



GIRL GUIDES  
AUSTRALIA  
ACN 070581770

# Guide Lines

(containing the policy, organisation and rules of  
Girl Guides Australia)

Edition 6.1

Our mission is to enable girls and young  
women to grow into confident, self-  
respecting, responsible community  
members.

June 2014

# DISCLAIMER

This edition of *Guide Lines* incorporates the amendments approved by the Board of Girl Guides Australia from April 2007 to June 2014.

## PUBLICATION NOTE

At the time of publication of this edition of *Guide Lines* (June 2014), Girl Guides Australia undertaking a complete review and further update of *Guide Lines* to meet its legal and operating requirements as a Company Limited by Guarantee. This edition contains all Board approved amendments from April 2007 to June 2014.

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## **FOUNDER**

Sir Robert Baden-Powell, KCB, KCVO

Subsequently created Lord Baden-Powell of Gilwell

1857–1941

## **WORLD CHIEF GUIDE**

Olave, Lady Baden-Powell, GBE

1889–1977

The Girl Guides Association was founded in England in 1910 as a parallel Organisation to the Boy Scout Association. Guiding in Australia began in the same year and has continued with changes to suit Australian society.

# TABLE OF CONTENTS

<b>1</b>	<b>ESSENTIALS</b> .....	<b>1</b>
1.1	General Principles .....	1
1.2	Promise and Law .....	1
1.3	Membership .....	1
1.4	Patrol System .....	2
1.5	Uniform .....	2
1.6	World Association of Girl Guides and Girl Scouts (WAGGGS) .....	2
<b>2</b>	<b>ADMINISTRATION</b> .....	<b>5</b>
2.1	National Organisation .....	5
2.2	State Girl Guide Organisations .....	5
2.3	Finance .....	6
2.4	International Relations .....	8
2.5	Public Relations .....	9
2.6	Media Response Plan .....	11
2.7	Leaders .....	12
2.8	Managers .....	12
2.9	Units .....	12
2.10	The Olave Program .....	13
2.11	Special Needs .....	13
2.12	Support Group and District Support Team .....	14
2.13	Trefoil Guild .....	15
2.14	Scouts Australia .....	16
<b>3</b>	<b>PROGRAM</b> .....	<b>18</b>
3.1	Overview .....	18
3.2	Program and Method .....	18
3.3	Recognition of Achievement .....	19
3.4	Traditions .....	19
3.5	Indoor Overnight Stay or Sleepover .....	20
<b>4</b>	<b>VOLUNTEER ROLES</b> .....	<b>21</b>
4.1	Appointment of Leaders and Managers .....	21
4.2	Adult Development in Girl Guides Australia .....	21
4.3	Position Description – State Commissioner .....	23
4.4	Position Descriptions - Leadership .....	24
4.5	Position Descriptions - Management .....	31
4.6	Position Descriptions - Other .....	37
<b>5</b>	<b>CAMPING RULES AND REQUIREMENTS</b> .....	<b>41</b>
5.1	Camping .....	41

5.2	Who can Participate? .....	41
5.3	Safety Rules .....	41
5.4	Camps with Special Conditions .....	41
5.5	Supervision Required.....	43
5.6	Leader in Charge .....	44
5.7	Adventure Activity Instructor .....	44
5.8	Camp and Expedition Modules .....	44
5.9	Notification Forms Required.....	45
5.10	Non-Member Children at Camp .....	45
<b>6</b>	<b>ADVENTURE ACTIVITIES.....</b>	<b>46</b>
6.1	Adventure Activities.....	46
6.2	General Rules for all Adventure Activities.....	47
6.3	Boating .....	48
6.4	Swimming.....	51
6.5	Adventure Activities Qualifications.....	53
<b>7</b>	<b>AWARDS AND BADGES .....</b>	<b>62</b>
7.1	Long Service Awards .....	62
7.2	Good Service Awards for Members .....	63
7.3	Good Service Awards for Non-members .....	65
7.4	Awards for Courage, Life Saving and Meritorious Conduct.....	65
7.5	Badges .....	66
<b>8</b>	<b>POLICIES .....</b>	<b>68</b>
8.1	Administration of Medication to Youth Members .....	68
8.2	Child Protection.....	70
8.3	Copyright.....	70
8.4	Environment .....	70
8.5	Family.....	70
8.6	Food Handling.....	70
8.7	HIV AIDS and Other Infectious Diseases .....	70
8.8	Internet .....	70
8.9	Multiculturalism .....	71
8.10	Politics.....	71
8.11	Privacy.....	71
8.12	Religion .....	72
8.13	Risk Management .....	72
8.14	Social Media.....	73
8.15	Sponsorship .....	77
8.16	Substance Abuse .....	77
8.17	Sun Protection.....	78
8.18	Transport.....	78

8.19	Valuing Diversity .....	78
8.20	Visiting Guides and Girl Scouts .....	78
8.21	Volunteer Policy .....	78
8.22	Women .....	79
8.23	Young People.....	80
8.24	Young Women in Decision-making.....	80

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## How to Use This Book

This book sets out the requirements of Girl Guides Australia and will help you to understand and appreciate the Organisation and its policies.

*Guide Lines* is an essential resource for any person involved with providing Guiding opportunities to girls and young women.

A copy of *Guide Lines* should be available at all Guide venues and made available to parents to read so they are aware of the policies, Organisation and rules of Girl Guides Australia.

This edition replaces all previous editions of *Guide Lines* and incorporates all approved amendments from April 2007 to July 2014, pending the review and publication of a further new edition following the change in legal status of Girl Guides Australia.

The information is organised into separate chapters: Essentials, Administration, Program, Leadership Roles, Camping, Adventure activities, Awards and Badges, and Policies. Each chapter is numbered and topics are numbered within the chapters for example 1.1, 1.2. Pages are numbered consecutively.

A date will appear at the bottom of all pages. It is in the format "month yyyy" and signifies the date the edition was updated. As the need arises updates will be issued. Leaders and Managers are required to stay up to date with all changes. Leaders and Managers have a responsibility to ensure their copy of *Guide Lines* is current.

### Explanations

Every word has been very carefully chosen in order to convey a precise meaning; in particular the verbs 'must', 'should' and 'may' are to be exactly interpreted. For example:

- **Must** means an absolute requirement: Guides must comply with Australian and State laws.
- **Should** means it is strongly recommended that this course of action be taken if possible: Every District should have a body of local support.
- **May** means if it is deemed necessary, advisable or desirable in the circumstances: Exceptions to age requirements may be made in special circumstances.



## Definitions

<b>Adviser/Manager</b>	Refers to the representative of the Chief Commissioner or a State Commissioner, appointed with specific responsibilities within the Guide Organisation.
<b>Code of Conduct</b>	Is a list of requirements to which all adult members must adhere.
<b>Guide Helpers</b>	Are financial youth members of their State Girl Guide Organisation, aged between nine and fourteen years, developing their leadership skills with a qualified Leader as a mentor, through a commitment to a Unit of younger Guides. She must always work with adult supervision.
<b>Junior Leaders</b>	Are financial youth members of their State Girl Guide Organisation, aged fourteen to seventeen years, developing their leadership skills with a qualified Leader as a mentor, through a commitment to a Unit of younger Guides. She must always work with adult supervision according to the requirements set out in <i>Guide Lines</i> .
<b>Leaders</b>	Are women aged 18 years and over who are Members and are committed to the principles of Guiding and prepared to show competence in relevant modules of the Australian Learning and Qualification Program.
<b>Members</b>	<p>Membership of a State Girl Guide Organisation is voluntary and is granted to any female who has:</p> <ul style="list-style-type: none"><li>• attained the age of five years; and</li><li>• made the Guide Promise, or who is working towards making the Guide Promise, or who accepts the principles and beliefs of Guiding; and</li><li>• paid an annual fee as determined by the State Girl Guide Organisation.</li></ul> <p>A Guide is any girl or woman who has made the Guide Promise.</p> <p>Where a group exists that does not consist purely of members of the State Girl Guide Organisation and where an annual fee is charged to belong to this group, then membership of the group does not confer membership of the State Girl Guide Organisation.</p> <p>Members of State Girl Guide Organisations are members of the World Association of Girl Guides and Girl Scouts through Girl Guides Australia.</p>
<b>Youth Members</b>	A youth member of a State Girl Guide Organisation is a female aged five to seventeen years inclusive who satisfies the requirements of membership listed in <i>Guide Lines</i> 1.3.
<b>Adult Members</b>	<p>An adult member of a State Girl Guide Organisation is a female aged eighteen years or over who satisfies the requirements of membership listed in <i>Guide Lines</i> 1.3. Adult members include:</p> <ul style="list-style-type: none"><li>• Trefoil Guild members who have made the Guide Promise or the Scout Promise or who are prepared to make the Guide Promise.</li><li>• Life Members of State Girl Guide Organisations who may not pay an annual fee. Eligibility and conditions for Life Membership are determined by State Girl Guide Organisations.</li></ul>

<b>Movement</b>	Refers to the Girl Guide and Girl Scout Movements generally throughout the world.
<b>Olave Program</b>	Is a personal development program for members aged 18 to 30 years.
<b>Patrol System</b>	Is the method of self-governance used by a small group of Guides to work together as a team.
<b>Peer Group</b>	A group of Olave program participants who meet together on a regular basis. Peer Groups may be set up according to geographical areas, that is, Regions or Districts, or to meet the needs of those with similar interests, for example, bush walking or performing arts.
<b>Primary Position</b>	<p>A role of significant importance in delivering Guiding. Primary positions include</p> <ul style="list-style-type: none"> <li>• Leader (UL, AUL, OL),</li> <li>• Manager (DM, RM, State, National and Assistants) and</li> <li>• Commissioner (Chief or State and Assistants)</li> </ul> <p>GGA is moving towards ensuring volunteers hold only one of these positions.</p>
<b>Supplementary Position</b>	<p>A role performed in addition to a Primary Position, often building on the skills of the primary role. Examples include</p> <ul style="list-style-type: none"> <li>• Learning Partner</li> <li>• Outdoor Skills Assessor</li> <li>• Workshop Presenter, Trainer, Training Partner</li> <li>• Member of a State Committee</li> <li>• Unit Helper</li> </ul>
<b>State Girl Guide Organisation</b>	Refers to the Organisation responsible for Guiding in the respective State or Territory. It may also be referred to in this book as State Organisation.
<b>State Office</b>	Refers to the administration office of the State Girl Guide Organisation in the respective State or Territory.
<b>Trainer</b>	Is a Leader or Manager holding a training appointment.
<b>Unit</b>	Is the general name given to a group of Guides with their Leader(s).
<b>WAGGGS</b>	Refers to the World Association of Girl Guides and Girl Scouts.
<b>Symbols of the Movement</b>	Are symbols which all member countries of the World Association of Girl Guides and Girl Scouts share.
<b>World Association</b>	Refers to the World Association of Girl Guides and Girl Scouts.

# CODE OF CONDUCT

**Girl Guides Australia requires that each adult member at all times will:**

- abide by the Guide Promise and Law, the Aims and Principles of Guiding and all other rules and policies of Girl Guides Australia and the relevant State Girl Guide Organisation;
- treat youth members with respect and accept responsibility for the physical and emotional safety of youth members, as required by duty of care;
- recognise the importance of and encourage the spiritual development of youth members according to Girl Guides Australia policy;
- not use Guiding to promote personal beliefs, behaviours or practices where these are not compatible with Guiding;
- adhere to the drugs, smoking and alcohol policies of the Organisation;
- behave in such a way as to bring credit to Guiding and maintain the standards of Guiding;
- respect everyone's right to privacy;
- accept the need to avoid unaccompanied or unobserved activities, including discussions and interviews, with individual youth members; and
- recognise that physical, sexual or verbal abuse, bullying, tormenting or ridicule is unacceptable behaviour by any member and will take appropriate action to deal with such behaviour.

# 1 ESSENTIALS

## 1.1 General Principles

Girl Guides Australia is part of a world-wide voluntary Organisation which promotes and encourages the development of girls and women.

Our mission is to enable girls and young women to grow into confident, self-respecting, responsible community members.

A program of activities, service and commitment to the Guide Promise supports the mission statement.

## 1.2 Promise and Law

### 1.2.1 The Guide Promise

I promise that I will do my best  
to be true to myself and develop my beliefs  
to serve my community and Australia  
and live by the Guide Law

### 1.2.2 The Guide Law

As a Guide I will strive to:

- Respect myself and others
- Be considerate, honest and trustworthy
- Be friendly to others
- Make choices for a better world
- Use my time and abilities wisely
- Be thoughtful and optimistic
- Live with courage and strength

### 1.2.3 The Motto

Be Prepared.

## 1.3 Membership

Membership of a State Girl Guide Organisation is voluntary and is granted to any female who:

- has attained the age of five years; and
- has made the Guide Promise, or who is working towards making the Guide Promise, or who accepts the principles and beliefs of Guiding; and
- has paid an annual fee as determined by the State Girl Guide Organisation.

A Guide is any girl or woman who has made the Guide Promise.

Where a group exists that does not consist purely of members of the State Girl Guide Organisation and where an annual fee is charged to belong to this group, then membership of the group does not confer membership of the State Girl Guide Organisation.

### 1.3.1 Youth Member

A youth member of a State Girl Guide Organisation is a female aged five to seventeen years inclusive who satisfies the requirements of membership listed in *Guide Lines 1.3*

### **1.3.2 Adult Member**

An adult member of a State Girl Guide Organisation is a female aged eighteen years or over who satisfies the requirements of membership listed in *Guide Lines* 1.3. Adult members include:

- Trefoil Guild members who have made the Guide Promise or the Scout Promise or who are prepared to make the Guide Promise.
- Life Members of State Girl Guide Organisations who may not pay an annual fee. Eligibility and conditions for Life Membership are determined by State Girl Guide Organisations.

### **1.4 Patrol System**

The Patrol System was originally defined by the Founder, Baden-Powell, as the method to be used in Units. This is the method by which Guides are trained in self-government and leadership. It can be adapted to meet the differing needs of girls. It may be used as the management tool of Girl Guides Australia.

### **1.5 Uniform**

Financial members wear uniform to create a sense of unity and to identify them as Guides.

A variety of uniform options is available (refer Uniform Information Booklet). Guides should decide the best option(s) for their Unit. Girl choice is the fundamental basis for uniform selection, provided it is appropriate for the occasion.

Uniform is to be worn to all Guide activities. A Guide activity is one that is held in the name of Guiding at local, Division/Region, State, Australian or international level. However members may wear casual attire (including non-uniform items with Guide logo) for some activities, such as camping, abseiling, canoeing, as the organisers deem appropriate.

Members travel to and from events, including Division/Region, State, Australian and international events, in uniform unless wearing uniform is considered inappropriate.

No member should be discriminated against on the basis of uniform. However, for some activities, the organisers, District, Division/Region, State Girl Guide Organisation or Girl Guides Australia may require specific uniform items to ensure appropriateness for the occasion, such as ANZAC Day, presentations. Therefore the formation of a clothing pool locally, regionally and/or State wide is encouraged.

When in uniform, members will wear as their lower garment an item of length and style appropriate to the occasion. The item shall be navy blue in colour or made of blue denim. No item of clothing shall be ripped nor appear badly faded.

### **1.6 World Association of Girl Guides and Girl Scouts (WAGGGS)**

'The World Association is an educational Organisation based on spiritual values and is open to all girls without distinction of creed, race, nationality or any other circumstance.'

World Association of Girl Guides and Girl Scouts Constitution Article IV

#### **1.6.1 Membership of the World Association of Girl Guides and Girl Scouts**

Girl Guides Australia is a foundation member of the World Association of Girl Guides and Girl Scouts which was formed in 1928. Girl Guides Australia subscribes to the policy and conditions of membership of the World Association and pays an annual quota. Delegates of Girl Guides Australia attend World Conferences as fully participating members.

#### **1.6.2 World Thinking Day**

The joint birthday of the Founder Lord Robert Baden-Powell and the World Chief Guide Lady Olave Baden-Powell is 22 February. This is known as World Thinking Day by members of the World Association of Girl Guides and Girl Scouts and Founder's Day by the World Organisation of the Scout Movement (WOSM). The Thinking Day

Fund, administered by the World Association of Girl Guides and Girl Scouts, is supported by voluntary contributions collected on World Thinking Day. It is used to help establish and extend Guiding around the world.

### 1.6.3 The Symbols of the Movement

All members of the World Association of Girl Guides and Girl Scouts share the symbols of the Movement. These are:

#### The Good Turn

The Good Turn symbolises the service given by all members of the Movement to the community. A Good Turn is a service given voluntarily by one or more Guides without expectation of acknowledgement or reward. Younger Guides think of ways in which they can do a Good Turn every day. Older Guides and adult members develop this further into service projects at local, national and international levels.

#### The Left Handshake



The Left Handshake was introduced by the Founder as a means of easily recognising other members of the Movement.

#### The Motto

The Motto, Be Prepared, shares the Founder's initials and is a practical reminder of the educational purposes of Girl Guiding and Girl Scouting.

#### The Sign



In giving the Sign Guides and Girl Scouts raise three fingers of the right hand as a reminder of the original three-fold Promise.

#### The World Trefoil

The three leaves represent the three-fold Promise as originally laid down by the Founder.



The flame represents the flame of the love of humanity.

The vein pointing upwards represents the compass needle pointing the way.

The two stars represent the Promise and the Law.

The outer circle represents our worldwide Association.

The golden yellow trefoil represents the sun shining over the children of the world.

#### The World Badge

The World Badge is the World Trefoil on a bright blue background. It may be worn by all members who have made the Guide Promise. It may be worn in or out of uniform.

#### The World Flag

The World Flag consists of the World Trefoil in the upper left hand corner on a bright blue background. The white blaze in the lower right-hand corner represents the commitment of the World Association to peace. This is crowned by three golden squares symbolising the three-fold Promise.

#### The World Song

The World Song was adopted at the 13th World Conference in 1950. The music was adapted with the approval of the Finnish composer, Jean Sibelius, from his March Opus 91b. It was originally composed as the march for one of Finland's oldest Scout companies. First published with English words by Gavin Ewart in 1952, the World Song highlights the principles and spirit of the Movement.

### 1.6.4 World Regions

Regional groupings have been established within the framework of the World Association. These groupings are Africa, Arab, Asia Pacific, Europe and Western Hemisphere. Australia is a member of the Asia Pacific Region which was formed in 1969.

## 2 ADMINISTRATION

### 2.1 National Organisation

Guiding began in Australian States in 1910. In 1926 the State Girl Guide Organisations federated and formed a national Organisation.

Girl Guides Australia is the national Organisation. It is the coordinating body for the members in national and international spheres of Guiding. Girl Guides Australia was incorporated in the Australian Capital Territory in 1980. On 5 May 2011, Girl Guides Australia changed its legal status to become a Company Limited by Guarantee.

