

Scouts

**1ST DEER PARK
KOROROIT DISTRICT
LERDERBERG REGION**



Policy and Procedures Document

Adopted September 2010

**1st Deer Park Scout Group
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1 Governance

Governance of a Scout Group is covered in the Scouts 'Info Book' and the Leader Resources Manual.

The 'Info Book' is produced as an A4 sized booklet each year. The Leader Resource Manual is available on CD.

Both of these are available on the Victorian Scouts website <http://www.vicscouts.asn.au> (look under 'Adults / Resources / Info Book' and 'Adults / Resources / Info').

1.1 Committee

1.1.1 Positions

There can be an unlimited number of Committee members. However, it is recognised the Group Support Committee cannot function effectively if each Section of the Group is not represented.

Positions on the Group Support Committee are:

- Chairperson,
- Secretary,
- Treasurer and
- Ordinary Committee Members.

The Group Leader attends each Group Support Committee meeting as the Group Council representative.

1.1.2 Monthly Committee Meetings

Meetings are held at the Scout Hall in the week following the Group Council meeting and are:

- attended by Group Support Committee and Group Leader and
- chaired by the Group Support Committee Chairperson.

To form a quorum, the number of attendees required is 3 (not including the Group Leader).

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1.1.3 Committee Meeting Minutes and Agenda

Minutes of the meeting will be distributed to all Committee members and the Group Leader as soon as possible after the meeting.

All meetings of the Group Support Committee will follow the following agenda:

- Attendees,
- Apologies,
- Acceptance of Previous Minutes,
- Business Arising From The Previous Minutes (Including any Action Items),
- Items For General Business,
- Correspondence: In & Out,
- Business Arising From the Correspondence,
- Treasurer Report,
- Hall Maintenance Report,
- District Association Report,
- Group Leaders Report,
- Fund Raising Report,
- Cuboree / Jamboree / Venture Report,
- Public Relations Report,
- Newsletter and
- General Business

1.1.4 Annual General Meeting

This is the Group's opportunity to showcase itself to the parents and community. Because of this, the following are to apply:

- the meeting is to be held on the fourth Tuesday of August each year and
- notification is to be made to the parents of the Group, the local community and District Staff prior to the fourth Tuesday of July each year.

1.2 District Association

The District Association (D.A.) is the Parents Committee for Kororoit District. It has the same function as a Group Support Committee except it looks after the District's assets and Leaders as well as supporting the Group Support Committees within the District.

Each Group within Kororoit is expected to send one representative to D.A. meetings.

1.2.1 Monthly Meetings

Meetings of the District Association are held on the 2nd Thursday of the month and are attended by a Committee member or parent from each Group within the District and the District Commissioner.

D.A. meetings are chaired by the D.A. Chairman.

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1.3 Group Council

All Section Leaders have a monthly meeting called Group Council. Group Council meetings are held on the Monday following the 2nd Thursday of the month at the Scout Hall and are chaired by the Group Leader.

All Sections are to be represented at each Group Council meeting. Written reports are to be provided to the Group Leader by each section.

Minutes of the meeting are to be distributed to all Council members as soon as possible after each meeting.

The Group Leader is to present a report of the Group Council meeting to the next Group Support Committee meeting.

1.4 Forms and Letters

The Group Secretary is to maintain all the correspondence of the Group Support Committee.

The Group Leader is to maintain all the correspondence of the Group Council.

Most Scouting forms are available on the extranet.

1.5 Communication

The primary form of communication within the Group is email.

The Group Leader will receive emails from the District Commissioner and Victorian Branch. These should be passed on to Section Leaders or Group Support Committee members as required.

Should any member of 1st Deer Park not have an email address, they will be allocated a '@deerparkscouts.asn.au' email address accessible from anywhere in the world.

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1.6 Community Involvement

Our Scout Group is listed in the Brimbank Leisure Guide, produced annually by Brimbank Council.

For all editions, the Group Chairpersons name and phone number is listed.

The Group Chairperson's name and address is also on the Council's database of community groups.

The Secretary of the Group Support Committee is to ensure that the Council always has the correct details.

Our Scout Group also has its own web site. The URL is www.deerparkscouts.asn.au. This site is maintained by Steve Burns.

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2 Group Structure and Activity Timetable

2.1 Age Limits

Joeys	6 years	to	8 years
Cubs	7 years	to	11 years
Scouts	10 years	to	15 years
Venturers	14 years	to	18 years
Rovers	17 years	to	26 years

At the inception of this document, our Group does not have a Joey Mob or Rover Crew. However every effort will be made to open a Joey Mob in the near future.

2.2 Weekly Schedule

Sections will meet on the following nights at the following times unless otherwise notified to the Group Support Committee. All 'in hall' meetings will be held at the Scout Hall, Sassella Park, 119 Station Road, Deer Park.

Joeys	At the time of inception of this policy, the Group does not have a Joey mob.		
Cubs	Mondays	6.30pm to 7.30pm	
Scouts	Mondays	6.30pm to 8.30pm	
Venturers	At the time of inception of this policy, the Group does not have a Venturer Unit.		

2.3 Program

All sections are to provide the Group Leader with a draft yearly program by the end of February each year.

All sections will provide the Group Leader with a confirmed term program by the end of the previous term.

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3. Fees

3.1 Fees Payable

In line with Scout Association Policy and Rules, fees are payable for the Scouting year: July 1st to June 30th in the following year.

Fees for the following Scouting year are to be advised to families no later than the beginning of April each year.

