



WESTERN AUSTRALIAN ROVER COUNCIL
STANDING ORDERS of the WESTERN AUSTRALIAN ROVER COUNCIL
October 2021



- 1. Duties of Executive Members Additional to Those Outlined in the Constitution**
- 1.1.** The WARC Chairman's additional duties are to:
 - 1.1.a** Be responsible for the effective management, decision-making and conduct of WARC;
 - 1.1.b** Call and conduct meetings of the WARC Executive;
 - 1.1.c** Be the official WARC spokesperson;
 - 1.1.d** Represent WARC at National Rover Council;
 - 1.1.e** Be responsible for the recruitment of members to the Western Australian Rover Section; and
 - 1.1.f** Ensure that the Western Australian Rover Council complies with the regulations set out in the Scouts WA Regulations to the Rules of the Association 2011 with regards to Committees of the Board.
- 1.2.** The WARC Vice-Chairman Membership and Retention's additional duties are to:
 - 1.2.a** Maintain a register of all Subsidiary Committees established by WARC and Subsidiary Committee members;
 - 1.2.b** Liaise with the Branch Membership Officer in maintaining a register of all Rover Scouts and Units registered with Scouts Australia Western Australia Branch;
 - 1.2.c** Support and assist Rover Scouts and Units with registration procedures;
 - 1.2.d** Oversee the activities of the WA BPSA Support Team subsidiary committee
- 1.3.** The WARC Training and Development Officer's additional duties are to:
 - 1.3.a** Obtain and promote information, courses and qualifications relevant to the Rover Scout section. I.e., Adult Training and Development, Adventurous Activities, and Vocational Education and Training.
 - 1.3.b** Liaise with the members of the Training Support Team for information regarding training in Scouts WA and communicating relevant information back to WARC.
 - 1.3.c** Organise development opportunities for WA Rover Scouts that are not covered through Adventurous Activities, Program Support Leader and Youth Program Leader training pathways.
- 1.4.** The WARC Secretary's additional duties are to:
 - 1.4.a** Prepare and distribute meeting agendas;
 - 1.4.b** Prepare and distribute minutes of meetings in a timely manner and to maintain an archive of minutes;
 - 1.4.c** Support the ongoing development of improved communication tools and procedures; and
 - 1.4.d** Support the ongoing development and maintenance of the WARC website and its subsidiaries.
- 1.5.** The WARC Treasurer's additional duties are to:

Pay all accounts authorised by WARC; all payments shall be signed by any two of the following WARC Executive Members: WARC Chairman, WARC Program Officer and WARC Treasurer



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- 1.5.a** Ensure that WARC's accounts are audited and presented to the Annual General Meeting;
- 1.5.b** Advise WARC of the finances required to maintain its various projects and of the means to raise such funds; and
- 1.5.c** In the event of the WARC Treasurer's position becoming vacant, ensuring that WARC accounts are immediately audited.
- 1.6.** The WARC Program Officer's additional duties are to:
 - 1.6.a** Provide program support for Rover Scouts, including support for Unit events, Personal Progression and Achievement Pathway support where needed.
 - 1.6.b** Promote the support of WARC events by Rover Scouts;
 - 1.6.c** Promote sound fiscal management of events;
 - 1.6.d** Oversee the activities of the WARC Quartermaster subsidiary committee,
 - 1.6.e** Develop tools to assist activity organisers;
 - 1.6.f** Ensure reports of WARC events are presented to WARC in a timely manner; and ensure an archive of such reports is maintained.
- 1.7.** The WARC Public Relations Officer's additional duties are to:
 - 1.7.a** Develop public relations projects aimed at promoting Rover Scouting in the wider community;
 - 1.7.b** Assist Units and Subsidiary Committees organising WARC events with their promotional efforts;
 - 1.7.c** Make recommendations to WARC concerning Western Australian merchandise;
 - 1.7.d** Manage Western Australian Rover Scout merchandise on behalf of WARC; and
 - 1.7.e** Assist the WARC Secretary in maintaining the WARC website and its subsidiaries as a promotional tool.
- 1.8.** The Branch Adviser Rover Scouts additional duties are to:
 - 1.8.a** Advise and assist the Executive Members in carrying out their duties, as requested;
 - 1.8.b** Promote and encourage the growth of Rover Scouting; and
 - 1.8.c** Advise Rover Scout Units and WARC in the selection and appointment of Rover Scout Advisers.
- 1.9.** The Project Officers additional duties are to:
 - 1.9.a** Attend WARC Meetings and WARC Executive meetings upon request of the WARC Chairman.
 - 1.9.b** Additional duties of the President-Rover Scout Motorsport, Western Australia are to:
 - 1.9.b.1.** Act as liaison with Confederation of Australian Motorsport (CAMS) for all Rover Scout Motorsport (WA) events.
 - 1.9.b.2.** Be responsible for the affiliation of the Rover Scout Motorsport Club with the CAMS.
 - 1.9.b.3.** Be responsible for the application of CAMS event permits for Rover Scout Motorsport events.