#### 2.1.1 Membership and purpose

The Organisational Members of Girl Guides Australia are the State Girl Guide Organisations provided they meet the eligibility requirements set out in Rule 5.2(b) of the Girl Guides Australia Constitution. The Directors of Girl Guides Australia may also create categories of individual membership.

The Girl Guides Australia Constitution provides a purpose to promote throughout the Commonwealth of Australia and its Territories unity of purpose and common understanding of the fundamental principles of the WAGGGS as expressed in the Promise and Law.

Girl Guides Australia seeks to further the aim of the WAGGGS, to provide girls with opportunities for self-training in the development of character, responsible citizenship and service to the community.

#### 2.1.2 Board of Girl Guides Australia

The governance of Girl Guides Australia is vested in the Board of Girl Guides Australia.

The Constitution of Girl Guides Australia describes the structure of the Board, its office bearers, purpose and obligations.

Members of State Girl Guide Organisations, supporters of Girl Guides Australia and other stakeholders may be invited to attend a general meeting and may be permitted to speak subject to the control of the chairperson.

#### 2.1.3 Office-bearers

**Chief Commissioner:** appointed by the Directors of Girl Guides Australia for a term of 3 years and eligible for re-appointment for up to 2 further one year terms.

**Acting Chief Commissioner:** In the event of a vacancy in the office of the Chief Commissioner the directors may appoint one of the directors or any other person to the office of Acting Chief Commissioner until a Chief Commissioner is appointed.

**Deputy Chair:** The directors may appoint any of the elected directors, appointed directors or State Commissioners to the position of Deputy Chair.

### 2.2 State Girl Guide Organisations

Each State Girl Guide Organisation is autonomous and manages its own affairs, according to its own constitution. For practical purposes, any Territory granted autonomy by the Board of Girl Guides Australia is designated a State.

#### 2.2.1 State administration

The following may be appointed in accordance with each State's constitution:

- State Council or Board;

- Executive Committee or Executive Board;
- State Commissioner;
- Deputy or Assistant State Commissioners
- State office-bearers;
- Assistant office-bearers;
- State Executive Officer; and
- State committees.

Organisation within States is the responsibility of the State governing body.

Any State by-laws must be in accordance with the policy of Girl Guides Australia.

### **2.2.2 Right of appeal**

State Girl Guide Organisations must provide for a right of appeal by members and volunteers. Appeals and inquiries must be kept strictly confidential and be heard as expeditiously as possible.

## **2.3 Finance**

Girl Guides Australia is responsible for raising and managing its own funding. Contributions from State Girl Guide Organisations are made on a membership basis.

### **2.3.1 Fund raising**

Guides must comply with National and State laws and accounting procedures with regard to raising money. Refer to the relevant State Girl Guide Organisation for further information.

### **2.3.2 Grants**

Girl Guides Australia accepts appropriate grants from the government, trusts and other like bodies. Application for government and other grants is made in accordance with the Sponsorship Policy of Girl Guides Australia — see Section 8.15 of *Guide Lines*.

### **2.3.3 Property**

All property is vested in Girl Guides Australia or State Girl Guide Organisations and is administered by the body in which it is vested.

When a Unit is disbanded all property owned by the Unit is deemed to belong to the relevant State Girl Guide Organisation and is dealt with according to the State Constitution.

### **2.3.4 Special funds**

#### **Eleanor Manning Fund**

The Eleanor Manning Fund is available to assist an Australian Trainer to attend a selected training event within the Asia-Pacific Region. Applications are made through the State Training Adviser when the selected event and availability of funds are advertised. There are no age requirements.

#### **Irene Fairbairn Fund**

The Irene Fairbairn Fund is available to assist members attending events in Australia and overseas. Applications are made through the State Girl Guide Organisation to the Irene Fairbairn Fund committee. The age requirements for the funding are:

- 13-35 years for Australian events; and
- 16-35 years for overseas events.

Exceptions to age requirements may be made in special circumstances.



### **The Gregory Fellowship**

The Gregory Fellowship is available for special projects undertaken by individuals or groups, which will benefit Girl Guides Australia and members. Applications are forwarded to The Gregory Fellowship Committee and endorsed by the Chief Commissioner, State Commissioner or other appropriate person. There are no age requirements.

State Commissioners have access to some funds each year for a special purpose.

### **Wilma Torney Fund**

The Wilma Torney Fund is available to assist in the area of learning and development. An annual award is made to assist a Trainer to attend a specialised event or training, to provide a resource to assist Trainers or to support the delivery of training in an area of need.

The Australian Learning and Development Committee is responsible for the Award.

### **2.3.5 State finance**

The cost of State administration is met from annual subscriptions, donations, grants, income from fund raising activities and profit derived from Guide retail outlets.

All accounts, including specific event accounts, must be audited annually. The end of the financial year for all States is 31 December.

Refer to State Guide offices for further information on the operation of accounts, including the name of accounts, signatories and audit requirements.

### **2.3.6 Street collections**

Guide fundraising through street collections and door knocks may only take the form of Girl Guide biscuit sales. No other Guide fundraising may take the form of street collections or door knocks.

Guides may assist in street collections or door knocks on behalf of other Organisations which comply with State ordinances and with the approval of the Unit Leader and the District, Division or Region Manager.

State laws must be adhered to with relation to the age of girls participating.

In the interest of safety of the girls, all girls involved in any street collection or door knocking activity must work in groups of at least two. They must be accompanied by two or more adults according to the supervision ratios outlined in Section 2.8.2.

All Guides and Leaders/Managers must wear uniform, and carry and show their membership card to all potential purchasers.

There are to be no pre-sales or orders for Girl Guide biscuits taken through street collections or door knocking.

### **2.3.7 Subscriptions**

Members of a Unit pay a subscription to Unit funds. The Unit Leader must keep an account of subscriptions made to Unit funds.

Members pay an annual membership fee to the State Girl Guide Organisation. The amount of this fee is set by the relevant State Executive/Board.

An annual membership fee is paid by each State Girl Guide Organisation to Girl Guides Australia. Additionally, States pay an amount to Girl Guides Australia based on the total number of members in each State. The amount paid to Girl Guides Australia is determined by the Board of Girl Guides Australia and based on the financial goals agreed to by the Board.

Membership fees cover membership of Girl Guides Australia and the World Association of Girl Guides and Girl Scouts.

## **2.4 International Relations**

Girl Guides Australia seeks to promote friendship among the girls and women of all nations as a contribution to peace and understanding.

### **2.4.1 International events in Australia**

The following categories are considered international events:

- a State event which is approved by the Board of Girl Guides Australia to have international participants;
- an Australian event which is approved by the Board of Girl Guides Australia to have international participants; and
- an event, requested by either the World Association of Girl Guides and Girl Scouts or by the Asia-Pacific Region Committee, held in Australia and including members from other countries.

Permission to hold an international event is obtained from the Board of Girl Guides Australia through the State International Manager and International Manager, Girl Guides Australia.

For States wishing to invite members from other countries to a State event, refer section 2.4.2.

The International Manager for Girl Guides Australia is kept informed of all planning and progress.

### **2.4.2 Invitations from Australia to other countries**

Permission to invite international guests is obtained from the International Manager, Girl Guides Australia, through the State International Manager.

Invitations to other countries are sent only by the International Manager for Girl Guides Australia.

### **2.4.3 Invitations from other countries to Australia**

Any invitation from another country for Guides from Australia to attend an overseas event must be referred to the International Manager for Girl Guides Australia.

### **2.4.4 Overseas formalities**

An introduction card for members intending to travel overseas may be obtained from the State International Adviser.

A member intending to live overseas permanently or temporarily may apply to the State International Manager for a transfer. This is arranged between the International Manager, Girl Guides Australia, and the International Commissioner of the other country.

### **2.4.5 Uniform requirements**

Members representing Australia at overseas events must wear the correct uniform. Refer to the International Manager, Girl Guides Australia, for specific requirements.

Members travel to and from official events in uniform.

### **2.4.6 Overseas members in Australia**

A girl or woman of another nationality is accepted as a member in Australia if she:

- is already a member of a World Association of Girl Guides and Girl Scouts member country; or
- is willing to make the Guide Promise.

She may be appointed as a Leader/Manager in accordance with State regulations.

If she is a temporary resident, either the Australian uniform or that of her home country may be worn. Badges of both countries can be worn on either uniform. The World Badge may be worn as the Promise badge.

For the crediting of badges and certificates earned overseas, application should be made to the relevant authority in the State.

A member who has made the Guide Promise prior to arrival in Australia makes a reaffirmation of that Guide Promise. She may then wear the Australian Promise badge.

Refer to paragraph 1.3 Membership above.

#### **2.4.7 Appointments**

International appointments are made at Australian, State and in some cases, Region levels.

#### **2.4.8 Post Box**

Any Guide aged nine years or over may become a penfriend of a member of the Movement in another country through an international scheme known as Post Box.

Guides under nine years may have interstate penfriends.

Units may have links with other Units.

All arrangements are made through the State Post Box Secretary or State International Adviser/Manager.

#### **2.4.9 Internet and Social Media**

Any member of Girl Guides Australia placing Guide related information on internet websites must adhere to the Internet and Social Media Policies of Girl Guides Australia as detailed in Chapter 8.

### **2.5 Public Relations**

Public relations is designed to promote goodwill in the community and present a favourable image of Guiding.

Understanding and goodwill are dependent on:

- the image presented by each member;
- interaction with other Organisations; and
- cooperation with the media.

Public relations personnel are appointed at Australian, State and Region levels.

#### **2.5.1 Girl Guides Australia logo**

The Girl Guides Australia logo is comprised of three parts. The first two parts are the trefoil and the wording. These parts are essential. The third part, the State identity, is optional and is included beneath the GIRL GUIDES AUSTRALIA wording.



Part 1 – trefoil

**GIRL GUIDES**  
**AUSTRALIA**

Part 2 – wording

**TASMANIA**

Part 3 – State identity  
(optional)

The trefoil also includes the seven-pointed star which represents the Commonwealth Star on the Australian flag. The seven points of the Commonwealth Star represent the six States plus the Territories. It must always be used with the trefoil.

The Girl Guides Australia logo **without** the State identity is used only for:

- stationery, publications, badges, retail items, plaques, signage, promotional materials and clothing that is distributed nationally;
- for the Girl Guides Australia website; or
- for Australian contingents travelling overseas.

Permission to use the Girl Guides Australia logo without the State identity must be obtained from the senior manager of Girl Guides Australia.

Individuals, Units, Districts, Divisions, Regions, States, State contingents and other groups belonging to a State Girl Guide Organisation may use the Girl Guides Australia logo with their State identity.

### **Rotating the logo**

The Girl Guides Australia logo (trefoil plus wording plus optional State identity) must **not** be rotated or utilised in part. However, it may be faded, toned down or used as a watermark.

### **Use of the Guide trefoil**

The Guide trefoil is a registered trademark of Girl Guides Australia.

The trefoil may be used on its own on stationery, publications, badges, retail items, plaques, promotional signage and materials and clothing. However for stationery, publications, promotional signage and materials and websites, the Girl Guides Australia logo (trefoil plus wording plus optional State identity) must appear at least once.

When used on its own the trefoil can be rotated, utilised in part or faded.

The trefoil must not be distorted in any way.

### **Colour**

Blue (PMS 286) and gold (PMS 143) are the official corporate colours. No other colour combination is allowed. The trefoil and writing are all blue. The star and the lines are gold. These colour combinations also apply when the trefoil is used on its own.

The Girl Guides Australia logo and trefoil may be printed in any single colour including gold, silver or bronze. When printing the whole logo, the trefoil and the wording must be in the same colour.

State Girl Guide Organisations should be contacted for further clarification of the Girl Guides Australia logo.

### **2.5.2 Media**

Members may approach local media according to the guidelines available from their State public relations department.

Statements to the print and electronic media relating to any issue or crisis situation in which Girl Guides Australia is implicated, should be in accordance with the Media Response Plan guidelines detailed in 2.6.

The senior manager of Girl Guides Australia should be notified of all requests for members to appear:

- in television commercials; or
- on radio or television shows (not interviews) which broadcast on national radio or television networks.

### **2.5.3 Politics**

Members in uniform or acting as representatives of Guiding must not participate in political activities. Refer Policy Statements in Chapter 8.

#### **2.5.4 Public parades**

Permission to participate in public parades should be obtained from the District, Division, Region Manager or State Commissioner.

#### **2.5.5 Vice-regal invitations to Guide events**

These are issued only through the National Office or State Guide offices.

### **2.6 Media Response Plan**

An emergency situation can be related to:

**Issues:** for example, discrimination, parent concerns or complaints about matters such as activities, our image or sponsorship; or

**Incidents:** for example, motor vehicle accidents, a group lost on an expedition, financial scandal, fire or natural disaster.

These may result in a situation which:

- requires the need for medical or rescue operations;
- requires the need for immediate action; or
- generates media interest, possibly adverse, and community concern.

When lives have been endangered or lost, the role of members of Girl Guides Australia is to ensure that the Organisation is seen to be:

- professional, caring and concerned;
- actively practising risk management; and
- constantly assessing its procedures.

Any emergency situation must be dealt with according to the guidelines below. The guidelines have been produced to:

- give advice on suitable procedures;
- provide guidelines for media statements; and
- protect the good name and excellent safety record of Girl Guides Australia and its members.

#### **Guidelines to be followed**

- Assess each emergency to determine its current or potential degree of severity and any likelihood of media interest.
- Notify as soon as possible the relevant people at District, Division, Region and State level. The State Executive Officer must be informed immediately an incident attracts media attention.
- If at any time the Leader/Manager is unsure of policy, reference should be made to Division, Region or State personnel.
- Do not give media comment unless directed by the State office.
- Avoid statements which admit liability. Any questions related to fault should be answered as follows: 'The matter is currently under investigation and we cannot comment on liability at this time.'
- Do not speculate as to what happened or who may be at fault. Instead, the following should be said: 'I cannot comment' or 'We will have to wait until the inquiry'.
- Do speak in personal terms, use positive examples to demonstrate action and response being taken. Keep calm and keep your answers straightforward and simple.
- Give every consideration and assistance to all concerned.

- Do keep an accurate record of events as they occur and the names of those people involved throughout the duration of the issue or incident.
- If an inquiry is held, a State or national spokesperson will speak publicly on behalf of Girl Guides Australia.
- Do not attempt to address matters which should be handled by others and be careful not to blame others.

## **2.7 Leaders**

Leaders in Girl Guides Australia are women aged 18 and over working directly with youth members (Unit Leaders, Assistant Unit Leaders, Outdoors Leaders). They are committed to the principles of Guiding and are prepared to complete the relevant Leadership Qualification in the Australian Learning and Qualification Program of Girl Guides Australia.

## **2.8 Managers**

Managers in Girl Guides Australia are women aged 18 and over working primarily with adult members (District, Region, State or National Managers). They are committed to the principles of Guiding and are prepared to complete the relevant Management Qualification in the Australian Learning and Qualification Program of Girl Guides Australia.

## **2.9 Units**

A Unit is the general name given to a group of Guides with their Leader(s).

### **2.9.1 Unit administration**

A Unit must be approved by the District Manager and registered with the State Girl Guide Organisation. Refer to States for information on starting a Unit.

Leaders of the Unit are appointed by the District Manager.

The Unit is self-governing and adheres to the principles and policies of Girl Guides Australia.

The name of the Unit is chosen by the Guides and includes location, name and 'Guides'.

Proper accounts are kept and are available for inspection by all members. The District Manager arranges an annual audit (refer 2.3.5 in this chapter).

The ages of the members in the Unit may be flexible depending on the community in which the girls live.

A religious group, school, club or other community group may have an attached Unit. At the time of registration agreement is made as to whether it will be confined to girls of the group or open to others. Leaders must be acceptable to the particular authority and approved by the District Manager and must meet the same expectations as those of other Units.

Girls may belong to only one Unit but may be attached temporarily to another.

It is the responsibility of the District Manager to put a Unit into recess or disband it (if necessary). State guidelines should be adhered to in these circumstances.

### **2.9.2 Unit membership**

Girls may join a Unit from the age of five years. Girls are youth members until their 18th birthday. Members aged 18 years and older are adult members.

### **2.9.3 Supervision requirements**

Adult ratio varies according to the ages of the girls. The table below indicates the number of adults recommended for Unit activities. This table is to be used as a general guide.

<b>Age range of Guides</b>	<b>Ratio</b>	<b>Minimum number of adults</b>
5-9 years old	1 adult:8 Guides	2
10-14 years old	1 adult:12 Guides	2
15 years and older	1 adult:15 Guides	2

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration.

There must be at least two adults present at any Unit activity including at least one qualified Leader or Manager.

A qualified Leader or Manager is one who holds

- A Leadership Qualification (from AALP or ALQP)
- A Management Qualification (from AALP or ALQP)

Other leadership may include Junior Leaders. They are to work under the supervision of a qualified Leader at all times and are not to be left as sole supervisor of the girls.

## **2.10 The Olave Program**

The Olave Program provides a framework and an award structure for participants to engage in opportunities for personal challenge through a flexible network, with a focus on service.

All members of a State Girl Guide Organisation are eligible to participate in the Olave Program from the age of 18 until the day of their 30<sup>th</sup> birthday.

The Olave Program enables young women to further develop as confident, self-respecting, responsible global community members.

The Olave Program provides a voice for the young women of Guiding, aged 18 to 30.

Participants in the Olave Program:

- show commitment to Guiding through the PROMISE AND LAW;
- support the COMMUNITY through voluntary service to Guiding and the wider world;
- celebrate and develop a deeper understanding of Guiding through HERITAGE AND TRADITIONS;
- foster cultural acceptance and strengthen global links through experiencing INTERNATIONAL GUIDING;
- support, encourage and learn from each other through SOCIAL NETWORKS; and
- grow as individuals through pursuing opportunities for SELF DEVELOPMENT.

Participants may choose to complete the Olave Baden-Powell Award which is the peak achievement award for young women in Girl Guides Australia.

## **2.11 Special Needs**

Guiding provides opportunities for girls and women with special needs. Special needs may include a physical, intellectual or social disability or a mental health issue.

Youth members with special needs are eligible to access the Australian Guide Program through inclusion in regular units or in special needs units. Adult members with special needs are eligible to access the Australian Learning and Qualification Program suitable to their role.

Supervision ratios for activities, including camping and other such activities, must be adjusted depending on the level of demonstrated need to ensure that all participants receive an adequate level of supervision in all circumstances.

For high level needs a carer must be present.

For moderate and low level needs the use of a buddy system is recommended. The Leader in Charge should ensure that the buddy has the required skills and maturity to work with the member who has special needs and that the buddy has the opportunity to participate in some activities in her own right.

