

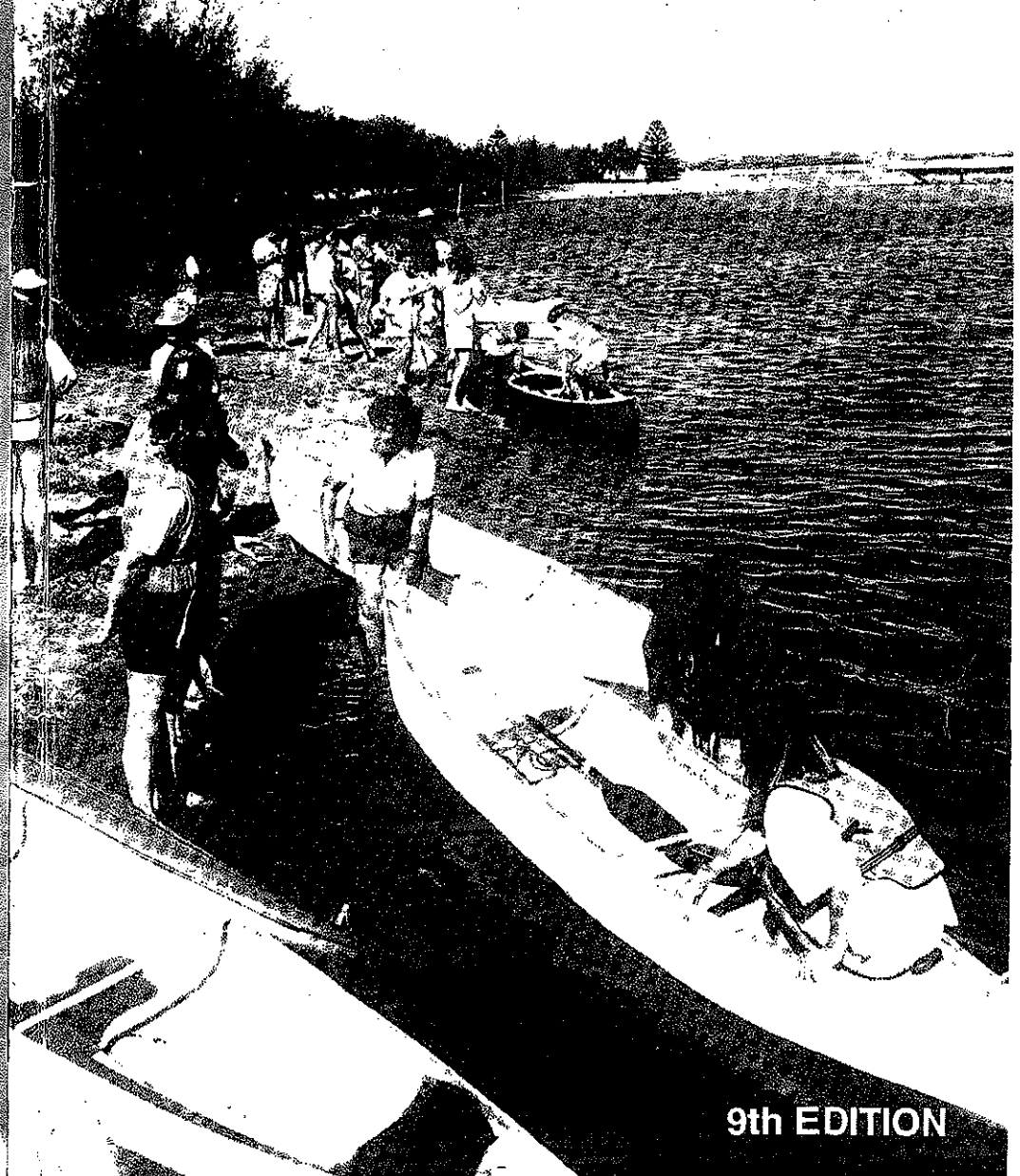
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1995



# INFORMATION HANDBOOK

Published by The Scout Association of Australia, New South Wales Branch



9th EDITION

Please return to:

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Postcode

**First published**

1981

**Amended editions**

1982

1983

1984

1985-86

1988-89

1989-90

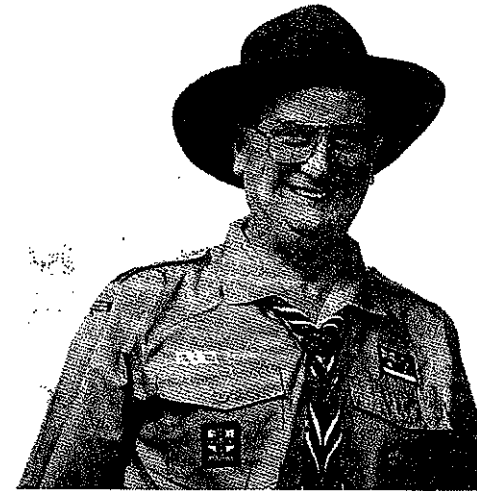
1993

**This edition**

1995

(Cover photos Paul Thistlewaite, North Shore-Peninsula Area)

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Effective communications are imperative in our planning roles at all levels whether for Leaders or Layside Officers and your Information Handbook is made available to support those roles.

The current (1993 edition) of "Policy, Organisation and Rules (P.O.R.)", sets out the "Rules on how to play the game of Scouting", Australia wide, but makes provisions for variations of some Rules, etc according to the needs of individual Branches.

This Information Handbook sets out the interpretation of the Rules adopted by this Branch through the Policies and Guidelines provided and reflects the practices which Leaders and Layside Officers must adopt when undertaking any Scouting activity within the New South Wales Branch.

Join me in ensuring that these New South Wales Branch Policies and Guidelines will be applied in the interest of improved Scouting.

David Kinchin  
CHIEF COMMISSIONER

**SCHEDULE 1**  
(Sec. 16)

**SAVINGS AND TRANSITIONAL PROVISIONS**

**Boy Scouts Association (Amendment) Act 1986**

**Gifts, etc., of property**

1. After the commencement of the Boy Scouts Association (Amendment) Act 1986, a reference to a troop or pack in a gift, devise or bequest to, or to any person for or on behalf of, the troop or pack shall be read as a reference to a group or section specified by the Corporation for the purpose.

**Prior lodgement of documents with C.A.C.**

2. A copy of a document lodged by the Corporation with the Corporate Affairs Commission before the commencement of the Boy Scouts Association (Amendment) Act 1986 shall be deemed to have been lodged under section 12.

**ACTIVITY ACCOMMODATION - POLICY**

**MIXED GENDER ACCOMMODATION**

1. Where a Scouting activity requires both males and females to be accommodated overnight, males and females shall not, in principle share the same facilities.
2. Circumstances may arise in which separate accommodation for males and females cannot be provided. In such cases the activity leader should advise each participant of the lack of separate facilities prior to commencement of the activity.
3. Irrespective of the circumstances, there should be a clear physical separation between males and females.

**ADULT/YOUTH MEMBER ACTIVITY ACCOMMODATION**

1. Separate accommodation must be provided for youth and adult members on overnight Scouting activities, except in the circumstances listed in (2) below:
2. An exception to the general requirement for separate accommodation may be made in the following circumstances:
  - (i) Cub Scout accommodation in halls, where the presence of one or more leaders may be desirable for discipline/security.
  - (ii) accommodation of the pack/troop/unit etc in a hall, marquee, cave or similar communal facility.

(iii) accommodation shared by members of the same family.

In these situations there should always be a clear physical separation between adult and youth members. Whenever possible a physical division (eg screen) should be provided.

3. In emergency situations (eg hypothermia) treatment by direct body contact should be provided to youth members by youth members rather than by adult members.
4. Under no circumstances should an adult member ever share accommodation with one youth member only. Should this situation arise, for any reason, a report outlining the circumstances should be provided to the District Commissioner at the earliest opportunity.

**ACTIVITY CENTRES**

Scouting offers a wide range of activities and Activity Centres for the use of formations via your Branch or Area organisation. The New South Wales Branch specifically manages Centres for Air, Alpine, and Water Activities, as well as Leader Training, Memorabilia, and Cataract Scout Park.

**AIR ACTIVITIES CENTRE (CAMDEN)**

The Branch Air Activities Centre at Camden Airport provides practical air activities including familiarisation flying and pilot training on light aircraft and glider aircraft. The Centre is a Civil Aviation Authority licensed Flying School and, as a member of The Royal Federation of Aero Clubs of Australia and the Gliding Federation of Australia, is a fully recognised Flying Club and has a fleet of late-model aircraft.

**Light Aircraft Flying**

Familiarisation Flying Activity Days are provided each Saturday and Sunday and on public holidays - school vacations for all units of Scouting as well as for the Girl Guides Association. Unit family days are encouraged.

Full details, costs and bookings can be obtained through the Booking Officer, Mr Ian Lizieri (02) 958 1593 between 7.00pm and 9.00pm week-nights.

**Gliding**

A similar Familiarisation Flying programme is provided by the Centre's Gliding Wing each weekend, public holidays and school vacation periods. For bookings and full details, telephone Mr Bill Ireland, Gliding Booking Officer on (02) 451 9229 between 7.00 pm and 9.00 pm week-nights.

**Flying Training**

Pilot training on light aircraft or on the Association's Blanik glider aircraft, is available to all registered members of the Scout and Guide Associations.

or layside) and others interested in promoting Scouting and Guiding in the community. For details, telephone the Chancellor, Mr Angelo Polverino on (02) 558 6658.

#### **Trefoil Guild**

Founded by the Girl Guides Association, the Trefoil Guild provides an organisation for all enrolled members who, on ceasing to be actively connected with Guiding, wish to remain in the Movement. For further details, contact The State Secretary, Girl Guides Association, 1 Buckingham St, Surry Hills 2010 (02) 698 3322.

### **CODE OF CONDUCT FOR ADULTS**

The purpose of Scouting is to encourage the physical, mental, social and spiritual development of young people. This is achieved by the example and guidance of dedicated men and women who help the youth members in the fulfilment of the Scout Promise and Law, so they become constructive and responsible citizens.

This Code of Conduct is expected of all adults, Uniformed and Layside, who work within The Scout Association, recognising that at all times they should act responsibly and exercise a "duty of care" to the Youth members.

1. Adults in Scouting respect the dignity of themselves and others.
2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
3. Adults in Scouting act at all times in accordance with Scouting principles thereby setting a suitable example for all.
4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships, both inside and outside Scouting.
6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions is associated with any Scouting activity.
7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible. Remember, "in sight - out of hearing".
8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying Youth members. It is recognised that in certain circumstances it may be necessary for a Leader or Adult, whilst acting responsibly and exercising their "duty of care", to be alone with a Youth member.

9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member of the Movement.

### COMMUNICATIONS AND PUBLIC RELATIONS

Communications and Public Relations are an essential dual role operation vital at all levels of the Group, District, Area and Branch and between the Scout Association as a whole and the outside world.

Good Communications and Public Relations result in public acceptance which is vital for the success and survival of The Scout Association at all levels.

- Without public acceptance by youth and parents, there is no membership growth!
- Without public acceptance by adults in the community, there are no Jayside volunteers or Leaders!
- Without public acceptance by government, civic, business and other community bodies, there is no financial support!

To achieve and maintain these overall objectives, the New South Wales Branch restructured its Communications and Public Relations operations in May 1990 to bring Public Relations appointments at District and Group levels under the control and direction of the District Commissioner and Group Leader, respectively.

Arrangements are in force to phase out District and Group Public Relations Officers, appointed and directed by District Executive and Group Committees and replace such positions with District and Group Communications and Public Relations Officers (DCPROs and GCPROs).

The appointments carry non-warranted rank thus enabling such appointees to wear Leader uniform (if they so wish) with appropriate insignia. Applications are made on the usual Warrant Application form for non-warranted rank (DCPRO or GCPRO), recommended by the District Commissioner and endorsed by the Area Commissioner.

District Commissioners and Group Leaders who do not have appropriate details or guideline job descriptions for these positions, should write to the Branch Commissioner for Communications and Public Relations, Branch HQ, P.O. Box 115, Haberfield, NSW, 2045.

### AREA COMMUNICATIONS AND PUBLIC RELATIONS

At Area level, these essential operations are undertaken by an Assistant Area Commissioner (Communications and Public Relations) who is directed by and reports to the Area Commissioner. A close liaison should be maintained between Area, District and Group to co-ordinate planning, training and activities.

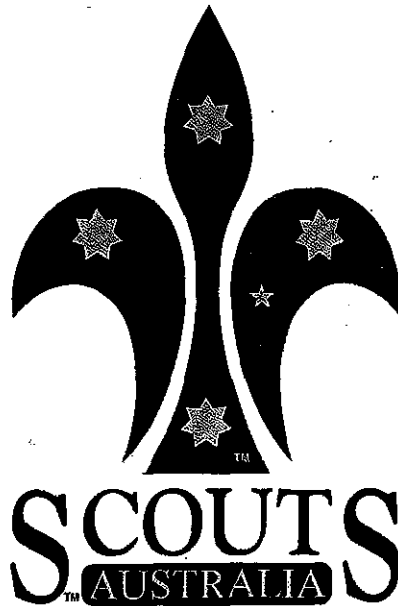
### DISTRICT COMMUNICATIONS AND PUBLIC RELATIONS

The District Communications and Public Relations Officer is directed by and reports to the District Commissioner. Duties involve:

- maintaining news of District and selected Area activities to all Groups and Committees including District Executive as well as the general public,

1997

# Organisation *and* Information Handbook



*The Scout Association of Australia,  
New South Wales Branch*

*10th Edition*

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*October 1997*

## **ACTIVITY ACCOMMODATION POLICY**

### **1. MIXED GENDER ACCOMMODATION**

- 1.1 Where a Scouting activity requires both males and females to be accommodated overnight, males and females shall not, in principle share the same facilities.
- 1.2 Circumstances may arise in which separate accommodation for males and females cannot be provided. In such cases the activity leader should advise each participant of the lack of separate facilities prior to commencement of the activity.
- 1.3 Irrespective of the circumstances, there should be a clear physical separation between males and females.

### **2. ADULT/YOUTH MEMBER ACTIVITY ACCOMMODATION**

- 2.1 Separate accommodation must be provided for youth and adult members on overnight Scouting activities, except in the circumstances listed in 2.2 below:
- 2.2 An exception to the general requirement for separate accommodation may be made in the following circumstances:
  - a) Cub Scout accommodation in halls, where the presence of one or more leaders may be desirable for discipline/security.
  - b) accommodation of the pack/troop/unit etc in a hall, marquee, cave or similar communal facility.
  - c) accommodation shared by members of the same family.

In these situations there should always be a clear physical separation between adult and youth members. Whenever possible a physical division (eg screen) should be provided.

- 2.3 In emergency situations (eg hypothermia) treatment by direct body contact should be provided to youth members by youth members rather than by adult members.
- 2.4 Under no circumstances should an adult member ever share accommodation with one youth member only. Should this situation arise, for any reason, a report outlining the circumstances should be provided to the responsible Commissioner at the earliest opportunity.

## **ACTIVITY CENTRES**

### **1. INTRODUCTION**

Scouting offers a wide range of activities and Activity Centres for the use of formations via your Branch or Region. The New South Wales Branch specifically manages Centres for Air, Alpine, and Water Activities, as well as Adult Training, Memorabilia, Cataract Scout Park and Sugee Bag Creek.

### **2. AIR ACTIVITIES CENTRE (CAMDEN)**

The Branch Air Activities Centre at Camden Airport provides practical air activities including familiarisation flying and pilot training on light aircraft and glider aircraft. The Centre is a Civil Aviation Safety Authority licensed Flying School and, as a member of The Royal Federation of Aero Clubs of Australia and the Gliding Federation of Australia, is a fully recognised Flying Club and has a fleet of late-model aircraft. Please ask for colour information brochure. Overnight camping facilities (indoor and outdoor) are available.

#### **2.1 Light Aircraft Flying**

Familiarisation Flying Activity Days are provided each Saturday and Sunday and on public holidays - school vacations for all units of Scouting as well as for the Girl Guides Association. Unit family days are encouraged.

Full details, costs and bookings can be obtained through the Booking Officer, Ian Lizieri (02) 9958 1593 between 7.00 pm and 9.00 pm weeknights.