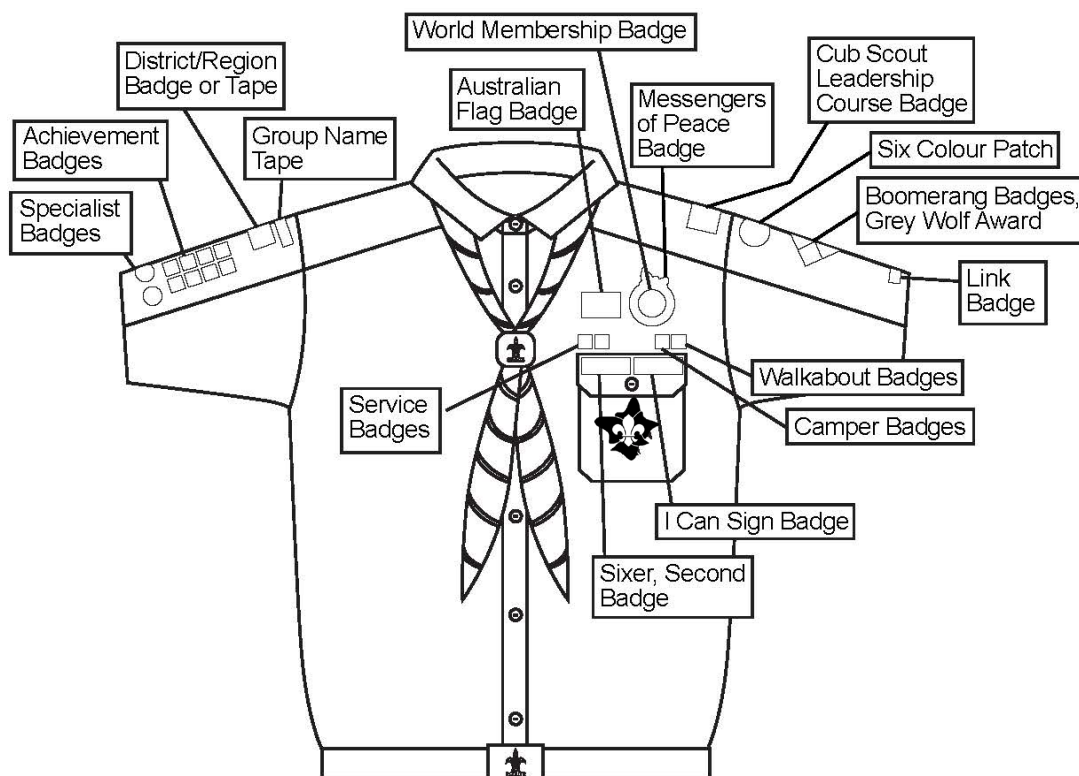


### JOEY SCOUT LEFT SLEEVE

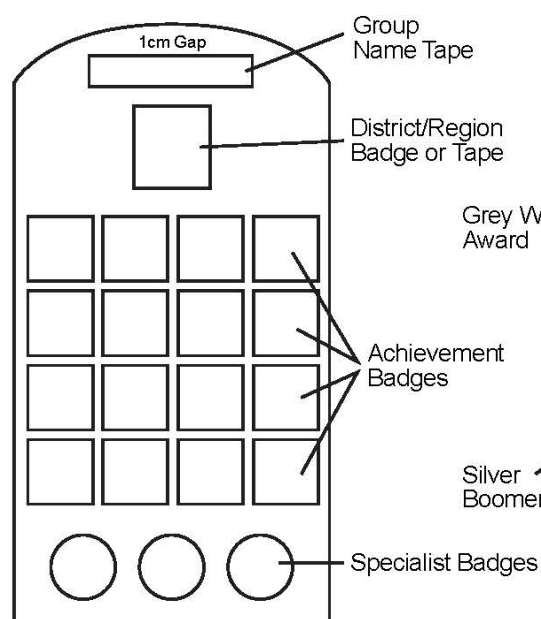


Note: Where many badges have been earned, they may not all fit on the colour panel the sleeve.