To ensure adequate planning and preparation, the Leader of the Unit with a girl with a special need, or appropriate adult mentor for an adult with special needs, is to provide information regarding her needs in advance to the organiser of an event.

## **2.12 Support Group and District Support Team**

A District is managed by the District Manager with the assistance of a Support Group or District Support Team. Both methods of management are approved by Girl Guides Australia. The decision on the method of management of a District is made by the members of the District. Guidelines are available within each State which fully detail each method of management.

### **2.12.1 Support Group**

A Guide Support Group is a vital body of non-uniformed volunteers within a District or local area who wish to support Guiding.

#### **Membership and badge**

The District Manager is responsible for, and is an ex officio member of, the Support Group, its executive committee and any ad hoc committee it may form.

Women who have made the Guide Promise as members of the Support Group may wear the Promise badge.

#### **Purpose**

The purpose of the Support Group is to:

- assist the District Manager to promote Guiding and its values in the area;
- assist the District Manager in relationships with local authorities, educational bodies, parents and the general public;
- provide moral, practical and financial support for Guiding in the District;
- assist the District Manager to keep in touch with other Organisations and services for young people in the local area;
- recommend to the District Manager the names of those people suitable for leadership and other positions as required; and
- recommend to the District Manager the names of suitable persons for appointment as auditors.

The Support Group has no responsibility for the running of Units or the appointment of Leaders, nor does it have a call on Unit funds.

### **2.12.2 District Support Team**

A District Support Team comprises Leaders and non-uniformed volunteers within a District or local area who wish to support Guiding.

#### **Membership and badge**

The District Manager is responsible for, and is a member of, the District Support Team and is an ex-officio member of any ad hoc committee it may form. All adults within the District, including Leaders, are eligible for membership of the District Support Team.

Women who have made the Guide Promise as members of the District Support Team may wear the Promise badge.



## **Purpose**

The purpose of the District Support Team is to:

- assist the District Manager to promote Guiding and its values in the area;
- assist the District Manager in relationships with local authorities, educational bodies, parents and the general public;
- provide moral, practical and financial support for Guiding in the District;
- assist the District Manager to keep in touch with other Organisations and services for young people in the local area;
- recommend to the District Manager the names of those people suitable for leadership and other positions as required; and
- recommend to the District Manager the names of suitable persons for appointment as auditors.

The District Support Team has no responsibility for the running of Units or the appointment of Leaders, nor does it have a call on Unit funds.

## **Finance**

The District Support Team is financially self-supporting.

Accounts are audited and presented at the Annual General Meeting of the District.

Property is vested in the Guide Organisation of the State or Territory in which the property is situated.

## **Procedures**

All members of the District Support Team are eligible for election as office-bearers. There must be a minimum of two non Leader/Managers elected as office-bearers. Office-bearers are elected at the Annual General Meeting of the District (AGM).

The District Manager may be elected as an office-bearer however she does hold a position in her own right.

## **2.13 Trefoil Guild**

The purpose of a Trefoil Guild is to keep alive the spirit of the Promise and Law, carry this spirit into the community and to give support to Guiding.

### **2.13.1 Composition**

The Trefoil Guild is an integral part of Guiding but is governed and administered independently. Each guild is autonomous electing its own president, secretary and treasurer.

Trefoil Guilds may be formed at Australian, State, Region, Division or District level or any other grouping approved by the State Trefoil Guild Adviser.

Members are entitled to wear the Trefoil Guild badge.

The Trefoil Guild adheres to Guide principles and policy.

### **2.13.2 Trefoil Guild membership**

Membership is open to all female adults who have made the Guide Promise or Scout Promise anywhere in the world or are prepared to make the Guide Promise. Trefoil Guild members are members of their State Girl Guide Organisation.

Multiple membership enables a member to join more than one Trefoil Guild. They pay full membership to one Trefoil Guild in which they may hold office.

Life members may be appointed by a Trefoil Guild, which takes responsibility for life members' membership fees.

Honorary members are those unable to continue active participation in a guild but adhere to the principles and wish to keep contact. No membership fees are payable for honorary members.

### **2.13.3 Finance and registration**

Members receive a Trefoil Guild membership card, issued on re-affirmation of the Guide Promise and payment of the initial subscription.

The Trefoil Guild is financially self-supporting. It has no call on other Guide funds unless by specific decision of the Board of Girl Guides Australia or a State Executive/Board.

Trefoil Guilds are registered by the State Girl Guide Organisation. The appropriate District Manager or Commissioner must be informed of the registration.

Members pay an annual membership fee to their State Girl Guide Organisation.

### **2.13.4 Appointments**

The Australian Trefoil Guild Adviser is appointed by the Board of Girl Guides Australia on the recommendation of State Trefoil Guild Advisers.

The Australian Trefoil Guild Adviser is one of the representatives of the Trefoil Guild in the National Scout and Guide Fellowship of Australia (NSGF).

State Trefoil Guild Advisers are appointed in their States according to State guidelines.

### **2.13.5 Uniform**

Trefoil Guild members may wear optional Trefoil Guild dress at Guild meetings, international, Australian and State gatherings and when service is given to Guiding and the community.

Trefoil Guild members have the option to wear Girl Guides Australia uniform.

### **2.13.6 Fellowship of Former Scouts and Guides**

Members of Trefoil Guilds, Baden-Powell Guilds and St George's Guilds in Australia, and other bodies approved by Girl Guides Australia and Scouts Australia, are members of the Australian Fellowship of Former Scouts and Guides. Members are entitled to wear the Fellowship Badge.

The Australian Fellowship is administered by a National Joint Council. The Council consists of representatives of Trefoil Guilds and Baden-Powell Guilds. The National Joint Council meets regularly. Meetings are held in one State over a period of four years.

The Australian Fellowship is a member body of the International Scout and Guide Fellowship.

## **2.14 Scouts Australia**

Girl Guides Australia and Scouts Australia share a common background. However they are separate Organisations.

### **2.14.1 Relationship**

Girl Guides Australia maintains close cooperation with Scouts Australia through the Australian and State Councils or Boards for Guiding and Scouting.

The following activities are encouraged:

- practical cooperation and good relations at local levels;
- shared activities — refer 2.14.2 Guidelines for Shared Activities;
- participation in an activity of either Organisation, conducted by that Organisation, but with joint planning from an early stage;

- participation by invitation in an activity planned, organised and conducted by either Organisation;
- joint training in specific subjects, with supervision by relevant Leaders/Managers of both Organisations;
- cooperation and shared activities for members over age 15 in a program approved by both Organisations; and
- exchange of Trainers — approval of both Organisations is required.

#### **2.14.2 Guidelines for shared activities**

The guidelines below should be followed when combining with Scouts for an activity.

- Invitations for shared activities may be from either Guide or Scout Organisations.
- Both Organisations must agree to the activity and be involved from the beginning and throughout with all preparations and conduct of the activity.
- The activity must be equally suitable for girls and boys of the age group concerned.
- The activity should be planned by a committee of nominated representatives which includes a qualified Leader/Manager of each Organisation.
- The planning committee must agree on the objectives, organisation and budget for the activity. Arrangements must comply with the relevant rules of both Girl Guides Australia and Scouts Australia. Publicity must show the activity is jointly organised.
- Each Organisation is given an equal role in leadership of the activity.
- A joint report and evaluation is required by each Organisation after the event.

# 3 PROGRAM

## 3.1 Overview

The Australian Guide Program is based on shared leadership and decision-making at all ages. Girls plan and participate in activities facilitated by a Leader.

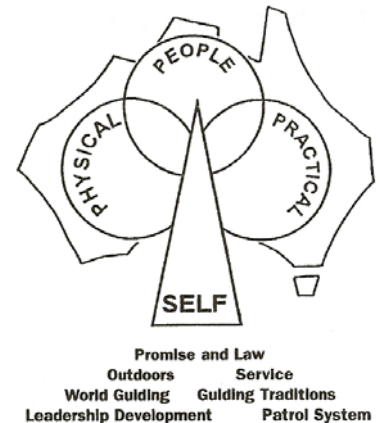
The aim of the Australian Guide Program is to facilitate a broad program that recognises participation, effort, achievement, ability and service (by individuals and groups), which is not competitive. Girls initiate involvement, and self-development and self-confidence are facilitated in a cooperative environment.

## 3.2 Program and Method

The Australian Guide Program is a values-based, leadership and life skills program with an outdoors focus.

It involves Guides and Leaders working together to carry out challenges and activities based on the four elements and seven fundamentals of the Australian Guide Program.

Girls grow into confident, self-respecting, responsible community members through challenge, recognition, fun and friendship.



### 3.2.1 Elements of the Australian Guide Program

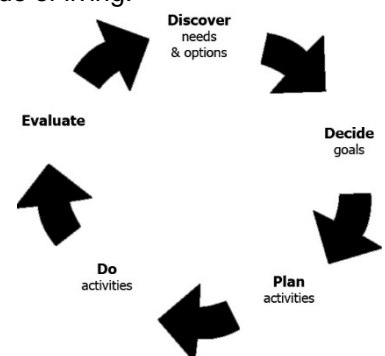
The Australian Guide Program encourages the girl to develop her **self** in the areas of **physical** development, **practical** skills, and in relationships with **people**.

- Physical—participating actively; focussing on the environment and the outdoors.
- People—making friends and developing long-lasting friendships; developing an understanding and respect for others.
- Practical—learning by doing; learning everyday living skills that can be integrated in all areas of life.
- Self—development and appreciation of the individual; gaining personal growth through challenging the girl as an individual.

### 3.2.2 Fundamentals of the Australian Guide Program

The seven fundamental areas of Guiding form the basis of the Program upon which Unit meetings are developed and implemented.

- keeping the Promise and Law is our underlying code of living.
- enjoying the outdoors offers active adventure and awareness of the environment.
- giving service encourages a sense of community.
- exploring world Guiding builds peace and understanding.
- sharing in Guiding traditions gives a sense of history and belonging.
- experiencing leadership development improves skills for life.
- participating in the Patrol System develops teamwork skills.



The philosophy of the Program is based on the importance of the process used in working towards an outcome, rather than on the activity itself. When Guides plan their own Unit meetings, they gain confidence in choosing activities to suit their needs and learn the important skill of self-determination.

### 3.2.3 Girl Guide/Girl Scout Method

The Australian Guide Program follows the Girl Guide/Girl Scout Method of the World Association of Girl Guides and Girl Scouts. This unique approach combines the use of different educational tools in order to achieve the educational aim of Girl Guiding/Girl Scouting: to contribute to the development of the full potential and a harmonised personal identity of each individual.

- commitment through the Promise and Law
- the Patrol System
- learning by doing
- progressive self-development
- symbolism
- active co-operation between youth and adults
- outdoor activities
- service in the community

For more information, refer to the *Education Programme Guidelines* on [waggsworld.org](http://waggsworld.org).

### 3.3 Recognition of Achievement

Guides can attain the peak achievement award, the Queen's Guide Award. Complementary awards for younger girls are also available.

Each girl who works toward an award is recognised at the level of her abilities. Recognition may be by the girl herself, other members of the Unit or by the girl through discussion with her Leader.

A range of interest achievements is available for girls to challenge themselves as individuals or as part of a group.

Where appropriate, qualifications for youth and adult members of Girl Guides Australia are linked to nationally accredited industry based training packages.

### 3.4 Traditions

#### 3.4.1 Ceremonies

Ceremonies bring a sense of belonging and their use is encouraged. Units may create their own ceremonies and traditions.

#### Promise ceremonies and award ceremonies

A girl decides in consultation with her Leader when she will make or renew her Guide Promise.

An adult who has made her Guide Promise as a youth member is encouraged to renew it at an appropriate time.

Any adult member of a State Girl Guide Organisation who has made the Guide Promise may conduct a Promise ceremony or award ceremony.

#### 3.4.2 Flags

Flags may be carried and used in ceremonies. When used they should progress in the following order:

- the Australian National Flag;
- a State flag;
- the recognised flag of a country;
- the World Flag;
- a Unit's flag—the World Flag inscribed with the name of the Unit;

- a Unit's flag or pennant (not used in formal ceremonies); and
- the respective Australian, State or local standard which may accompany the Chief Commissioner, the State Commissioner or the Region Manager .

When the flags are placed in a stand or flown from poles, the Australian flag is always on the left (as you face them) of the World Flag.

### **3.4.3 Standards**

A Standard is a large tapering flag. In Guiding, a Standard signifies an official position such as Chief Commissioner or State Commissioner. Standards are used at functions where the person whose position it signifies is present. The protocol for carrying Standards is available from State Guide offices.

### **3.4.4 The Guide Sign**

The Guide Sign may be used on the following occasions by all members who have made the Promise:

- at a Promise ceremony, an award ceremony or Promise renewal;
- during the playing or singing of the National Anthem when in uniform at a Guide or Scout event except if the event is in a church; or
- when colours are brought on, taken off, broken or lowered with ceremony at a Guide or Scout function.

The Guide Sign is not used in a church service even for a Guide or Scout event.

Refer to the definition of the Guide Sign in Chapter 1.

### **3.4.5 Guides' Own**

A Guides' Own is a time of reflection acceptable to all faiths. It is planned and conducted by Guides of any age.

## **3.5 Indoor Overnight Stay or Sleepover**

An indoor overnight stay or sleepover is when a Unit extends their program activity overnight, making use of an indoor Guide approved venue. A qualified Leader must be in attendance at all times and prior notification of the activity must be given to the District Manager. Activity Consent forms must be completed prior to the event or activity. The duration of the overnight stay or sleepover must be less than 24 hours. The adult to girl ratio for camping as outlined in Chapter 5 must be used.

## 4 VOLUNTEER ROLES

### 4.1 Appointment of Leaders and Managers

The appointment of a Leader or Manager is confirmed by the issue of a letter of appointment from the State or Chief Commissioner as appropriate (and badge where appropriate) after the requirements have been met.

#### 4.1.1 Appointment requirements

The District or Region Manager or State Commissioner must satisfy herself before confirming the appointment of a Leader, Manager or Outdoor Leader, that she:

- is aged 18 or over
- has worked effectively with the Unit or area for at least three months (unless already a qualified Leader/Manager transferring within Australia to the same position, where the appointment can be made when the new Leader/Manager has met all the induction requirements); and
- completed the relevant qualification in the Australian Learning and Qualification Program of Girl Guides Australia including making or renewing the Guide Promise as an adult.

For a new Unit Leader or Assistant Unit Leader, a Learning Partner will be appointed by the District Manager. The Learning Partner will work closely with the members of the District in assisting the Leader to become qualified.

For a new Outdoors Leader being appointed to a District, the District Manager will appoint the Learning Partner. For an Outdoors Leader being appointed to a Region, the Region Manager will appoint the Learning Partner. The Learning Partner will work closely with the members of the District/Region in assisting the Leader to become qualified.

For a new District Manager, a Learning Partner will be appointed by the Region Manager. The Learning Partner will work closely with the members of the Region and District in assisting the District Manager to become qualified.

For a new Region Manager, the State Commissioner will appoint a mentor to assist the Region Manager become qualified.

#### 4.1.2 Appointment

The appointment is:

- recommended by the appropriate District or Region Manager, or State Commissioner;
- issued according to State procedures;
- for a specific position and is not transferable.

A woman may not hold more than one primary appointment (e.g. Leader and Manager) simultaneously. She may hold a primary appointment and supplementary appointments.

If a Leader or Manager moves to another Unit or area, the appointment is cancelled and a new appointment made when and if appropriate.

### 4.2 Adult Development in Girl Guides Australia

Introductory and on-going training is provided for all adult members in Girl Guides Australia, including Leaders, Managers and members of the Olave Program. The purpose of training is to provide each adult member with appropriate knowledge and skills to reach her full leadership potential.

A qualified Leader with Girl Guides Australia has completed a Leadership Qualification as detailed in the Australian Learning and Qualification Program. The qualification is confirmed by the issue of a certificate and Leadership Qualification bar.

A qualified Manager with Girl Guides Australia has completed the Management Qualification as detailed in the Australian Learning and Qualification Program. The qualification is confirmed by the issue of a certificate.

Opportunities for on-going development are detailed in the Australian Learning and Qualification Program. In addition, members may challenge themselves in the Olave Baden-Powell Award and other areas relevant to their role. The State Learning & Development Managers and their committees are responsible for providing appropriate training for the programs and qualifications in the Australian Learning & Qualification Program.

The State Learning & Development Manager, State Outdoor Activities Manager and their committees are jointly responsible for providing the training courses for all outdoor modules of the Australian Learning and Qualification Program. The State Outdoor Activities Manager is responsible for the administration of the outdoor modules including appointing Outdoor Skills Assessors.

The requirements for the Learning and Development Qualification within Girl Guides Australia are fully detailed in the Australian Learning and Qualification Program.

All first aid requirements for adults must be assessed by a qualified first aid assessor from a Registered Training Organisation covered by professional indemnity insurance.

The minimum first aid requirement for:

- Assistant Unit Leader, District Manager and Region Manager is the theory part of “Provide Basic Emergency Life Support” or equivalent (for which a statement of completion is received).
- Unit Leader is “Provide Basic Emergency Life Support” or equivalent, including theory and practical instruction and assessment and for which a statement of attainment is received.
- Outdoors Leaders and adults conducting camps, expeditions and adventure activities is “Provide First Aid” or equivalent.

A qualified Leader / Manager must keep her first aid qualification current at the level appropriate to her role and forward a copy of current certificates to the State Office.

If the first aid qualification is not current then:

- For meetings and activities, there must be a first aider with “Provide Basic Emergency Life Support” or equivalent: OR
- For camps, expeditions and adventure activities, there must be a person with a minimum qualification of “Provide First Aid” or equivalent.



### 4.3 Position Description – State Commissioner

<b>Position Title:</b>	State Commissioner
<b>Appointment:</b>	State Council or Board
<b>Responsible to:</b>	State Council or Board, Chief Commissioner
<b>Term of Appointment:</b>	In accordance with the relevant State Constitution
<b>Primary Purpose of Position:</b>	To implement the aims of Girl Guides Australia within her State

#### **Responsibilities:**

1. To ensure the State Girl Guide Organisation is administered properly and competently according to the direction of the State Council or Board either directly or through the Executive Committee.
2. To promote the development of Guiding.
3. To maintain regular communication with all State office-bearers and to give support to activities where appropriate.
4. To attend the Board meeting of Girl Guides Australia as the representative of her State and promote the views and needs of her State in relation to matters requiring a national decision and ensure the decisions are implemented in her State.
5. To maintain regular contact with the Chief Commissioner and to advise her of areas of concern or opportunities for promotion of Guiding.
6. To maintain links with Scouts Australia and other youth groups and Organisations in her State.
7. To be the chairperson of the State Executive/Board Committee if specified in the State terms of reference.
8. To be an ex-officio member of all State committees, receive minutes of the meetings held and to follow up any areas of concern and give support where appropriate.
9. To maintain contact with and advise and encourage Region Managers and visit Regions by invitation when possible.
10. To delegate responsibility to suitably qualified people for areas which require specific expertise and maintain contact with them to ensure that the needs of the Guide Organisation are being met.
11. To maintain the commitment of Girl Guides Australia to a child safe and child friendly culture.

