

2.1 - APPOINTMENT OF ADULT MEMBERS AND LEADERS

1. This statement is to be read in conjunction with National P & R - P.5 - Personnel Management.

Appointments Committee

2. In accordance with the Branch Constitution, Clause 24, the Branch Executive Committee shall appoint an Appointments Committee. The Appointments Committee is responsible for the processing, for the formal approval by the Branch Executive Committee, of all certificates of appointment (Adult Membership, Adult Leadership, Adult Appointment, Scout Fellowship, Honorary Commissioners and Life Members etc) and certification of Adventurous Activity Guides and Instructors within the ACT Branch.

3. The Committee shall consist of the Chief Commissioner (or the Chief Commissioner's uniformed nominee), the Assistant Chief Commissioner, Adult Training and Development, a non-uniformed member (who shall be Chair), and may include up to four other members, only one of whom may be a uniformed member.

4. In accordance with the Branch Constitution, the BEC has the sole right to accept or reject the application for membership at any stage in the process.

Appointment as an Adult Member and Leader

New Applicants

5. The Application for Appointment as an Adult Member is to be signed by the applicant and countersigned by the appropriate Group Leader or Scouting manager and a Representative of the Group Support committee (if applicable).

Referees Reports

6. Applicants for a Leader appointment are required to nominate two referees to whom enquiries as to suitability as a Leader can be made. Applicants should be known to their referees for more than two years. Referees may not be relatives or members of the Group or Team in which the appointment is being applied.

7. An applicant, who is applying to re-join the Movement and has held an appointment within the previous 12 months, is required to nominate as referees two Leaders, including the Group Leader or Scouting manager, with whom they have previously worked, in lieu of the referees stated in the previous paragraph.

Minimum Ages

8. As a guide, the minimum age for appointment as an Adult Leader is shown below. Variations may be approved by the Chief Commissioner.

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| a. AJSL, ACSL, ASL | 18 years; |
| b. AA Guides and Instructors | 18 years; |
| c. JSL, CSL, SL, AVL | 21 Years; |
| d. VL | 26 years; and |
| e. GL, RA | 30 years. |

Transfers from Interstate

9. Applicants who have, within the previous twelve months, held an appointment within one of the other Australian Branches will be required to complete a "Transfer of Appointment as an Adult

Member from Another Branch”, nominating their previous District Commissioner and Group Leader, or other Scouting manager, of whom enquiries may be made. Applicants are also required to hold an ACT Working with Vulnerable People card and complete an Adult Review and Development Form and PED prior to being accepted as an Adult Member.

10. The Branch Office will seek from the Applicant’s previous Branch, membership records including training status, all aspects of service, awards received, behaviour issues etc. On transfer, the previous Branch will resign the Member.

11. An adult Leader may retain their interstate membership, in addition to holding a Certificate of Adult Appointment in the ACT Branch.

Transfers from Overseas

12. Applicants from overseas who have held an appointment within another Scout Association will be required to complete a normal Application for Appointment as an Adult Member, which will be processed in the same manner as a new applicant.

13. The Branch Office will seek from the Applicant’s previous National Scout Organisation, membership records including training status, all aspects of service, awards received, behaviour issues etc

Working with Vulnerable People Card (WWVP)

14. All applicants are required to hold an ACT Government Working with Vulnerable People card prior to being accepted as a Member. All Adult Members are required to apply for a Working with Vulnerable People Card every 3 years as indicated by the issued WWVP card renewal date.

15. Further information is provided in Branch Policy 10.10 – Child Protection.

Code of Conduct and Mutual Agreement

16. All applicants must sign this document, in the form approved by the Branch Executive Committee from time to time; it must be countersigned by the appropriate Group Leader or Scouting manager.

Prohibited Employment Declaration (PED)

17. All applicants must sign this document, in the form approved by the Branch Executive Committee from time to time; it must be countersigned by the appropriate Group Leader or Scouting manager.

Adult Review and Development Plan

18. The relevant parts of the Adult Review and Development Plan are to be completed by all applicants (except Rovers) prior to being accepted as an Adult Member.

19. Further information is provided in Branch Policy 2.5 – Review and Development of Leader Appointments.

Certificate of Adult Membership

20. After reviewing the Application form, Code of Conduct/Mutual Agreement, Working with Vulnerable People card, Prohibited Employment Declaration, Adult Review and Development Plan, Training Plan and referees' reports, and where necessary, consulting the relevant Commissioner, the Appointments Committee may recommend the issue to the applicant of a Certificate of Adult Membership which authorises a limited role under the supervision of an appointed Leader.

