



# Change or Relinquishment of Adult Role Section or Group

**A2**  
V20220419

This form is to be used to request a change of appointment or transfer including resignation or leave of absence, or to request addition of a new role to the member's existing role at a Group Level. This includes Rovers, and Venturers who have reached the age of 18. Please ensure all 3 pages are completed and submitted upon application. If the form is not submitted complete it may returned or held which will slow down the processing of the application.

If you need to change your address or contact information, you can do so in MyScout by clicking the 'Edit' button in your own member record

**PLEASE TYPE INFORMATION OR PRINT CLEARLY**

<b>First Name</b>	<b>Middle Name</b>
<b>Surname</b>	<b>Preferred Name</b>
<b>Current Appointment</b>	<b>Current Formation</b>
<b>Membership Number</b>	<b>Date of Birth</b>

<b>Requested Change:</b>	
<input type="checkbox"/>	I want to change my appointment above to the appointment(s) below
<input type="checkbox"/>	I want to add the appointment(s) below and keep my other appointments in Scouting
<input type="checkbox"/>	I want to resign the appointment above and keep my other appointments in Scouting
<input type="checkbox"/>	I want to take a 6 month leave of absence from Scouting
<input type="checkbox"/>	I want to resign all my appointments and leave Scouting
<b>Date of Change:</b>	

<b>I apply for appointment as:</b> (Tick (✓) appropriate appointment(s) in the list below)					
<input type="checkbox"/>	Joey Scout Leader	<input type="checkbox"/>	Assistant Joey Scout Leader		
<input type="checkbox"/>	Cub Scout Leader	<input type="checkbox"/>	Assistant Cub Scout Leader		
<input type="checkbox"/>	Scout Leader	<input type="checkbox"/>	Assistant Scout Leader		
<input type="checkbox"/>	Venturer Scout Leader	<input type="checkbox"/>	Assistant Venturer Scout Leader		
<input type="checkbox"/>	Rover Scout	<input type="checkbox"/>	Rover Adviser		
<input type="checkbox"/>	Fellowship Member				
<input type="checkbox"/>	Committee Member	Chairperson <input type="checkbox"/>	Secretary <input type="checkbox"/>	Treasurer <input type="checkbox"/>	Group Membership Officer <input type="checkbox"/>
<input type="checkbox"/>	Adult Helper	Section:			
<input type="checkbox"/>	Group Leader	<input type="checkbox"/>	Assistant Group Leader		
<b>New Formation</b> (Scout Group or District)					

<b>Endorsements / Comments</b>	
<b>Reason for ceasing to act</b>	

**Leave of Absence**

Leader of Youth requires the signature of the Member and the Group Leader  
 Leader of Adults require the signature of the Member and their Formation Leader

**Resignation**

Resigning Member must sign **OR**  
 Formation Leader **AND** the Formation Leader's manager must sign to approve the resignation. e.g. Group Leader and District Commissioner.

## Agreement and Authority:

### Purpose, Principles and Method

Scouting provides young Australians of all ages, genders, and abilities, with challenging and adventurous opportunities so they may grow and develop in the five areas of personal growth outlined in the Purpose of Scouting.

The Purpose and Principles of Australian Scouting are located at <https://scoutswa.com.au/what-is-scouting/purpose-goals-values/> . The principal methods used by the Association to achieve the purpose of Scouting are located at <https://scoutswa.com.au/what-is-scouting/scout-method/>

### Scouts WA Mutual Agreement

If this application is approved and the applicant becomes a member of Scouts WA, that member and Scouts WA are deemed to have entered into a Mutual Agreement. This document indicates the things that the member can expect from the association and the things the association expects in return. The Mutual Agreement is located at <https://scoutswa.com.au/what-is-scouting/code-of-ethics-and-conduct-and-mutual-agreement/>

Please note failure to comply with policy and procedures in their entirety (including reporting) will result in immediate investigation, and if breach proven, dismissal.

### Code of Ethics and Conduct

Adults in Scouting are expected to comply with the Code of Ethics and Conduct that outline the expectations of behavior of adults in the association.

This Code of Ethics and Conduct is a personal commitment. Its purpose is to protect all members of Scouting. It applies to all Members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face to face and using technology such as online formats. Parents and guardians who wish to actively participate in Scouting must also follow this code.

The Code of Ethics and Conduct is located at <https://scoutswa.com.au/what-is-scouting/code-of-ethics-and-conduct-and-mutual-agreement/>

### Working With Children Check Card

There are strict criteria for membership in Western Australia Legislation for Adult Volunteers working with Children. Scouts WA supports and complies with this legislation. An Adult may commence as a Volunteer or as a Staff Member whilst waiting for the WWCC.

A person applying for membership as either an Adult Leader, Adult in Youth Program (Rover/Venturer), or an Adult Helper must hold a current Working With Children Check (WWCC) Card. This requirement complies with State legislation. A person applying for a Fellowship appointment may be required by legislation to hold a WWCC Card subject to the role the adult may be required to perform. For more information contact Scouts WA Admin Office on 6240 7770.