#### **Personal Requirements:**

1. To be a member of a State Girl Guide Organisation.
2. To demonstrate a commitment to the principles of Guiding.
3. To have an understanding of the role of different groups within the State Girl Guide Organisation.
4. To have an understanding of the Australian Guide Program and the Australian Learning and Qualification Program
5. To be willing to represent Guiding to the best of her ability.
6. To have good communication and administrative skills.
7. To hold, or be working towards, the appropriate qualification in the Australian Learning and Qualification Program
8. To wear Guide uniform when undertaking the role to which she is appointed

## 4.4 Position Descriptions - Leadership

### 4.4.1 Unit Leader

**Primary Position Title:** Unit Leader

**Appointed by and reports to:** District Manager or equivalent

**Key Relationships:**

- Youth members
- Unit Leaders, Assistant Unit Leaders and Unit Helpers in own Unit
- Parents and wider community
- District and Region teams

**Term of Appointment:** In accordance with State policy

**Primary purpose of the position:**

Provide effective leadership of the Unit in order to deliver a high quality Australian Guide Program to youth members in a safe environment.

**1. Being Part of Guiding in Australia**

- Help and support other members of the Unit team.
- Share skills, knowledge and resources with other Leaders, Unit Helpers and youth members.
- Build collaborative relationships with other Leaders/Managers in the Unit/District/Region teams.
- Support new Leaders in the District and sign off Leadership Qualification Passport activities as appropriate

**2. Delivering the Australian Guide Program**

- Facilitate youth members to develop and implement an effective and well-balanced program relevant to their needs and interests.
- Support youth members to further their understanding and application of the Promise and Law.
- Encourage youth members to progress in the Australian Guide Program.
- Provide opportunities for youth members to develop and use their leadership skills.
- Facilitate self-government in the Unit, enabling decisions to be made in a democratic manner.

**3. Being a Leader of your Unit**

- Take responsibility and accountability for all decisions, activities and matters involving the Unit.
- Promote Guiding in local community.
- Build relationships and communicate effectively with stakeholders in the community.
- Grow youth membership and optimise retention of members.
- Encourage and support other adults to become involved as Leaders or in other roles.

**4. Being Safe**

- Take responsibility for the health and safety of all members and other adults associated with the Unit.
- Comply with obligations under the relevant national and state Work Health and Safety Acts.
- Comply with Girl Guides Australia/State Girl Guides Organisation policy and procedures.
- Undertake risk assessments and minimise risk on an ongoing basis.

## **5. Managing your Unit**

- Follow current Girl Guides Australia and State Girl Guides Organisation policies and procedures.
- Maintain appropriate Unit records.
- Deal promptly with all correspondence.
- Report on Unit activities as required.
- Ensure accurate financial records are maintained.
- Complete annual audit requirements.
- Maintain equipment and/or property in good working order
- Lead the Unit Leadership team (with any other Unit Leaders) in a way which utilises the talents of all and fosters an environment of continual learning.

### **Requirements of appointment to the position**

- Member of State Girl Guide Organisation.
- Hold a Leadership Qualification as a Unit Leader.
- Satisfactory Police and Working with Children checks as required by State Legislation.
- First Aid Statement of Attainment - "Provide Basic Emergency Life Support" (includes CPR).
- Acceptance of Girl Guides Australia Code of Conduct.

### **Capabilities and personal attributes**

- Commitment to the principles of Guiding and willingness to make or renew the Guide Promise.
- Commitment to girls/young women and their development.
- Ability to be a positive role model.
- Ability to work collaboratively with others and to bring out the best in them.
- Sound planning and organising skills.
- Effective communication skills both one on one and in groups.
- Capacity and time to undertake the role.

### **Ongoing requirements**

- Commitment to the Promise and Law.
- Compliance with the Girl Guides Australia Code of Conduct.
- Commitment to ongoing self-development and learning.
- Wearing of the Guide uniform.
- Annual refreshment of CPR component of "Provide Basic Emergency Life Support".

### **Appointment review**

- Interim Review completed with District Manager six months following appointment.
- Role currency checks (including First Aid) as required.
- Participation in a Review as required.

#### 4.4.2 Assistant Unit Leader

**Primary Position Title:** Assistant Unit Leader

**Appointed by:** District Manager or equivalent

**Reports to:** Unit Leader

**Key Relationships:**

- Youth members
- Unit Leaders, Assistant Unit Leaders and Unit Helpers in own Unit
- Parents and wider community
- District and Region teams

**Term of Appointment:** In accordance with State policy

**Primary purpose of the position:**

As part of the Unit leadership team deliver a high quality Australian Guide Program to youth members in a safe environment.

1. **Being Part of Guiding in Australia**
  - Help and support other members of the Unit team.
  - Share skills, knowledge and resources with other Leaders, Unit Helpers and youth members.
  - Communicate effectively with other Leaders/Managers in the Unit/District/Region
  - Support new Leaders in the District
2. **Delivering the Australian Guide Program**
  - Facilitate youth members to develop and implement an effective and well-balanced program relevant to their needs and interests.
  - Support youth members to further their understanding and application of the Promise and Law.
  - Encourage youth members to progress in the Australian Guide Program.
  - Provide opportunities for youth members to develop and use their leadership skills.
  - Facilitate self-government in the Unit, enabling decisions to be made in a democratic manner.
3. **Being a Leader of your Unit**
  - Take responsibility and accountability for all decisions, activities and matters involving the Unit.
  - Promote Guiding in local community.
  - Lead the Unit as required in the absence of the Unit Leader.
4. **Being Safe**
  - Contribute to the health and safety of all members and other adults associated with the Unit.
  - Comply with obligations under the relevant national and state Work Health and Safety Acts.
  - Comply with Girl Guides Australia/State Girl Guides Organisation policy and procedures.
  - Undertake risk assessments and minimise risk on an ongoing basis.

### **Requirements of appointment to the position**

- Member of State Girl Guide Organisation.
- Hold a Leadership Qualification as an Assistant Unit Leader or Unit Leader.
- Satisfactory Police and Working with Children checks as required by State Legislation.
- First Aid Statement of Completion - "Provide Basic Emergency Life Support" – theory only.
- Acceptance of Girl Guides Australia Code of Conduct.

### **Capabilities and personal attributes**

- Commitment to the principles of Guiding and willingness to make or renew the Guide Promise.
- Commitment to girls/young women and their development.
- Ability to be a positive role model.
- Ability to work collaboratively with others and to bring out the best in them.
- Effective communication skills both one on one and in groups.
- Capacity and time to undertake the role.

### **Ongoing requirements**

- Commitment to the Promise and Law.
- Compliance with the Code of Conduct.
- Commitment to ongoing self-development and learning.
- Wearing of the Guide uniform.

### **Appointment review**

- Interim Review completed with District Manager six months following appointment.
- Role currency checks (including First Aid) as required.
- Participation in a Review as required.

#### 4.4.3 Outdoors Leader

<b>Primary Position Title:</b>	Outdoors Leader
<b>Appointed by:</b>	District Manager or Region Manager
<b>Reports to:</b>	District Manager or Region Manager
<b>Key Relationships:</b>	<ul style="list-style-type: none"><li>• Youth members</li><li>• Unit Leaders, Assistant Unit Leaders and Unit Helpers in own District / Region</li><li>• Parents and wider community</li><li>• District and Region teams</li></ul>
<b>Term of Appointment:</b>	In accordance with State policy

#### **Primary purpose of the position:**

As part of the District / Region team, deliver a safe, high quality outdoors program to youth members.

#### **1. Being Part of Guiding in Australia**

- Help and support other members of the Unit/District/Region team.
- Share skills, knowledge and resources with other Leaders, Unit Helpers and youth members.
- Communicate effectively with other Leaders/Managers in the Unit/District/Region teams.
- Support new Leaders in the District/Region including signing activities in the Leadership Qualification Passport as appropriate.
- Promote Guiding in local community.

#### **2. Delivering the Australian Guide Program Outdoors**

- Support the delivery of the Australian Guide Program in the outdoors.
- Maximise opportunities to incorporate all aspects of the Australian Guide Program into outdoor activities.
- Provide opportunities for youth members to develop and use their leadership skills in the outdoors

#### **3. Being Safe**

- Comply with obligations under the relevant National and State Work Health and Safety Acts.
- Care for the health and safety of everyone associated with the activities.
- Comply with Girl Guides Australia/State Girl Guide Organisation policy and procedures.
- Undertake risk assessments and complete risk management plans.
- Minimise risk on an ongoing basis.

#### **4. Developing Outdoor Skills**

- Provide opportunities for youth members to develop and use their outdoor skills.
- Build relationships with other outdoor activity providers in the community.

#### **Requirements of appointment to the position**

- Member of State Girl Guide Organisation.
- Hold a Leadership Qualification as an Outdoors Leader.
- Satisfy the requirements of State Legislation in regard to Child Protection.
- First Aid Statement of Attainment - "Provide First Aid". CPR refreshed annually.
- Acceptance of Girl Guides Australia Code of Conduct.

**Capabilities and personal attributes**

- Commitment to the principles of Guiding and willingness to make or renew the Guide Promise.
- Commitment to girls/young women and their development.
- Ability to be a positive role model.
- Good interpersonal skills including the ability to work collaboratively and communicate effectively.
- Capacity and time to undertake the role.
- Sound planning and Organisational skills.
- Maintain the physical capability to undertake the Outdoors Leader role safely.

**Ongoing requirements**

- Commitment to the Promise and Law.
- Compliance with the Code of Conduct.
- Meet ongoing requirements for any outdoor specialist skills.
- Commitment to ongoing self-development and learning.
- Wearing of the Guide uniform.

**Appointment review**

- Interim Review completed with District Manager or Region Manager six months following appointment
- Role currency checks (including First Aid) as required.
- Participation in a Review as required.

#### 4.4.4 Resource Leader

<b>Primary Position Title:</b>	Resource Leader
<b>Appointment:</b>	District, Region Manager or State Commissioner
<b>Responsible to:</b>	Relevant District, Region Manager or State Commissioner and State Executive/Board
<b>Term of Appointment:</b>	Reviewed for endorsement every three years.

**Main Purpose of Position:**

To share with girls and adults her specialised skills (for example, camp craft, abseiling, first aid, music, leadership skills) OR provide support for other Leaders and Managers (for example, Learning Partners, Advisers and Consultants)

**Responsibilities:**

1. Share with girls or adults specialised skills in one or more areas of the program or support other Leaders / Managers.
2. Attend regularly and report to the District, Region or State meetings as applicable.
3. Be aware of local and State events being planned and community contacts in the area appointed.
4. Keep up to date with program trends and read current Guiding publications.
5. Keep up to date within her area of expertise by taking part in further adult courses, by reading appropriate publications and by attending seminars and conferences as appropriate.
6. Develop, implement and evaluate creative, effective and well-balanced programs suitable to the age group and the Leader's area of expertise which furthers the members' understanding and acceptance of the principles of Guiding and the Australian Guide Program.
7. Implement self-government methods appropriate to activities enabling decisions to be made democratically.
8. Be responsible for records and reports appropriate to her role and deal promptly with all correspondence.
9. Help other members of Girl Guides Australia understand the principles and methods of Guiding.
10. Keep up to date with changes in policies and procedures.
11. Understand her responsibility for the health and safety of girls and Leaders in her care.
12. Work as a member of the District, Region or State team.
13. Promote and maintain Guiding standards.
14. Communicate effectively with members and parents or guardians of the girls.
15. Facilitate leadership skill development within the group with which she works.
16. Understand the commitment of Girl Guides Australia to a child safe/child friendly culture.

**Personal Requirements:**

1. Be a member of a State Girl Guide Organisation.
2. Have an understanding of and interest in the girls and adults with whom she works.
3. Hold a qualification in the Australian Adult Leadership Program or Australian Learning and Qualification Program.
4. Show a willingness to continue developing her personal skills.
5. Adhere to policies and procedures of Girl Guides Australia.
6. Be up to date with current Guiding practices and knowledge of the Australian Learning and Qualification Program.
7. Wear Guide uniform when undertaking the role to which she is appointed.



## 4.5 Position Descriptions - Management

### 4.5.1 District Manager

**Primary Position Title:** District Manager

**Appointed by and reports to:** Region Manager or equivalent

**Key Relationships may include:**

- Region Manager
- Assistant District Manager
- District and Region Team members
- Unit Leaders, Assistant Unit Leaders and Unit Helpers
- Parents, Support Group and wider community

**Term of Appointment:** Three years

#### **Primary purpose of the position**

Provide effective management and leadership of the Guiding District in order to develop adult Leaders and Managers and to enable the delivery of a high quality Australian Guide Program in a safe environment.

#### **1. Leading Guiding**

- Prepare for, chair and follow-up District Meetings.
- Build collaborative relationships with members of the Unit/District/Region teams.
- Help and support other adult members.
- Share skills, knowledge and resources with others.
- Develop and facilitate an active Support Group to effectively support Guiding in the area.
- Prepare for and attend the Support Group Meetings, liaising between the Support Group and the Leaders of the District.
- Build collaborative relationships with parents and friends of Guiding through development of the Support Group.
- Foster relationships with parents to stimulate interest in leadership opportunities
- Make recommendations regarding the opening, amalgamation or closing of Units with your Region Manager in accordance with your State's policy and manage the process.
- Attend meetings and events as required.

#### **2. Leading Your Team**

- Appoint an Assistant District Manager and establish her areas of responsibility.
- Manage District personnel including recruitment, selection and appointment, (including Learning Partners.)
- Manage induction and review processes.
- Build and maintain positive relationships throughout the District.
- Support adults to further their understanding and application of the Promise and Law.
- Encourage and model succession planning.
- Meet regularly with the Leaders, and build a highly motivated Leadership team, developing and valuing individual's skills and talents.
- Encourage cooperation between Unit Leadership teams.
- Delegate tasks as appropriate.
- Provide opportunities for adults to develop and use their leadership skills and other talents.
- Support new Leaders in the District, and in consultation with the Learning Partner oversee her development, complete Induction responsibilities and sign-off Passport activities as appropriate.
- Recognise and value the contribution of adults in the District.

### **3. Minimising risk**

- Care for the health and safety of all members and supporters.
- Comply with obligations under the relevant national and state Work Health and Safety Acts.
- Comply with Girl Guides Australia/State Girl Guides Organisation policy and procedures.
- Ensure that the necessary risk assessments and Risk Management plans are completed.
- Minimise risk on an ongoing basis.
- Monitor accident and incident notifications.
- Ensure social media is being used appropriately and in accordance with State Girl Guide Organisation policy.

### **4. Managing administration**

- Follow current Girl Guides Australia and State Girl Guides Organisation policies and procedures.
- Maintain appropriate records.
- Deal promptly with all correspondence and forms.
- Use State database to generate relevant management reports.
- Report on District activities as required.
- Ensure that an annual budget for the District's income and expenses is prepared.
- Ensure accurate financial records are maintained.
- Complete annual review / audit in the required timeframe.
- Ensure that equipment and/or property is maintained in good working order.
- Manage venue lease / hire agreements for District managed properties in accordance with State Guidelines /Policy.

### **5. Building for the Future**

- Set membership goals collaboratively and plan for the continuous growth and development of Guiding in the District.
- Support Units to grow youth membership and optimise retention of members.
- Undertake promotional activities to inform the community about Guiding.
- Facilitate development of District events calendar.
- Attend and encourage others to attend relevant community events and ceremonies.
- Build relationships and communicate effectively with stakeholders in the community.
- Encourage and support other adults to become involved as Leaders or in other roles.

### **6. Being involved with Guide units**

- Model effective communication practices by visiting and regularly communicating with Guide Units.
- Take opportunities to participate in Unit ceremonies.
- Keep up-to-date with WAGGGS global actions and campaigns.
- Actively encourage the high quality delivery of the AGP and facilitate the sharing of good practice between Units.

### **Requirements of appointment to the position**

- Be a Member of a State Girl Guide organisation.
- Hold or be working towards a Management Qualification as a District Manager.
- Satisfy Police and Working with Children checks as required by State Legislation.
- Hold a First Aid Statement of Completion - "Provide Basic Emergency Life Support" (Theory only).
- Accept the Girl Guides Australia Code of Conduct.

**Capabilities and personal attributes**

- Commitment to the principles of Guiding and willingness to make or renew the Guide promise.
- Commitment to the development of girls and women.
- Highly developed people skills including the ability to work collaboratively with others and to bring out the best in them.
- Sound planning, organisation and management skills.
- Effective communication skills both one on one and in groups.
- A positive role model.
- Capacity and time to undertake the role.

**Ongoing requirements**

- Commitment to the Promise and Law.
- Compliance with the Girl Guides Australia Code of Conduct.
- Commitment to ongoing self-development and learning.
- Commitment to wearing of the Guide uniform.

**Appointment review**

- Interim Review completed with Region Manager six months following appointment.
- Role currency checks (including First Aid) as required.
- Participation in a Review as required.

#### 4.5.2 Region Manager

**Primary Position Title:** Region Manager

**Appointed by and reports to:** Dependent on State Guidelines

**Key Relationships may include:**

- State Personnel
- Assistant Region Manager
- District Managers and Region Team members
- Unit Leaders, Assistant Unit Leaders and Unit Helpers
- Support Groups
- Community

**Term of Appointment:** Three Years

#### **Primary purpose of the position:**

Provide effective management and leadership of the Guiding Region in order to develop adult Leaders and Managers and to enable the delivery a high quality Australian Guide Program in a safe environment.

#### **1. Leading Guiding**

- Prepare for, chair and follow-up the Region Meetings.
- Build collaborative relationships with Managers in the District / Region / State teams.
- Help and support other adult members.
- Share skills, knowledge and resources with others.
- Maintain awareness of State Girl Guide Organisation goals, initiatives and plans.
- Maintain links with the Trefoil Guilds in Region.
- Make recommendations regarding the opening, amalgamation or closing of Districts in accordance with your State's policy.
- Attend meetings and events as required.