21. The conditions of issue of the Certificate are:
- a. that the holder may work only with an appointed Leader and is not authorised to take sole charge of a Section or an outdoor activity;
 - b. that the Certificate may be revoked at any time by the Association;
 - c. that, if they are a trainee Leader, they undertake to complete Basic Level training without delay and as near as possible within a period of six months, depending on the availability of training; and
 - d. the Certificate shall be valid for a period not exceeding 12 months from its date of issue, but extensions of time may be granted on the recommendation of the Appointments Committee for a valid reason.

Certificate of Adult Leadership

22. When a Member completes both e-learning and practical aspects of Basic Wood Badge Training, they may receive a Certificate of Adult Leadership. This Certificate indicates that they have been assessed as competent in basic leadership training and is approved by both the Chief Commissioner and Assistant Chief Commissioner, Adult Training and Development.

23. This is not an appointment to undertake a Scouting role and may be issued to both uniformed and non-uniformed Members.

Certificate of Adult Appointment

24. Following completion of appropriate training, recommendations and approval by BEC, an Adult Member may receive a Certificate of Adult Appointment. This authorises a Member to undertake a specific appointment within the Branch. This appointment may be either in a uniformed or non-uniformed role.

25. Each new Certificate of Adult Appointment supersedes any previous such certificates that may have been issued.

Secondary Appointments

26. Leaders may hold more than one appointment as an Adult Leader. A Secondary appointment will result in a new Certificate of Adult Appointment being issued listing all current appointments.

27. Applicants for a Secondary appointment must:
- a. Complete Application for Secondary Appointment;
 - b. Complete Training Plan;
 - c. Complete Adult Review & Development Plan;
 - d. Be authorised by the BEC with an Authority to Act;
 - e. Complete appropriate training and assessment;
 - f. Include a Scouting Manager recommendation; and
 - g. Secondary appointment approved by the BEC.

28. Payment of the annual Branch Membership fee shall be the responsibility of the formation in which the Leader holds their primary appointment.

Transfers between Sections

29. On application for transfer of appointment (which is to include a completed Adult Review and Development Plan) to another Section or to a Leader of Adults appointment, an appointed Leader will be issued with an Authority to Act in the new position.

30. The conditions of issue of this Authority are:

- a. that the Leader undertakes to complete Basic Level Training for the new Section without delay and as near as possible within a period of six months, depending on the availability of training; and
- b. the Certificate shall be valid for a period not exceeding 12 months from its date of issue, but extensions of time may be granted on the recommendation of the Appointments Committee for a valid reason.

Training

31. Before appointment as an Adult Leader, new applicants and transferees are required to have satisfactorily completed training and been recommended for appointment as follows:

- a. *Rover Advisers and Rover Crew Executives*: Rover Basic Level training and recommendation of the Crew.
- b. *Other Section Leaders and Assistant Leaders*: Basic Level training in the Section for which appointment is sought and recommendation of Group Leader, who must arrange for the recommendation to be endorsed by the Group Support Committee.
- c. *Group Leaders*: Basic Level training in the Leader of Adults program and recommendation of the relevant Scouting manager, who must obtain the endorsement of the Group Support Committee.
- d. *Branch Activity Leaders and Advisers whose duties are related to Sectional activities*: Basic Level training in the relevant (or most relevant) Section and recommendation of the appropriate Commissioner.
- e. *Branch Activity Leaders and Adventurous Activity Guides whose duties are related to Adventurous Activities*: Basic Level training in the relevant Adventurous Activity Area, any National requirements, and recommendation of the Assistant Chief Commissioner, Adventurous Activities.
- f. *Adventurous Activity Instructors*: Advanced Level training in the relevant Adventurous Activity Area, any National requirements and recommendation of the Assistant Chief Commissioner, Adventurous Activities.

32. There are no detailed pre-appointment training requirements for appointments not covered by the paragraph above, unless specified by the Chief Commissioner.

33. Additional training is not required for Leaders returning to the same section less than three years after resignation; or returning up to five years after resignation if they hold a Wood Badge for that Section, unless specified by the Chief Commissioner.

34. Additional training is not required for Leaders returning to the same section less than three years after transferring to another Section/Appointment; or returning up to five years after transferring to another Section/Appointment if they hold a Wood Badge for the Section to which they are returning, unless specified by the Chief Commissioner.

