

MISCELLANEOUS

SECTION 1 – AUDIO VISUALS AVAILABLE

The Public Relations Department manages the Branch’s audiovisual Library, and its prime purpose is to provide videos for the promotion of Scouting, and the training of youth and adult members.

The Department does not lend viewing equipment. It is suggested that members of the Group, parents, local schools, libraries, service groups or commercial hiring firms could be approached for the loan or hire of playback monitors and other equipment.

Audiovisuals may be borrowed free of charge on the following conditions: -

- a. Audiovisuals are returned on the specified date, as other borrowers may have made arrangements to collect them.
- b. Copies in any form must not be made. Copyright breach is a serious offence
- c. When returning audiovisuals by mail, items are to be sent “Certified Mail” or “Express Mail”. Return cost of all materials is the borrower’s responsibility.
- d. Bookings may be made by telephone or mail.
- e. Audiovisuals to be collected from B.H.Q. during business hours. Monday to Friday, 9:00 am – 5:00 pm.

Booking requests should include:-

- a. Name of Video required.
- b. Name of borrower/Group.
- c. Business and home telephone numbers.
- d. Address to which the videos are to be sent.
- e. Date required.
- f. Date for return.

Most Popular Titles

Audio Visual	Audience
Casper The Boo Scout 8 minutes. An animated cartoon of American origin. It will provide entertainment value in any program	Joey Scouts Cub Scouts Scouts
25 Million Reasons to Belong 9 minutes. An excellent promotional video on all Sections	Displays/PR Adult/Parents
Tim’s Discovery 8 minutes. Excellent Recruitment Video for Cub Scouts.	Cub Scout
Rovers - Promotional 12 minutes. This video highlights Rover Activities and is targeted specifically at 17 to 20 year Olds outside the Movement.	Rovers

Rovers - Corporate 6 minutes. This video is targeted at Venturer Scout Leaders, Group Leaders, Commissioners, Potential Sponsors, Potential Employers, etc. It's purpose is to show Rovers as The End Product of the Scouting Program as "Training for Life"	Corporate Business
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The following is the list of videos available from the Branch Public Relations Department.

A time to tell	Mudbash 1984
Activities - Out and About	Mudlarks
American Jamboree 1977	National Projects
Asia-Pacific Jamborella, 1st	New Zealand Venture 1992
Australian Jamboree, 15th	No Time to Lose
Australian Rover Moot 1986	On The Move
*Casper the Boo Scout	*Rovers – Promotional
Ceremonies in the Cub Scout Meeting	*Rovers – Corporate
Chernobyl Project 1991	Scout Games
Chernobyl Project 1992	Scouting in Australia
Debutante Ball 1 & 2(Aust Police Scouters)	Scouts at Sea (1981 NZ Regatta)
Discover Gliding	Scouts – The Rise of the World
Expedition New River	*Snow Safe
Exploring Tomorrow Today	Stamp "N" Shout
Follow-me Boys	*Such a Stupid Way to Die
Frankston Jamboree 1935	The Chief
Go Bush	The Wilderness Experience
*Good PR. Begins at Home.	Thermal Wilderness
Going on a Scout Camp/Leading a Scout Camp	The Survivors
Get Wet	The Wrong Guys
Great Mates Jamboree 1988-89	This Too Is Scouting
It happened to me	*Tim's Discovery (Cub Scouts)
It's a Great Life	Time for Living
Jambacity 1981	*25 Million reasons to belong
*Jamboree, 19th Asia Pacific/18th Australia Jamboree	*Venturers – Recruitment Video

Jamboree of Far Horizons 94/95 Perth	Victorian Cuboree 1997
*Joey Scouts	Victorian Cuboree 1999
JOTA 1982	Waddayadoing
*Larger than Life – Comedy	Welcome to Scouting
Long Walk One	Wigwam
Long Walk Two	Winston Marsh Promotions
Mayday, Mayday	World of the Scout
Mega 10	World of the Scout World Jamboree 15th, Canada
	World Jamboree, 16th, Australia
	World Moot 8 th
	* Most popular title

SECTION 2 – CLUBS AND INTEREST GROUPS

Membership is limited to leaders of both the Scout Association and Guide Association who are also members of the Police Force. Contact: The Secretary, Narelle Feltham 0410 669 972 mail c/o Victorian Scout Headquarters, Post Office 190 Carlton South 2053

Australian Scout Fellowship

2110. What is the Australian Scout Fellowship? It is the opportunity to remain or rejoin The Scout Association of Australia, Victorian Branch, and to participate in a wide range of activities with other present and former members. Membership of the Fellowship is open to adults (over 25 years) not currently in the Movement and who are prepared to make (or re-make) the Scout Promise and to promote Scouting to their associates and friends. Every member of the Fellowship has full membership of the Scout Association, and the privileges that go with it, eg. Snowgum Store discounts etc. The key word is Fellowship. Members will have the opportunity to attend a wide range of social functions, to keep up to date with new developments in Scouting, and to support Scouting in the wider community. Enquiries Australian Scout Fellowship, Branch Headquarters, 50 Barry Street, Carlton 3053. Tel: 9206 5500.