**A copy of the receipt of your application for a WWCC Card, or a copy of your WWCC card is required to be attached to this form.**

### Nationally Coordinated Criminal History Check (Police Check)

A person applying for membership as an Adult Member is required to undertake a mandatory Nationally Coordinated Criminal History Check (also referred to as a National Police Check) prior to commencing activities in Scouts WA.

Scouts WA has engaged Veritas Check to provide assistance in the submission of police checks for Adult Members of Scouts WA. As part of this, applicants will receive an email from Veritas Check asking them to complete an online application for a Police Check. This process usually takes less than 10 minutes and can be completed on a mobile device. Both the applicant and Scouts WA will receive an electronic copy of the police check results.

Veritas Check is an accredited body authorised by the Australian Criminal Intelligence Commission (ACIC) with direct access to the National Police Checking Service. By submitting this form, you give consent:

- to Scouts WA and Veritas Check to use and disclose your personal information that you have provided in this form and any personal information contained in your supplied identity documents to conduct a nationally coordinated criminal history check;
- to Veritas Check to disclose your nationally coordinated criminal history check to Scouts WA to assess your suitability for membership.

### Scouts WA Privacy Policy

Personal information that we collect about you is primarily for the purpose of considering your application for membership of Scouts WA. This information will be treated strictly in accordance with Scouts WA Privacy Policy. A copy of that Privacy Policy is located at <https://scoutswa.com.au/wp-content/uploads/2019/07/Scouts-WA-Privacy-Policy.pdf> . At any time upon request, you may gain access to the information Scouts WA holds about you in accordance with the *Privacy Act 1988 (Cwth)* and the National Privacy Principles. Scouts WA will search other databases for information connected with this application.

### Scouts WA Liability Statement Waiver

In consideration for being allowed to enter and participate in any activity or program at any place or site where any Scouts WA activity or program is conducted, the undersigned (Member) has read and agrees to the terms of the Scouts WA Liability Statement (Waiver) located at <https://scoutswa.com.au/wp-content/uploads/2019/11/Scouts-WA-Liability-Statement.pdf>

### Medical Authority

I authorise any Member, employee or agent of Scouts WA in the event of any accident or illness, to obtain medical assistance or treatment for me as may be considered necessary. This includes to engage any doctors' or nurses' assistance and to request ambulance transport and/or hospital accommodation. In this event, I agree to pay Scouts WA on demand all such doctors' fees, nurses' fees, ambulance fees, hospital fees and other expenses.

**Statement of Consent and Indemnity:**

<b>I authorise Scouts WA to utilise my Volunteer National Police Clearance or National Police Certificate in assessment of my Application for Adult Membership, in conjunction with my declarations below and agree that it may maintain a copy of this Certificate if deemed necessary.</b>		
Have you ever been found guilty of an offence of any sexual nature committed in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been charged, reported, or defended in a court of law any allegation of sexual abuse, assault, or a sexual offence of any kind in Australia or in another country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been (or are currently) subject to any restrictions regarding your contact with children in any employment, volunteer, or personal capacity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed or resigned as a volunteer or employee (or reported by any authority) for improper conduct relating to children in any jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been named as the defendant in an Intervention Order, Restraining Order, Apprehended Violence Order, or Domestic Violence Restraining Order, or equivalent, in any jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered "yes" to any of the questions above, please provide a summary of the circumstances surrounding the situation with your application. This should include dates and, where applicable, the reasons for the decision, conditions of employment, offence type and date, the court in which the matter was heard, and the status of any proceedings. Place this in a sealed envelope marked "confidential" and attach it to your completed Membership Application form addressed to "Executive Manager". Scouts WA reserves the unfettered right to accept or reject your application per its Child Protection Policy.		
You commit to advise Scouts WA if you are ever approached by authorities in relation to improper conduct relating to children, assault, or any sexual offence by you, whilst you are a member.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Member Signature:**

<p>I have a copy of, have read and I understand the Scouts Purpose, Principles and Method.</p> <p>I have a copy of, have read and I understand the Scouts Code of Ethics and Conduct and agree to adhere to them at all times.</p> <p>I have a copy of, have read, understood and agree to the Scouts WA Mutual Agreement, the Scouts WA Privacy Policy, the Scouts WA Liability Statement Waiver and the Medical Authority.</p> <p>I confirm I have had the content of <u>The Scouts Australia Child Protection Policy with Scouts WA Framework</u> and <u>The Royal Commission into Institutional Response to Child Sexual Abuse 'Creating Child Safe Institutions' paper</u> discussed with me by my Formation Leader and I am aware of and understand their contents.</p> <p>I commit to providing information to Veritas Check to allow a Nationally Coordinated Criminal History Check to be run for me.</p>		
<b>Signature</b>		<b>Date</b>
<b>Printed Name</b>		