35. Members under the age of 18 years may undertake Basic Wood Badge training as follows:

- a. 16 years – e-learning modules;
- b. 17 years – basic face-to-face training; and
- c. On reaching the age of 18 years – may apply for Adult Membership and appointment as an Adult Leader.

36. Training Commissioners and Assistant Training Commissioners are appointed to the Branch by the Chief Commissioner of Australia on the recommendation of the Branch Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development after consultation with the Training Team Appointments Committee. All appointments as a Training Commissioner or Assistant Training Commissioner are as a second appointment, with the appointees

holding a primary appointment at Group, Region or Branch level. The appointment is for three years, but may be renewed with the approval of the Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development. Further details are available in Policy Statement 9.1.

37. The Branch Executive Committee may, under special circumstances, waive any or all of the requirements for training, on the recommendation of the Chief Commissioner who shall consult with the Assistant Chief Commissioner, Adult Training and Development.

Review of Appointments

38. Adult Leaders who hold a Certificate of Adult Appointment are to have their appointment reviewed in accordance with Policy Statement 2.5.

Scout Fellowship

39. Appointment to the Scout Fellowship will require the completion of an Application for Appointment as an Adult Member which is to be signed by the applicant and countersigned by the appropriate Scouting manager. A Working with Vulnerable People card, signed Prohibited Employment Declaration, completed Adult Review and Development Plan and signed Code of Conduct/Mutual Agreement must be submitted to the Appointments Committee for consideration.

Honorary Commissioners

40. Appointment as an Honorary Commissioner will require the completion of Application for Appointment as an Adult Member which is to be signed by the applicant and countersigned by the appropriate Chief Commissioner. A Working with Vulnerable People card, signed Prohibited Employment Declaration, completed Adult Review and Development Plan and signed Code of Conduct/Mutual Agreement must be submitted to the Appointments Committee for consideration.

Resignation

41. Immediately an appointment holder resigns, the Certificate of Adult Appointment must be forwarded by the Group Leader or Scouting manager to the Branch Office, which will arrange for the resignation to be processed and the Certificate endorsed and returned to the resigned Leader.

Termination of Membership

42. The Branch Executive Committee may terminate membership in accordance with the Branch Constitution clause 11.7.

Adult Helpers

43. Adults helping Leaders with Section programs or activities on any kind of regular basis, but who do not intend applying for appointment as Leaders, shall apply to be an Adult Member. Appointment as an Adult Helper will require the completion of Application for Appointment as an Adult Member which is to be signed by the applicant and countersigned by the appropriate Group Leader or Scouting manager. A Working with Vulnerable People card, signed Prohibited Employment Declaration, completed Adult Review and Development Plan and signed Code of Conduct/Mutual Agreement must be submitted to the Appointments Committee for consideration:

44. Adult Helpers do not have Duty of Care and shall not take charge of a Section or any part of a Section at any time.

Reserve Leaders

45. Appointed Leaders with training in a Section or Adventurous Activities, or as a Group Leader, who can no longer commit to a 'full-time' appointment may apply to transfer to the appointment of Reserve Leader.

46. Reserve Leaders are expected to be available for short term relief or emergencies. Reserve Leaders can be appointed at Branch, Region or in exceptional circumstances Group Level; and to carry out up to five assignments each year.

47. The training of Reserve Leaders remains valid for three years after transfer (Wood Badge, five years) and may be renewed.

Scout Leader-in-Charge

48. In the absence of a Group Leader or other Scouting manager, the responsible Commissioner may temporarily appoint, in writing, a Scout Leader-in-Charge who shall have the authority and responsibilities of the position. This is a temporary appointment and is for a period of up to 6 months. Any extension of this time must be discussed with the Chief Commissioner.

Adventurous Activity Guides and Instructors

49. On the formal approval of the Branch Executive Committee, Adventurous Activities Guides and Instructors will be issued with a certificate by the Chief Commissioner that is jointly signed by the Assistant Chief Commissioner, Adventurous Activities. This certificate will clearly state the scope of the appointment.

AUTHORITY

50. This policy statement was approved by the Branch Executive Committee on 21 July 1982; amended on 28 August 1991, 23 June 1993, 22 September 1993, 26 November 1997, 27 September 2000, 12 February 2003, 25 August 2004, 27 July 2005, 22 March 2006, 25 May 2011, 27 February 2014 and 25 September 2014.