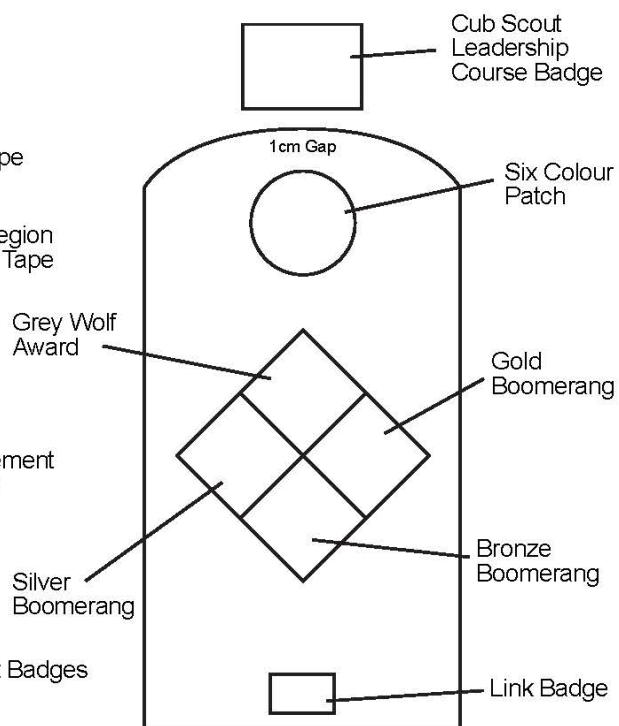
## Cub Scout



### CUB SCOUT RIGHT SLEEVE



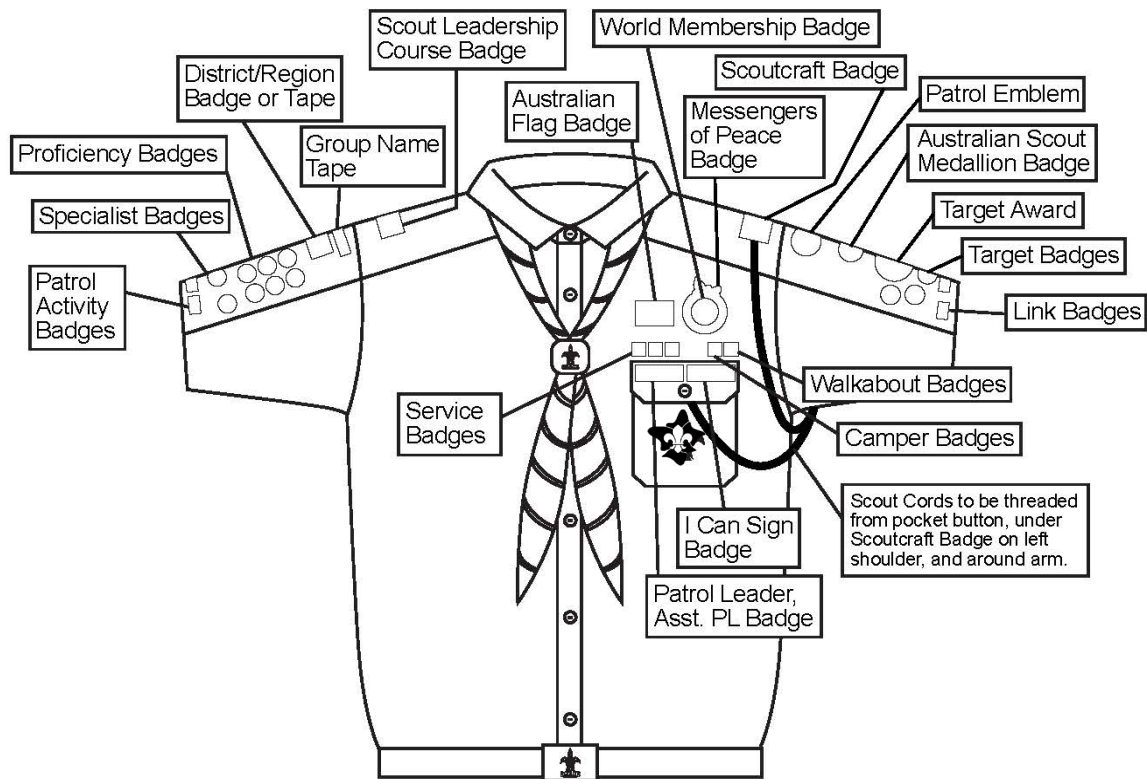
### CUB SCOUT LEFT SLEEVE



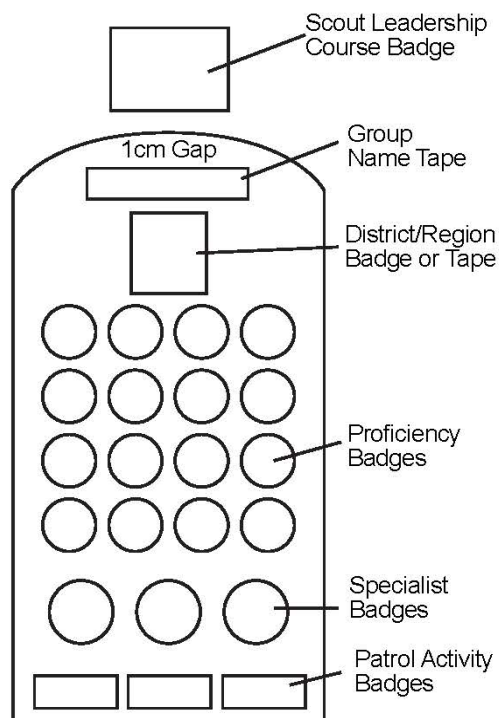
Note: Where many badges have been earned, they may not all fit on the coloured panel of the sleeve