Baden-Powell Lodge 488

Meets 4th Monday each month, February through to November at Waverley Masonic Centre, Stephenson Road, Mount Waverley. February meeting is Uniform night. For further information contact: Secretary, Mr. Nigel Cavell 9885 2017.

Baden-Powell Scout Guild

The Guild is an adult fellowship of former Scouts and Guides and other interested people (from 26 years), who are prepared to accept the principles of Scouting and Guiding. The aims of the Guild are to keep alive the spirit of the Scout and Guide Promise and Law, to take that spirit into the community and to support Scouting and Guiding as far as is practical.

Members living in the same area, or those who are interested in specific activities, form branches of the Guild. Each Branch plans its own program and is able to make decisions on what activities it wishes to pursue.

Activities are also planned on a State-wide basis and members are involved in helping at major Scout and Guide events such as regular maintenance at the Guide and Scout Sailing Centre, continuous campsite management and helping with community ventures. The Baden-Powell Scout Guild badge is the Scout badge in red superimposed on a white Guide Badge. Inquiries: Mr. Barry Armstrong, 19 Barry Street, Maidstone 9317 7514.

Community Radio

E.C.B. 98.1 "Scout'n About"

Bob Oke 11 Langley Street, Ringwood East 3135 (H) 9870 3621 (M) 018 021413

Stan Bannan 62 Hume Street, Ringwood East 3153 (H) 9729 5072 (M) 0411 229 093

Inner F.M. 96.5 "Scouting Around" (Every Thursday 6.00pm to 7.00pm)

Trevor Dagley 24 Lower Heidelberg Rd. Ivanhoe 3079 (H) 9499 2131 (W) 9489 9128,

Fax 9457 4674

International Badgers Club

The Club is open to all members of the Scout and Guide Associations and supporters. It assists members to swap badges and memorabilia. Members receive contact lists, bi-monthly magazines and a world catalogue. In Victoria, contact: Mr. Aram Joukadjian on 03 9557 2451 for local matters and meeting details. For membership or general information, contact: Mr. J Van Waterschoot, GPO Box 3226, Canberra ACT 2601 or phone 02 6251 1585 or e-mail australia@IntBC.org The Club Website can be found at www.IntBC.org.

Scout Radio and Electronics Service Unit

The Unit provides communications and electronics back up to the Movement's activities.

The unit can provide Health and Welfare Communications for any large activity.

Membership of the unit is open to all members of the Association having an interest in radio or electronics. The unit is able to assist "Scouts" wishing to obtain Amateur Operators Certificates and Radio Licences.

Victorian Branch Scout Band

Victorian Gilwell Reunion

The Victorian Gilwell Reunion has two main objectives:-

a. To promote fellowship and team spirit amongst Leaders who, by undertaking Wood Badge training, have offered themselves for more effective youth leadership, and

Each year, on the last weekend in January, the Victorian Gilwell Reunion holds an Annual Reunion for all Wood Badge holders, who are automatically members of the 1st Gilwell Park Group. This is an opportunity for all those leaders, who are known as Gilwellians, to come to Gilwell, to renew friendships and recapture some of the fun and fellowship they experienced during training.

The weekend program is packed full of various social and scouting type activities arranged for the enjoyment of Gilwellians by the members of the Reunion Committee.

The emphasis of the weekend is fun, fellowship and the freedom to enjoy the spirit of our beautiful Gilwell Park.

Contact: Further information about the Victorian Gilwell Reunion may be obtained by sending mail to Mrs. Raelene Baker, Secretary, Victorian Gilwell Park Committee, 25 Rangeview Road Lower Plenty Victoria 3093. (Phone 9439 8252 – email raal@ains.net.au) or alternatively care of Branch Headquarters, Post Office Box 190, Carlton South 3053.

SECTION 3 – FIRES – PRECAUTIONS AND SAFETY

The following instructions are to be observed by all members of the Scout Association while camping, hiking, or carrying out any outdoor activity in which the lighting of fires is necessary. Leaders should explain these instructions at the beginning of the summer season each year to their Youth Members

Fire Danger Periods. These instructions will come into operation each year, when any “Fire Danger Period” is proclaimed. The commencing and finishing dates of the Fire Danger Periods vary each year and from place to place. It is the duty of the Leader concerned to ascertain the position prior to authorising any outdoor activity involving fire lighting. Information can be obtained from the Country Fire Authority Regional Headquarters.