#### **2. Leading Your Team**

- Appoint an Assistant Region Manager and establish her areas of responsibility.
- Manage Region personnel including recruitment, selection and appointment, (including Learning Partners.)
- Manage induction and review processes.
- Build and maintain positive relationships throughout the Region.
- Support adults to further their understanding and application of the Promise and Law.
- Encourage and model succession planning.
- Meet regularly with the Region Team and District Managers, and build a highly motivated Management team, developing and valuing individual's skills and talents.
- Encourage and model cooperation between Districts.
- Delegate tasks as appropriate.
- Provide opportunities for adults to develop and use their leadership and management skills.
- Recognise and value the contribution of members in the Region.
- Promote and utilise the Girl Guides Australia Awards system for Adult volunteers and various local, State and National Volunteer recognition systems.
- Work with Learning & Development personnel to ensure Leader and Manager learning/training needs are met effectively.
- Support new Managers in the Region, and in consultation with the Learning Partner oversee their development, complete induction responsibilities and sign-off Passport activities as appropriate.

### **3. Minimising risk**

- Demonstrate a commitment to providing a healthy and safe environment for all members and supporters.
- Comply with obligations under the relevant national and state Work Health and Safety Acts.
- Comply with Girl Guides Australia/State Girl Guides Organisation policy and procedures.
- Ensure that the necessary risk assessments and Risk Management plans are completed.
- Ensure Leaders and Managers have completed relevant risk management training.
- Model safe work practices and actively seek to minimise risk on an ongoing basis.

### **4. Managing administration**

- Follow current Girl Guides Australia and State Girl Guides Organisation policies and procedures.
- Ensure that appropriate records are maintained.
- Deal promptly with all correspondence and forms.
- Use State database to generate relevant management reports.
- Report on Region activities as required.
- Ensure that an annual budget for the Region's income and expenses is prepared.
- Ensure accurate financial records are maintained.
- Complete annual audit / review requirements in the required timeframe.
- Ensure that equipment and/or property is maintained in good working order.
- Manage venue lease / hire agreements for Region managed properties in accordance with State guidelines / policy.

### **5. Building for the Future**

- Set membership goals collaboratively and plan for the continuous growth and development of Guiding in the Region.
- Undertake promotional activities to inform the community about Guiding.
- Support Districts to grow membership and optimise retention of members.
- Build relationships and communicate effectively with stakeholders in the community.
- Attend and encourage others to attend relevant community events and ceremonies.
- Encourage and support other adults to become involved as Leaders, Managers or in other roles.

### **6. Being involved with Guide units**

- Model effective communication practices by visiting and regularly communicating with Districts.
- Take opportunities to participate in District and /or Unit ceremonies and special events.
- Keep up-to-date with WAGGGS global actions and campaigns and facilitate awareness in Region.
- Actively encourage the high quality delivery of the AGP and facilitate the sharing of good practice between Districts.

### **Requirements of appointment to the position**

- Be a member of State Girl Guide organisation.
- Hold or be working towards a Management Qualification as a Region Manager.
- Satisfy Police and Working with Children checks as required by State Legislation.
- Hold a First Aid Statement of Completion - "Provide Basic Emergency Life Support" (theory only).
- Demonstrated acceptance by modelling the Girl Guides Australia Code of Conduct.

### **Capabilities and personal attributes**

- Commitment to the principles of Guiding and willingness to make or renew the Guide promise.
- Commitment to the development of girls and women.
- Highly developed people skills including the ability to work collaboratively with others and to bring out the best in them.
- Sound planning, organisation and management skills.
- Effective communication skills both one on one and in groups.
- A positive role model.
- Capacity and time to undertake the role.

### **Ongoing requirements**

- Commitment to the Promise and Law.
- Compliance with the Girl Guides Australia Code of Conduct.
- Commitment to ongoing self-development and learning.
- Commitment to wearing of the Guide uniform.

### **Appointment review**

- Interim Review completed with State Commissioner six months following appointment.
- Role currency checks as required.
- Participation in a Review as required.

## 4.6 Position Descriptions - Other

### 4.6.1 Unit Helper

<b>Supplementary Position Title:</b>	Unit Helper
<b>Appointed by:</b>	Unit Leader
<b>Reports to:</b>	Unit Leader
<b>Key Relationships:</b>	<ul style="list-style-type: none"><li>• Youth members</li><li>• Unit Leaders, Assistant Unit Leaders and Unit Helpers in own Unit</li><li>• Parents and wider community</li></ul>
<b>Term of Appointment:</b>	In accordance with State policy

#### **Primary purpose of the position:**

Contribute to the delivery of a high quality Australian Guide Program to youth members in a safe environment.

#### **1. Being Part of Guiding in Australia**

- Help and support other members of the Unit leadership team.
- Share skills, knowledge and resources.

#### **2. Delivering the Australian Guide Program**

- Take responsibility for elements of the Unit program and Unit meetings as directed by the Unit leadership team.
- Contribute to the planning of the Unit program along with youth members and adult members.
- Facilitate youth members to develop and implement an effective and well-balanced program relevant to their needs and interests.
- Support youth members to further their understanding and application of the Promise and Law.
- Encourage youth members to progress in the Australian Guide Program.
- Provide opportunities for youth members to develop and use leadership skills.

#### **3. Being Safe**

- Contribute to the health and safety of all members associated with the Unit.
- Comply with obligations under the relevant national and state Work Health and Safety Acts.
- Comply with Girl Guides Australia / State Girl Guide Organisation risk management policy and procedures.

#### **Requirements of appointment to the position**

- Member of State Girl Guide Organisation.
- Satisfactory Police and Working with Children checks as required by State legislation.
- Acceptance of Girl Guides Australia Code of Conduct.
- Commitment to regular attendance.

#### **Capabilities and personal attributes**

- Commitment to the principles of Guiding.
- Commitment to girls/young woman and their development.
- Ability to be a positive role model.
- Ability to work collaboratively with others.

#### **Ongoing requirements**

- Compliance with the Girl Guides Australia Code of Conduct.
- Role currency checks (including First Aid) as required.
- Retain membership and wear uniform.

#### 4.6.2 Learning Partner

##### Supplementary

**Position Title:** Learning Partner

**Appointed by:** District or Region Manager

**Reports to:** District or Region Manager

**Key Relationships:** New Leaders / Managers  
Learning & Development team  
Recognition of Prior Learning Liaison  
District and Region teams

**Term of Appointment:** In accordance with State policy

##### Primary purpose of the position:

To support new Leaders and District Managers to gain their relevant Qualification by:

- Developing a Learning Plan with the new Leader / District Manager.
- Supporting the new Leader / District Manager as they progress through the Qualification.
- Monitoring the Leader's / District Manager's progress and ensuring it meets standards required.
- Completing administrative requirements including Recognition of Prior Learning, Induction, and activity / qualification sign-off.

Full details of the Learning Partner role and responsibilities are set out in the ALQP Qualification Passport Guidance Notes.

##### Requirements of appointment to the position:

###### **Learning Partners for Leaders (Assistant Unit Leader, Unit Leader or Outdoors Leader)**

- Be an experienced Leader holding a GGA Leadership Qualification (either AALP or ALQP) **and**
- Hold a current primary leadership appointment **and**
- Complete Learning Partner Training (prior to appointment as a Learning Partner).

###### **Learning Partner Relationships**

- A Unit Leader, may be the Learning Partner for Unit Leaders, Assistant Unit Leaders or Outdoors Leaders.
- An Assistant Unit Leader, may only be the Learning Partner for Assistant Unit Leaders.
- An Outdoors Leader, may only be the Learning Partner for Outdoors Leaders.
- A District Manager, demonstrating recent and substantive involvement at Unit level, may only be the Learning Partner for Unit Leaders, Assistant Unit Leaders or Outdoors Leaders from outside the District where she holds her primary appointment.
- Learning Partners for District Managers (Assistant District Managers) must
  - Be an experienced Manager holding a GGA Management Qualification (either AALP or ALQP) and
  - Hold a current primary management appointment and
  - Complete Learning Partner Training prior to appointment as a Learning Partner.
- A Region Manager or Assistant may only be the Learning Partner for a manager in another Region.
- A District Manager or Assistant may only be the Learning Partner for a manager in another District.
- A Unit Leader, demonstrating recent and substantive involvement in district management, may be the learning Partner for a District Manager or Assistant.



**Capabilities and personal attributes:**

- Highly developed interpersonal skills including coaching, questioning, active listening and empathy.
- Ability to operate as team player.
- Sound planning and organising skills
- Commitment to the development of new Leaders/Managers.
- Ability to be a positive role model.
- Capacity and time to undertake the role.

**Ongoing requirements:**

- Meet the ongoing requirements of her current primary appointment as set out in the relevant Position Description.
- Abide by the Girl Guides Australia Code of Conduct.
- Maintain current and substantive involvement at the Unit level and/or District/Region/State as appropriate.
- Demonstrate commitment to the role of Learning Partner.
- Undertake a review discussion of how the role is being carried out as part of her Primary role review.

### 4.6.3 Outdoor Skills Assessor

**Supplementary**

**Position Title:** Outdoor Skills Assessor

**Appointed by:** State Outdoor Activities Manager

**Reports to:** State Outdoor Activities Manager

**Key Relationships:** State Outdoor Activities Committee  
Adults working towards Outdoor Modules  
Region Managers and their teams

**Term of Appointment:** Three Years

**Primary purpose of the position:**

To assess adult members for the Outdoor Modules of the ALQP.

**Requirements of appointment to the position**

- Hold an Outdoor Module/s for a minimum of 2 years (and be actively seeking to have the modules endorsed in line with the Outdoor Modules).
- Have been in charge of/ conducted an outdoor activity at least 4 times (or equivalent).
- Be recommended by the Region Manager (or her nominee) to the State Outdoor Activities Manager, who will manage this appointment.
- Current Provide First Aid certificate or equivalent.

**Capabilities and personal attributes**

- High level interpersonal skills including coaching, providing feedback, actively listening and displaying empathy.
- Possess sound assessment skills with the ability to deliver feedback in a positive and friendly manner.
- Commitment to the development of adults in outdoor skill areas.
- Commitment to the safety of participants and a positive attitude towards managing risk.
- Commitment to fairness, equity and consistency in the assessment process.
- Capacity and time to undertake the role.

**Ongoing requirements**

- Compliance with the Girl Guides Australia Code of Conduct.
- Maintain currency of the Outdoor Modules and Provide First Aid certificate.

## 5 CAMPING RULES AND REQUIREMENTS

### 5.1 Camping

A camping activity is one where the participants stay for at least one night at a venue other than their homes, while participating in a program that has an outdoor focus. Girl Guides Australia requires the person in charge of a camping activity to have specific knowledge and skills relevant to the type of camp being undertaken and to ensure Guide rules and regulations are met in relation to all activities.

For an indoor overnight stay or sleepover refer to Guide Lines: Chapter 3 Program.

### 5.2 Who can participate?

Open to all members.

### 5.3 Safety Rules

Safety rules apply to all members, at all times, and are to be strictly observed. This can save lives and also protect Leaders/Managers from litigation.

When Leaders are identifying, assessing and controlling risks associated with Camping activities an ADM56B Risk Assessment and plan for outdoor activities, events and camp should be completed.

In the event of an incident or accident, the LIC or qualified leader is required to complete the Girl Guides Australia ADM 24A notification of accident or and ADM 24B notification of incident report form and follow the media response plan detailed in section 2.6.

- All staff must meet State legislative requirements with regard to working with children.
- Venues for camps must be approved by the State Outdoor Activities Manager and may include campsites for outdoor camps, indoor accommodation centres, a house, non-residential school, private properties and national parks. A caravan tour or holiday afloat could also be suitable.

### 5.4 Camps with Special Conditions

These camps could include group camps for girls with special needs, camps where girls with special needs are included, camps afloat, interstate and overseas camps, touring within the State and camping with boys.

When a camp with special conditions is considered, consultation should take place with the relevant State Outdoor Activities Manager and other Advisers / Managers concerned.

All other safety rules still apply.

#### **Camps afloat**

Additional rules: All vessels must be approved by the State Outdoor Activities Manager. With vessels not owned by a Guide Organisation, the owner's insurance must be appropriate and adequate.

Category A      A cruising vessel for charter by a party where the owner or other qualified person appointed by the owner sails with the vessel and takes responsibility for those on board.

Category B      A vessel owned by the Unit, District, Region or State or available for hire where the owner does not sail with the vessel.

- Restricted to inland waterways.
- One of the party holds the appropriate boating qualifications.

- Category C            A moored craft or houseboat.
- One of the party holds the appropriate boating qualifications if the boat is to be unmoored.
- Category D            Overnight expeditions using water craft.
- The Leader-in-charge must be a member of a State Girl Guide Organisation.
  - One of the party holds the appropriate boating qualification.

**Interstate camps**

Additional rules:

The Leader-in-charge discusses the proposal with the District Manager and appropriate outdoor personnel prior to making any definite arrangements.

Application is made in sufficient time to the State Executive / Board through the District Manager and the State Outdoor Activities Manager.

The State to be visited is informed by the State Executive Officer.

Recommendations:

Participants should have had previous camping experience and have been a Guide for not less than six months.

Camps held just over a State border for members living near the border are considered to be normal Unit camps and are treated as such.

**Joint camping with boys**

Additional rules:

The Leader-in-charge must be an experienced Leader/Manager and have assisted in the organisation of other girl and boy activities.

An adult Leader/Manager from each organisation must attend (mixed Units must have male and female Leaders).

The camp is approved by the officials of the other youth organisation concerned.

There is to be a definite program of mixed activities which have been jointly planned.

Adequate separate arrangements for girls and boys for sleeping and sanitation are to be available on-site.

Recommendation: Where possible, the groups should know each other and the request for the camp come from them.

**Camps for more than 50 participants**

Additional rule: Permission must be obtained from the State Outdoor Activities Manager.

Recommendation: The ratio of adults to girls (refer Supervision Requirements) may be changed at the discretion of the State Outdoor Activities Manager.

**Overseas camps**

Additional rules:

The Leader-in-charge discusses the proposal with the District Manager, State Outdoor Activities Manager and State International Manager prior to making any definite arrangements.

Applicants for international events (including overseas camps and sessions and events at World Centres) must be aged at least 14 years at the time of the event.

Guide members travelling overseas as part of an independently arranged trip approved by Girl Guides Australia must also be aged at least 14 years at the time of the event.

Variations to the age restrictions for international events or independently arranged trips approved by Girl Guides Australia may be considered in consultation with the International Manager for Girl Guides Australia and Chief Commissioner on a case by case basis.

For joint camping with boys refer to the rules for Joint camping with boys.

Application is made to the State Executive/Board, State Outdoor Activities Manager and State International Manager, through the District Manager. These people are to be kept informed of all arrangements.

The State International Manager forwards the application to the International Manager, Girl Guides Australia, for approval.

The International Manager for Girl Guides Australia will seek permission from the overseas country or countries and advise the State International Manager when permission has been received.

Recommendations:

A Unit should have been functioning for at least two years before travelling overseas, unless all those in the contingent have been members of the Movement for at least two years.

Members of a contingent attending camps and youth hostels need to have had the relevant camping experience.

**Overnight walk** The duration of an overnight walk must be less than 24 hours. The Leader must be qualified and notify the District Manager.

**Joint overnight walk** The following requirements must be met:  
 Permission is obtained from the District Manager.  
 The Leader holds an appointment and has had previous experience of similar groups and activities.  
 The adult leader for male participants must be present (Scout Troops with male and female members must have both male and female Leaders).

## 5.5 Supervision Required

Adult ratio varies according to the ages of the girls. The table below indicates the number of adults required.

Age Range of Guides	Ratio	Minimum number of Adults
5 – 7 years old	1 adult : 6 Guides	3
8 – 10 years old	1 adult : 8 Guides	2
11 years and older	1 adult : 10 Guides	2

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration.

Supervision ratios for activities, including camping and other such activities must be adjusted depending on the level of demonstrated need e.g. for girls with a verified impairment, visual, hearing, physical or intellectual, the level of care must be adjusted depending upon the demonstrated level of need.

A Junior Leader can be a member of staff but is not counted as part of the ratio. She is to work under the supervision of a qualified Leader at all times and is not to be left as the sole supervisor of the girls.

## 5.6 Leader in Charge

All management responsibilities of the camp rest with the Leader-in-charge.

The Leader-in-charge of a camp must be qualified as follows:

be a qualified Leader or Manager in Girl Guides Australia;

hold a Provide First Aid Certificate or equivalent;

hold the appropriate module in the Australian Learning & Qualification Program for the conduct of the camp; and be currently competent. A Leader/Manager is currently competent if:

She achieved the relevant module in the three years before the planned camp or

She achieved the relevant module more than three years before the planned camp and she has been in charge of a camp within the past three years.

## 5.7 Adventure Activity Instructor

Adventure activities on camp must be conducted by a Leader/Manager or expert qualified in the relevant activity, as per Chapter 6. These qualifications must be valid at the time of the event.

## 5.8 Camp and Expedition Modules

Modules in the Australian Learning and Qualification Program that are appropriate for camping are:

- Conduct an Indoor Camp;
- Conduct an Outdoor Camp at an established campsite;
- Conduct an Outdoor Camp at a bush campsite;
- Conduct an Expedition in a controlled environment;
- Conduct an Expedition in a wilderness environment

The requirements for these modules are outlined in the Australian Learning and Qualification Program. The State Outdoor Activities Managers and their committees are responsible for the administration of the modules. The State Learning & Development Manager and the State Outdoor Activities Manager and their committees are jointly responsible for providing training for these modules.

Assessments for the appropriate modules are conducted by Outdoor Skills Assessors appointed by the State Outdoor Activities Manager.

An appointed Leader or Manager working towards an outdoor module in camping or expeditions may apply to the appropriate camping authority to run a practice camp provided that:

- she meets the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- one member of staff holds the outdoor module applicable to the type of camp being undertaken.

The holder of an outdoor module applicable to the type of camp being undertaken may take girls from one Unit to camp or a combination of girls from more than one Unit under conditions relevant to the type of camp with the following exception.

Where the State has confirmed that a suitable Guide Leader-in-Charge is not available, the State can allow an expedition as an adventure activity rather than a camp. For the expedition to be allowed as an adventure activity, the Leader-in-Charge must hold the module. Conduct a Camp at a Bush Campsite and meet the requirements of an adventure activity. The Leader-in-Charge sources an appropriate non-Guiding instructor, whether individual or company, who has specific knowledge and skills in running expeditions and meets the relevant insurance obligations of an adventure activity provider. This instructor must be approved by the State. The Leader-in-Charge is to remain responsible for all members participating in this activity at all times.

## 5.9 Notification Forms Required

Leader in Charge to complete and forward to District Manager

- OUT 1 Camp Notification/Application
- OUT 2 Adventure Activity Permission if adventure activities are included in the program
- ADM 56B Risk Management Plan (one plan for all camp activities including adventure activities)

Leader in Charge must receive from each participant:

- for youth members: ADM 27 Activity Consent Form for Youth Members
- for adult members: ADM 28 Adult Information Form for Activities

## 5.10 Non-Member Children at Camp

### 5.10.1 Background

This policy includes all children who are in attendance at any camp, sleepover, or other residential event.

Girls over 5 years of age who attend a residential event must be a member of a State Girl Guide organisation.

Girl Guides Australia strongly discourages the attendance of non-member children at Girl Guide camps, but recognises that circumstances may arise in which the only alternative to having a non-member child at a camp is the cancellation of the camp. Where a non-member child over 5 years of age needs to attend a residential camp in these circumstances, a designated carer is required as per below. The non-member child is to have accommodation and program separate from the residential program for the Guides.

Boys over 5 years of age are not to attend a residential event as a participant in the camp unless they are part of a shared activity or a camp with special conditions.

Children under 5 years of age must have a designated adult carer (over 18 years of age), who will be responsible for said child(ren). This carer cannot be responsible for more than three children under five years of age.. The carer must comply with State Child Protection legislation. This carer must not be counted in the ratio of adults to Guides required for the event and may not be the Leader in Charge or a listed staff member.

### 5.10.2 Procedures

The Leader in Charge of the camp must consult and have the agreement of other camp staff members about the attendance of non-member children.

The Leader in Charge of the camp must also inform the Guides and their parents/guardians about the attendance of non-member children.

The Leader in Charge of the camp must include in their camp application:

- the need for the non-member child(ren) to attend the camp;
- the circumstances in which this need arises;
- the supervisory arrangements for that child(ren) during the camp.

The Leader in Charge must have received the approval of the Outdoors Manager for the attendance of the non-member child at the camp before the event.

For the attendance of boys over 5 yrs of age at camp refer to Guide Lines, 2.14.2, Guidelines for shared activities and 5.4, Camps with special conditions.

## 6 ADVENTURE ACTIVITIES

### 6.1 Adventure Activities

An adventure activity is one which contains a significant element of risk to those taking part. Girl Guides Australia requires the person in charge to have specific knowledge and skills relevant to the activity or to ensure that the instructors have such knowledge and skills.

Safety rules apply to all members, at all times, and are to be strictly observed. This can save lives and also protect members from litigation.

#### 6.1.1 Adventure Activities

**Activities which require Activity Consent form (ADM 27) from participants and LIC's must complete the Permission to hold an adventure activity form.**

##### Air activities:

Gliding (no operational control)

##### Rappelling:

Abseiling  
Aerial runway (flying fox)  
Caving - beginner  
Circus Skills - age 6+  
Climbing - artificial surfaces  
Climbing - natural surfaces  
Crate Stacking - age 10+  
High ropes course  
Mountain climbing  
Prussiking

##### People Power:

Bob sledding  
Expeditions  
Grass Skiing  
Grass karting  
Orienteering in bush areas  
Rogaining  
Snow camping  
Snow skiing  
Snow tobogganing  
Wilderness walking  
Zorbing - age 6+

##### Water activities:

Aqua balling - age 6+  
Blue water sailing  
Boom netting  
Canoeing  
Cascading  
Dragon Boating - age 10+  
Jet skiing  
Kayaking  
Kite surfing  
Knee boarding  
Paddle Boarding - age 10+  
Power boating  
Rafting on faster and larger waters  
Rowing  
Sailboarding (Wind surfing)  
Sailing  
Scuba diving  
Ski biscuiting  
Snorkelling - water over shoulder deep  
Spear fishing  
Surf skiing  
Water skiing  
Water tobogganing

##### Wheeled vehicles:

Beach buggies - non competitive in controlled environment  
Cycling in heavy traffic  
Four wheel driving - non competitive in controlled environment  
Off road vehicles - non competitive in controlled environment  
Trail bike riding - non competitive in controlled environment

##### Animal power:

Horse riding  
Camel riding - age 5+ (children under 16 to be accompanied by an adult)

##### Weapons:

Archery - target  
Fencing  
Laser skirmish - age 6+  
Pistol shooting  
Target shooting (sports)

#### 6.1.2 Not-So-Adventure Activities

**Not-so-adventure activities, which require Activity Consent form (ADM 27) for youth members and Adult Information form (ADM 28) for adults:**

BMX  
Bushwalking  
Cycling  
Fun runs  
Hiking  
Ice blocking  
Ice skating  
  
Initiative courses  
Land sailing

Low ropes  
Martial arts  
Mountain bike riding  
Obstacle courses  
Orienteering on a recognised trail  
Pedal boats  
Rafting on slow flowing or shallow water  
Roller skating/blading  
Sea bikes

Skate boarding  
Snorkling – water under shoulder deep  
Swimming - lifesaving conditions and ratios apply  
Trampolining  
Walkathons  
Water slides



### 6.1.3 Activities Not Approved

Bow hunting                      Bungee jumping                      DIY Flying foxes                      Paintball/skirmish

### 6.1.4 Insurance Excluded Activities

#### **Air Activities:**

Aircraft and flying  
Cable hang gliding  
Gliding/soaring (when in operational control of the glider)  
Hot air ballooning  
Indoor sky diving  
Parachuting  
Parasailing  
Parascending

#### **Water Activities:**

White water rafting  
Cave diving  
Potholing  
Watercraft over 8m except public transport

#### **Wheeled vehicles:**

Organisation and participation in Motor races,  
Motor transport rallies,  
Banana/mud bash and like events  
Go Karting

#### **Rappelling:**

Caving – intermediate and advanced

In respect of the excluded activities, it may be possible to include specific events or activities by special application. Full details should be forwarded to Girl Guides Australia at least four (4) weeks prior to the proposed activity. Contact your State Outdoor Activities Manager for the correct procedure.

For activities not listed above contact your State Outdoor Activities Manager to ensure activities are allowed and covered by insurance.

If an activity is not able to be covered by insurance, then it cannot be undertaken as a Guiding activity. Girl Guides Australia, State Girl Guide Organisations and their insurers take no responsibility for activities other than Guiding activities.

Further information on waivers and insurance can be obtained from State Girl Guide Offices or National Office or the Girl Guides Australia website.

## 6.2 General Rules for all Adventure Activities

1. The responsibility for activities rests with the Leader/Manager or Adviser concerned.
2. An instructor must have the necessary experience and qualifications. The qualifications of Leaders/Managers or instructors carrying out ALL adventure activities must be confirmed by the relevant State Advisers.
3. The Leader-in-charge must:
  - a) be a qualified Leader/Manager;
  - b) obtain permission from the District or Region Manager and the appropriate State Guiding personnel by completing *Adventure Activity permission form OUT 2* ;
  - c) ensure the activity is adequately covered by the insurance policy of Girl Guides Australia and, if applicable, the body controlling the intended activity;
  - d) ensure, for not so adventure activities, an *Activity consent form (ADM 27)* is received from a parent or guardian of each participant under the age of 18 years and an *Adult information form for activities (ADM 28)* from each participant 18 years and over.
  - e) ensure the guidelines for the specific activity are followed.
4. Supervision requirements.

Adult ratio varies according to the ages of the girls. The table below indicates the number of adults required.

Age range of Guides	Ratio	Minimum number of adults
5–7 years old	1 adult:6 Guides	3
8–10 years old	1 adult:8 Guides	2
11 years and older	1 adult:10 Guides	2

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration.

## 6.3 Boating

### 6.3.1 Description

#### Boating includes:

Blue water sailing	Knee boarding	Sailboarding (Wind surfing)
Boom netting	Paddle boarding	Sailing
Canoeing	Pedal boats	Sea bikes
Dragon boating	Power boating	Ski biscuiting
Jet skiing	Rafting on faster and larger waters	Surf skiing
Kayaking	Rafting on slow flowing or shallow water	Water skiing
Kite surfing	Rowing	Water tobogganing

### 6.3.2 Who can participate?

Open to all members who meet the minimum age requirement specified.

- Dragon boating – age 10+
- Paddle boarding – age 10+

### 6.3.3 Participants need to:

1. be able to swim 50 metres and stay afloat for three minutes wearing shirt, shorts, sneakers and a personal flotation device or hold The Royal Life Saving Society of Australia Swim and Survive Level 3 or higher (or equivalent); and
2. wear a properly fitted and secured personal flotation device (PFD) appropriate to the activity on the water, in serviceable condition, and bearing the stamp of the Standards Association of Australia OR international equivalent OR appropriate State approval.

### 6.3.4 Safety Rules

In addition to the General Rules for all Adventure activities (refer 6.2) the following specific rules for boating activities must be adhered to.

1. Responsibility for the activity rests with the Leader or Manager concerned.
2. An instructor must have the necessary experience and qualifications. The qualifications of Leaders/Managers or instructors carrying out ALL adventure activities must be confirmed by the relevant State Managers.
3. A person with current qualifications in cardio-pulmonary resuscitation (CPR) is present at all boating activities. At the discretion of the Leader-in-charge and depending on the nature of the activity, this person may be on the shore or in a rescue boat.

4. The size and stability of boats must be suitable for those taking part. Guides under 10 years of age are to use water craft of appropriate size and stability and only on Grade 1 water.
5. A safety helmet bearing the stamp of the Standards Association of Australia OR international equivalent OR appropriate State approval and suitable for white water canoeing is worn when canoeing on water graded two or over.
6. Preliminary training for any boating activity should be on Grade 1 water.
7. Supervision and risk management must be provided by Leaders/Managers when home-made rafts, coracles, rubber rafts or dinghies, floats and inflatable toys are used on open seas, tidal waters, rivers or large lakes.
8. Special consideration in the form of extra supervision and/or qualified people must be given when swimming requirements cannot be satisfied.
9. Using watercraft over 8m (except public transport) is an insurance excluded activity. Refer to *Guide Lines* section 6.1.4 For large boats (8 metres and over), the Leader in Charge must:
  - obtain separate public liability insurance cover;
  - ensure a ratio of three participants who can swim 50 metres in boating clothes to one non-swimmer; and
  - ensure there is one accessible personal flotation device (PFD) for every person on board at all times; these are to be in serviceable condition and bearing the stamp of the Standards Association of Australia OR international equivalent OR appropriate State approval.
10. White water rafting and use of watercraft over 8m (except public transport) are excluded by insurance.
11. When Leaders are identifying, assessing and controlling risks associated with Boating activities an ADM56B Risk Assessment for outdoor activities, events and camp should be completed.
12. In the event of an incident or accident, the LIC or qualified leader is required to complete the Girl Guides Australia ADM 24A notification of accident or an ADM 24B notification of incident report form and follow the media response plan.

### 6.3.5 Supervision Requirements

Age Range of Guides	Ratio	Minimum number of Adults
5 – 7 years old	1 adult : 6 Guides	3
8 – 10 years old	1 adult : 8 Guides	2
11 years and older	1 adult : 10 Guides	2

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration.

### 6.3.6 Leader in Charge

The Leader in Charge is the adult member responsible for the activity.

The Leader-in-Charge must:

- hold a GGA Leadership or Management Qualification

- obtain permission from the District / Region Manager and the appropriate State Guiding personnel;
- ensure the activity is adequately covered by the insurance policy of Girl Guides Australia and, if applicable, the body controlling the intended activity;
- ensure, for not so adventure activities, an *Activity consent form (ADM 27)* is received from a parent or guardian of each participant under the age of 18 years and an *Adult information form (ADM 28)* for activities from each participant 18 years and over.
- ensure, for adventure activities, an *Activity Consent form (ADM 27)* is received from a parent or guardian of each participant under the age of 18 years and an *Adult Information form (ADM 28)* from each participant 18 years and over; and
- ensure the guidelines for the specific activity are followed.
- ensure there are enough people present with appropriate qualifications
- arrange for suitable and seaworthy craft appropriate to the activity
- select a location which is suitable to the ability level of those taking part and for the activities planned; and
- be prepared to alter the activity according to the forecast and prevailing water and weather conditions.

### 6.3.7 Activity Instructor

The person in charge of the boat must:

- a. hold appropriate qualifications as specified by Girl Guides Australia; or
- b. hold recognised Australian boating qualifications and be approved by the District Manager and the relevant State Guiding personnel; or
- c. be in control of a recognised form of public transport.

### 6.3.8 Additional Information

#### Grading of water

Water for all boating is graded as follows. The grading of any water depends upon the conditions of the area on the day of activity.

Grade 1	Small enclosed areas of water, water within hailing distance of the shore, slow moving water which can be handled by beginners.
Grade 2	Faster moving water, regular rapids, regular waves and small eddies; suitable for people competent to handle Grade 1 water
Grade 3	Irregular rapids which have many obstacles, water confused; suitable for experienced canoeists only who should be aware of the additional hazards caused by distance and wind.
Grade 4	White water canoeing, long stretches of rapids, high irregular waves, eddies and stoppers; suitable for experts with slalom experience.
Grade 5	For experts only; not suitable for everyday canoeists.
Grade 6	Most difficult water; dangerous to life even for experts.

### **Boat Ownership**

A boat owned by a Guide Organisation or a Unit is subject to an initial examination for seaworthiness and is inspected annually.

A boat must not be used without a current seaworthiness certificate. Assessors of seaworthiness are appointed by Girl Guides Australia or the State Girl Guide Organisation.

Adequate provision for insurance cover by Girl Guides Australia is required for all boating activities.

### **Public transport on water**

There are no special requirements for recognised forms of public transport.

### **6.3.9 Notification Forms Required**

For all activities except sea bikes, rafting on slow flowing or shallow water and pedal boats, the Leader in Charge must complete and forward to District Manager

- OUT 2 Adventure Activity Permission
- ADM 56B Risk Management Plan

For sea bikes, rafting on slow flowing or shallow water and pedal boats, the Leader in Charge must note the risks and her mitigation strategies on the program, answering the following questions:

1. What are we going to do?
2. What could happen?
3. What can we do to make it safe?

For all activities, Leader in Charge must receive from each participant:

- for youth members: ADM 27 Activity Consent Form for Youth Members
- for adult members: ADM 28 Adult Information Form for Activities

## **6.4 Swimming**

### **6.4.1 Description**

Swimming activities include:

swimming at pools (public and private), patrolled surf beaches, sea, river, other open water.

snorkelling in water under shoulder deep  
water slide

### **6.4.2 Who can participate?**

Open to all members.

### **6.4.3 Safety Rules**

In addition to the General Rules for all Adventure activities (refer 6.2) the following specific rules for swimming activities must be adhered to.

Swimming place requirements:

Swimming must be in a safe environment.

The swimming area must be clearly defined.

Water must be clean and free of hazards such as snags and floating debris.

Non-contact rescue aids such as flotation aids, poles or ropes must be available.

Swimming is not permitted on unpatrolled surfing beaches.

Swimming is only permitted when the depth of the water is appropriate, considering the swimming ability of the participants.

The location of all emergency services must be known.

#### 6.4.4 Supervision Requirements

Adult ratios are as per 6.2 General Rules for All Adventure activities.

Age Range of Guides	Ratio	Minimum number of Adults
5 – 7 years old	1 adult : 6 Guides	3
8 – 10 years old	1 adult : 8 Guides	2
11 years and older	1 adult : 10 Guides	2

For activities with girls of a range of ages the ratios should be adjusted according to the above. The needs of the youngest girls should be given the highest consideration.

The lifesaver will not participate in swimming while on duty.

A buddy system should be used, that is, pairing each girl with another of similar ability.

#### 6.4.5 Leader in Charge

The responsibility for activities rests with the Leader / Manager or Adviser concerned.

The Leader-in-charge of the activity must:  
 be responsible for organising the swimming activity;  
 be responsible for the safety of the swimmers;  
 be in attendance for the entire swimming period;  
 appoint a lifesaver(s) with appropriate qualifications; and  
 appoint a responsible adult to act as Leader during the swimming period if she herself is the lifesaver.

#### 6.4.6 Lifesaver

The lifesaver must:  
 be a responsible person over the age of 16 years;  
 not participate in swimming while on duty and  
 hold the required qualifications as follows:

<b>Surfing beaches</b>	Royal Life Saving Society Australia Patrol Lifeguard OR Surf Life Saving Australia Limited lifesaver on duty OR equivalent.
<b>Sea, rivers and other open water</b>	Royal Life Saving Society Australia Patrol Lifeguard OR Surf Life Saving Australia Limited Bronze Medallion or higher award OR equivalent.
<b>Still water or not fast-flowing</b>	If over shoulder deep: Royal Life Saving Society Australia Bronze Medallion or equivalent. If less than shoulder deep: Royal Life Saving Society Australia Resuscitation Award or equivalent.
<b>Public Swimming Pools</b>	Royal Life Saving Society Australia Bronze Medallion or higher award (or equivalent). The official lifesaver at the pool is acceptable.
<b>Private Swimming Pools</b>	Royal Life Saving Society Australia Dry Rescue or higher award (or equivalent) AND either Royal Life Saving Society Australia Resuscitation Award OR know how to perform cardio-pulmonary resuscitation (CPR),

have had instruction under qualified supervision on a manikin and shown practical proficiency. Competency in CPR must be demonstrated in accordance with State legislation.

Reassessment of qualifications must be in accordance with the requirements of Royal Life Saving Society Australia or Surf Life Saving Australia Limited or equivalent.

#### **6.4.7 Notification Forms Required**

Leader in Charge to note the risks and mitigation strategies on the program by answering the following questions:

What are we going to do?

What could happen?

How can we make it safe?

Leader in Charge must receive from each participant:

for youth members: ADM 27 Activity Consent Form for Youth Members

for adult members: ADM 28 Adult Information Form for Activities

#### **6.5 Adventure Activities Qualifications**

Girl Guides Australia recognises the Australian Qualifications Framework qualifications and Statements of Attainment issued by Registered Training Organisations. Permission to use instructors with these qualifications for Guiding activities must be obtained from the relevant State Girl Guide Organisation.

Qualifications for conducting adventure activities require a minimum qualification of *Provide First Aid* certificate or equivalent.

## 7 AWARDS AND BADGES

The only standard that counts is the amount of effort on the part of the individual.

### 7.1 Long Service Awards

#### 7.1.1 Uniformed adult member

**Purpose:** recognition of five or more years of service within Girl Guides Australia as a uniformed adult member.

**Required service:** the designated number of years with the following conditions:

- the member holds a leadership or management appointment;
- the date of first making the Guide Promise as an adult member should be the commencement date;
- the years of service need not be consecutive; and
- the years of service include any period as a uniformed adult member either in Australia or overseas.

**Application:** by the Leader, District Manager or Region Manager.

**Insignia:** dark blue bar with gilt knot. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.

The badge may be worn in or out of uniform.