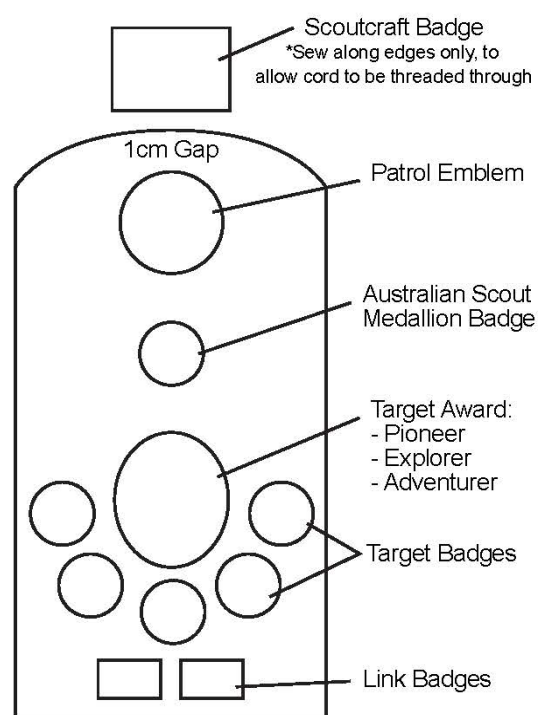
## Scout



### SCOUT RIGHT SLEEVE

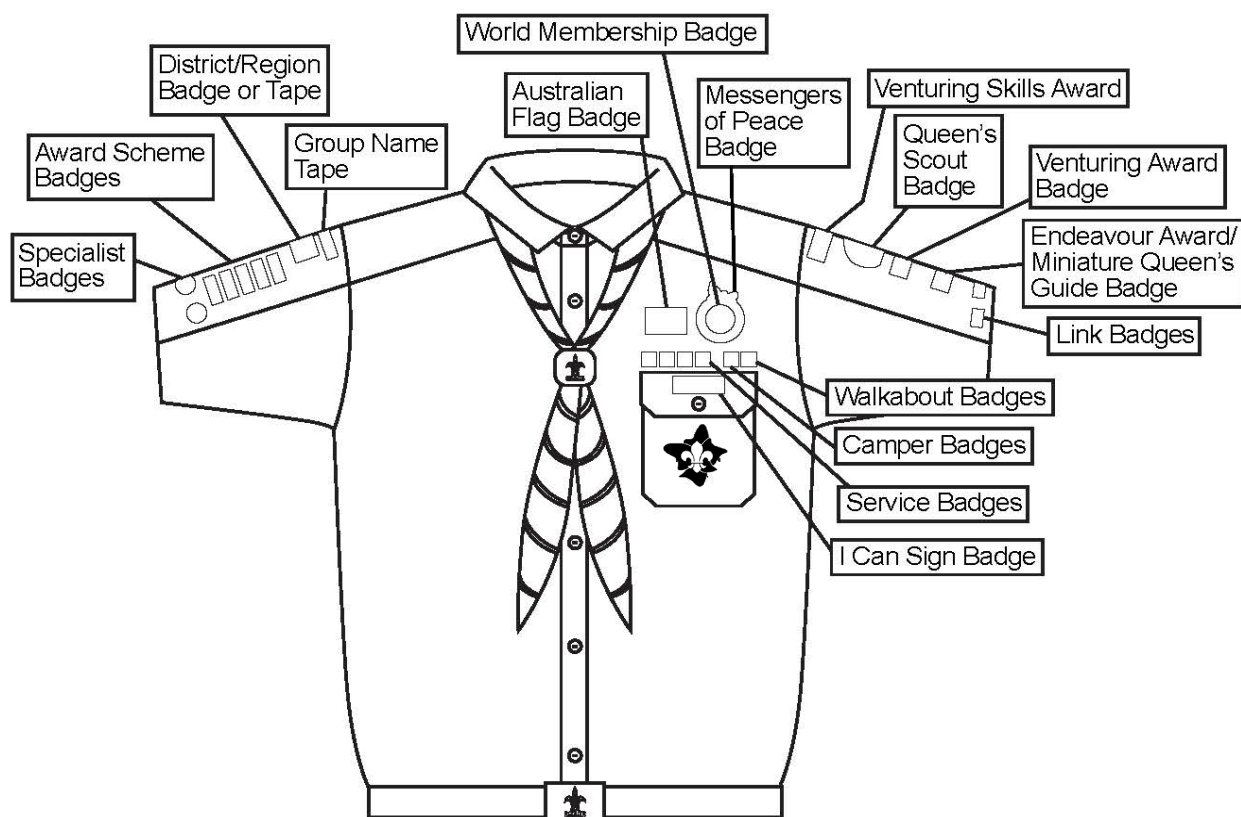


### SCOUT LEFT SLEEVE