**Group Leader Signature:** (or District Commissioner for Group Leader and Assistant Group Leader appointments)

<p>I endorse the member above in the nominated appointment.</p> <p>I confirm I have discussed the content of <u>The Scouts Australia Child Protection Policy with Scouts WA Framework</u> and <u>The Royal Commission into Institutional Response to Child Sexual Abuse 'Creating Child Safe Institutions' paper</u> I with new member above and I am confident that person is aware of and understands their contents</p>		
<b>Signature</b>		<b>Date</b>
<b>Printed Name</b>		
<b>Appointment</b>		<b>Formation/Group</b>

**Regional Chief Commissioner Signature:** (only required for Group Leader appointments)

<p>I endorse the member above in the nominated appointment.</p>		
<b>Signature</b>		<b>Date</b>
<b>Printed Name</b>		
<b>Appointment</b>		<b>Formation</b>

# Individual Adult Volunteer Plan

## Phase 1

The Individual Adult Volunteer Plan Phase 1 should accompany the application for adult membership and be completed for an adult member changing roles.

The expectation is that this Phase will be achieved no later than 12 months after joining the Movement or assuming a new role within the Movement.

If unable to tick each box, and your Team leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

I have received;

a copy of my role description

the Code of Ethics and Code of Conduct (Policy & Rules P5.2)

I have discussed what I would like to achieve in Scouting with my Team Leader

I have identified and agreed current proficiencies<sup>1</sup> relevant to the role with my Team Leader

I understand my rights and responsibilities as listed in the Mutual Agreement (Policy & Rules P5.3.5)

I commit to completing the requirements of the Certificate of Proficiency relevant to my role by <sup>2</sup> Refer Training Plan overleaf

I am aware who will provide me with support towards achieving a Certificate of Proficiency, that person being

I understand that should I not complete the requirements of the Certificate of Proficiency I will participate in an Adult Volunteer Performance Plan with my Team Leader.

Trainee Name:

Team Leader Name:

Membership Number:

Membership Number:

Signature:

Signature:

Date:

Date:

<sup>1</sup> These are to be mapped to requirements of the Certificate of Proficiency and agreed by Branch Commissioner Adult Training and Development (or equivalent)

<sup>2</sup> This is expected to occur within 6 months of joining subject to course availability within the Branch but must be no later than 12 months from joining.

# Training Plan

## Certificate of Proficiency – Youth Program Leader



Training Outcome	Element	Target Completion Date	
Induction			
<b>On the Job Training</b>			
	Phase: Plan>		
<b>On Demand Learning</b>			
<b>Scouting Preliminary</b>	I'm an Adult Leader		
	Child Safe Scouting		
	WHS for Scouting		
	<i>SP CHILD and SP WHS must be completed within 3 months of membership being approved.</i>		
	Preliminary ScoutSafe		
	Educational Objectives and SPICES		
	The Scout Method		
Youth Leading, Adults Supporting			
<b>Scouting Essentials</b>	I'm a Scout		
	Youth Empowerment		
	Thank you B-P!		
	Plan>Do>Review>		
	Achievement Pathways		
	Youth Led Programming		
	Being Inclusive		
	Making Patrols Work		
	Managing Behaviours		
	Building Resilience		
<b>Scouting Adventure</b>	Elementary Navigation		
	Navigation Skills		
	Operate Communication Systems		
	Camping Skills		
	Equipment for Lightweight Camping		
	Bushwalking Skills		
	Plan and Guide Outdoor Activities		
	Minimal Environmental Impact Practices		
	Interpreting Weather		
	Group Facilitation		
	Responding to Emergencies		
	Planning for Outdoor Activities		
<b>Multi Participant Training</b> (weekend residential/non-residential or weeknight courses) <i>NB: In most Branches it is a requirement that the pre-requisites listed above are completed 3 weeks prior to the course date</i>			
<b>Scouting Essentials</b>	Location:		
<b>Scouting Adventure</b>	Location:		

Trainee Name:

Membership Number:

# Training Plan

## Certificate of Proficiency – Program Support Leader



Training Outcome	Element	Target Completion Date	
Induction			
<b>On the Job Training</b>			
	Phase: Plan>		
<b>On Demand Learning</b>			
<b>Scouting Preliminary</b>	I'm an Adult Leader		
	Child Safe Scouting		
	WHS for Scouting		
	<i>SP CHILD and SP WHS must be completed within 3 months of membership being approved.</i>		
	Preliminary ScoutSafe		
	Educational Objectives and SPICES		
	The Scout Method		
Youth Leading, Adults Supporting			
<b>Scouting Essentials</b>	I'm a Scout		
	Youth Empowerment		
	Thank you B-P!		
	Plan>Do>Review>		
	Achievement Pathways		
	Youth Led Programming		
	Being Inclusive		
	Making Patrols Work		
	Managing Behaviours		
	Building Resilience		
<b>Scouting Management</b>	Leader of Adults Basic		
<b>Multi Participant Training</b> ( <i>weekend residential/non-residential or weeknight courses</i> )			
<i>NB: In most Branches it is a requirement that the pre-requisites listed above are completed 3 weeks prior to the course date</i>			
<b>Scouting Essentials</b>	Location:		
<b>Scouting Management</b>	Location:		

Trainee Name:

Membership Number: