

**1993**



AN AUSTRALIAN SCOUT PUBLICATION

P O & R 1993 Edition

# **Policy Organisation & Rules**

**THE SCOUT ASSOCIATION OF AUSTRALIA**

NSC 50231  
ISBN 0 94 50231  
\$8.90

3/18. When a person whose character and past history are not fully known makes an offer of service to, or seeks to be associated in any way with, the Movement or any member of it as such, the following procedure shall be observed:

- (1) the appropriate Scouter or other member approached or aware of the approach shall report it immediately to the D.C.
- (2) if D.C.s. know or are able to ascertain enough about the person making the approach, they shall give prompt appropriate direction and/or advice;
- (3) if D.C.s. do not know and cannot quickly ascertain enough, they shall at once consult their A.C. or R.C. if appropriate if their District is part of an Area or Region or Branch Headquarters if it is not;
- (4) if the A.C.s. know or are able to ascertain enough about the person making the approach, they shall give prompt appropriate direction and/or advice; otherwise they shall promptly consult Branch Headquarters;
- (5) in a case of emergency or urgency, or if it is otherwise impracticable to consult the D.C. and/or the A.C., a Group Scouter or other member shall consult the A.C. or Branch Headquarters directly;
- (6) Branch Headquarters, when consulted, shall furnish a confidential report to the A.C., if the relevant District is part of an Area, or to the D.C., if it is not, and if the circumstances warrant it, at its discretion direct to another Scouter or other individual.

Approval by G.L. Probation Scouters

Duty of D.C.

Refusal

Cancellation Method and Occasions

Sponsored Groups

- 3/19. No application for a Warrant as a Group Scouter, other than a G.L., R.A. or Cr.L., shall be approved unless first approved by the G.L.
- 3/20. Applicants for Warrants as Scouters must serve a probationary period of three months in the actual rank for which the warrant is desired and complete the appropriate Leader Training Courses for Stages 1, 2 and 3.
- 3/21. The D.C. must in every case satisfy himself independently of the D.A. that the applicant is qualified and suitable as in Rules 3/16, 3/19 and 3/20 and that the foregoing procedure is properly observed.
- 3/22. For all warrants with the exception of Rover Adviser (See Rule 7/113) or Crew Leader (see Rule 7/117), when both D.C. and D.A. are satisfied, the application, which must be signed by the applicant, the G.L., the D.A. Secretary and the D.C. is forwarded to the B.H.Q. either direct or, if it be the practice in the Branch, through the Area Secretary.
- 3/23. Where recommendation is refused on the ground that the person is undesirable or unfit to have charge of young people, a report by the D.A. Secretary and the D.C. must be sent to B.H.Q. through the A.C.

**CANCELLATION**

- 3/24. (1) Warrants are cancelled by N.H.Q. at its discretion for Warrants issued by it as in Rule 3/2 (1).
- (2) Warrants are cancelled by B.H.Q., at its discretion as follows:
- (a) Branch Commissioners, including Deputy and Assistant Chief Commissioners, Training Team members, A.C.s, Commissioner and Activity Leaders not operating within an Area — at the sole discretion of B.H.Q.
  - (b) Other Commissioners and Area/Region Activity Leaders — on the recommendation of the A.C.
  - (c) District and Group Scouters — on the recommendation of the D.C. and D.A., made after a meeting of the D.A. or its Executive Committee, at which the Scouter concerned is entitled to be heard.
  - (d) All Ranks — on the Warrant ceasing to be effective under Rules 3/6 and 3/7, or by resolution of the Branch Executive Committee, under Rule 2/7.
- 3/25. (1) In the case of a sponsored Group, the Sponsoring Authority is entitled to be heard by the D.A. and D.C. in any matter concerning the cancellation of the warrant of any Scouter of the Group.

- (2) Where the Sponsoring Authority of a Church Group expresses dissatisfaction with a Scouter of the Group, the D.A. and D.C. shall give effect to his or her views, provided that the objection is based solely on the ground that the Scouter is not fulfilling his or her religious duties either by example or precept. Where, however, any other question, such as moral character or technical efficiency, is involved the matter must be dealt with in accordance with Rules 3/24 2(c) and 3/36.

Return to Holder

3/26. After cancellation, a warrant may be returned to the holder by B.H.Q. at its discretion, provided the Scouter's service has been satisfactory.

Suspension Method

Effect

Report of suspension

Enquiry

**SUSPENSION**

3/27. Where it appears desirable in the interests of the Movement, the holder of a Warrant may be suspended as follows:—  
By N.H.Q. — All Commissioners appointed by it.  
By B.H.Q. — Branch Commissioners, including Deputy and Assistant Chief Commissioners, Training Team Members, A.C.s, Commissioners and Activity Leaders not operating in an Area.  
By the A.C. or R.C. if appropriate — All other Commissioners and Area/Region Activity Leaders.  
By the D.C. — District Activity Leaders, District and Group Scouters.

3/28. A person thus suspended must for the time being surrender his or her warrant in accordance with Rule 3/34, must refrain from participation in any activity connected with the Movement, and must not wear uniform or badges. Any rank or appointment held in the Movement by such a person is to be considered vacant for the time being. Any case of difficulty arising under this rule should be referred to B.H.Q.

3/29. An A.C. who has suspended any Commissioner in his Area must immediately report the case with full details to B.H.Q.