- 1.9.b.4.** Represent Western Australia as a spokesperson for national discussions on Motorsport.
 - 1.9.b.5.** Chairing any committees to modify the standing regulations and supplementary regulations of any Rover Scout Motorsport (WA) events.
 - 1.9.b.6.** Attend Rover Scout Motorsport (WA) event meetings and sit ex-officio on the event committee.
 - 1.9.b.7.** Give a report at each WARC meeting.
 - 1.9.b.8.** Be responsible for a two-month hand over to their successor.
 - 1.9.c** Additional Duties of the WARC Quartermaster are:
 - 1.9.c.1.** Maintain an inventory of all WA Rovers equipment.
 - 1.9.c.2.** Keep a record of equipment that has been loaned out, and who is responsible for its return,
 - 1.9.c.3.** Investigate new equipment that can be purchased by WA Rovers.
 - 1.9.c.4.** Ensure equipment owned by WA Rovers is in good condition and,
 - 1.9.c.5.** Arrange any repairs that need to be done to the equipment.
 - 1.9.d** Additional duties of the WARC NRC Delegate are:
 - 1.9.d.1.** The NRC Delegate will be responsible for keeping the WARC up to date with relevant changes and decisions that may affect the WARC.
 - 1.9.d.2.** The NRC Delegate will assist the WARC Chairman to represent WA at NRC meetings throughout the year.
 - 1.9.d.3.** The NRC Delegate will assist the NRC as a part of project teams, as directed by the NRC Vice-Chairman.
 - 1.9.d.4.** The NRC Delegate will lead the process of consulting for and drafting of papers from the WARC to be presented at NRC.
 - 1.9.d.5.** Attend the NRC Conference and any NRC online meetings as required.
 - 1.9.d.6.** The NRC Delegate will produce a report each month to be tabled with other WARC executive reports.
 - 1.9.d.7.** The NRC Delegate will conduct a two-month handover at the end of their term.
- 2. Meetings of the WARC Executive**
- 2.1.** Executive Meetings shall be convened by the WARC Chairman as required to conduct WARC business.
 - 2.2.** Executive Meetings shall be held not more than sixty days apart.
 - 2.3.** In order to constitute a WARC Executive Meeting:
 - 2.3.a** A quorum comprising at least four Executive Members must be present within thirty minutes of the time appointed for the meeting; and
 - 2.3.b** If a quorum as defined in Section 2.3.a is not present within thirty minutes from the time appointed for the meeting, the meeting shall lapse and be rescheduled as convenient for the majority of the Executive Members.
 - 2.4.** A meeting rescheduled under Section 2.3.b shall proceed according to agenda regardless of quorum.

- 3. WARC Meetings**
- 3.1.** WARC Meetings shall be held at least monthly, excepting January where there shall be no meeting and December where the regular meeting may be replaced by the Annual General Meeting.
- 3.2.** Notice of the time and location of a WARC meeting shall be given at the WARC meeting prior.
- 3.3.** In the absence of both the WARC Chairman and the WARC Vice Chairman Membership and Training, the meeting shall elect a Chairman from amongst the members present.
- 3.4.** The general order of business at each WARC meeting shall be as follows:
 - 3.4.a** Breaking of the National Flag;
 - 3.4.b** Acceptance of the minutes of the last WARC Meeting and any meeting held since the last regular meeting;
 - 3.4.c** Acknowledgement of Country;
 - 3.4.d** Executive Members' reports;
 - 3.4.e** General Business;
 - 3.4.f** Work Health Safety and Child Protection;
 - 3.4.g** Unit Reports;
 - 3.4.h** Lowering of National Flag;
 - 3.4.i** Prayer.
- 3.5.** Notice of agenda items for consideration by WARC shall be given to the WARC Secretary by the Friday preceding a WARC Meeting.
- 3.6.** Notice of Rover Scout activities to be promoted at WARC Meetings be given to the WARC Secretary by the Friday preceding a WARC Meeting.
- 3.7.** Any WARC member desiring to speak shall address themselves to the Chairman.
 - 3.7.a** Any member wishing to sit on the WARC table after the meeting has commenced shall address the Chairman and request permission to sit on the table.
 - 3.7.b** Any member who wishes to leave the table during a meeting shall have given prior notification to the Chairman in order not to disrupt the meeting. Should that member wish to be replaced on the table, the Chairman must be informed also.
- 3.8.** The regular order of business may be suspended at any meeting by permission of the WARC members present.
- 3.9.** Any business may be deferred to the end of the meeting and then dealt with in private, if in the opinion of the Chairman it is a confidential matter.
- 3.10.** Any WARC member may raise a point of order which shall take precedence over all other business. The point must be raised at the time that the alleged irregularity in proceedings occurred. An explanation or contradiction shall not constitute a point of order.
- 3.11.** All proposals made to the meeting must be in the form of a motion.
- 3.12.** A motion may be moved by any WARC member.
- 3.13.** A motion or amendment may be seconded pro-forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.

- 3.14. A motion shall be decided upon by a show of hands unless a written ballot is demanded by at least ten WARC members.
- 3.15. Any WARC member may require their vote to be recorded in the minutes
- 3.16. All proceedings of the WARC meetings shall be kept in a permanent record of minutes by the WARC Secretary. The names of all WARC Members present at the meeting shall be entered into the record.
- 3.17. Copies of the minutes shall be circulated by the WARC Secretary to all WARC members and persons involved with WARC business in a timely manner.
- 3.18. The interpretation of the Standing Orders is the responsibility of the Chairman, subject to appeal.

4. WARC Spending Authority

- 4.1. Individual WARC Executive members are permitted to spend amounts of up to \$100 for items within their area of responsibility without the approval of either the executive or WARC.
- 4.2. The WARC Executive as a whole is permitted to spend funds of up to \$1000 without the prior consent of the full WARC. Two exceptions are allowed to this:
 - 4.2.a Recurrent expenditure that is spent each year, such as flights to the NRC meeting, can be approved by the WARC Executive up to a maximum of \$3000.
 - 4.2.b Consent of the full WARC does not have to be given for spending over \$1000, if the issue affects the crucial operations of WA Rover Scouts. A formal meeting of the WARC executive does not need to be held if time does not permit. Electronic approval, such as via email, is allowed.
- 4.3. Unless covered by the two exceptions given above, any new expenditure over \$1000 will be tabled for consent at the next available WARC meeting for approval.
- 4.4. The WARC must be informed of all expenditure above \$100 that has been approved by the WARC Executive or individual executive members.
- 4.5. WARC Events with an approved budget will not need approval from the WARC or the WARC Executive. The exception to this is:
 - 4.5.a Budget shortfalls exceeding \$1000 for WARC events will require the approval from the WARC. For example, if the AGM dinner was budgeted to make a loss of \$2000, this would require the approval of the full WARC.

5. National Rover Council Delegation

- 5.1. The WARC Delegation to the NRC will consist of the following members;
 - 5.1.a The WARC Chairman acting as the Delegation Leader.
 - 5.1.b The WARC NRC Delegate.
 - 5.1.c The Branch Adviser Rover Scouts.
 - 5.1.d Two observers (see 5.3.)
- 5.2. The incoming WARC Chairman and incoming WARC NRC Delegate will be the two Rover Scout delegates to the NRC Conference.
 - 5.2.a Where one or both of these members are unable to attend in this capacity, the WARC will appoint, by vote, another suitable candidate to attend as a delegate.

- 5.3. The outgoing WARC Chairman and outgoing WARC NRC Delegate will be the preferred candidate as the observers to the NRC Conference.
 - 5.3.a Where one or both of these members are unable to attend in this capacity, the WARC will appoint, by vote, another suitable candidate to attend as a delegate.
- 5.4. Financial support may be provided to the observers from the various WA Rover budgets at the discretion of the WARC Chairman and Council.
6. **Insignia**
 - 6.1. The WA Rover Council logo shall be a boot logo surrounded by a circle. It shall contain the words "WA Rovers" and "All Go". The boot print shall be 45° off vertical.
7. **Court of Honour**
 - 7.1. The Court of Honour exists to provide a method of managing underperformance and misconduct. The majority of instances where a Court of Honour applies will relate to misconduct however the process also caters for underperformance related issues
 - 7.2. The WARC must be committed to providing an environment which reflects the spirit of Scouting and the values of the organisation. In order to achieve this, Rover Scouts must have access to, and comply with, the Code(s) of Conduct including but not limited to:
 - 7.2.a Scouts WA Adult Code of Conduct and Policies
 - 7.2.b WARC Policies
 - 7.2.c NRC Policies
 - 7.3. Rover Scouts who undertake a role (i.e such as WARC Executive, event positions or Unit based positions) must have access to the position description for their role where in existence.
 - 7.4. At all times, the volunteer nature of the organisation is to be considered by persons involved in a Court of Honour. The process recognises the existence of the WA Branch Grievance Policy and is intended to be a first step before enacting the Branch Grievance Policy.
 - 7.5. Refer to Appendix A for the full process outline
8. **The Rover Development Fund**
 - 8.1. Through the Scouts WA Board, the surplus from the 19th Australian Rover Moot 'WAM 2014' was used to create a Western Australian Rover Development Fund to assist in the development of Rovering in Western Australia.
 - 8.2. The fund provides finance for Rover Scout projects recommended by the Western Australian Rover Council and approved by the Board of Scouts WA.
 - 8.3. The Policy and Procedure for its use have been approved by the Scouts WA Board and can be found on MyScout.
9. **Baden-Powell Scout Award Support Team**
 - 9.1. The BPSA Support Team in WA is a subsidiary committee of the Western Australian Rover Council, with the Chairman of the BPSA Support team reporting to the WARC Vice-Chairman; Membership and Retention.
 - 9.2. The Chairman of the BPSA Support Team is elected by the members of The Team and then endorsed by WARC.



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- 9.3.** The Chairman of this committee is elected for a two (2) year term and is expected to attend a minimum of five (5) WARC meetings a year and update the council on new BPSA's awarded and will be responsible for organising the team.
- 10.** Modification of Standing Orders
- 10.1.** These Standing Orders shall not be amended or rescinded except by a majority vote of a WARC Meeting.
- 10.2.** The WA Rover Council Executive has the authority to correct the spelling, grammar, numbering, formatting, and clauses as required except where such change would alter the original intent.

Appendices of the Standing Orders

Appendix A – Court of Honour Process

1. Introduction

The WARC must be committed to providing an environment which reflects the spirit of Scouting and the values of the organisation. In order to achieve this, Rover Scouts must have access to, and comply with, the Code(s) of Conduct including but not limited to:

- Scouts WA Adult Code of Conduct and Policies
- WARC Policies
- NRC Policies

Rover Scouts who undertake a role (i.e. such as WARC executive, event positions or Unit based positions) must have access to the position description for their role where in existence.

The Court of Honour policy exists to provide a method of managing underperformance and misconduct. The majority of instances where a court of honour applies will relate to misconduct however the policy also caters for underperformance related issues.

At all times, the volunteer nature of the organisation is to be considered by persons involved in a Court of Honour policy. This policy recognises the existence of the WA Branch Grievance Policy and is intended to be a first step before enacting the Branch Grievance Policy. As a self-governing section this will allow us to truly manage our section.

1.1. Underperformance

Underperformance relates to:

- Unsatisfactory work performance, or a failure to perform the duties of the position or to perform them to the required standard
- Disruptive or negative behaviour that impacts on the duties of others

1.2. Misconduct

Misconduct relates to:

- Breaches of Scouting policy or Codes of Conduct
- Failure to follow directions, rules or other reasonable instructions from relative line managers
- Inappropriate use of Scouting property or facilities
- Acts of dishonesty
- Bullying

2. Application of the Court of Honour

This procedure applies to all WA Rover Scouts including members of the WARC and its Executive. It will provide an avenue in which unsatisfactory performance or misconduct which fails to reflect the principles and goals of the organisation are appropriately identified and addressed with procedural fairness.

When an occurrence takes place which is alleged to have resulted in misconduct or underperformance of a Rover Scouts or Rovers Scouts, any Rover Scout may make a request in writing to the WARC Chairman for a Court of Honour to be convened to consider the allegation. The request should include the allegations being put forward, and the measures which have been taken to attempt to address the issue (i.e. Unit level actions).

In the vast majority of circumstances, issues should be attempted to be managed at a Unit level. Only in situations where the allegations are considered to be at the higher scale of seriousness, or where the Unit has been unable to appropriately manage the issue to an outcome, should a Court of Honour be convened.

Where the request refers to allegations made against the WARC Chairman, the Rover Scout may make the request to the Branch Advisor Rover Scouts in the first instance or to the Deputy Chief Commissioner, Youth Program where necessary.

At their discretion, the WARC Chairman may also direct that a Court of Honour procedure takes place without receiving a formal written request for such.

3. Court of Honour Committee

Where a Court of Honour is to be convened, a committee will be formed consisting of:

- The WARC Chairman
- Branch Advisor, Rover Scout
- District or Region Representative
- Deputy Chief Commissioner Youth Program (when necessary)
- An unbiased Scouting member (deemed by both parties to be unbiased)
- The committee's purpose is to consider the allegations placed and to decide, on the balance of probabilities, whether findings should be levelled at a Rover.

Findings of the committee may result in the recommendation of disciplinary action. The committee may direct that a disciplinary outcome is issued to the Rover Scout whom is subject of the Court (or where applicable, refer a recommendation for action to the Chief Commissioner).

Where the Court of Honour's formation relates to allegations pertaining to a member of the committee, that member will be removed from the committee and another member will be appointed at the discretion of the WARC Chairman from the Rover Scout base.

4. Principles

All WA Rovers should have access to and be aware of the court of honour process. The WARC will act promptly to address any request for a court of honour. All Rover Scouts subject to a Court of Honour process are to be offered the right of response and the opportunity to have a



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support person accompany them in any formal meeting. Outcomes must be determined according to the circumstances before the Court.

4.1. Procedural fairness

The Court of Honour committee must adopt a proactive approach to issue management (i.e. the process can be commenced at the discretion of the committee prior to a request being made of it by another party).

The process will be conducted expediently and appropriate to the seriousness of the allegations being placed.

All Rover Scouts must be treated equally.

The WARC must clearly communicate its expectations (via codes of conduct, alcohol policy etc)

All formal meetings and discussions must be appropriately documented

Where possible, consistency should be applied to decisions

4.2. Investigations

The committee or the WARC Chairman can direct that investigatory actions are commenced where additional information is required to be placed before the court which is not forthcoming.

5. Procedure

The formal process can occur when:

Unacceptable behaviour, actions or activities occur to warrant a written warning

A previous warning has been issued and performance, behaviour or conduct has not improved to the required standard.

It is the most appropriate action with regard to the circumstances.

5.1. Formal process

Stage	Action	Responsible
Occurrence takes place	Any WA Rover Scout forms an opinion that misconduct or underperformance has occurred, and makes the allegations known to that Rover's Unit Leader.	Rover Scout
Unit manages	The Unit (directed by the Unit Leader) will attempt to manage the issue at that level. Assistance can be obtained from the WARC Executive/Branch Advisor Rover Scout where necessary.	Unit/Unit Leader
Request for court of Honour received	Where a Rover has referred the matter to the Unit and the issue remains, the Rover may make a written request (via letter or email) to the WARC Chairman for the issue to be considered by a Court of Honour	Rover Scout
Consult with committee	The WARC Chairman will consult with the Court of Honour committee and direct that a Court will be held, or that the issue will be managed otherwise and that a Court will not be convened.	WARC Chairman
Investigate	Where a Court of Honour is to be held, the WARC Chairman will direct any investigatory actions which are required to take place and the committee will discuss the information at hand.	Court of Honour Committee
Prepare meeting	Where the committee decides that there is sufficient cause for the Court of Honour to take place, the WARC Chairman will write to all persons who are required to appear with a minimum of 72 hours notice, requesting their attendance. The Rover Scout appearing before the Court will be advised that they may have a support person present.	Court of Honour Committee
Carry out meeting	The committee will conduct the Court of Honour hearing, and at the cessation of the hearing, should retire to consider the matter in its entirety.	Court of Honour Committee
Communicate outcome	Within one week of the Court of Honour hearing, the committee must communicate the outcome with the Rover in writing.	WARC Chairman

5.2. Disciplinary action

5.2.a. Outcomes

The WARC Chairman, in conjunction with the committee, may direct any reasonable outcome additional to the below.

Level	Outcome	Where applicable
Formal	Verbal Warning	Quick resolution to performance or conduct issues
	Formal written warning	Raising and resolving serious or ongoing conduct or performance issues
	Final written warning	Resolving a serious or ongoing issue
	Referral to the Chief Commissioner for cancellation of membership	Resolution where no other outcome exists
	Outcomes specific to an allegation	Examples: Removal from future events, removal from position (e.g. Event Committee/Executive), barring from consumption of alcohol at Rover Scout events for designated period etc. All such outcomes should aim to address a specific identified issue.

5.2.b. Referral by committee of cancellation of membership

When considering this action the Court of Honour committee should seek advice and guidance from the Chief Commissioner.

6. Appeals

Any Rover Scout may request that a decision made by a Court of Honour is reviewed. Such a request should be made to the Branch Advisor Rover Scout in the first instance, or to the Deputy Chief Commissioner Youth Program where necessary.