



Western Australian Rover Council By-laws



Version 1.1 – July 2024

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PREFACE

The Western Australian Rover Council (WARC) By-Laws consists of three key parts. Part 1 is the Standing Orders, which set out the formal operations of the Council including membership and meetings. Part 2 is the Terms of Reference, outlining responsibilities, projects, and committees of the Western Australian Rover Scout Council. Part 3, is the guidelines that set out the expectations that Rover Scouts have of themselves, in their management, activities and image.

AUTHORITY

The Chief Commissioner has been asked to review these by-laws and ensure they are within the authority granted in *Scouts Australia Policies and Rules*, and *Scouts WA Rules of Association*.

PREVIOUS VERSIONS

This document supersedes all previous Constitutions, Standing Orders, Policies, and Procedures of the Western Australian Rover Council. Contributions to previous documents had been made through the WARC Policy Review 2018 led by E. Liddle. The By-laws were initially compiled by T. Blyth and his committee in 2022 before undergoing review by M. Vinning and his committee over 2022 and 2023.



PART I:

Standing Orders of the
Western Australian Rover Council

ARTICLE 1: Purpose

THE SCOUT MOVEMENT

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

THE WESTERN AUSTRALIAN ROVER COUNCIL

The purpose of the Western Australian Rover Council is to support Rover Scout Units in Western Australia to deliver quality programs and activities that work to achieving the Purpose of Scouting. And, to provide Rover Scouts with opportunities to develop their leadership skills so they can play an active and meaningful part of Scouts WA and the wider Scouting movement.

ARTICLE 2: Delegation

The Western Australian Rover Council operates in accordance with P6.3 *Branch Rover Council*, as set out in *Scouts Australia Policies and Rules*.

The Western Australian Rover Council has authority to operate within the policies and rules set out by the Scout Association of Australia, and those of the Scouts WA branch. Nothing within the Western Australian Rover Council By-laws shall override those policies and procedures. If any matter is not covered by an existing policy, the Western Australian Rover Council may develop a guideline that will outline how the council wishes to operate within that area.

The Western Australian Rover Council has the authority to set the rules on how the council is managed, in line with all Scouts Australia and Scouts WA policies and rules.

ARTICLE 3: Membership

The Membership of the Western Australian Rover Council shall consist of the following members:

VOTING MEMBERS

- 3.1 The Western Australian Rover Council Executive comprising of the following elected members:
- a) WARC Chairman
 - b) WARC Vice-Chairman – Membership & Retention
 - c) WARC Secretary
 - d) WARC Treasurer
 - e) WARC Training & Development Officer
 - f) WARC Program Officer
 - g) WARC Public Relations Officer
- 3.2 A delegation from any Rover Unit from within WA consisting of up to two Unit members

NON-VOTING MEMBERS

- 3.3 The following members may be present at WARC meetings:
- a) Branch Adviser Rover Scouts
 - b) WARC Project Officers:
 - i. President – Rover Scout Motorsport
 - ii. WARC Quartermaster
 - iii. National Rover Council Delegate
 - iv. Any other Project Officers as determined by the Western Australian Rover Council
 - c) Chairman or nominee of any WARC Subsidiary Committee
 - d) Chairman of the Branch Venturer Scout Council
 - e) Any other Rover Scout
- 3.4 A member under 3.3 may be a voting member if they are acting in another role that entitles them to a vote.
- 3.5 Subject Matter Experts invited to advise the council on any matter the council sees necessary.
- 3.6 Other associated members including but not limited to:
- a) Rover Scout Advisers
 - b) Members of the Branch
 - c) Members of the Branch Venturer Scout Council
 - d) Members of the Branch Youth Council
 - e) A representative of Girl Guides WA
- 3.7 Membership of the Western Australian Rover Council does not incur any financial commitments of its members other than those fees charged to individuals for membership of the association.

ARTICLE 4: Western Australian Rover Council Executive

The Western Australian Rover Council Executive are responsible for the management of the Rover Scout Section within WA. Each Executive member is responsible for their own portfolio, with details of the individual roles outlined in Part II Section 1: Duties of the WARC Executive.

EXECUTIVE MEMBERSHIP

- 4.1 The WARC Executive shall consist of the following members:
 - a) WARC Chairman
 - b) WARC Vice-Chairman – Membership & Retention
 - c) WARC Training & Development Officer
 - d) WARC Secretary
 - e) WARC Treasurer
 - f) WARC Program Officer
 - g) WARC Public Relations Officer
- 4.2 The Branch Adviser Rover Scouts is an ex officio member of the WARC Executive.
- 4.3 Executive Members shall be elected from a meeting of the Western Australian Rover Council to be held in October each year, and shall hold office for the following year, commencing at the Annual General Meeting of the Western Australian Rover Council.
- 4.4 A Rover Scout shall not hold the same Executive position for more than two consecutive terms.
- 4.5 Executive members are responsible to the Western Australian Rover Council and shall take direction given by any resolution made at a WARC meeting.
- 4.6 Executive Members shall not hold any additional roles as members of WARC event committees or teams, that may create any perceived conflicts between that role and their Executive role.
- 4.7 The office of an Executive Member becomes vacant when the office-bearer:
 - a) Resigns in writing
 - b) Ceases to be a member of a Western Australian Rover Scout Unit
 - c) Is absent without notice or leave of absence from three consecutive WARC Meetings
 - d) Is dismissed from office by a resolution passed by a two-thirds majority vote at a WARC Meeting
- 4.8 In the event of a casual vacancy occurring the WARC Executive shall appoint an Executive Member to act in that office until,
 - a) A WARC Meeting is held for the purpose of filling the casual vacancy; or
 - b) The next Annual General Meeting of the Western Australian Rover Council
- 4.9 In the event of an absence, the Chairman can appoint a member at the meeting to fulfill that role, if it is required.

EXECUTIVE MEETINGS

- 4.10 Executive meetings shall be convened by the WARC Chairman as required to conduct the necessary business of the Western Australian Rover Council Executive.

a) However, Executive meetings shall not be held more than 60 days apart.

4.11 A quorum comprising at least four Executive Members must be present before the meeting may commence.

4.12 Any decision favoured by a simple majority of Executive Members present at an Executive Meeting shall be the decision of the WARC Executive.

ARTICLE 5: Election of officers of the Western Australian Rover Council

- 5.1 The WARC Chairman will open nominations for officers at the September WARC Meeting.
- 5.2 Members do not need to be present at a meeting to be nominated for office but must accept their nomination prior to a vote being cast.
- 5.3 Nominations will close at the October WARC meeting
- 5.4 Officers are elected by a simple majority of votes cast by a written ballot.
- 5.5 The Branch Adviser Rover Scouts will act as the Returning Officer, and administer the election, for elections of officers of the Western Australian Rover Council.
- 5.6 The Returning Officer will arrange members of the Bishop Riley Rover Unit to assist with the election process.