The Scout Association component of the Group's fees are payable by all families by the third Friday in June of each year. Youth members will not be re-registered at census if this component is not paid on time.

It is expected that all parents will pay the total amount of their Group fees by mid July in the year they are levied. Should this not be possible the parents are to discuss this with the Group Chairperson.

The amount of the fee will be decided from year to year by the Group Support Committee. The Committee's decision will be based upon a number of factors including:

- a) Scouts Australia – Victorian Branch's requirements,
- b) the existing level of financial resources,
- c) anticipated level of fund raising,
- d) budgeted expenditure and
- e) projected closing balance of all accounts.

Rebates on Group fees will be given to parents within the Group in accordance with the following scale:

Condition:	Rebate:
Committee members who have served more than 12 months on the Committee or on a Sub-Committee	\$50.00
Warranted Leaders	\$50.00
Adult Support personnel	\$50.00
Families with multiple children in the Group – for the second and subsequent children	\$50.00

Only two rebates are applicable per child.

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Fees payable for new youth members who join the Group part way through the Scouting year are payable on a pro-rata basis in accordance with the following schedule:

Date of Joining:	Percentage to be Paid:
1 st July - 30 th Sept	100
1 st Oct - 31 st Dec	75
1 st Jan - 31 st Mar	50
1 st April - 30 th June	25

3.2 Payment Required Before Registration and Investiture

After a prospective youth member has attended a Section meeting for a maximum of 3 weeks, the family is required to pay the appropriate Scout Association registration fee and the youth member will be registered.

After meeting the Section's investiture requirements, the family is required to pay the appropriate Group Support Committee fee and the youth member can be invested. Youth members cannot be invested prior to the payment of both the registration and Group Support Committee fees.

Should a family not be able to pay either of these fees 'up front', this should be discussed with either the Group Support Committee Chairperson or the Group Leader to enable a payment plan to be arranged.

3.3 Payment Plans

Payment plans will be considered on a case-by-case basis by the Group Support Committee. Requests to enter into a payment plan should be in writing and received by the Group Chairperson prior to fees being due in each year. Payment plans will take one of two forms:

a) **Cash Payments**

\$50.00 to establish the plan followed by minimum weekly payments of \$5.00 until the fees are fully paid

b) **Payment In Kind (working off fees)**

Fees can be 'worked off' by either a family member (in the case of a Joey, Cub or Scout) or the youth member (in the case of Venturers and Rovers) by providing service to the Group. This service can take any form determined by the Group Support Committee and will be for 25 hours (not including fund raising) over the fee period.

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3.4 Refunds

A refund of the Group's component of the fees can be made if the whole of a term is missed. Requests for refunds are to be made in writing to the Group Chairperson.

New Leaders completing Basic Training can be refunded up to \$50 of the Group's component of the fees. Requests for refunds are to be made in writing to the Group Chairperson.

3.5 Attendance at State, National and International Events

Payment of Scout Association and Group fees is critical to the operation of the Scout Group. Therefore, if a youth member is not financial at the time of application to attend a State, National or International Event, the Group will not support their application.

Additionally, non-financial members are not able to benefit from the fundraising undertaken to assist youth members attend State, National and International Events.

3.6 Weekly Subs

The Group Support Committee is responsible for the income and expenses of the Group. The youth members of each Section are not required to pay weekly subs.

4. New Members

4.1 How to handle enquiries re joining 1st Deer Park

All enquiries from parents of prospective youth members and the youth members themselves are to be referred to the Group Leader. Initial discussions with these families should centre on the following:

- the age of the prospective youth member to determine the appropriate section,
- the suburb in which they live (is it within our catchment area? If not, is there a closer Group?),
- determining the source of the information about 1st Deer Park,
- relaying of information regarding where we meet, which day of week and times,
- advising the parents and prospective youth members of the sort of activities the youth members do,
- advising the parents of our fee structure,
- an explanation of uniform costs,
- an explanation of the three-week trial period,
- obtaining the prospective youth member's name and date of birth,
- determining if the youth member has any special needs that the Leaders should be aware of,
- obtaining parent's name and contact details,
- determining if the parents have any Scouting experience (potential leaders?) and
- agreeing on a date for the youth member to start.

4.2 'Welcome to 1st Deer Park' Brochure

This has been developed as a means of welcoming and informing new parents to the Group. The brochure is to be given to all parents who enquire about their child attending 1st Deer Park.

It is the responsibility of the Group Leader to maintain and update the brochure.

A supply of the brochure is to be kept at the hall for handing to parents of new youth members.

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4.3 Process for Handling New Youth Members

The following is a typical sequence of events following contact from a family of a youth member wishing to join the Group. It is the responsibility of the Group Leader to ensure the correct sequence of events occurs. Youth members can be invested any time after the parents have paid the appropriate fee(s) to the Group but not before.

- i) Parent rings enquiring about joining,
- ii) The parent and the Group Leader agree on a start date,
- iii) The Group Leaders advise the Section Leader concerned that a new recruit is starting,
- iv) Parents complete a Y1 and Person Information Record (Health Form) on the first night. This is held by the Group Leader and a copy given to the respective Section Leader,
- v) Section Leader gives parents the 'Welcome to 1st Deer Park' brochure,
- vi) To invest a Youth Member:
 - a) after a maximum of 3 weeks, the parents are requested to pay the appropriate Association registration fees. Upon payment, the Group Leader registers the youth member and then arranges for the Treasurer to send a cheque for the registration fee to the Scout Association's Western Scout Centre,
 - b) after the maximum of a further 3 weeks, the Section Leader advises the Group Leader the youth member has met the investiture requirements and therefore of the need to invest the youth member. The parents are then requested to pay the appropriate Group fees,
 - c) once all the appropriate fees have been paid, the youth member is to be invested and presented with the Membership Certificate and
 - d) the Group Leader stores the Y1 in a secure place where it can be located when required

4.4 Maintaining Details of Youth

The Group Leader maintains the Group Membership Register. It is most important this is maintained as it is used for fund raising and billing purposes.