#### 7.1.2 Unit Helper

**Purpose:** recognition of five or more years of service as a Unit Helper.

**Required service:** the designated number of years, not necessarily consecutive.

**Application:** by the member or the District Manager.

**Insignia:** gilt numeral, designating years of service, attached by a chain to the Unit Helper's badge.

#### 7.1.3 Guide support member

**Purpose:** recognition of five or more years of service as a Support Group member or District Support Team member.

**Required service:** the designated number of years, not necessarily consecutive.

**Application:** by the member or the District Manager.

**Insignia:** navy blue round badge with gilt centre with trefoil. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.

#### 7.1.4 Combined service

**Purpose:** recognition of five or more years of service in two or more of the following categories:

- Leader/Manager;
- Support Group or District Support Team member;
- Trefoil Guild member;
- Unit Helper; and
- Region or other appointment.

**Required service:** the designated number of years. Concurrent service in more than one category may only be credited once and service need not be consecutive.

**Application:** by the member, the District or Region Manager, Trefoil Guild President or State Trefoil Guild Adviser.



**Insignia:** dark blue oval badge with gilt knot and trefoil. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.

The badge may be worn in or out of uniform.

#### **7.1.5 Trefoil Guild member**

**Purpose:** recognition of five or more years of service.

**Required service:** the designated number of years, not necessarily consecutive.

**Application:** by the member, District or Region Manager, Trefoil Guild President or State Trefoil Guild Adviser.

**Insignia:** navy blue bar with gilt trefoil. Each five-year period of service is recognised by a gilt numeral attached by a chain to the badge.

## **7.2 Good Service Awards for Members**

The nomination for a service award for an adult member or a Trefoil Guild member may be made at any time.

The application is made without the knowledge of the recipient.

The award may be worn in or out of uniform at Guide functions.

Each award is accompanied by a citation certificate.

### **7.2.1 Boronia**

**Purpose:** for good service to Guiding in a local area (the term 'local' refers to the area in which the member is actively involved).

**Recommendation:** District Manager.

**Approval:** Region Manager (appropriate member of the Region team if award is for Region Manager).

**Insignia:** diamond shape with a maroon boronia, silver leaf and stems on a cream background, suspended from a silver bar.

### **7.2.2 Banksia**

**Purpose:** for good service to Guiding for more than is usually expected for the qualification or appointment held.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** diamond shape with a gilt banksia on cream background with green border suspended from a gilt bar.

### **7.2.3 Bar to the Banksia**

The Bar to the Banksia can only be awarded to a member who holds the Banksia Award.

**Purpose:** for additional good service to Guiding for more than is usually expected for the qualification or appointment held.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** diamond shape with a gilt banksia on cream background with green border, suspended from a green bar.

#### 7.2.4 Wattle

**Purpose:** for unusually good service to Guiding for more than is usually expected for the qualification or appointment held.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** diamond shape with a gilt wattle on dark green background with a blue border, suspended from a gilt bar.

#### 7.2.5 Bar to the Wattle

The Bar to the Wattle can only be awarded to a member who holds the Wattle Award.

**Purpose:** for additional unusually good service to Guiding for more than is usually expected for the qualification or appointment held.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** diamond shape with gilt wattle on dark green background with a blue border, suspended from a dark green bar.

#### 7.2.6 Emu

**Purpose:** for excellent service to Guiding in various appointments or areas at State or national level.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** disc with gilt emu on a cream background with a black border, suspended from a gilt bar.

#### 7.2.7 Bar to the Emu

The Bar to the Emu can only be awarded to a member who holds the Emu Award.

**Purpose:** for additional excellent service to Guiding in various appointments or areas at State or national level.

**Recommendation:** State Awards Committee or Australian Awards Committee for Australian office-bearers.

**Approval:** State Executive/Board or Board of Girl Guides Australia for Australian office-bearers.

**Insignia:** disc with gilt emu on cream background with a black border, suspended from a black bar.

#### 7.2.8 Red Kangaroo

**Purpose:** for outstanding service to Guiding in more than one capacity, with a notable contribution to Australian Guiding.

**Recommendation:** Australian Awards Committee.

**Approval:** Board of Girl Guides Australia.

**Insignia:** disc with gilt kangaroo on a dark green background with a dark blue border, suspended from a gilt bar.

### 7.2.9 Silver Kangaroo

**Purpose:** for sustained and exceptional service to Guiding in more than one capacity, with a notable contribution to world Guiding.

**Recommendation:** Australian Awards Committee.

**Approval:** Board of Girl Guides Australia.

**Insignia:** a sterling silver brooch in a circle with the kangaroo in bas-relief.

## 7.3 Good Service Awards for Non-members

### 7.3.1 Supporter's badge

**Purpose:** recognition of either a Girl Guide Support Group member or a District Support Team member who has not made the Guide Promise or any non-member who is actively interested in Guiding.

**Recommendation:** any member.

**Approval:** District Manager.

**Insignia:** diamond shape with a gilt trefoil on a dark blue background.

The badge does not confer membership or impose any obligation to make the Guide Promise.

### 7.3.2 Thanks badge, plaque or banner

**Purpose:** recognition of:

- a person who is not a member but has given exceptional service to Guiding;
- a non-uniformed member where there are special circumstances; or
- a Support Group, District Support Team or other Organisation.

**Recommendation:** any member.

**Approval:** Region Manager or State Awards Committee.

**Insignia:** disc depicting the threefold Promise.

The badge does not confer membership. A miniature badge is also available. The plaque or banner is for presentation to a Support Group, a District Support Team or another Organisation. A card to explain the significance of the award accompanies the badge, plaque or banner.

## 7.4 Awards for Courage, Life Saving and Meritorious Conduct

The nomination of, and recommendation for, the Award is made without the knowledge of the recipient.

### 7.4.1 Certificate of merit or letter of commendation

**Purpose:** for courage or meritorious conduct whichever is considered more appropriate.

**Recommendation:** State Awards Committee.

**Approval:** State Executive/Board.

### 7.4.2 Star of Merit

**Purpose:** for initiative and devotion to duty or great courage or fortitude without risk of life but often under suffering.

**Recommendation:** State Awards Committee.

**Approval:** State Executive/Board.

**Insignia:** dark blue enamelled star suspended from navy blue ribbon with gold edges from a dark blue bar with gilt edge.

#### 7.4.3 Gilt Cross

**Purpose:** for an act of courage by any member where the risk to her own life has not been great.

**Recommendation:** State Awards Committee.

**Approval:** State Executive/Board and Board of Girl Guides Australia.

**Insignia:** gilt Maltese cross suspended on a green ribbon from a gilt bar.

#### 7.4.4 Silver Cross

For a member under the age of 18 years.

**Purpose:** for an act of courage or great heroism, facing considerable risk to her own life.

**Recommendation:** State Awards Committee.

**Approval:** State Executive/Board and Board of Girl Guides Australia.

**Insignia:** silver Maltese cross suspended on a blue ribbon from a silver bar inscribed with the words For Gallantry.

#### 7.4.5 Bronze Cross

For a member aged 18 years or over.

**Purpose:** for an act of courage or great heroism, facing considerable risk to her own life.

**Recommendation:** State Awards Committee.

**Approval:** State Executive/Board and Board of Girl Guides Australia.

**Insignia:** bronze Maltese cross suspended on a red ribbon from a bronze bar inscribed with the words For Gallantry.

### 7.5 Badges

Badges signify membership, position or achievement and may be worn as appropriate.

#### 7.5.1 Adult

Worn by a member to signify a qualification or achievement. Refer also to the Olave Baden-Powell Award in Chapter 2.

#### 7.5.2 Appointment

Worn by a member to signify position.

District Manager	silver diamond shape with pale blue border
Region Manager	silver diamond shape with royal blue border
State Commissioner	silver diamond shape with orange border
Assistant or Deputy State Commissioner	silver diamond shape with orange border with 'A' superimposed
Chief Commissioner	gold diamond shape
Assistant Chief Commissioner	gold diamond shape with 'A' superimposed

#### 7.5.3 Australian Friendship

May be worn by all members when not wearing uniform and can be given to other World Association members.

#### **7.5.4 Fellowship**

Worn by members of the Fellowship of Former Scouts and Guides.

#### **7.5.5 Leadership Qualification**

Worn by adult members who have completed the Leadership Qualification of the Australian Learning and Qualification Program for their role as Unit Leader, Assistant Unit Leader or Outdoors Leader.

#### **7.5.6 Promise**

Worn by a member who has made the Guide Promise.

#### **7.5.7 Special**

Worn by members for special celebrations, achievements or occasions, usually for a limited time. These badges must be approved by the Board of Girl Guides Australia, Australian Program Committee or the State Executive/Board. The Australian Program Committee must be informed of special badges for girls arranged by States.

#### **7.5.8 Trefoil Guild**

Worn by a member of a Trefoil Guild on affirmation or reaffirmation of the Guide Promise.

#### **7.5.9 World Badge**

Worn by all members who have made the Guide Promise. It can be worn both in and out of uniform.

## 8 POLICIES

### 8.1 Administration of Medication to Youth Members

Girl Guides Australia and State Girl Guide Organisations have a duty of care for the physical safety of youth Members. This includes the safe administration of medication to youth Members at Guide events, camps, meetings or other activities.

A Leader/Manager must have written permission from a parent/guardian before administering prescription medications to a youth Member. The written permission is to be on the *Activity consent* form.

The medication must include an original pharmacy label with the name of the person for whom it has been prescribed, the dosage, time to be taken, expiry date, date dispensed and medical practitioner's name.

A Leader/Manager must have written permission, including name, dosage and instructions from a parent/guardian before administering over-the-counter medications, including homeopathic medications and analgesics, to a youth Member. The written permission is to be on the *Activity consent* form.

Youth Members can self medicate as appropriate to their age and capability—determined in consultation with the parent/guardian and youth Member.

Medication is stored in a secure appropriate place that is accessible to the Leader/Manager and youth Member (if self medicating).

#### **8.1.1 Members must observe State laws and regulations as they relate to administering medication.**

For further information refer to “Guidelines for administration of medication to youth members” and the relevant forms in the Girl Guides Australia Administration Manual which are available from State Girl Guide Offices or National Office or the Girl Guides Australia website.

#### **8.1.2 Procedure for administering medication to youth members**

##### **All youth members**

A qualified adult Leader, i.e. first aider or Leader in Charge (LiC) shall:

- request medication information and written permission to administer this medication from the girl's parents/guardians, using the Activity Consent Form (ADM.27)
- check that the girl's medication is in a resealable bag with the girl's name on the outside of the bag. Medications must be in the original packaging, clearly labelled with the girl's name and dosage instructions.
- For prescription medications, this will be the original pharmacy label; for over-the-counter medications, this may need to be labelled by a parent/guardian.
- securely store the medication as specified or ensure this occurs (if medication retained by the girl)
- administer medication, or assist with or supervise the self administration of medication, according to the directions on the medication
- complete the Medication Record, whether medication is administered or self administered
- notify parents/guardians of any medication administered to their daughter.
- Exceptions to the procedure
- The administration and storage of asthma inhalers are exempt from this procedure. Asthma inhalers remain with the youth member at all times for the girl to use as directed by the medical practitioner.
- In the event of an emergency situation, it may be necessary for a girl to be assisted with the administration of medication (e.g. using an EpiPen to treat anaphylaxis or Ventolin to treat asthma).

### **Youth members aged 5-12**

The LiC / first aider will need to assist girls with their medication unless instructed otherwise by their parents/guardians—refer above to exceptions.

### **Youth members aged 12-14**

Contemporary management of chronic health conditions encourages girls to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by Guiding. Self-administration may apply to girls who are assessed by their medical practitioner and parents/guardians, and approved by the First Aider / LiC, as capable of administering their own medication while participating in Guiding activities. Parents/guardians must notify the LiC in writing if their daughter is to self-administer medication—the conditions around which a Guide self-administers medication at Guiding must be negotiated with the LiC / first aider.

The LiC and First Aider can assist youth members to manage their health condition by incorporating their medication needs in the routine management of Guiding activities. They are required to remind the youth member of their medication times and dosages.

Self-administration or assisted administration of medication may include, but is not limited to, the following:

- use of adrenaline auto-injector (e.g. EpiPen)
- monitoring blood sugar levels and the injection of insulin for diabetes
- inhaling medication such as Ventolin for asthma
- orally administering anti-convulsant medication for epilepsy
- orally administering enzyme replacements for cystic fibrosis.
- If a youth member has a disability which affects her capability to administer medication or if a parent/guardian does not provide written permission for the girl to self administer, it is suggested that a discussion is held with the parents/guardians as to the appropriate procedure.

### **Youth members aged 14–17**

It is appropriate to allow youth members to self administer and securely store their own medication—a written request/notification to this effect is required from the parents/guardians.

The girl and the LiC / first aider must agree on where medication is stored and where and how it is administered. Youth members approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to others and safe disposal of injectable equipment.

If a youth member has a disability which affects her capability to administer medication or if a parent/guardian does not provide written permission for the girl to self administer, it is suggested that a discussion is held with the parents/guardians as to the appropriate procedure.

If a breach of safe storage or self administration is identified, the first aider / LiC must negotiate with the girl and parents/guardians future medication administration practice ensuring compliance with this procedure.

#### **8.1.3 Safe storage**

All medicines must be clearly labelled with the name of the girl, drug, dose, expiry date and frequency. Medication that is not clearly labelled is not to be accepted for use. The drug must not be out of date.

A secure appropriate place must be allocated for youth members to place their medicines if they are self medicating (unless approved to carry it) or for the Leader to place medicine if administering medication to a youth member.

## **8.2 Child Protection**

Girl Guides Australia recognises that all children should be protected from situations which would jeopardise their general welfare and safety. Refer to individual State Girl Guide Organisation offices for child protection information relevant to each State.

## **8.3 Copyright**

Girl Guides Australia expects every member of the national and State Girl Guide Organisations to adhere to the *Copyright Act 1968* (as amended). Requirements under the Act are outlined in PUB.2 Copyright Procedures of the Girl Guides Australia *Administration Manual*—refer to your State Girl Guide Organisation office for further information.

## **8.4 Environment**

Girl Guides Australia incorporates best environmental practice in all aspects of the program. Members are encouraged to care for our environment and be actively involved in its preservation.

Sound environmental policies and practices are actively applied to Guide properties and participation of members in community environmental service programs is encouraged.

## **8.5 Family**

Girl Guides Australia is concerned about the rights of the child and believes that the fundamental social unit for the care and nurture of children is the family.

## **8.6 Food Handling**

Girl Guides Australia recognises that food handling legislation at local and State levels must be followed.

## **8.7 HIV AIDS and Other Infectious Diseases**

Girl Guides Australia ensures its members and its employees have adequate information and instruction available:

- to promote the prevention of infection with viruses such as HIV, hepatitis and other infectious diseases;
- to protect from infection with HIV, hepatitis and other infectious diseases through appropriate hygiene and safety practices; and
- to protect from discrimination on the grounds of actual or imputed infection with HIV, hepatitis or other infectious diseases.

State Girl Guide Organisations are responsible for ensuring that information for Leaders/Managers on HIV, hepatitis and other infectious diseases is up to date and relevant to State requirements.

## **8.8 Internet**

Girl Guides Australia requires any member placing Guide related information on internet websites to adhere to the following requirements.

- The corporate graphic and publications standards of Girl Guides Australia must be maintained. Any use of the Girl Guides Australia logo must be in accordance with the logo guidelines outlined in Chapter 2.
- The content of the site should be current and conform to Girl Guides Australia policy and standards.
- No Girl Guide website may contain access to any personal details of Girl Guide members under 18 years of age unless that access is password protected.



- Written permission must be obtained before contact details can be included on websites for any adult member.
- All Girl Guide related websites must have approval of the relevant national or State web consultant.
- All requests for pen pals must be forwarded to the Australian Post Box Secretary. There must not be any requests for email pen pals on Girl Guide websites.
- All sites other than Girl Guides Australia approved sites must include the standard disclaimer:

'This website is not an official site of Girl Guides Australia. Girl Guides Australia takes no responsibility for the content of this website.'

The Girl Guides Australia national website is maintained by the Australian web consultant and contains information relating to national issues.

The internet sites of State Girl Guide Organisations should only contain information relevant to their State.

Unit, District, Division or Region sites should only contain information specific to the respective Unit, District, Division or Region. Links to the national and State sites are allowed.

A personal site for any Girl Guide member may only contain information about Guiding that directly relates to the person hosting the site. The standard disclaimer must be included.

Please refer to your State Guide office for additional information.

## **8.9 Multiculturalism**

Girl Guides Australia expects every member to develop her cultural identity without prejudice or disadvantage. Girl Guides Australia aims to prepare all girls and women to be responsible members of a multicultural society.

## **8.10 Politics**

Guiding members do not take part in any political meetings or activities in uniform or acting as representatives of Girl Guides Australia.

## **8.11 Privacy**

Girl Guides Australia and the Girl Guide Organisations of each State and Territory respect the privacy of all individuals and are committed to protecting the privacy of all individuals they deal with.

The *Privacy Act 1988*, as amended by the *Privacy Amendment (Private Sector) Act 2000*, does not apply to not for profit Organisations unless their annual turnover is more than three million dollars. Although falling within this exemption, Girl Guides Australia intends to adhere to the requirements under the Privacy Act and the National Privacy Principles.

The Privacy Statement of Girl Guides Australia, which is the policy that details the handling of personal information, including sensitive information such as health information by Girl Guides Australia, is included below.

### **8.11.1 Privacy statement**

#### **Collecting information**

Girl Guides Australia and the Guide Organisations of each State and Territory are part of a worldwide Organisation for girls and young women. The Girl Guides Australia mission is 'to enable girls and young women to grow into confident, self-respecting, responsible community members'.

Girl Guides Australia needs to collect personal information from you so that we can accurately identify our members and other individuals we deal with, and provide products and services which enable us to fulfil our mission. Such information includes your name, date of birth, address, contact details and some health information. All

personal information collected by Girl Guides Australia will be used for our operations only.

### **Disclosure of personal information and security**

Girl Guides Australia and the Guide Organisations of each State and Territory will maintain control of, and take reasonable steps to keep, all personal information it holds securely. As a general rule, Girl Guides Australia and the Guide Organisations of each State and Territory will not provide personal information to any third parties except:

- by exchanging information between Guiding Organisations for the purpose of fulfilling our mission statement;
- to contractors engaged to provide services in connection with the purposes mentioned above but only if they satisfy Girl Guides Australia or the relevant State Girl Guide Organisation that they will comply with the Privacy Act and other relevant privacy laws; and
- if it is otherwise permitted or required by the Privacy Act or any law.

Where appropriate, Girl Guides Australia and the Guide Organisations of each State and Territory will handle personal information according to the employee records exemption in the Privacy Act and other applicable exemptions in other legislation.

### **Access**

You may request access to personal information that Girl Guides Australia or the Guide Organisations of each State and Territory hold about you and advise of any inaccuracies by contacting the Privacy Officer.

To obtain access, you will have to provide proof of your identity. This is necessary to ensure that personal information is provided only to the correct individuals and that the privacy of others is not undermined. We may deny your request in some circumstances. You will be informed of the reason.