EXECUTIVE MEMBERS

- 5.7 Elections for Executive Members shall be held in October of each year, with appointment starting at the Annual General Meeting
- 5.8 Any Rover Scout wishing to nominate for Executive Membership shall be a member of a Rover Scout Unit, and not turn 26 years of age prior to the AGM in which they will hold office.
- 5.9 Each Rover Scout who is a member of Scouts WA is entitled to a single vote for Executive Member elections.
- 5.10 Any Rover Scout may appoint in writing to the Returning Officer, another Rover Scout to act as proxy to attend and vote on behalf of the appointing Rover Scout for the election of Executive Members.
 - a) Any Rover Scout who is delegated as a proxy, shall be limited to 3 proxies per person.

BRANCH ADVISER ROVER SCOUTS

- 5.11 The role of Branch Adviser Rover Scouts shall be advertised in accordance with Scouts WA processes.
- 5.12 Interested parties shall apply for the role and may be interviewed as part of the selection process by the WARC Executive.
- 5.13 The WARC Executive will present the shortlisted applicants to the Western Australian Rover Council
- 5.14 A simple majority of votes cast by written ballot will determine the preferred candidate for the Branch Adviser Rover Scouts.
- 5.15 Following the recommendation of the Western Australian Rover Council, the Branch Chief Commissioner may appoint the preferred Branch Adviser Rover Scouts.
- 5.16 The Branch Adviser Rover Scouts will be appointed for a term of three years
- 5.17 The Branch Adviser Rover Scouts may be appointed for additional terms

PROJECT OFFICERS

- 5.18 Standing Project Officers are elected for a term determined by the Duty Statement of each role.
- 5.19 Standing Project Officers are elected in October of each year with appointment starting at the Annual General Meeting
- 5.20 Project Officers may be elected for the duration of a specific project.
- 5.21 Project Officers will be appointed following the outcome of the election.
- 5.22. A project officer role becomes vacant when the officer; a) resigns in writing. b) ceases to be a member of a Western Australian Rover Scout Unit, C) Is dismissed from the role by a resolution passed by a two-thirds majority vote at a WARC meeting.
- 5.23 In the event of a casual vacancy occurring, the WARC executive shall appoint a member of the Western Australian Rover Council to act in that office until: a) a WARC meeting is held for the purpose of filling the casual vacancy; or b) the next annual general meeting of the Western Australian Rover Council.

ARTICLE 6: Meetings

- 6.1 Meetings of the Western Australian Rover Council (WARC) shall be held at least monthly, excepting January where there shall be no meeting, and December where the meeting is replaced by the Annual General Meeting as outlined in Article 7.
- 6.2 Notice of the time and location of a WARC meeting shall be given no less than 14 days prior to the meeting.
- 6.3 Notice of agenda items for consideration by WARC shall be given to the WARC Secretary by the Wednesday preceding a WARC meeting. Any items received later than this time may be deferred to the next meeting.
- 6.4 Notice of Rover Scout activities to be promoted at WARC meetings shall be given to the WARC Secretary by the Wednesday preceding a WARC meeting.
- 6.5 The WARC Secretary will distribute the agenda and relevant attachments to members no later than 24hrs prior to the meeting.
- 6.6 A quorum comprising 4 Executive Members must be present before a meeting may commence.
- 6.7 A quorum shall only be required when the election of Executive Members is an agenda item
 - a) A quorum comprising of at least twenty Unit delegates representing 33% Rover Scout Units in WA must be present before the meeting may commence.
- 6.8 The general order of business at each WARC meeting shall be as follows
 - Welcome and Flag Break
 - Acknowledgment of Country
 - Acceptance of previous minutes
 - Standing Items
 - o Child Protection issues
 - o Work Health and Safety issues
 - o Conflicts of Interest
 - Executive Members' reports
 - Program >Plan >Do and >Review
 - Lowering of the flag
 - Reflection
 - a) Additional agenda items, decisions to be made, general business, updates and announcements may be added to the agenda, according to the wishes of the Chairman.

ARTICLE 7: Annual General Meeting and Awards Night

The Annual General Meeting and Awards Night is an opportunity for Rover Scouts WA to get together and celebrate their achievements of the year, and for the WARC Executive to provide their report to the Western Australian Rover Council. The meeting is divided into two parts, the formal AGM, and the informal award presentations and celebrations.

- 7.1 The Annual General Meeting of the Western Australian Rover Council shall take the place of the December WARC Meeting.
- 7.2 The WARC Chairman, via the WARC Secretary, shall call the Annual General Meeting no less than twenty-eight days prior to the meeting
- 7.3 The Annual General Meeting shall include
 - a) Acceptance of previous minutes
 - b) Receive the Rover Scouts WA annual report that includes.
 - i. Executive reports from the outgoing Executive Members
 - ii. Financial report for the preceding year
 - iii. Event reports
 - iv. Unit reports
 - c) Vacation of positions and investiture of the incoming Executive Members
 - d) Formal resolutions of thanks to the supporters of Rover Scouts in WA
- 7.4 The Chairman shall preside over the Annual General Meeting
 - a) In the absence of the WARC Chairman, the WARC Vice-Chairman – Membership & Retention shall act as the Chairman of the meeting.
 - b) In the absence of the WARC Chairman and WARC Vice-Chairman – Membership & Retention, the meeting shall, by resolution, elect a Chairman for the meeting from the Rover Scouts present.
- 7.5 The Chairman shall determine the rules of debate for the Annual General Meeting

ARTICLE 8: Meeting Procedures

- 8.1 The interpretation of these procedures is the responsibility of the Chairman.
- 8.2 Meetings shall be held in accordance with these Standing Orders and shall comprise of members outlined in various articles of these Standing Orders.
- 8.3 As meetings are a formal event of the Western Australian Rover Council, participants wishing to be involved in the meeting should do so in full uniform.
 - a) Excepting where a member does not have access to a uniform, this shall be managed by the Chairman.
- 8.4 Meetings shall meet the quorum outlined in the articles that relate to the meeting being held.
- 8.5 If a quorum as outlined in Article 6 ~~or Article 7~~ is not present within thirty minutes from the time appointed for the meeting, the meeting shall lapse and be rescheduled not less than seven days, and not more than fourteen days hence.
- 8.6 A meeting rescheduled under 8.5 shall proceed according to agenda, regardless of quorum.
- 8.7 The WARC Chairman shall preside over meetings
 - a) In the absence of the WARC Chairman, the WARC Vice-Chairman – Membership & Retention shall act as the Chairman of the meeting.
 - b) In the absence of the WARC Chairman and WARC Vice-Chairman – Membership & Retention, the meeting shall, by resolution, elect a Chairman for the meeting from the Rover Scouts present.
- 8.8 The general order of business at each meeting is outlined in the articles that relate to the meeting being held.
- 8.9 The regular order of business may be suspended at any meeting by permission of the members present.
- 8.10 Any business may be deferred to the end of a meeting and dealt with in private if in the opinion of the Chairman it is a confidential matter.
- 8.11 Any 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.
- 8.12 All proposals made to the meeting must be in the form of a motion, which can be moved by any WARC member.
- 8.13 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.
- 8.14 Voting at meetings shall be conducted as outlined in Article 9
- 8.15 All proceedings of the meeting shall be kept in a permanent record of minutes by the WARC Secretary. The names of all members at the meeting shall be entered into the record.
- 8.16 Copies of minutes shall be circulated by the WARC Secretary to all members and persons involved with WARC business in a timely manner
- 8.17 The WARC Chairman will submit a copy of the minutes to the National Rover Council.

ONLINE MEETINGS

- 8.18 The option to attend meetings remotely should be made available to members wishing to do so.
- 8.19 Members who are representing their Rover Scout Unit should identify themselves to the Chairman or WARC Secretary.
- 8.20 The Chairman will introduce any online representatives at the start of the meeting.

MEETING DISCIPLINE

- 8.21 Failure to follow these procedures or to disrupt proceedings may see the Chairman use the following actions at their discretion.
- a) Remove the voting rights of the member for the duration of the meeting.
 - b) Expel the member for the duration of the meeting.
 - c) Ask the member to not attend future meetings, for a duration set by the WARC Chairman.

ARTICLE 9: Voting

This section outlines the process of voting at meetings of the Western Australian Rover Council excluding the election of officers that is outlined in Article 5.

VOTING AT MEETINGS

- 9.1 If voting becomes necessary, each voting member present at the meeting will be entitled to a single vote, excluding the Chairman.
- 9.2 Prior to a motion being discussed and a vote being held, it must first be seconded by a member present.
- 9.3 A simple majority is all that is required to pass a motion. In the case of a tied vote, the Chairman will cast the deciding vote.
- 9.4 Where the vote is for the election of an Officer, or the appointment of committee members who the vote affects shall not be present when voting takes place.
- 9.5 Voting shall be conducted by a show of hands unless a written ballot is requested by an individual and is the consensus of the room.
- 9.6 Any member wishing to abstain from a vote shall have their abstention minuted in the final count if requested.

OUT OF SESSION VOTING

- 9.7 In the case where a vote is required before the next meeting, the WARC Chairman may conduct an out-of-session vote.
- 9.8 Any member may request to the WARC Chairman that a motion or proposal be passed by an out-of-session vote.
- 9.9 The WARC Chairman will decide if the motion is in need of an out-of-session vote, or if it is to be tabled for the next meeting.
- 9.10 The WARC Chairman will present the motion to all Rover Scouts and the motion will subsequently be voted upon by all Unit Leaders and Executive members.
- 9.11 A minimum of 72 hours is to be provided for Unit Leaders to discuss the motion with their Unit and with other Unit Leaders.
- 9.12 Any questions to the motion must be received within this time frame as outlined in 9.11.
- 9.13 After the discussion time has elapsed the WARC Chairman will distribute the motion on hand, along with the deadline for votes to be received
 - a) The time to provide a vote should be no less than 72 hours.
- 9.14 Any members that do not provide the WARC Chairman with a vote will be counted as an abstention
- 9.15 An out-of-session vote shall pass with a majority of votes received being in favour of the motion.
- 9.16 Any decision made as an out-of-session vote shall be tabled for noting at the next available meeting.

ARTICLE 10: Finances

The Western Australian Rover Council operates several bank accounts with the sole purpose of supporting the development of the Rover Scout section and program in WA.

10.1 No person shall incur debt or enter agreement on behalf of WARC unless authorised to do so by the WARC Executive or by resolution of a WARC Meeting

10.2 At the Western Australian Rover Council Annual General Meeting the WARC Treasurer shall present the yearly financial records to the Council.

10.3 For reporting purposes, the accounting period of the Western Australian Rover Council is 1 November to 31 October

10.4 All payments made by the Council shall be signed by any two of the following Executive Members

a) WARC Chairman

b) WARC Program Officer

c) WARC Treasurer

10.5 In the event that the WARC Treasurer position becomes vacant, accounts should be immediately reviewed.

SPENDING AUTHORITY

10.6 Individual WARC Executive members are permitted to spend amounts of up to \$100 AUD for items within their area of responsibility without prior approval of either the WARC Executive or Council.

10.7 The WARC Executive as a whole is permitted to spend funds of up to \$500 AUD without prior approval of the Council.

10.8 Recurrent expenditure that is spent each year can be approved by the WARC Executive up to \$1500 AUD

10.9 The NRC Levy for the year will be permitted expenditure without the approval of the council

10.10 Any new recurrent expenditure over \$1000 AUD is to be approved by the Council.

10.11 Expenditure that forms part of an approved budget does not need approval of the Council unless a shortfall of more than \$1000 AUD is expected.

10.12 If expenditure above \$500 AUD is crucial to the operations of the Council spending may be approved by an out-of-session vote of the WARC Executive and the approval of the Deputy Chief Commissioner Program Support.

ARTICLE 11: Member Duties

To ensure the Western Australian Rover Council is operating at its optimal level, several Member Duties have been developed so that each member of the Council is contributing to the success of Rover Scout development and successful embedding of the Program.

EXECUTIVE MEMBERS

The Western Australian Rover Council Executive have the following responsibility to Council

- 11.1 Conduct the duties specific to their role, as outlined in their Duty Statement
- 11.2 Advocate for the needs of the Rover Scout Section within the wider Scouting community.
- 11.3 Ensure the Rover Scout Section is operating within the requirements of Commonwealth and State legislation, and Scouts Australia and Scouts WA Policies, Rules and Procedures.
- 11.4 Ensure the Rover Scout Section is working to achieve the goals of the Scouts WA and Rover Scouts Australia Strategic Plan.
- 11.5 Report matters of importance to the Council
- 11.6 Responsibly manage the financial position of the Council so it has the funds available to operate.
- 11.7 Support members to access development opportunities beyond the Council

ROVER SCOUT UNITS

Rover Scout Units have the following responsibilities to the Council

- 11.8 Run quality programs for Unit members that develop Rover Scouts in the Areas of Personal Growth.
- 11.9 Participate in activities and events that are provided to Rover Scouts through the Western Australian Rover Council
- 11.10 Maintain active involvement in the operations of the Council to ensure the Council continues to meet its purpose.
- 11.11 Continually work to grow the Rover Scout Section in WA

ROVER SCOUT UNIT LEADERS

Rover Scout Unit Leaders have the following responsibilities to the Council

- 11.12 Aid in the delivery of quality programs for Unit members that Rover Scouts in the Areas of Personal Growth
- 11.13 Maintain a current Certificate of Proficiency
- 11.14 Attend Unit Leader meetings, or send a representative from their Unit Council, when such meetings are called at the discretion of the WARC Chairman

ROVER SCOUT ADVISER

- 11.15 Provide support to Rover Scouts, while allowing development of members.
- 11.16 Provide non-judgmental advice to members
- 11.17 Be an active and supportive member of the Rover Scout movement
- 11.18 Meet the requirements outlined in the National Rover Councils *Rover Adviser*

Expectations

PART II:

Terms of Reference

SECTION 1: Duty Statements of the WARC Executive

The Western Australian Rover Council Executive lead the direction of the Council, and as such the following Duty Statements outline the role and function of each Executive member.