The Group Leader is to give each Section Leader a copy periodically and confirm details at Group Council.

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5. Leader Benefits

As a general principle, Leaders should not be out of pocket by being a Leader.

5.1 Leader Training

Training is the responsibility of the Leader concerned.

The Group Leader is to approve all Leader training and ensure all Leaders are suitably qualified to supervise the activity being undertaken.

All course information is available in the Scout Info Book.

The Group Support Committee is responsible for the payment of all Leader training, including first aid training.

5.2 Leader Uniforms

All leaders are expected to wear the standard Scout Uniform on all Section activities.

The Group Support Committee is responsible for the provision of a standard Uniform for leaders.

Initially, Leaders are to purchase their own standard Uniform. After a probationary period of 12 months, the Group Support Committee will re-imburse the new Leader in full for the cost of a standard Uniform. Items in excess of the requirements of a standard Uniform are the financial responsibility of the Leader concerned.

Upon request from a Section Leader, the Group Support Committee will approve the replacement of one item of standard Uniform per Leader every 3 years.

Should The Scout Association of Australia or The Scout Association of Australia (Victorian Branch) require Leaders to replace or renew all or any part of their standard Uniform, the cost will be born by the Group Support Committee.

Reimbursement will be in the form of a cheque upon production of a receipt.

For the purposes of this clause, a 'standard' uniform consists of a:

- Scout shirt,
- Scout pants and
- Scout belt

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5.3 Leader Expenses

Leaders should not be out of pocket as a result of a Section activity.

If the expense is the result of a Group activity, receipts are to be presented to the Group Support Committee for re-imbusement. Expenditure in excess of \$20 is to have prior approval of the Group Support Committee.

5.4 Leader Registration Costs

All leaders are to meet the clearance, training and registration requirements of the Scout Association (Victorian Branch). The Group Support Committee is responsible for the registration costs of all leaders regardless of their service or training status.

Any Rover, be they a registered member of 1st Deer Park or any other Group, who provides continuous service to 1st Deer Park in excess of 12 months shall have their registration costs paid by the Group Support Committee.

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6. Youth Uniforms

6.1 Uniform

In line with National and Branch Policy, youth members are expected to wear the official Scout uniform, which comprises a section shirt and Scout belt, at all normal Scouting meetings. For official events, dark or camel coloured pants are also required.

Other than on official events, youth members may choose which pants they wear with the uniform.

For the Cub Section, the Cub Cap is also to be worn on Cub events.

6.2 Scarfs, Woggles and Badges

The 1st Deer Park scarf is grey with maroon and green edging, with the outer colour being maroon. The edging is 20mm thick. The grey scarfs come in two sizes - youth and leader. There is also a deer badge in the scarf apex. This badge sits over the green edging and on the maroon edging in the apex of the scarf.

Scarfs and edging are purchased from Snowgum. The edging must be sewn onto the scarfs.

The 'Deer' badges are a special order and are obtained from Westwind Designs, P.O. Box 103, Penshurst, NSW, 2222 (ph: 02 9585 2854 fax: 02 9585 2864 email: westw@bigpond.net.au). These are to be ordered on 250 lots from the supplier.

Whilst the scarves and badges are held by the Group Leader, it is the responsibility of the Group Support Committee to ensure a supply of six sewn youth scarfs are always on hand.

Woggles can be purchased from Snowgum.

The following badges can be obtained from Snowgum:

- a) World badge,
- b) Australian badge,
- c) Lerderderg Region tape and
- d) 1st Deer Park tape.

The Kororoit District badge can be obtained from the District Commissioner.

It is the Group Leader's responsibility to ensure there is six 'investiture' packs available to Section leaders at any one time.

The Group Support Committee pays for all scarfs, woggles and investiture badges. Achievement badges can be obtained from Snowgum as needed and are paid for by the Group Support Committee upon the production of a Snowgum receipt.

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7. Fundraising

The Group Support Committee is responsible for raising funds to support the operation of the group.

Section leaders are not required to perform fund raising activities, however they are expected to hand out relevant fund raising notices to the parents.

Group Support Committee members are responsible to collect any monies from the parents and forward the funds to the Group Treasurer for receipting and banking.

7.1 Group Fundraising

The following fund raising policy was adopted at a combined meeting of the Group Support Committee and Group Council on 19th October 2005:

That Group Support Committee should be able to fundraise in their own right internally and externally. The Sub-Committee should be able to fund for specific events and distribute the funds in agreement with members of the Sub-Committee. In special circumstances and with permission from the Group Support Committee, each Section is free to fund raise for specific events such as camps and excursions where they deem that there is a need.

Ideally there will be no more than two fund raising activities conducted by the Group per term. This excludes car boot sales.

7.2 Car Boot Sales

Car Boot Sales are held in the carpark of the hall on the second Sunday of each month throughout the year.

Each stallholder pays \$10 for the use of one car parking 'bay' only or \$20 for the use of two car parking 'bays'. The two bays must be side by side.

There will be no food or drink sold by the stallholders.

All monies raised at Car Boot Sales are to be handed to either the Group Leader or a member of the Group Support Committee for passing to the Group Treasurer as soon as possible.