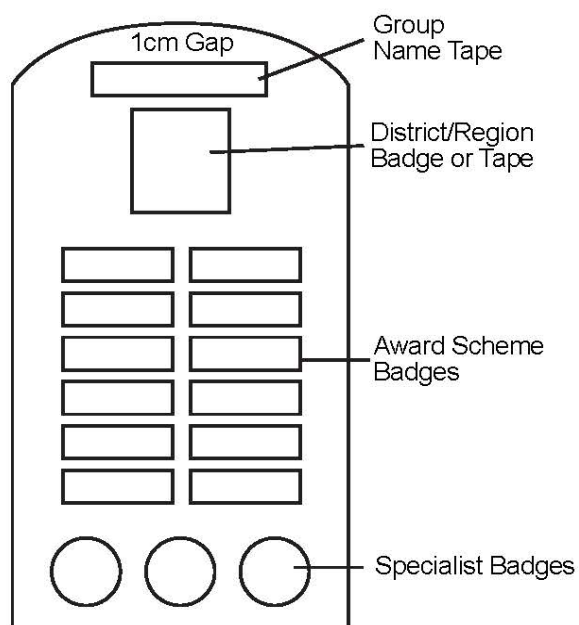


Note: Where many badges have been earned, they may not all fit on the coloured panel of the sleeve

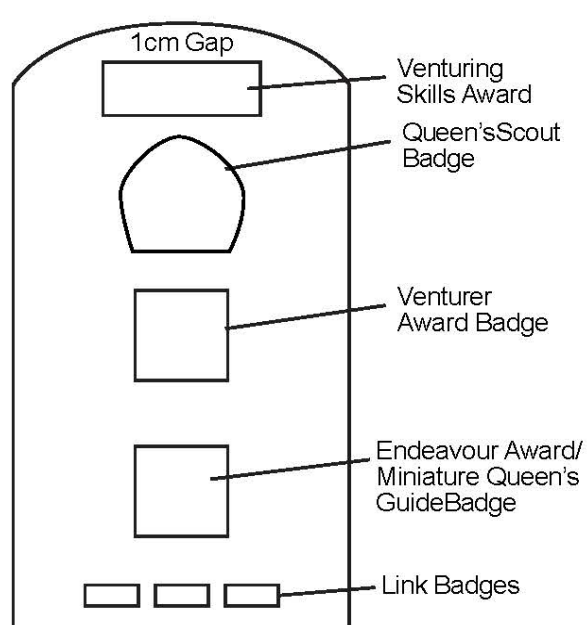
## Venturer Scout



### VENTURER SCOUT RIGHT SLEEVE

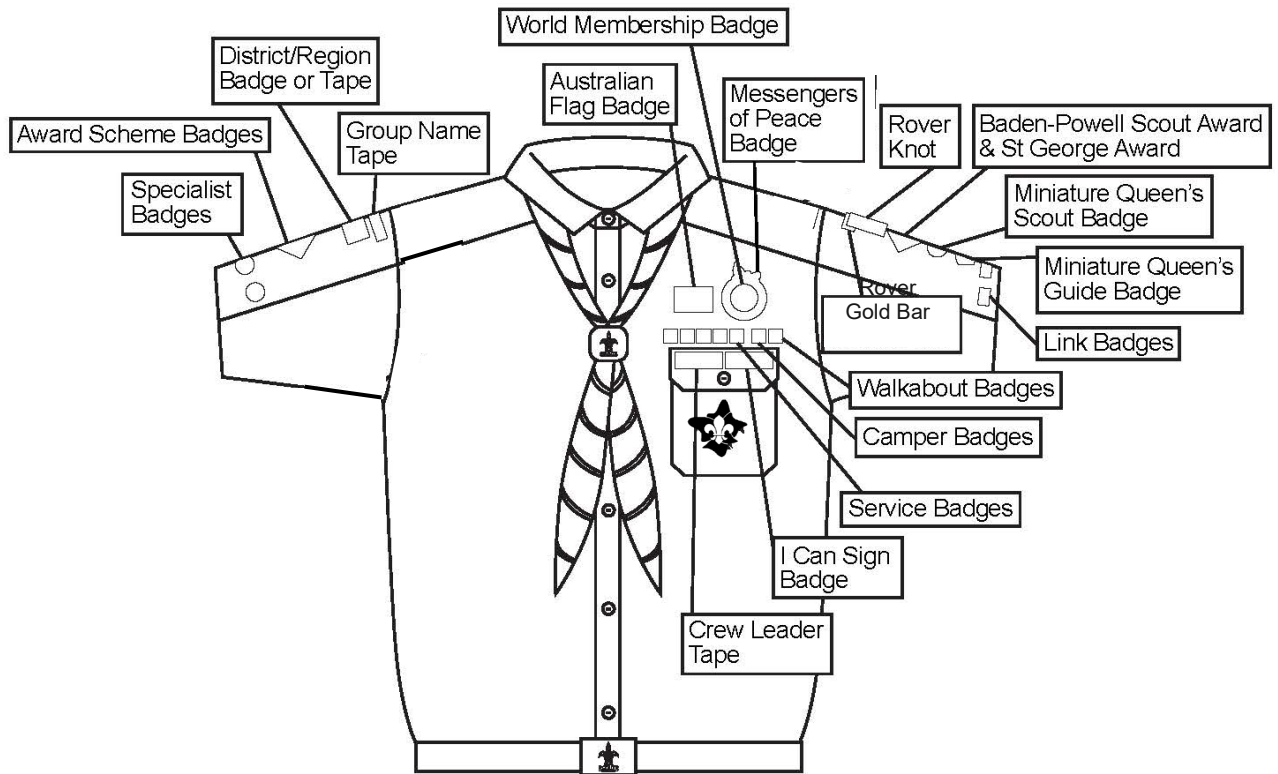


### VENTURER SCOUT LEFT SLEEVE

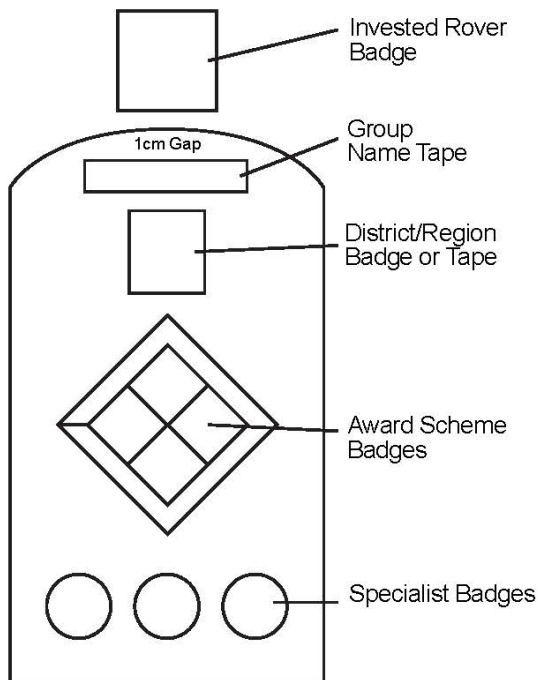


Note: Where many badges have been earned, they may not all fit on the coloured panel of the sleeve