Along with these Duty Statements, a full Position Description can be obtained that outlines the full extent of the roles, including appointment and relationships that are involved with each role.

ELIGIBILITY

1. WARC Executive positions shall only be open to current invested Rover Scouts. *
2. WARC Executive members must maintain their membership with Scouts WA for the duration of their appointment.
3. Nominees to any Executive position must remain a current invested Rover Scout for the duration of their term in office and must not turn 26. *

*Notes: This does not apply to the Branch Adviser Rover Scouts.

QUALIFICATIONS

1. Nominees for Executive members must have obtained their Certificate of Proficiency – Program Support Leader (or equivalent)
2. It is recommended that nominees also have an understanding of the operations of the Western Australian Rover Council.
3. Nominees should also have experience in the Executive role they are nominated for.
4. Some Executive roles have additional training requirements. These requirements will be outlined in the Duty Statement for that role.

1. Duty Statement of the WARC Chairman

1. OBJECTIVE

The objective of the WARC Chairman is to provide direction to the Western Australian Rover Council and ensure the Council is continuous in achieving its purpose of Scouts Australia and the Western Australian Rover Council.

2. ADDITIONAL QUALIFICATIONS

- Scouting Leadership
- Leadership experience

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Promote and pursue the aims and objectives of the Western Australian Rover Council.
5. Promote and advocate for Rover Scouts and their program.
6. Chair various meetings of the Council and remain conversant with the business of the Western Australian Rover Council.
7. Represent the Council at Sectional Support and Youth Leadership team meetings.
8. Represent the views of Rover Scouts WA at the National Rover Council.
9. Be responsible for effective management, decision making, and conduct of the Council.
10. Be the official spokesperson for Rover Scouts WA.
11. Be responsible for the growth of the Rover Scout Section.
12. Ensure that the WA Rover Council Complies with all Scouting Policies and Rules.
13. Promote the Rover Service Award and support the Rover Service Award Committee.
14. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

2. Duty Statement of the WARC Vice-Chairman – Membership & Retention

1. OBJECTIVE

The Objective of the Vice-Chairman – Membership & Retention is to support and promote the continual growth of the Rover Scout Section and its operations.

2. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Assume the duties of the WARC Chairman in their absence.
5. Assist the WARC Chairman with their duties.
6. Promote membership of the Rover Scout Section and participation in the Council.
7. Maintain a register of all subsidiary committees established by WARC and members of such committees.
8. Liaise with the Scouts WA Head Office Team in maintaining a register of all Rover Scouts and Rover Scout Units within Scouts WA.
9. Assist Rover Scouts and Rover Scout Units with registration and membership processes.
10. Manage and promote the Quality Rovering Award for Rover Scouts Units.
11. Coordinate a regular Unit Leaders Meeting.
12. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

3. Duty Statement of the WARC Secretary

1. OBJECTIVE

The objective of the WARC Secretary is to assist the Western Australian Rover Council with administrative and communication duties, as well as to ensure well organised, accurate, and accessible records of the Council's activities are kept.

2. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Be responsible for all clerical duties of the Council and carry out such duties as assigned to them by the Council
4. Manage official Council Communications.
5. Prepare and distribute meeting agendas.
6. Distribute accurate minutes of meetings in a timely manner and maintain an archive of these records.
7. Support the ongoing development of improved communication tools and procedures.
8. Support the maintenance of the Rover Scouts WA website.
9. Oversee the organisation of the Council's Annual General Meeting.
10. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

4. Duty Statement of the WARC Treasurer

1. OBJECTIVE

The objective of the Western Australian Rover Council Treasurer is to manage and accurately report the financial situation of Rover Scouts WA.

2. ADDITIONAL QUALIFICATIONS

- Experience with Financial management (recommended)

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Provide a monthly financial report to be tabled at Western Australian Rover Council Meetings.
4. Keep a true and accurate record of the Council's finances.
5. Request the financial report of the Rover Development Fund from the Scouts WA Board.
6. Pay all authorised accounts.
7. Bank any cheques the Council receives at the earliest possible time.
8. Work with event committees to ensure payments are approved and paid in a timely manner as well as advising on transactions where necessary.
9. Present the yearly accounts to the Council's Annual General Meeting.
10. Advise the Council of the finances required to maintain its various projects and any new projects it may consider.
11. Advise of methods the Council may use to raise funds to meet the needs of the council.
12. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

5. Duty Statement of the WARC Training & Development Officer

1. OBJECTIVE

The objective of the WARC Training & Development Officer is to support Rover Scouts in the undertaking of training and development opportunities both internal and external to Scouting, and to seek providers for opportunities that Rover Scouts seek.

2. ADDITIONAL QUALIFICATIONS

- Scouting Leadership
- Experience in training administration or delivery is recommended

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Encourage and support Rover Scouts to undertake training and development opportunities provided by Scouts Australia.
5. Obtain and promote information relating to courses and qualifications relevant to the Rover Scout Section.
6. Liaise with the Deputy Chief Commissioner Training Support about training matters relevant to the Rover Scout Section, and report this back to the Council.
7. Organise additional development opportunities for Rover Scouts that are beyond the scope of Scouts WAs Adventurous Activities and Adult Training and Development teams.
8. Support the delivery of the Rover Scouts Personal Development Course.
9. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

6. Duty Statement of the WARC Program Officer

1. OBJECTIVE

The objective of the WARC Program Officer is to support Rover Scout Units develop a strong understanding of the Program, and to assist Rover Scouts Units to build ever stronger programs that develop members of the section. The WARC Program Officer also assists Event Committees through the event planning cycle to ensure the event meets the purpose of Scouting, and is Adventurous, Fun, Challenging, and Inclusive in all aspects.

2. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Have a strong understanding of the Rover Scout Program, to be able to support Rover Scout Units.
5. Support Rover Scouts with the organisation of WARC events or events organised on behalf of the Council.
6. Sit as an ex officio member of all Subsidiary Committees established to conduct WARC Events and attend meetings when required.
7. Develop tools to assist activity organisers.
8. Ensure reports for events are presented to the Council in a timely manner, and such reports are archived for use by future event organisers.
9. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

7. Duty Statement of the WARC Public Relations Officer

1. OBJECTIVE

The objective of the WARC Public Relations Officer is to build a positive image and reputation of Rovers Scouts WA, and to promote the activities and opportunities that Rover Scouts offers to young adults, using a variety of platforms for both internal and external communications.

2. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Promote the image of Rovering to Scouting and the community.
5. Advise WARC of the public relations matters of the Council.
6. Develop public relations projects aimed at promoting Rover Scouts within the wider community.
7. Assist Rover Scout Units and Subsidiary Committees organising WARC events with their promotional efforts.
8. Make recommendations to the Council regarding Western Australian produced merchandise.
9. Manage merchandise on behalf of the Council.
10. Assist the WARC Secretary in maintaining the Rover Scouts WA website.
11. Maintain a regular presence on the Rover Scouts WA Social Media pages
12. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

8. Duty Statement of the Branch Adviser Rover Scouts

1. OBJECTIVE

The objective of the Branch Adviser Rover Scouts is to work alongside the Western Australian Rover Council Executive and the Scouts WA Branch to advise and support the council on matters pertaining to the Rover Scout Section.

2. ADDITIONAL QUALIFICATIONS

- Scouting Leadership
- Leadership experience

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Upon request, advise the Council and the WARC Executive on matters pertaining to the Council's business.
5. As requested, advise and assist the Executive members in carrying out their duties.
6. Promote and encourage the growth of the Rover Scout Section.
7. Support Rover Scout Units and the Western Australian Rover Council to find appropriate Rover Scout Advisers.
8. Coordinate the activities of the Bishop Riley Rover Unit.
9. Act as the Returning Officer for elections of the Western Australian Rover Council.
10. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

SECTION 2: Duty Statements of the WARC Project Officers

The Western Australian Rover Council appoints several Project Officers to support the Council to deliver its key objectives, and as such the following Duty Statements outline the role and function of each Project Officer.

1. Duty Statement of the WARC Quartermaster

1. OBJECTIVE

The objective of the Western Australian Rover Council Quartermaster is to maintain and ensure ready access to Rover Scouts WA equipment, and to continually grow the equipment that Rover Scouts WA own for the improvement of Rover Scout activities and events.

2. QUALIFICATIONS

- Certificate of proficiency – Program Support Leader (or equivalent)

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Initiate new projects recommended by the Council that contributes to the development of Rovering in WA.
5. Maintain an inventory of all Rover Scouts WA equipment.
6. Keep a record of loaned equipment.
7. Investigate new equipment that can be purchased by the Council.
8. Ensure equipment is in good working order and arrange any repairs that need to be undertaken.
9. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

2. Duty Statement of the President – Rover Scout Motorsport

1. OBJECTIVE

The objective of the President – Rover Scout Motorsport is to oversee the compliance of Rover Scouts WA with Motorsport Australia's (formerly CAMS) rules and regulations to ensure the same and proper management of Rover Scout Motorsport events.

2. QUALIFICATIONS

- Certificate of Proficiency – Program Support Leader (or equivalent)
- Clerk of Course Training

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Act as a liaison with Motorsports Australia for all RSM Events.
5. Be responsible for the affiliation of the Rover Scout Motorsports Club with Motorsports Australia.
6. Be responsible for the application of Motorsports Australia event permits for RSM events.
7. Represent Western Australia as a spokesperson for national discussions on Motorsport.
8. Sit ex officio on RSM Event committees.
9. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

3. Duty Statement of the NRC Delegate

1. OBJECTIVE

The objective of the Western Australian Rover Council's National Rover Council Delegate is to represent the Council at NRC Meetings, being an active member of the NRC and communicating the activities of the NCR to the Western Australian Rover Council.

2. QUALIFICATIONS

- Certificate of Proficiency – Program Support Leader (or equivalent)

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Attend National Rover Council meetings and the NRC Conference and represent the views of Rover Scouts WA.
5. Report on the activities and outcomes of the National Rover Council to the Western Australian Rover Council.
6. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

4. Duty Statement of the National Moot Contingent Team

1. OBJECTIVE

The objective of the Rover Scouts WA National Moot Contingent Team is to ensure the success of Western Australian Rover Scouts contingents to National Moots along with promoting the benefits of attending National Rover Scout Moots.

The Contingent Leader is responsible for ensuring the contingent planning and execution is successful and accountable to budget planning, resulting in a sustained Moot participation in line with the growth of the Rover Scout Section.

2. QUALIFICATIONS

- Certificate of Proficiency – Program Support Leader (or equivalent)
- Event management and leadership experience

3. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
4. Along with the Western Australian Rover Council, facilitate youth empowerment in all aspects of the contingent's attendance at National Moots.
5. Establish a Contingent Team to support Rover Scouts attending the Moot
6. Devise a project plan to guide contingent preparations
7. Liaise with the Moot Organising Committee (MOC) on matters that affect Western Australia at the Moot, such as travel subsidies.
8. Ensure any requirements for interstate contingents outlined in the National Rover Council By-laws are met.
9. Promote National Moots to members who will be eligible to attend.
10. Arrange merchandise for Contingent members.
11. Ensure any tasks requested by the Deputy Chief Commissioner – Operational Support are completed.
12. Support Rover Scouts to access fundraising opportunities to support their attendance at National Moots, this may include such things as the NRC Moot Buddies scheme.

5. Project Officers as Determined by the WARC

1. OBJECTIVE

The Western Australian Rover Council may, from time to time, appoint Project Officers to support the Council to deliver specific projects that support the development of the Rover Scout Section. Project objectives will be set by the council and will outline key outcomes and timeframes for the project.

2. FORMATION

1. The Western Australian Rover Council may appoint Project Officers for any purpose as determined by the Council.
2. A Project Officer shall be elected by resolution of a WARC Meeting.
3. Nominations for the position of Project Officer shall be called for at least one WARC Meeting prior to the election.

3. QUALIFICATIONS

The Council will outline the required qualifications that Project Officers should have in order to conduct the activities of the specified project.

4. DUTY STATEMENT

1. Attend and participate in meetings as required.
2. Communicate and undertake tasks specific to this role.
3. Initiate new projects recommended by the Council that contribute to the development of Rover Scouts WA.
4. Conduct additional duties that are required for the outcome of the project.
5. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
6. Be responsible for completing a handover upon completion until their successor is satisfied with the handover.

Subsidiary Committees of the WARC

1. OBJECTIVE

The Western Australian Rover Council may, from time to time, form subsidiary committees for the undertaking of specific projects or events. At the time of these committees being formed, the Council will develop an objective specific to the goals of the committee.

2. FORMATION

1. The Western Australian Rover Council may establish Subsidiary Committees for any purpose as determined by the Council.
2. A Subsidiary Committee Chairman shall be elected for each Subsidiary Committee by resolution of a WARC Meeting.
3. Nominations for the position of Subsidiary Committee Chairman shall be called for at least one WARC Meeting prior to the election.
4. The WARC Chairman or their nominee may sit ex officio on any Subsidiary Committee

3. DUTY STATEMENT

1. Specific duties will be developed by the Council upon formation of the committee.
2. Attend and participate in meetings as required.
3. Communicate and undertake tasks required of this role, as requested by the Council.
4. When required, write a monthly report to be tabled at Western Australian Rover Council Meetings.
5. Be responsible for completing a report upon the completion of the event or project, to be kept by the Council for future reference.