Can Boot Sales will be staffed by which ever member of the Group Support Committee or Group Council is available on the day with the proceeds of each day being attributed 50% to the Group Support Committee's operating funds and 50% to the Group Support Committee's Special Events Account regardless of who staffs the day.

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Members of a Kangaree, Cuboree, Jamboree, Venture or Moot Sub-Committee can take over the responsibility for any or all Car Boot Sales, however the above paragraph regarding fund distribution still applies.

Should the Sub-Committee wish to hold a sausage sizzle on the day, the entire proceeds will be attributed to the Kangaree, Cuboree, Jamboree, Venture or Moot and deposited into the Special Events Account. The adherence to Brimbank City Council rules and regulation regarding the running of sausage sizzles will be the responsibility of the Sub-Committee members.

7.3 Individual Section Fundraising.

Should an individual section wish to raise funds for their specific section they must first seek the approval of the Group Support Committee in accordance with the policy. The committee will evaluate the request taking into consideration:

- a) the additional burden this activity would place on the Leaders or parents,
- b) impact on the Group Support Committee fund raising schedule and
- c) any risks associated with the activity, e.g. physical or reputational damage.

20% of any Section fundraising will be given to the Group Support Committee.

Ideally sectional fundraising should not target the parents of the group. This includes the parents from the section doing the fund raising.

7.4 Major Event Fundraising.

Fund raising may be required to assist those leaders and youth members attending a Kangaree, Cuboree, Jamboree, Venture or Moot.

In this case a Sub-Committee of the Group Support Committee comprising the parents of those youth members attending is to be formed. A representative of the Sub-Committee is to attend and report to all Group Support Committee meetings. Section Leaders may also be part of this Sub-Committee if they choose.

The sole role of this Sub-Committee is to organise relevant fund raising activities to support the attendance at the major event by leaders and youth members. These activities should not target the parents of the Group.

Funds raised by this Sub-Committee should be deposited into the Group Support Committee Special Events account and recorded appropriately so the total amount raised is known.

The operations of the Sub-Committee including the balance of the major event funds are to be reported to the Group Support Committee at their monthly meeting.

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The Sub-Committee (in consultation with the Group Support Committee) will be responsible for distribution of the funds raised to the parents of those attending the major event in accordance with the majority decision of the members of the Sub-Committee. However, before any funds are distributed, the attendance fees (not including the contingent or transport costs) of any leader attending the event will be paid for from the accumulated funds.

Funds raised in one year are to be used to support the attendance of members to the major event in the following year. Therefore, major event fund raising cannot commence any earlier than the January in the year before the major event or, in the case of the Cuboree, earlier than the January in the year of the event without the permission of the Group Support Committee.

The Sub-Committee members are to keep records of all families who attend major event fund raising activities.

Non-financial members are not able to benefit from the fundraising undertaken to assist youth members attend major events.

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8. Cash Handling

8.1 Group Support Committee Funds

It is the responsibility of the Group Treasurer to receive, record, bank and report on Group Support Committee funds.

In the absence of the Group Treasurer, it is the responsibility of the Group Support Committee members to receive Group funds.

All monies received by the Group Treasurer should be banked as soon as possible.

Group Council members are not to receive, record, bank or report on Group Support Committee funds.

8.2 Section Funds

8.2.1 Joey, Cub and Scout Sections

The Joey, Cub and Scout Sections do not hold their own bank accounts and all monies received by Sections are received on behalf of the Group Support Committee.

The Sections do not collect weekly 'subs' but are able to collect funds to conduct nightly and overnight activities in accordance with their programs.

In the case of nightly or overnight activities, the Leaders will be responsible for the collection of the funds required to run the activity. All accounts received as a result of the running of the activity are to be paid from the collected funds. At the completion of the activity, all receipts are to be given to the Group Support Committee along with any excess funds.

In the case of pack holidays and standing camps, all collected funds are to be paid to the Group Support Committee, which will be responsible for the payment of all accounts.

Should section's expenses be in excess of the income for any given activity, the Group Support Committee will make up the difference upon receipt a written reconciliation of the activity's income and expenses.

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8.2.2 Venturer Section

It is the responsibility of the Unit Council Treasurer to receive, record and report on Unit funds.

Funds raised by the Unit are only to be used to support Unit activities and not to purchase equipment.

All funds received on behalf of the Unit are to be passed to the Group Leader for banking in an account held in the Unit's name.

In the absence of the Unit Council Treasurer, it is the responsibility of the Venturer Leader to receive Unit funds.

All monies received by the Unit Treasurer should be passed to the Group Leader for banking as soon as possible.

Unit expenses will be paid from an account held in the Unit's name upon receipt of a cheque requestion sign by members of the Unit Council and a copy of the relevant documentation detailing the costs.

Group Support Committee members are not to receive, record, bank or report on Venturer Unit funds.

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9. Group Equipment

All property and equipment purchased by the Group or Sections of the Group is 'owned' by the Scout Association. In this manner, should the Group cease to operate, the property and equipment revert to the Association to be dealt with as deemed fit at the time.

Maintenance of all equipment purchased on behalf of the Group is the responsibility of the Group Support Committee.

9.1 Use of Equipment

All members of the Group may borrow Group Equipment.

Users of the equipment are responsible to ensure that it is not damaged. Any damage to Group equipment must be reported to the Group Leader as soon as practicable.

Fair wear and tear on Group equipment is acceptable. Any malicious or intentional damage caused by youth members is to be paid by the parents concerned.

Any upcoming need for Group equipment should be discussed at Group Council to avoid double booking of the equipment.