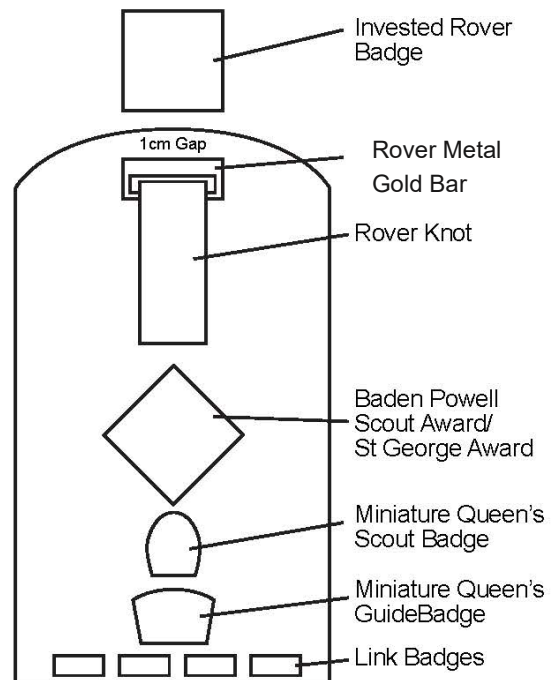
## Rover Scout



### ROVER SCOUT RIGHT SLEEVE

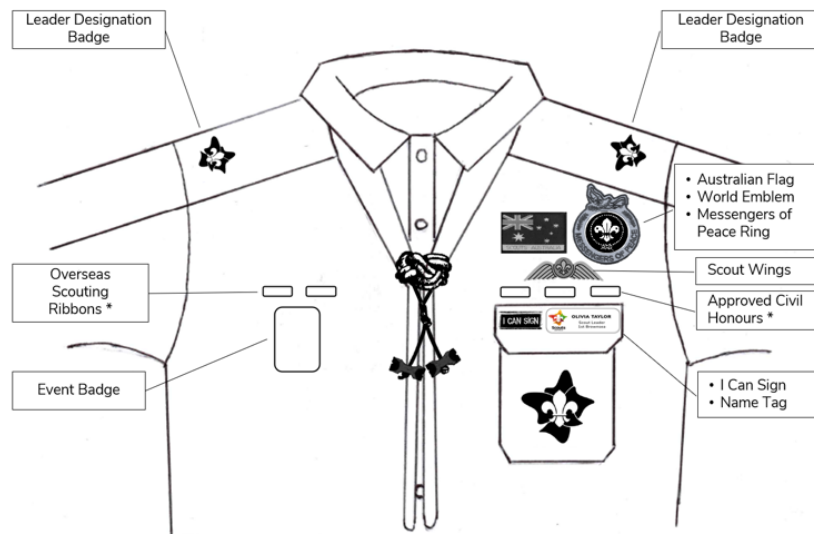


### ROVER SCOUT LEFT SLEEVE



## Adult Leader

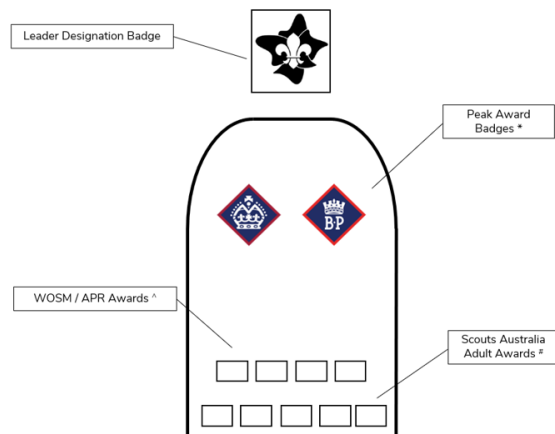
### Shirt Front – My Involvement



Note (\*) – When wearing a medal equivalent the “ribbon” is to be removed

Scout Adult Recognition Awards are worn around the neck on formal occasions resting on top of the scarf and under the Wood Badge. Medals for Gallantry/Meritorious Conduct are worn on the right side of the shirt in order of precedence with the highest award closer to the centre.

### LEFT SLEEVE - MY JOURNEY



Note (\*) includes in addition to Scouts Australia Queens Scout and Baden Powell Award:

- Queen's Guide
- Olave Baden Powell Award
- Peak Scout Youth Awards from other NSOs (e.g., Eagle Scout)
- Outstanding Scout Award – APR

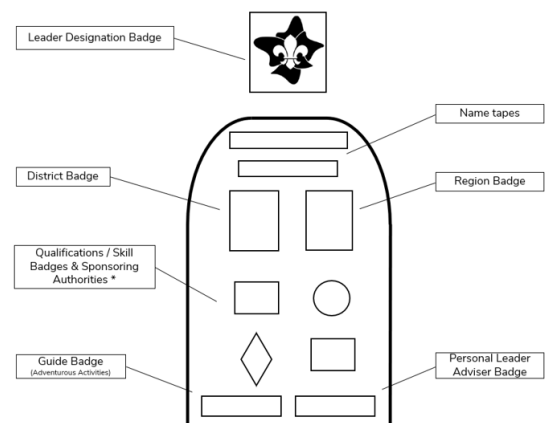
Note (^) includes in order of precedence (i.e., left to right):

- Award for Gallantry
- Award for Meritorious Conduct
- Bronze Wolf Award (WOSM)
- APR Service Awards (highest Award only)

Note (\*) includes in order of precedence (i.e., left to right):

- Award for Gallantry
- Award for Meritorious Conduct
- Adult Recognition Award (highest Award only)
- Rover Service Award
- Service Decoration (most recent years of service only)

### RIGHT SLEEVE - MY IDENTITY



Note (\*), includes:

- Duke of Edinburgh Gold Award
- First Aid Badge
- Mental Health First Aid Badge
- Language Badge (note: the “I can sign” badge goes on the front pocket of the Uniform)
- International Ambassador Badge
- Scouts of the World Award (blue supporters badge only)
- Dialogue for Peace Badge (blue facilitators badge only)
- Amateur Radio Operators Badge
- Anchor Badge
- Surf Life Saving Association or the Royal Life Saving Society Badges
- Sponsoring Authority Badge (as approved by the Branch chief Commissioner)