SECTION 3: The Rover Scout Unit

1. PURPOSE

The Rover Scout Unit is the place where Scouting happens, Rovers and their peers will participate in programs that provide opportunities for Rover Scouts to develop their social, physical, intellectual, emotional, and spiritual skills, developing a well-rounded character as young adults get ready to enter the world. The Rover Scout section spans eight years, and participants in this section are each at different stages of their life, from just leaving high school, to establishing themselves in their work and family life. The Rover Scout Unit provides a place for Rover Scouts to learn and develop skills that are key to this stage of their life and development.

2. LEADERSHIP

1. Each Rover Scout Unit may function as part of a Group or District in line with Scouts WA Rules.
2. Each Rover Scout Unit shall form a Unit Council, who will be responsible for the overall operation of the Rover Scout Unit. This could operate as a leadership group, or may have specific roles such as Unit Treasurer, and Unit Secretary.
3. The Unit Council, and Rover Scout Unit as a whole will be led by a Rover Unit Leader whose responsibility is to.
 - a) Ensure the running of the Unit
 - b) Support the development of the Rover Units Program, and the use of Plan>Do>Review
 - c) Act as a role model for the Unit
 - d) Support the training and development of Rover Scouts
 - e) Represent the Rover Scout Unit at the Western Australian Rover Councils Unit Leaders Meeting.
4. Rover Scout Units are supported by a Rover Adviser who is selected by the members of the Rover Scout Unit to advise them as required and should be appointed in accordance with Scouts WA Procedures.

3. MEMBERSHIP

1. The Rover Scout Unit is open to any young adult who wishes to join.
2. Young adults become Rover Scouts by an investiture during which the Scout Promise is made or reaffirmed.
3. Before investiture as a Rover Scout a young adult must undertake to comply with the Scout Promise, the Purpose and Principals of the Movement, and membership requirements of Scouts WA.
4. Young adults must have had their eighteenth birthday prior to commencing in the Rover Scout section.
5. Members reach the end of the Scout Youth Program and will leave the section no later than their twenty-sixth birthday.

SECTION 4: National Rover Council

1. PURPOSE

The National Rover Council (NRC) exists to aid Scouts Australia in achieving its Vision, and Mission within the Rover Scout section; in accordance with Scouts Australia's Purpose, Principles, and Method.

2. DELEGATION TO THE NATIONAL ROVER COUNCIL

The Western Australian Rover Council shall maintain the following delegation to the national Rover Council.

1. The WARC Chairman
 - a) Who will also act as the delegation leader
2. The NRC Delegate
 - a) Who is not appointed based on holding another position.
 - b) Who will be a Rover Scout for the duration of their appointment
3. The Branch Advisor Rover Scouts
4. Two Observers who shall be elected as per Article 5
5. The cost of the delegation's attendance at the NRC Conference is outlined under the National Rover Councils *NRC Conference Organising and Financing* where,
 - a) Travel and attendance cost for one delegate is covered by the National Rover Council
 - b) The second delegate's travel will be calculated under the NRCs rationalisation policy and will be invoiced to the Western Australian Rover Council
 - c) Travel cost for two Observers and the Branch Adviser Rover Scouts are at the expense of the individual or Western Australian Rover Council.
 - i. Travel for the Observers and Branch Adviser Rover Scouts may be booked through the NRC but will be invoiced to the Western Australian Rover Council along with the Conference invoice.
6. Financial support may be provided to the Observers for their NRC Conference travel expense at the discretion of the Council.

3. RESPONSIBILITIES TO THE NATIONAL ROVER COUNCIL

1. Be present at all meetings of the National Rover Council.
2. Promptly communicate updates to the National Rover Council contact list.
3. Present reports to the NRC meeting in a timely manner.
4. Ensure information from the National Rover Council is disseminated back to the Western Australian Rover Council and Rover Scouts WA.
5. Participate in projects of the National Rover Council

SECTION 5: Rover Representation of Committees of the Board

1. PURPOSE

The Scouts WA Board provides opportunities for the development of Rover Scouts in the governance of Scouts WA by the appointment of a Rover Scout to each of the Committees of the Board. Each of the Committees of the Board and their Terms of Reference is outlined in the *Scouts WA Regulations to the Rules of Association*.

2. APPOINTMENT

1. The Western Australian Rover Council shall, as requested or required, nominate eligible Rover Scouts to the Scouts WA Board for membership on each of the Committees of the Board.
2. The WARC Chairman, following the nomination, shall inform the Chief Commissioner of the nominated Rover Scouts.

SECTION 6: Rover Development Fund

1. BACKGROUND

Following the 19th Australian Rover Moot 'WAM 2014' the event surplus was used to create the Western Australian Rover Development Fund to further the development of Rover Scouts in WA. The initial capital of \$114,033.60 was entrusted to the Scouts WA Board to be invested for the future use of Rover Scouts for projects recommended by the Western Australian Rover Council and approved by the Scouts WA Board.

2. MANAGEMENT

The Rover Development Fund is managed by the Scouts WA Board, and its management is outlined in the Western Australian Rover Development Fund Policy and Western Australian Rover Development Fund Procedure.

The Scouts WA Board will provide a Financial Report of the Rover Development Fund to the Western Australian Rover Council in October each year.

3. USE OF FUNDS

Use of funds is determined by the Rover Development Fund Policy and Procedure.

SECTION 7: Bishop Riley Rover Unit

1. OBJECTIVE

The objective of the Bishop Riley Rover Unit is to support Rover Scout Advisers of Scouts WA, and to support Rover Scout Units and the Western Australian Rover Council.

2. MEMBERSHIP

1. The Bishop Riley Rover Unit shall consist of Rover Advisers of Scouts WA.
2. The Bishop Riley Rover Unit is led by the Branch Adviser Rover Scouts.

3. MEETINGS

1. Meetings of the Bishop Riley Rover Unit shall be convened by the Branch Adviser Rover Scouts.
2. The Bishop Riley Rover Unit shall meet as and when it sees fit.



PART III:

Guidelines

The Rover Scout Program

THE PROGRAM

The Rover Scout Program is the core focus of the Western Australian Rover Council. All functions and activities the Council conduct are for the purpose of supporting Rover Scout Units, and Rover Scouts in developing diverse programs that are Adventurous, Fun, Challenging, and Inclusive where Rover Scouts realise their potential and adventure beyond the horizon.