9.2 Use of Equipment by Other Groups

Upon application to the Group Leader, members of other Groups may borrow Group equipment and the Group Leader will keep a register of equipment borrowed.

Users of the equipment are responsible to ensure that it is not damaged. Any damage to Group equipment must be reported to the Group Leader as soon as practicable by the borrowing Group.

Fair wear and tear on Group equipment is acceptable. Any malicious or intentional damage caused by members of the borrowing Group is to be paid for by that Group.

9.3 Audit/Risk

An audit of equipment and Asset Register should be maintained and reviewed annually by the Group Leader and Group Support Committee.

The contents value should match the Group Insurance policy.

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10. The Scout Hall

10.1 Hall Maintenance

The Group Support Committee is responsible for maintaining Group equipment, including the hall.

Any items requiring attention should be reported to the Group Chairperson.

The Group Support Committee will maintain a list of outstanding maintenance items. These will be discussed at committee meetings to determine their priority and what action is to be undertaken.

Any hall maintenance items of a structural nature need to be directed to Brimbank Council. This is the responsibility of the Group Chairperson.

10.2 Keys

All locks and padlocks within the hall, meeting and storage rooms, compound and garage are master keyed according to the following schedule:

Light Green	Master Key
Yellow	For use by Joey Leaders
White	For use by Cub Leaders
Orange	For use by Scout Leaders
Purple	For use by Venturer Leaders
Pink	For use by members of Derrimut Rover Crew
Dark Green	For use by ordinary members of the Group Support Committee
Red	For use by Brimbank Council
Light Blue	For use by the Group Support Committee member responsible for hall maintenance
No Colour	For use by the gas company to enable the meter to be read
Dark Blue	For use by Westside Baptist Church
Grey	For use by hall hirers who have paid to access our tables and chairs
Black	For use by hall hirers who have not paid to access our tables and chairs

Replacement of lost and damaged keys is the financial responsibility of the person who the key is signed out to.

Global Locksmiths of 267 Camberwell Road, Camberwell (<http://www.globallocksmiths.com.au>) are the owners of the master key system. The system number is G6-53 and 2 signatures are required to make any changes or order any additional locks or keys.

A key register of the above and other keys is to be maintained by the Group Leader.

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10.3 Hall Hire

From time to time the hall may be hired by third parties for private functions or community and / or corporate use.

All requests for hall hire must be directed to the Group Support Committee Hall Hire Co-Ordinator and require approval by the Group Support Committee.

When the hall is to be used by a third party, the Group Support Committee Hall Hire Co-Ordinator will:

- a) consult the Group calendar to ensure the hall is not to be used by any Section of the Group on the required day and
- b) write the hall hire on the Group calendar in the hall. .

Hall hirers will only be issued with a key which provides access to the areas of the hall they have paid to access.

10.3.1 Short Term Hires

Short term hires are to take the form of an ‘agreement’ between the Group Support Committee as the Licensor and the hall hirer as the Licensee. Hall Hire Agreements are available from the Victorian Scouts website and any fees payable include a public liability insurance premium.

Short term hall hires are from 1.00pm on the first day until 1.00am on the second day or for a maximum period of 12 hours. From the 1st July 2010, a fee of \$250 per 12 hour period (or part there of) is payable in advance for the hire of the hall. This amount can be varied at the Group Support Committee’s discretion depending on the nature of the hire.

From 1st July 2010, a bond of \$250 is required (\$300 in the case an under 21 function) and is payable prior to the keys being given to the hirer. Bonds will be refunded in full provided the hall is left in a clean state with no damage occurring during the hire. Bonds will not be refunded if any of the terms of the hire agreement are breached.

The hire agreement as attached as an appendix to this policy document.

10.3.2 Long Term Hires

Long term hires are to take to form of ‘licence’ between the Scout Association of Australia – Victorian Branch as the Licensor and the hall hirer as the Licensee. Licence Agreements are available from the Victorian Scouts website and any fees payable do not include public liability insurance which must be provided by the Licencee.

Long term hall hires will be from 1.00pm on the first day until 1.00pm on the last day of the agreed period.

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From 1st July 2010, the fee for long term, commercial hall hirers is \$20.00 per hour increasing by 5% per annum in line with the licence agreement.

From 1st July 2010, a bond of \$250 is required and is payable prior to the keys being given to the hirer. Bonds will be refunded in full provided the hall is left in a clean state with no damage occurring during the hire and the keys returned as arranged. Bonds will not be refunded if any of the terms of the hire licence are breached.

Reasonable amounts of the hall hirer's equipment can be stored at the hall as part of the licence.

The hire licence is attached as an appendix to this policy document.

10.4 Hire of Tables and Chairs

The Group has tables and chairs for hire by hall users. From 1 July 2010, there is a \$150.00 fee, payable in advance, for the hire of the tables and chairs regardless of the number used.

10.5 Leader and Group Support Committee Members Use

Current Leaders and Group Support Committee Members who have given the Group 12 months service (or more) have access to free use of the hall for their own personal use.

Leaders and Group Support Committee Members are still required to pay the bond as detailed in part 10.3.1.

10.6 Non-Refundable Deposits

To secure the hall booking, a non-refundable deposit of \$100.00 is to be taken from the prospective hall hirer at the time the hall hire agreement is issued.

This clause does not apply to those affected by clause 10.5.

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11. Purchase of Group Equipment

If Section Leaders or youth members are required to purchase Group equipment, they are not to do so without prior approval of the Group Support Committee.