3/30. A D.C. who under Rule 3/27 has suspended any District or Group Scouter must immediately inform the D.A., and, in the case of a Scouter of a sponsored Group, the Sponsoring Authority.

- 3/31. (1) Suspension by the D.C. is a purely temporary measure; it must be followed as soon as possible by a full enquiry by the D.C. and D.A. jointly. For this purpose the D.A. may appoint a small committee with full power to act.
- (2) The person suspended must be informed of the proposed meeting, and be given reasonable opportunity to attend and to state his or her case.
- (3) If a sponsored Group is affected, the Sponsoring Authority must be given similar opportunity to attend and be heard.
- (4) The Chairman of the D.A. will normally act as chairman of the joint meeting; but if either he/she or the D.C. does not think this advisable, they should agree to appoint some other person whom they consider suitable. In the event of their being unable to agree, the matter must be referred to the A.C. or Branch Headquarters if not within an Area. The appropriate Commissioner will thereupon appoint an impartial chairman. In any case the chairman must be a person having some connection (whether in a Scout or lay capacity) with the Scout Movement, but not necessarily with the D.A. concerned.
- (5) A.C.s must in every case be informed of the suspension and be given reasonable notice of the proposed meeting in order that they, if they see fit, either be present or appoint someone to do so on their behalf; but it is not desirable that they should act as chairman or take any active part in the proceedings.

Termination 3/32. After enquiry under Rule 3/31, the suspension must be withdrawn, or a recommendation for the cancellation of the warrant with a full report must be forwarded to B.H.Q. by, or through, the A.C. as the case may be.

#### RETURN OF WARRANTS

Return of Warrants 3/33. All Warrants remain the property of the Headquarters (National or Branch) by which they were issued, and must be returned at any time on demand, without the Headquarters concerned being required to state any reason.

3/34. Warrants must otherwise be returned by the holders, whether demand is made or not, as follows:—

- To N.H.Q. — All Commissioners appointed by it.
- To B.H.Q. — Deputy and Assistant Chief Commissioners, Branch Commissioners, Training Team Members, Branch Activity Leaders, A.C.s and R.C.s if not in an Area.
- To the A.C. or R.C. (if appointed) if the District is part of an Area or to the R.C. (if any) or to Branch H.Q. if it is not — All other Commissioners and Area/Region Activity Leaders.
- To the D.C. — District Activity Leaders, District and Group Scouters.

In any of the following circumstances: —

- (1) On the Warrant ceasing to be effective under Rule 3/6, 3/7, or when it is cancelled by resolution of the Branch Council or Executive Committee or of the National Executive Committee under Rule 2/7.
- (2) Where a recommendation for cancellation is made under Rule 3/24 (2).
- (3) During any suspension of, or affecting, the holder, under Rule 3/27, but in this case the Warrant is to be retained by the A.C., D.C. or D.A. Secretary, to whom it is returned, until the matter is determined.
- (4) On a Warranted Scouter reaching the retiring age as in Rule 3/7 (2).

Report by A.C. 3/35. The A.C. on returning the Warrant to B.H.Q. for any reason must report the circumstances.

Report by A.C. and D.A. Secretary 3/36. When a Warrant for a Commissioner is returned by the A.C. or for a District or Group Scouter by the D.C. or D.A. Secretary, when the circumstances are such as to show that the person concerned has failed to render satisfactory service, or is in any way undesirable as a member of the Movement, or unfit to have charge of young people, a report for B.H.Q. must be attached, setting out details.

#### DISAGREEMENT OF D.A. AND D.C.

Disagreement of D.A. and D.C. 3/37. If in any question relating to a warrant, the D.A. and D.C. are unable to agree, the matter must be referred to the A.C. to decide it and, where it appears that a person is undesirable, or has failed to render satisfactory service, will report his decision to B.H.Q.

#### TRANSFERS

Transfers 3/38. (1) Where Scouters wish to change their rank in the same Group, or to take up warranted work in another Group, or in the same District or in another District, or Area/Region, or to a Branch Activity element without lapse of time, a change of Warrant Appointment (or transfer) may be effected by Branch Headquarters upon receipt of the appropriate form prescribed by Branch H.Q. Such application is subject to the same procedure and recommendations as provided in Rules 3/13, 3/15, 3/16, 3/17, 3/19, 3/21 and 3/22.

(2) Scouters changing Warranted service must complete the appropriate Stage 2 In-service Training and Stage 3 Training Courses as prescribed for the new appointment.

(3) It is most important that the new address of any Scouters leaving a locality should be advised to B.H.Q., in order that B.H.Q. may be able to inform the D.C. of the District to which the Scouter has moved.

#### ACTIVITY LEADER APPOINTMENTS

Activity Leaders 3/39. Warrants for appointment as Activity Leaders are subject to the following:

- (1) The Warrant is restricted to service at Branch, Area, Regional or District level.
- (2) The title of the appointment is to be Activity Leader preceded by the level at which the appointment is to be held.
- (3) Appointments for such warrants are required to carry out normal pre-warrant procedures.
- (4) The maximum age limit for the holders of such warrants shall be 65 years in accordance with P.O.R. 3/7 (2); and
- (5) The colour of the leader identification ribbons worn by the holders of such warrants shall be blue.