### **Details of the Privacy Officer**

Contact the State Executive Officer of the relevant State Girl Guide Organisation or the senior manager of Girl Guides Australia, Girl Guides Australia, PO Box 6, Strawberry Hills NSW 2012.

## **8.12 Religion**

Girl Guides Australia expects all members to acknowledge spiritual principles and a personal responsibility to search for, and live according to, a spiritual dimension greater than themselves.

Leaders/Managers should realise that their own example and participation are important aspects for the spiritual growth of the girl members. Leaders/Managers must also respect the special requirements of the faith to which any member belongs and take these into account when planning activities.

## **8.13 Risk Management**

Girl Guides Australia requires all Leaders/Managers to assess and manage the risks associated with their Guiding activities to ensure that Girl Guides, Leaders/Managers and others are in a healthy, safe and nurturing environment. Risks for Managers are operational risks which may include level of unit membership, financial viability, qualifications of leaders. Risk for Leaders are often based around activities and may include activities conducted in the course of a unit meeting, running a camp, outdoor activities.

To control these risks a risk assessment and the implementation of control measures are to be undertaken. Girl Guides Australia has a framework, formal policy and procedure for undertaking risk assessment. Leaders/Managers should make themselves familiar with the Risk Management policy and procedure. When Leaders are identifying, assessing and

controlling risks associated with activities an ADM.56B Risk Assessment for outdoor activities, events and camp should be completed. When Managers are identifying, assessing and controlling operational risks then ADM.56A Risk Analysis and Action plan for operational risk should be completed.

In the event of an incident or accident Members are required to complete the Girl Guides Australia ADM.24A notification of accident or ADM.24B notification of incident report form follow the media response plan.

## **8.14 Social Media**

Girl Guides Australia and State Girl Guide Organisations recognise the rapidly changing electronic age that we live in today and the opportunities and challenges that this provides for all members. Girl Guides Australia is committed to supporting the responsible use of social media by employees, members and volunteers. To facilitate this, the Girl Guides Australia Social Media Policy is reproduced in full below.

This policy is to be provided to all employees, Adult and Youth Members, and volunteers of Girl Guides Australia, its member State Girl Guide Organisations and all other groups participating in or affiliated with Guiding in Australia.

### **8.14.1 Intended use**

This Policy is intended as directions to all employees, Adult and Youth Members, volunteers of Girl Guides Australia, its member State Girl Guide Organisations and all other groups participating in or affiliated with Guiding in Australia regarding the use of social networking platforms in the course of their employment or other interactions. It also provides instruction on what must not occur when using any social media whilst associated with Guiding in Australia. It clearly outlines that a breach of the policy may result in Girl Guides Australia or a State Girl Guide Organisation taking disciplinary action.

Australian laws governing the use of social media differ from State to State but all include laws concerning Defamation, Privacy, Child Protection, Discrimination, Bullying and Harassment, Copyright and Intellectual Property. There are legal consequences for individuals and Organisations that breach these laws. Social media should be used by individuals responsibly; display due consideration of age appropriateness and in accordance with the requirements of individual social media policies. Such policy requirements may change overtime and from platform to platform. As at May 2012, the minimum age to engage with Facebook is thirteen years (Facebook Policy, 2012).

### **8.14.2 Introduction to this Policy**

#### **Accessing social networking sites on Girl Guides Australia Systems**

When you access Social Media using Guiding in Australia Systems a Code of Conduct will apply to any such access. In particular any use of social media on Guiding Systems may be subject to logging and monitoring. You should not have any expectations of privacy for any actions performed on social media sites using Guiding Systems.

#### **Application**

This Policy applies to all employees, Adult and Youth Members, and volunteers of Girl Guides Australia, its member State Girl Guide Organisations and all other groups participating in or affiliated with Guiding in Australia when they participate in social networking sites whether during work hours or outside of work hours on their own computers or other electronic communication technologies.

This policy covers all current and future social media platforms. These platforms currently include, but are not limited to:

- a) **Social networking sites:** Facebook, MySpace, Foursquare, LinkedIn, Bebo and Friendster;
- b) **Video and photo sharing websites:** Flickr and YouTube;

- c) **Micro-blogging sites:** Twitter;
- d) **Blogs:** including corporate blogs and personal blogs or blogs hosted by traditional media publications;
- e) **Forums and discussion boards:** e.g. local discussion boards, Whirlpool, Yahoo! Groups or Google Groups;
- f) **Online encyclopaedias:** e.g. Wikipedia and Sidewiki; and
- g) Any other websites that allow individual users or companies to use simple publishing tools, (together called social media).

### **Consequences of a breach of this Policy**

Using social media in a way which breaches this Policy, the Code of Conduct, any other Girl Guide Australia policies or your obligations as an employee, Member or volunteer under the law may result in disciplinary action being taken.

**Disciplinary action may include limitation or removal of access to Guiding Systems, or termination of an employee's employment or termination of Girl Guide membership or affiliation.**

### **8.14.3 Use of Social Media as part of your role**

If you are required by Girl Guides Australia, a State Girl Guide Organisation or other group participating in or affiliated with Guiding in Australia to participate in social media sites as part of your role within Guiding you should ensure that you clearly understand what is required of you.

You should always exercise responsibility and judgment in any material you post on social media sites where you are participating as part of any Guiding role you may have undertaken. Essentially the rules that apply to you when you are interacting face to face with people as a representative of Guiding in Australia will apply to your actions on social media – including all Girl Guides Australia and State Girl Guide Organisation's policies. Similarly the normal authorisation and approval process in relation to any content that you are posting will also apply.

Personal details (e.g.: names, addresses or phone numbers) of other employees, other Members (both adult and youth) or volunteers must not be published online.

You should be polite and respectful of the opinions of others at all times and refrain from posting any comments which harshly criticise or undermine posts made by others.

You should be careful of what you say about others and you should not post comments, which may be viewed as denigrating or insulting or harassing or discriminatory. Anything you would not responsibly say directly to a person should never be said or written about them using social media.

**Remember the high expectations of behaviour for Guides which are embodied in the Promise and Law and Code of Conduct!**

### **8.14.4 Personal use of Social Media**

#### **Use of social media**

Girl Guides Australia and State Girl Guide Organisations understand that you use various social media for personal reasons on your own computers or other electronic communication technologies.

Generally what you do on your own time is your own business. However, information you provide, and statements you make, on social media sites may impact and have significant consequences for the Girl Guide community, Guiding in general, the workplaces of Girl Guides Australia and State Girl Guide Organisations and their reputation. The material you post may be read by others in the Guiding community or the public at large. Once information is published online, it is essentially part of a

permanent record, even if you 'remove/delete' it later or attempt to make it anonymous.

**When using any social media you are responsible for your words and actions.**

It is your responsibility to ensure that your posts are appropriate. Use your judgment and common sense, and if there is any doubt, do not post.

**When using any social media you must not:**

- a) post images of children on social networking sites – unless you have the written authorisation of the child's parent or legal guardian for that specific image;
- b) use the logo of Girl Guides Australia or a State Girl Guide Organisation; or create Girl Guides Australia or a State Girl Guide Organisation branded account which could be interpreted as representing Girl Guides Australia or a State Girl Guide Organisation unless you are authorised to do so in writing;
- c) contribute anything which would bring you, another Member, Girl Guides Australia, a State Girl Guide Organisation, or other group participating in or affiliated with Guiding in Australia into disrepute – for example an offensive blog or photo;
- d) engage in any conduct that would not be acceptable in the workplace or in a Girl Guiding context - for example:

making any adverse, offensive or derogatory statements or engaging in unlawful discrimination, harassment or bullying directed at or impacting other employees, Members, volunteers, children or parents, or the Board or Management of Girl Guides Australia, State Girl Guide Organisations and other groups participating in or affiliated with Guiding in Australia;

- e) disclose any confidential information about Girl Guides Australia a State Girl Guide Organisation or other group participating in or affiliated with Guiding in Australia including information about other employees or Members, volunteers, children, parents or the Board or Management of the Organisation.

The above requirements apply regardless of whether you have restricted the access to your personal site to selected persons only.

You should also avoid identifying (by name, address or contact details) or discussing or posting images that include co-workers, Members or volunteers unless you have obtained their written permission first. Non-identifying photos may be acceptable but if in doubt seek the individual's permission.

**Expressing your personal views**

It can be difficult to draw a line between your personal and professional life when using social media. Even when you are talking as an individual, people may perceive you to be talking on behalf of Girl Guides Australia, a State Girl Guide Organisation, or other group participating in or affiliated with Guiding in Australia. By identifying yourself as an employee, Member or volunteer, you are creating perceptions about your expertise and about the body within Guiding to whom you are associated. Therefore you need to be careful that all content associated with you and your obligations as an employee or Member or volunteer does not conflict with the policies of Girl Guides Australia, State Girl Guide Organisations or other groups participating in or affiliated with Guiding in Australia.

Just because conduct is outside work or you have not clearly identified yourself as a Guiding employee, Member or volunteer; it may nonetheless be in breach of your obligations to Girl Guides Australia, a State Girl Guide Organisation or another group participating in or affiliated with Guiding in Australia whether using social media or otherwise. You should exercise caution and common sense on that basis.

This policy is not designed to infringe upon your personal interaction or online conversations where you are clearly speaking as an individual with no reference to Guiding or your position as a Guiding employee, Member or volunteer, provided you are otherwise complying with the policies of Girl Guides Australia, the State Girl

Guide Organisations and other groups participating in or affiliated with Guiding in Australia.

### **Personal liability**

Please bear in mind that information you provide, and statements you make, on social media could have significant consequences for you personally, for example:

- a) making statements about an individual may constitute defamation (in which case you may be personally liable under applicable legislation to the person about whom you make the statement);
- b) making statements may constitute unlawful discrimination, harassment or bullying (in which case you may be personally liable under applicable legislation);
- c) making statements about Girl Guides Australia, a State Girl Guide Organisation or another group participating in or affiliated with Guiding in Australia, its business, parents or youth Members, may constitute a breach of your obligation not to disclose confidential information and your obligation not to make public statements about or on the Organisation's behalf without express authority; and
- d) using other persons' material, text, images, photographs, music, logos and trademarks may breach copyright laws.

### **8.14.5 General**

#### **Please take care**

The terms and prescribed conduct described in this Policy are not intended to be exhaustive, nor do they anticipate every possible use of social media. You are encouraged to act with caution and to take into account the underlying principles of this Policy.

**In cases where public media such as newspapers, radio or television may become involved, you should refer matters** to either your State Commissioner or State Office; or Senior Manager of Girl Guides Australia, Chief Commissioner or Assistant Chief Commissioner.

**If any Member reads anything on the internet that may harm the reputation of Guiding in Australia please contact** your State Commissioner or State Office Senior Executive; or Senior Manager of Girl Guides Australia, Chief Commissioner or Assistant Chief Commissioner immediately.

**If you feel unsure about what to do in particular circumstances, you should contact** your State Executive Officer, State Office, State Commissioner or Senior Manager of Girl Guides Australia.

#### **This Policy is a direction**

This Policy sets out the rules which must be complied with when using social media. This Policy is a direction to you by Girl Guides Australia and the State Girl Guide Organisations and applies at both State and National level, to all employees, adult and youth, Members and volunteers. You must comply with this Policy. If you do not comply with this Policy, Girl Guides Australia or the State Girl Guide Organisation may take disciplinary action, up to and including termination of your employment, membership or engagement.

#### **Review**

This Policy is to be reviewed annually by the Girl Guides Australia Policy and Procedures Committee. The Committee will recommend updates, or provide an indication that the document does not require updating at the first Girl Guides Australia Board meeting of each calendar year.

### **8.15 Sponsorship**

Girl Guides Australia is willing to be involved in commercial sponsorship provided:

- The sponsor meets the standards expected by Girl Guides Australia.
- The sponsor's product promotes an acceptable life style or it must not be harmful to the user or the community.
- The background of a proposed sponsor and the product range are evaluated for moral, health and image qualities.
- A written agreement stating the terms and conditions of the sponsorship is signed by both parties.
- The safety rules of Girl Guides Australia are observed at all times.

A Member of Girl Guides Australia acting as such, who is organising or taking part in a sponsored event, must have the approval of her District Manager.

Members participating in a sponsored event with another Organisation must not seek sponsorship in the name of Girl Guides Australia.

All sponsorship should be arranged in conjunction with State Guide offices.

All State Executive Officers should notify Girl Guides Australia of any commercial sponsorship arrangements within their State.

National corporations or Organisations should not be approached for sponsorship by a State Guide office unless prior approval has been given by the senior manager of Girl Guides Australia.

### **8.16 Substance Abuse**

Girl Guides Australia aims to present a responsible image to parents, Members and the public generally. The program encourages girls to be aware of the health and social risks of substance abuse.

Adult Members are made aware of the example they set to youth Members in practice of a healthy lifestyle.

Members must observe local and State laws and regulations as they relate to smoking, alcohol consumption and drug use.

#### **8.16.1 Alcohol**

Girl Guides Australia adheres to State licensing, liquor and drink driving laws and recognises it is illegal for people under 18 years of age to drink or serve alcohol.

Girl Guides Australia does not permit alcohol at Guide functions and activities where those attending are predominantly under 18 years of age.

Members have a duty of care not to consume alcohol while responsible for young people under 18 years of age or while in charge of adventure activities.

When alcohol is available at an adults only Guiding event, non-alcoholic drinks should also be provided.

#### **8.16.2 Drugs**

All Leaders/Managers should make themselves familiar with the signs and symptoms of drug abuse and be aware of the resources available in the community that offer assistance to girls and their families.

### **8.16.3 Smoking**

Girl Guides Australia aims to promote a healthy lifestyle. It is the responsibility of Leaders/Managers to encourage youth Members not to smoke. Leaders/Managers should be aware of the legislation in their State relating to the age requirements for the purchase of cigarettes.

Smoking is not permitted during meeting time.

'No Smoking' signs in Guide premises should be observed.

### **8.17 Sun Protection**

Girl Guides Australia is committed to protect its Members by adopting a policy of education on the dangers of UV rays and at all times showing by example that adequate precautions should be taken at all Guiding events.

At all outdoor activities, Guides and Leaders/Managers are encouraged to:

- wear protective clothing;
- wear a hat;
- use sun screen;
- wear sun glasses where practical; and
- use shade facilities as much as possible.

### **8.18 Transport**

Girl Guides Australia expects every Member to strictly adhere to all legislation, regulations and safety guidelines governing the particular mode of transport employed in the course of Guiding.

### **8.19 Valuing Diversity**

Girl Guides Australia believes Guiding should be available to all girls and women based on their acceptance of the Promise and Law.

Girl Guides Australia recognises that each Member should be able to maintain her cultural or religious identity without prejudice.

Members have a range of abilities and disabilities and Guiding provides a nurturing and supportive environment respecting and valuing their individuality.

### **8.20 Visiting Guides and Girl Scouts**

Girl Guides Australia welcomes visiting Guides and Girl Scouts and when appropriate will organise home hospitality in accordance with State legislation and procedures of Girl Guides Australia.

### **8.21 Volunteer Policy**

Girl Guides Australia is committed to working towards compliance with the National Standards for Involving Volunteers as set out by Volunteering Australia.

Girl Guides Australia or a State Girl Guide Organisation has the right to ask any volunteer to discontinue their role either as a volunteer for the Organisation or in a particular volunteer role.

Every volunteer has the right to cease volunteering within the Organisation.

Girl Guides Australia (GGA) is one of the largest Organisations in Australia for girls and young women. It provides leadership and personal skills development to its 30,000 Members, including 22,000 youth Members. Our mission is to enable girls and young women to grow into confident, self respecting, responsible community Members.



We provide a non-formal educational program that is a dynamic, flexible and values based learning and development in life skills, decision making and leadership.

Girl Guides Australia is a not-for-profit Organisation that involves volunteers at all levels of its operations. We are committed to working towards compliance with the National Standards for Volunteer Involvement in Not-for-profit Organisations and adhere to the Australian definition, principles and model code of practice for involving volunteers.

Girl Guides Australia involves volunteers in its work to enable our Members to gain maximum benefit from the unique knowledge and skills volunteers are able to offer.

Girl Guides Australia will promote and protect the rights of volunteers who work in our Organisation, as set out in Volunteering Australia's statement of Volunteer Rights (available at [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)).

Volunteers are an integral part of our Organisation and will:

- Always be treated as equally and fairly as our paid staff.
- Be valued for their input, and called upon for their opinions.
- Be consulted on all matters that substantially affect the performance of their work.
- Have the opportunity to effect change in the Organisation through their suggestions and involvement in planning and management.
- Be expected to provide feedback and input to their supervisor (Leader/Manager) regarding their work.

The Board of Girl Guides Australia is responsible for making and amending Girl Guides Australia policies, and setting the strategic direction of the Girl Guides Australia.

The Girl Guides Australia HR Committee Chair and the Management Advisory Committee:

- are responsible for:
  - recommending to the Board of Girl Guides Australia policies and amendments to policies relating to volunteers;
  - developing; evaluating and reporting to the Board on the volunteer program.
- will, in conjunction with both paid staff and volunteers,:
  - review and recommend to the Board updates to the policies as necessary, ensuring they consistent with the National Standards for Volunteer Involvement in Not-for-profit Organisations.
  - maintain and update as necessary, in partnership with the Policies and Procedures Committee, procedures to ensure consistency with endorsed policies and the National Standards for Volunteer Involvement in Not-for-profit Organisations.

The Management Advisory Committee has the responsibility and authority to organise, implement and maintain the Board agreed policies and procedures of the volunteer management system. Further, all paid staff and volunteers of Girl Guides Australia are responsible for and have the authority to identify problems, implement solutions to those problems after appropriate consultation, and contribute to our Organisation's overall development.

Girl Guides Australia and the State Girl Guide Organisations are responsible for implementing, supervising and supporting volunteers within their respective areas.

The Board of Girl Guides Australia adopts this policy; and the Management Advisory Committee and the State Girl Guide Organisations support this approach and agree to work within it.

## **8.22 Women**

Girl Guides Australia recognises the importance of women in society and is committed to enhancing their status. Guiding offers women the opportunity for self-development and personal growth through participation in a variety of skills, leadership and skills development programs.

### **8.23 Young People**

Girl Guides Australia recognises that young people have valuable contributions to make to society. The Guiding program gives girls the opportunity to participate in decision-making in their Unit activities. They should be encouraged to participate in decision-making and to express their views and opinions at all times.

### **8.24 Young Women in Decision-making**

Young women in Guiding are involved in making decisions about the management and programs of Girl Guides Australia and accept responsibility for these decisions as appropriate to their age group.

They are involved in policy decision-making through local, State and national youth forums, State committees and panels. They also comprise part of Girl Guides Australia delegations to international forums.