Re-imbursements will not be made on the purchase of Group equipment that has not been approved by the Group Support Committee.

Requests to the Group Support Committee for the purchase of Group equipment are to include:

- a) description,
- b) brand (if required),
- c) store name and location and
- d) price.

Written quotes are required to be presented to Group Support Committee prior to the purchase equipment in accordance with the following schedule:

- a) individual or combined price less than \$50.00 - no quote required
- b) combined price greater than \$50.00 but less than \$500.00 - one written quote required
- c) combined price greater than \$500.00 - three written quotes
- d) individual price greater than \$50.00 but less than \$100.00 - one written quote
- e) individual price greater than \$100 - three written quotes

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12. Treasurer Accounts

12.1 Bank Accounts

The Group Support Committee maintains two bank accounts. Account details are:

- Branch Commonwealth Bank, Deer Park
- B.S.B. 063-883
- Account Number 10027237
- Account Name Scout Association Victorian Branch – 1st Deer Park Group Support Committee

- Branch Commonwealth Bank, Melton
- B.S.B. 063-241
- Account Number 10528632
- Account Name Scout Association Victorian Branch – 1st Deer Park Group Support Committee Special Events Account

Should the need arise, the Group Support Committee has the power to open and close savings, cheque and investment accounts as it sees fit.

12.2 Signatories

It is the responsibility of the Group Leader to ensure the bank signatories are kept up to date.

All cheques must be signed by any two approved signatories, preferably the Treasurer and one other.

Current signatories are:

- a) Tom Hickey,
- b) Steve Burns and
- c) Lesley Bennett

12.3 Routine Payments

To streamline the payment of accounts and ensure accounts are paid without delay, the following creditors are to be paid without prior approval of the Group Support Committee:

- a) all insurances,
- b) all utilities,
- c) youth registration fees and
- d) Leader training fees.

All other payments to be subject to prior Group Support Committee approval.

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12.4 Audit Responsibility

A yearly audit of the Group's financial records is to be arranged by the Group's Treasurer.

All audited records are to be provided to the Group Leader at least 14 days prior to the Group's Annual Reporting and Presentation night.

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13. Insurance

13.1 Building, Equipment and Public Liability Insurance

The main Scout hall is owned by Brimbank Council and is leased by the Kororoit District Association from the Council on the Group's behalf. The Scout hall is insured by Brimbank Council.

All the 'out-buildings' (garage and Rover den) are covered under a Scout Association insurance policy through Willis Australia Ltd.

All the Group's equipment is also insured with Willis Australia Ltd. It is important that the inventory be maintained as it contains the value of the Group's equipment. This value will be used as the 'contents' value for the insurance policy.

All equipment will be insured annually.

Trailers and equipment for marine use will require additional insurances.

Willis Australia Ltd covers all Scout Groups in Victoria for public liability insurance.

13.2 Personal Accident Insurance

Personal accident insurance is provided to all Leaders, youth members and non-uniformed committee members and volunteers for a basic premium.

Additional coverage is available annually subject to Group Support Committee approval.

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14. Version History

Version Number	Version Date	Incorporated Changes
1	07/05/2006	
2	20/09/2009	
3	20/07/2010	
4	23/09/2010	10.5 Leader and Group Support Committee Use of the Hall.
5	08/07/2012	Change from Brimbank to Kororoit 1.2.1 Timing of the District Association meetings. 1.3 Timing of the Group Council meetings 4.3 Inclusion of the PIR to be completed by the parents of new youth members and a copy being given to the respective Section Leader. 7.2 Inclusion of Kangarees. 9.2 Inclusion of new clause relating to use of Group equipment by other Groups. 9.3 Renumber of previous clause 9.2. 10.2 Changes relating to the master keying of all locks and padlocks. 10.3 Hall hirer keys.
6	05/08/2012	Change from Group Support Committee to Group Support Committee 2.2 Changes to Section meeting dates and times 10.3 Change to responsibility for hall hires from Chairman to Hall Hire Co-Ordinator
7	20/09/2015	Update to the role of the Hall Hire Co-Ordinator 10.6 Taking of Non-Refundable Hall Hire Deposits.

Code Of Conduct / Duty Of Care

The basis of Adult conduct is the Scout Promise and the Scout Law.

The purpose of Scouting is to encourage the physical, intellectual, emotional, social and spiritual development of young people. This is achieved by the example and guidance of dedicated men and women who help the youth members in the fulfillment of the Scout Promise and Law, so that they become constructive and responsible citizens. It is expected that this Code of Conduct will be strictly observed by all adults, uniformed and layside, who work within the Scout Association, recognizing that at all times they should act responsibly and exercise a duty of care to the youth members.

The fundamental principles, upon which stands our Code of Conduct, are-

- *Adults in Scouting* respect the dignity of themselves and others.
- *Adults in Scouting* demonstrate a high degree of individual responsibility, recognizing at all times that their words and actions are an example to other members of the Movement.
- *Adults in Scouting* act at all times in accordance with Scouting principles, thereby setting a suitable example for all.
- *Adults in Scouting* do not use the Movement to promote their own beliefs, behaviors or practices where these are not compatible with Scouting principles.
- *Adults in Scouting* act with consideration and good judgment in all interpersonal relationships both inside and outside Scouting.
- *Adults in Scouting* respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
- *Adults in Scouting* avoid unaccompanied and unobserved activities with youth members wherever possible.
- *Adults in Scouting* for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognized that, in certain circumstances, it may be necessary for a leader or adult, whilst acting responsibly and exercising their duty of care, to be alone with a youth member.
- *Adults in Scouting* realize that bullying, physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.
- *Adults in Scouting* must report any conduct seen or heard that does not comply with this Code of Conduct.