THE WESTERN AUSTRALIAN ROVER COUNCIL

The Council provides opportunities and experiences for Rover Scouts to develop their leadership skills, fostering an environment where Rovers are free to grow and experience programs, activities, and challenges beyond those they would experience in their own Unit. The Council should advocate for opportunities and support for Rover Scouts to access and develop a quality program, and the training required to deliver such programs.

THE ROVER SCOUT UNIT

Rover Scout Units work to develop challenging and diverse programs that interest their members, and support Rover Scouts in achieving the purpose of the Scout movement. And, where members are interested, support Rover Scouts to achieve the Baden-Powell Scout Award.

THE ROVER SCOUT

The role of the Rover Scout is to actively participate in programs, activities, leadership opportunities and events that encourage Rover Scouts to expand their comfort zones. Rover Scouts should, through their diverse program, further their development in meeting the Educational Objectives of Scouting and should gain a truer understanding of their place in the world as they approach their final years as youth members.

The Quality Rovering Award

Rover Scouts should strive to have an engaging and diverse program. The Western Australia Rover Council Quality Rovering Award is a framework with which to award Rover Units who uphold this standard, and to give structure for all Rover Units to strive towards. The guidelines and requirements for this award can be found in the National Rover Council By-Laws.

To be eligible for endorsement of a National Rover Council Quality Rovering Award, the below requirements must be met in addition to the standard requirements.

- Do you believe that Unit you are endorsing is abiding by all Scout Australia Policy and Rules, and the Rules and Regulations of your Branch?
- Does the Unit demonstrate healthy working relationships with other Units, Groups, Districts, or Regions (as applicable)?
- Does the Unit have strong and regular participation from its Unit Members?
- Does the Unit and its members participate in the Rover Scout Sectional Events offered beyond the Unit Level?

Smoking, Drug, and Responsible Alcohol Guidelines

The Smoking, Drug, and Responsible Alcohol Guidelines outline the Western Australian Rover Council's expectations of Rover Scouts participating in events to ensure, a safe environment for all participants.

At no point shall these guidelines be used to contradict any State or Federal laws, or any policy outlined by Scouts Australia or Scouts WA.

The Western Australian Rover Council acknowledges that its members are 18 years and over, and as such its members are legally permitted to purchase and consume Alcohol, Tobacco, and other smoking products.

1. ALCOHOL

1. The consumption of alcohol is prohibited where Rovers are involved in activities with other sections except
 - a) formal occasions, such as dinners and award nights, where alcohol may be consumed customarily
 - b) Events where an area has been allocated, such as a wet mess at a Jamboree.

2. Rovers should be discouraged from discussing their consumption of alcohol when in the presence of younger members, leaders, or the public.
3. Rovers should promote and encourage a culture of responsible alcohol consumption.
4. Any images displaying Rover Scouts consuming alcohol should be in line with these guidelines where the consumption is responsible.
5. Rovers should exercise their best judgment before drinking, especially when in uniform.
6. Event organisers may request Rover Scouts to undertake a breath test and return a Blood Alcohol Reading below the legal limit before driving or operating machinery.
7. Rover Scouts will promote awareness of the health and safety risks associated with the consumption of alcohol.
8. Event organisers and the Western Australian Rover Council should discourage games and activities that lead to excessive alcohol consumption, and binge drinking.
9. Event organisers shall where practical:
 - a) Introduce hours for alcohol consumption
 - b) Have available non-alcoholic drinks and water, if alcohol is provided at the event
 - c) Ensure food is available if a bar is running
 - d) Provide activities and areas that do not involve the consumption of alcohol
 - e) Provide signage and information on responsible consumption of alcohol.
10. Individuals and Rover Scout Units are responsible for upholding these guidelines at Rover Scout Events.
11. Any breach of the above rules should first be dealt with by the members Unit Leader and then elevated to the Event Director if necessary
 - a. Unit Leaders, and where relevant, Event Directors, must ensure all incidents are reported appropriately and should inform the WARC Chairman

2. SMOKING AND VAPING

1. Smoking at Scouting events is limited to designated smoking areas.
 - a) These areas will be clearly defined in accordance with any Laws or Scouting policies.
 - b) Be away from non-smoking participants.
 - c) Have bins provided and must be used by all smokers.
2. Rover Scouts are discouraged from smoking in uniform.
3. Rover Scouts must not smoke in the presence of non-smoking members; this includes in cars.

3. PRESCRIPTION MEDICATIONS

1. Prescription medications shall only be used for what, and who, they are intended for.
2. Rover Scouts should be aware of the side effects these medications may have on them and be aware if it may impair their performance.

4. ILLICIT DRUGS

1. The Western Australian Rover Council has zero tolerance for the purchase, possession, promotion, or consumption of any illicit drugs at any Scouting events.

5. IMPLICATIONS

1. Failure to comply with any Scouts Australia or Scouts WA Policies in relation to Alcohol, Smoking, and illicit drugs, may incur actions taken against Members, these actions may result in loss of membership or further disciplinary action depending on the severity of the incident.

Event Guidelines

The Western Australian Rover Council has developed these Guidelines to support the subsidiary committees that it forms to deliver events on behalf of the Council. Events delivered on behalf of the council will primarily be managed in accordance with Scouts WA policies, these guidelines aim simply to assist event committees in working with the processes the Western Australian Rover Council has when delivering its events.

1. TENDERING

1. Some events of the Western Australian Rover Council have a tendering process that is required for the selection of an event committee. Prospective event committees should complete an event tender to be voted on with enough time to organise the event once the tender has been accepted by the Council.
2. Event tenders shall be submitted to the WARC Program Officer and should be accompanied by an event budget. Tenders will be approved by the WARC Program Officer and WARC Treasurer prior to it being voted on by the Council.
3. Event committees will present their approved tender and budget to the Council for approval, tenders shall be approved by a simple majority vote of the Council.

2. MONETARY USE

1. Monetary use shall be in accordance with Scouts WA Policies under the guidance of the WARC Treasurer and WARC Program Officer. Expenditure for events will be in line with the approved budget.
2. The WARC Treasurer shall issue monies to be expensed as cash spending for the event committee, all cash expensed will require a receipt and will need to be reconciled at the completion of the event. Further guidance on the use of Council funds is outlined in the Event Finances Guidelines.

3. REPORTING

1. Event committees will maintain regular communications with the WARC Program Officer throughout the event planning process. Any major changes to the event should be discussed with the WARC Program officer prior to the changes being made.
2. Event committees should provide regular reports to the WARC Program Officer to be tabled at Council Meetings, these reports may be in the form of a written report or a visual report.
3. Following the completion of the event, the event committee shall produce a comprehensive report to be presented within 6 months to the Council which shall be archived for future event committees to reference.

4. EVENT REQUIREMENTS

1. The event committee shall make the following considerations when planning their event
 - a) Considerations around alcohol consumption in line with the Smoking, Drug, and Responsible Alcohol Guidelines
 - b) Consider the first aiders and mental health first aiders for the event
 - c) Consider the required training that different members of the event committee will require to deliver the event in accordance with Scouts WA Policies

5. MARKETING AND PR

1. The WARC Public Relations Officer will assist event committees to promote their events on the Rover Scouts WA social media platforms. The WARC Public Relations Officer will also, on request, support event committees to develop quality promotional materials for these events.