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Specifically, the roles for Group Support Committee members are-

- to attend meetings regularly and when this is not possible, send an apology and strive to catch up on what was missed
- to seek to understand the job assignment of the Committee, interpret it to others and work to complete it in the allotted time and to the best of their ability
- to participate in the deliberations with preparedness, objectivity and humility, allow other members to make their point, not talk over or across and avoid private discussions
- to share the time of discussion with other members and to stick to the topic
- to assume responsibility for some of the work assignments of the Committee
- to listen and seek to understand and utilize the ideas of others
- to help in the making of Committee decisions and support those made by the Group
- to evaluate their contribution to the Committee and encourage the Committee as a whole to evaluate its own work.

All Adults are required to abide by the policies of Scouts Australia.

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Position: Group Leader

Role:

1. To be responsible for the welfare, progress and training of young people within the Group and to develop in due course a complete Group as defined in P & R.
2. To develop and maintain a Scout Group to meet the youth needs of the local community.
3. To ensure the Group is adequately staffed by trained, competent, committed Leaders.
4. To ensure the training program for young people is delivered in accordance with the program performance standards and safety standards of the Association.
5. To encourage the effective operation of a Group Support Committee
6. To prepare the Group Plan and obtain agreement of the District Commissioner for its implementation.
7. Make recommendations and reports as necessary on the granting, transfer and cancellation of certificates after receiving advice from the Group Support Committee
8. Assess the performance of all Leaders in the Group as part of managing the staffing function and take necessary action to ensure adequate quality of leadership exists in the Group
9. Make recommendations with respect to Awards to both uniformed and non-uniformed personnel
10. Either investigate or refer to the District Commissioner for investigation any disputes between members of the Movement including any appeals by Scouts against dismissal. Any dispute in which the Group Leader is directly involved shall be referred to the District Commissioner for settlement.
11. To utilise the support and assistance made available to the Group by the Association as set out in the Group Registration Document
12. To ensure the Group operates in accordance with the Association's Charter, its Policy and Rules and Administrative Practices as advised from time to time
13. To ensure there is effective communication among the Leaders of the Group and chair the Group Council.
14. To ensure a friendly atmosphere prevails in the Group and that in particular new youth and Leader members and their families are made to feel welcome.
15. To cooperate with and maintain good relations with other youth organizations in the community, particularly the Girl Guides, with the Baden-Powell Scout Guild and community leaders generally.
16. Personally to undertake development training especially that offered through the formal Leader Development program of the Scout Association.

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Relationship With The Group Support Committee:

A Group Support Committee is formed to assist the Group Leader to provide those facilities, both human and material, necessary for the proper, effective and efficient running of the Group. The Group Leader is a member of the Group Support Committee but not its Chairman. They advise the Group Support Committee on Scout policy and Group needs and receives advice when recommendations and reports on Leader's warrants are required.

As well as being an advisor to the Group Support Committee, the Group Leader must encourage it to do whatever is necessary to provide for the needs of the Group at that particular time and also prevent its interference in matters that do not come into its province.

Position: Group Chairperson

Role:

The Group Support Committee functions in accordance with a set of Rules, which must be adopted at its formation or as soon after as practicable. The first task of the Group Support Committee Chairperson is to support the Group Leader in running the Group as laid down in P & R then ensure that there is a fair opportunity for those present at a meeting to express their opinions on the matter in hand. As the head of the Group Support Committee, the Group Chairperson shall ensure the Committee undertakes its duties, which shall include:

1. Recruit adequate staff in both quality and quantity to enable the Group Leader to fully staff and maintain fully staffed all the Sections of the Scout Group.
2. Carry out enquiries sufficient to satisfy itself that all persons in direct contact with the young people of the Scout Group are fit and proper persons to carry out the role and endorse this finding on the application for all appointments in the Group.
3. Inform itself on the performance of the Scout Group in meeting the requirements of the local community for Scouting for its young people by receiving and endorsing the half-yearly Group plan and receiving reports on the Group performance against the plan from the Group Leader and the District Commissioner.
4. Establish and maintain good relationships with all levels of the local community.
5. Provide adult help for the Group and assist its members to obtain and maintain employment.
6. Provide adequate accommodation for the Scout Group to carry out its role.
7. Ensure the Scout Group has sufficient funding to carry out its role
8. Ensure that all plant and equipment used by the Group is suitable for the purpose for which it is being used and meets the current safety standards of the State in general and the Scout Association in particular
9. Ensure that all records are kept and funds accounted for in accordance with the applicable laws of the State and rules of the Scout Association
10. Convene an Annual Reporting and Presentations meeting at which the financial accounts of the Group and the annual report of the Group Leader are presented.

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Specifically, the Group Chairperson shall:

1. Chair all meetings of the Group Support Committee and to lead the Committee in it's general function of assisting the Group Leader
2. Ensure the efficiency of the proceedings of meetings by imposing on the meeting reasonable order and an agenda
3. Ensure any actions required by others resulting from the minutes are followed up prior to the next meeting to ensure that the decisions of the previous meeting have been carried out
4. Ensure the Group Support Committee works on the principles as laid down in P & R and the Group Support Committee's own policy and procedures
5. Give lead to other Committee members by personal example and motivate and enthuse them with specific objectives
6. Ensure the Group Support Committee co-operates with the District Association and appoints delegates to District as required
7. Be a delegate to District and liaise with the District Association / Executive and its Chairman and refer to them for advice as necessary
8. Provide a written annual report

Note: The Group Support Committee is not concerned or responsible in any way for the actual training of any members in the Group. The Group Support Committee is appointed to assist the Group Leader and therefore operate to satisfy their reasonable requests and those of the Group Council.

Position: Group Secretary

Role:

The Group Secretary will act as the Secretary to the Group Support Committee and will call meetings of the Group Support Committee and of any sub-committees the Group Support Committee may direct. The Secretary shall receive and reply to all correspondence, keep accurate minutes and records of all meetings of the Group Support Committee and of meetings of any sub-committees. The Secretary will also carry out other duties as may be assigned to them by the Chairperson and the Group Leader.

Specifically, the Group Secretary shall:

1. See that the Group Chairperson is kept fully informed on all correspondence pertaining to the Group
2. See that notices of regular meetings of the Group Support Committee are sent out in sufficient time, giving date, time and place of meeting
3. Prepare, in consultation with the Group Leader and Group Chairperson an agenda for each meeting
4. Keep minutes of all meetings of the Group Support Committee
5. Send a copy of the minutes, with appropriate action points highlighted for attention, to each Group Support Committee member
6. See that Branch, Region and District notices and other important notices or articles from '*The Australian Scout Magazine*' are brought to the attention of the Committee
7. Assist the Chairperson with the preparation of the Annual Meeting and Annual Report
8. Undertake other secretarial duties of a Group nature as may be required from time to time
9. Liaise with the District Association / Executive Secretary and refer to them for advice as necessary
10. Advise all necessary authorities (banks, insurance companies etc) of the Group's postal address and clear the post office box weekly, or more frequently, distributing items through the Section trays in the hall
11. Ensure the Group Support Committee receives at least one copy of '*The Australian Scout Magazine*' and that this is circulated to the Committee members

Note: The Group Support Committee is not concerned or responsible in any way for the actual training of any members in the Group. The Group Support Committee is appointed to assist the Group Leader and therefore operate to satisfy their reasonable requests and those of the Group Council.

Position: Group Treasurer

Role:

The Group Treasurer will receive all monies due to the Group Support Committee and ensure that they are promptly receipted, banked and accounted for, pay out monies on behalf of the Group Support Committee, keep an accurate account of all funds of the Group Support Committee and prepare and submit to each monthly meeting of the Committee a statement of receipts and expenditure. The Treasurer will also prepare an annual statement of receipts and payments and a balance sheet for submission to the auditor and to the annual meeting of the Group Support Committee.

Specifically, the Group Treasurer shall:

1. Operate and maintain accounts of the Group Support Committee (and its sub-committees) including receipting of money, issuing of receipts, banking and presenting accounts for payment to Group Support Committee meetings. The Treasurer will ensure all accounts include in the name '*The Scout Association of Australia*' and require two signatures to operate all accounts.
2. Arrange the annual audit of all accounts of the Group (i.e. Operating Account, Special Events Account and any Section Accounts) and the presentation of statements of each account in the required format to the District Commissioner via the Group Leader
3. Ensure that all accounts are operated as per the rules (i.e. must have at least two signatures). Branch account books can be used to monitor the accounts or other means as accepted by the Group Support Committee, Group Leader and District Commissioner
4. Ensure that a budget is produced which includes input from the Group Support Committee
5. Review the bank account signatories annually and change them as necessary
6. Arrange the collection of Group fees and report the position monthly to the Group Support Committee and Group Leader.

Note: The Group Support Committee is not concerned or responsible in any way for the actual training of any members in the Group. The Group Support Committee is appointed to assist the Group Leader and therefore operate to satisfy their reasonable requests and those of the Group Council.

Position: Group Support Committee Member

Role: Fund Raising

To co-ordinate fund raising activities within the Group. Some of these activities may include:

- a) the Monster Raffle
- b) Pie Drive
- c) Sausage Sizzles at Bunnings etc

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Position: Group Support Committee Member

Role: Quarter Master

Position: Group Support Committee Member

Role: Hall Hire Co-Ordinator

The Hall Hire Co-Ordinator will receive all enquiries for the casual and long term hires of the Scout hall and manage all the confirmed bookings. The Co-Ordinator will refer all requests for long term hires to the Scout Association.

Specifically, the Hall Hire Co-Ordinator shall:

1. Check the 1st Deer Park calendar of events for availability of the Scout hall.
2. Meet prospective hall hirers at the hall to enable hall inspections, issue hall hire agreements and collect hire deposits and bonds.
3. Meet all hirers at the hall to enable the handover of the key and collection of the balance of the hall hire monies.
4. Liaise with the Group Treasurer to have all hall hire deposits and final payments banked in the Group's bank account.
5. On the Monday following the event, collect the key from the hall hirer and examine the hall for any damage and
6. Liaise with the Group Treasurer to arrange a refund of the deposit.

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Position: Group Support Committee Member

Role: Car Boot Sale Co-Ordinator

Position: Group Support Committee Member

Role: Parent Liaise / Social Co-Ordinator

To create a family atmosphere within the Group, ensuring the Group Support Committee and Group Council work towards the same goals and enjoy a social environment together. To keep parents appraised of the latest news within the Group and made to feel part of the Group. Some activities used to achieve this might be:

- a) a Group Support Committee and Group Council Christmas breakup dinner
- b) Group family days

Note: The Group Support Committee is not concerned or responsible in any way for the actual training of any members in the Group. The Group Support Committee is appointed to assist the Group Leader and therefore operate to satisfy their reasonable requests and those of the Group Council.