Event Finances Guidelines

1. Events delivered on behalf of the Western Australian Rover Council shall use these guidelines to assist with the specific requirements the council has for the delivery of its events. WARC events are delivered in conjunction with Scouts WA policies.
2. The WARC Treasurer may issue the WARC debit card to event committees to pay for items within the approved budget. These expenses are to be reconciled at the end of the event upon returning the WARC debit card to the WARC Treasurer. These processes will be discussed with event committees and the WARC Treasurer to specific requirements.
3. Any spending that is deemed to be personal will be invoiced to the event committee and should be paid back to the council within 14 days.
4. If any event expenses have been incurred by event committee members, they should be claimed back within 14 days of the conclusion of the event. These claims need to be accompanied with a receipt.
5. Any discrepancies with the accounts will be discussed with the WARC Treasurer and event committee to resolve any issues.
6. Included in the event report shall be the final budget showing all actuals.

Ian Jennings Rover Service Award

The Ian Jennings Rover Service Award is awarded by Scouts WA and Rover Scouts WA to recognise sustained and exceptional service to the Rover Scout Section. The Ian Jennings Rover Service award is an Adult Recognition Award and is recognised as such. In Western Australia, the Rover Service Award is named after the Western Australian Rover Council's first Branch Rover Adviser, Ian Jennings.

AWARD COMMITTEE

The WARC Chairman and the Chief Commissioner shall form a committee as outlined in the *Ian Jennings Rover Service Award Process* to review each nomination.

SERVICE

1. A minimum service period is required for the Ian Jennings Rover Service Award
 - a) 5 years for Rover Scouts
 - b) 10 years for Uniformed Members/Supporters
2. The service may be carried out at the Unit, Branch, or National level, and may include (but not limited to) time spent on event committees or Executive committees. This service must be of an outstanding nature. It must be carried out to a high standard, and simply fulfilling the expectations of a role is not necessarily enough. The service should be in direct benefit of the Rover Scout Section.
3. The award committee may consider where an individual has contributed outstanding service both as a Rover Scout and as a Uniformed Member/Supporter of the Rover Scout Section, a balance between the two respective periods.
4. In instances where a member has completed exceptional service, in terms of both quality and intensity, the minimum period of outstanding service may be reduced, however, the level of service provided in these circumstances should be comparable to outstanding service lasting the prescribed period.

Rover Flag Stealing Guidelines

Flag stealing is a traditional wide game involving all Rover Scout Units in WA. It aims to encourage positive interactions and quality activities between Units. It is intended to be a bit of fun and shouldn't be taken too seriously. These guidelines set out the rules of the wide game.

1. STEALING THE FLAG

1. Flag stealing should always be done with courtesy and common sense.
2. Flags can be stolen,
 - a) To, from, and during any Rover Scout event, unless a flag truce has been declared
 - b) When a Unit can gain access to a flag without breaking any laws
3. Flags cannot be stolen:
 - a) While the flag is in possession of anyone other than the Unit with the flag.
 - b) At an event that has had a flag truce declared.
 - c) Rover Scout events that are held in public.
 - d) If it is an interstate or national flag.
 - e) If the law must be broken to get the flag.
4. Flag truces,
 - a) Can be set by WARC.
 - b) Can be set by an event organiser.
 - c) Permanent flag truces are in place for the following events:
 - i. ANZAC Vigil
 - ii. ANZAC Day
 - iii. Adult Recognition Awards
 - iv. Youth Awards Presentation

2. RETURNING THE FLAG

1. Flags presented at WARC,
 - a) The next WARC after the flag has been stolen.
 - b) If a Unit cannot attend WARC to return or collect a flag, then arrangements are made between the Units for its return.
 - c) Flags are returned with the understanding that the Units will attend the Unit Challenge regardless.
 - d) Flags are returned clean.
2. Flags should be returned before the next WARC if,
 - a) The Rover Scout Unit needs their flag for a ceremony.
 - b) The Rover Scout Unit need it for a public/group/district event.
3. Flags are returned with the Rover Scout Units tape,
 - a) Tapes are to be sewn on neatly.
 - b) Each Rover Scout Unit tape can only be sewn on once, no matter how many times that Unit steals the flag.
 - c) Tapes must be sewn in the same position of existing tapes.

d) If there are no tapes on the flag, then the new tape should be sewn on the bottom right of the flag.

4. Flags in the care of another Unit should be treated with care and respect.

3. UNIT CHALLENGES

1. Unit Challenges should,

a) Happen within 6 months of the flag being stolen.

b) Be organised by the Rover Scout Unit who stole the flag.

2. The activities should be,

a) An activity that interests the Rover Scout Unit that stole that flag and be an opportunity to share skills among Rover Scouts.

b) Adventurous, fun, challenging, and inclusive.

4. DISPUTES

1. Any disputes over the stealing of a flag should be taken up with the Branch Adviser Rover Scouts.

PART IV: Interpretation, Amendments, and Version History

Interpreting these By-laws

1. It is the responsibility of the WARC Chairman to interpret the Western Australian Rover Council By-laws to the best of their ability.
2. Any gap or shortfall in these By-laws will be covered by the WARC Chairman or Council's best judgment.

Amending these By-laws

1. Any part of the Western Australian Rover Council By-laws may be amended by a two-thirds majority vote of members present at any WARC Meeting.
2. The WARC Executive may correct the spelling, grammar, formatting, and numbering as required except where such change would alter the approved intent of the By-laws.
3. Following any amendments to these By-laws the WARC Chairman shall present the changes to the Chief Commissioner for approval.

Updating the Western Australian Rover Council By-laws

It is the responsibility of the WARC Secretary and the WARC Executive to ensure that any updates to the Western Australian Rover Council By-laws are completed in a timely manner, and that the document is maintained at a high professional standard.

The WARC Executive should be aware of any policy changes in the Scouting environment beyond the Rover Scout section, in case any changes need to be carried over to these By-laws. The WARC Executive may make any such changes without prior approval but must notify the council at the next WARC meeting.

Version History

Version	Description	Editor	Date
0.1	Draft document developed	T. Blyth	Aug 2022
0.2	Draft document reviewed by the WARC Policies and Procedures Review Team, and edits made where appropriate	T. Blyth	Sep 2022
0.3	Draft document developed by secondary WARC Policies and Procedures Review Team, and edits made where appropriate	M. Vinning	Oct 2022 – Oct 2023
1.0	Western Australian Rover Council By-laws endorsed by the council.	M. Vinning	Oct 2023
1.1	Recommendation from the Chief Commissioner.	D. Zekulich	July 2024



Western Australian Rover Council By-laws