Standing Camps: Fires for Cooking or Warmth. The conditions set out below apply:-

- a. In State Forests and National Parks -- all year round.
- b. In standing camps, including permanent camps during declared Fire Danger Periods.
- c. Gilwell Park -- instructions of Warden to be followed implicitly.
- d. On Private Property -- during declared Fire Danger Periods.
 - a. Contact with Local Fire Officer. The Leader in Charge of the camp shall, prior to or on the day the camp is established, get in touch with the local Fire Officer. In the case of State Forests, National Parks and all land within 1.5 km thereof, an Officer with the Department of Conservation and Environment is the Fire Officer. In the case of the remaining country area of Victoria, the Regional Officer of the Country Fire Authority for that area will be the Fire Officer.
 - b. Fires in The open. During the Fire Danger Period, fires may be lit for the purpose of meal preparation or personal comfort, so long as the following conditions are met:-
 - (1) Winds in the vicinity of the fire must be no stronger than ten (10) km per hour,
 - (2) The fire is lit in a properly constructed fireplace or a trench at least thirty (30) cm deep,
 - (3) The fire is not within seven decimal five (7.5) m of any log or stump,
 - (4) All flammable material within a radius of at least three (3) m around and above the fire must be cleared,
 - (5) The size of the fire does not exceed an area of one (1) square metre and the size of the fire and the dimensions of solid fuel are the minimum necessary for the purpose,
 - (6) A person must be in attendance at the fire at all times, and must not leave unless:-
 - (a) He/she leaves another person in charge of the fire, or
 - (b) He/she completely extinguishes the fire before leaving.

Under no circumstances leave the fire unattended, even for a minute. The ashes should be tested by putting the fingers into them.

Hike Parties. Leaders and/or leaders of any hike party shall contact the Forest Officer or Regional Officer of the area, and the Police Station at the place where the hike commences and advise the officer of:-

- a. The numbers in the party,
- b. The route to be followed,
- c. The duration of the hike, and
- d. Any proposed camping spots en route.

Any instructions given by the officers concerned must be carried out implicitly.

Regulations regarding fires in the open must be followed.

Disposal of Toilet Paper. The burning of toilet paper is in breach of the regulations and all used toilet paper must be buried.

Bush Fire Precautions. Whenever a camp is held during the Fire Danger Period, a safety area for use, in the case of emergency, must be selected; and everyone must know how to get to it, even in the dark or when visibility is impaired by smoke. It is an obligation to report any fire discovered to a Fire Brigade, Forest Officer or Police Officer (Section 39(d) CFA Act).

Days of Total Fire Bans. On days of Total Fire Ban (TFB), no fire may be lit in the open except for some barbecues, under certain conditions (see "Barbecues," Para. 2136). Declarations of Total Fire Bans can be made on the day prior to, or on the actual day concerned.

a. TFBs Declared on the previous day: If a TFB is declared for the next day, news broadcasts of the declarations are normally made from 7.00 pm onwards. The TFB is valid from 1:00 am (or 0100 hours) of the day declared to 1:00 am (or 0100 hours) the next day unless indicated otherwise.

b. TFBs Declared on the Day: If a TFB is declared on the day concerned, radio news reports will normally issue warnings from 7.30 am onwards. The TFB is valid until 1:00 am (0100 hours) the next day unless indicated otherwise.

c. It must be remembered that Total Fire Bans can be revoked at any time, and it will be necessary for Leaders camping during a declared Fire Danger Period to carry a portable radio with them

d. On days of Total Fire Ban, all solid fuel appliances, such as wood, heat beads, briquettes and charcoal are not allowed to be used. Gas and electric barbecues may be used under certain conditions (see "Barbecues" below).

Barbecues. The following conditions apply to the use of gas and electric barbecues on Days of Total Fire Ban:-

a. At Home

(1) Barbecues must be within twenty (20) metres of your permanent home or holiday dwelling.

(2) Tents &/or caravans are not classified as permanent dwellings and portable barbecues cannot be lit in or near them.

(3) The barbecue must be in a clear, safe place. No flammable material should be within a radius of three (3) metres around and above.

(4) An adult must be in attendance at all times.

(5) A hose attached to a reticulated water supply or at least ten (10) litres of water must be available at all times.

b. Away from Home

(1) Only electric or gas fired barbecues, which are fixed in permanent structures of brick, stone or concrete (such as those in some public reserves), are permitted on days of Total Fire Ban.

(2) All rules regarding adult supervision, flammable clearance and emergency water supply must be observed.

The above instructions are based on the Country Fire Authority Act No. 6228 and the Forests Act No. 6254, and regulations there under, and are issued in amplification of APR Rule 12.6.

SECTION 4 – FLAGS, REGAL PORTRAITS, ETC.

Each Scout Group or independent unit is eligible to receive on a once-only basis:-

- a. A coloured photograph of Her Majesty the Queen. The size is 48.2 x 38.1 cm and the photograph may be obtained with the Queen in either a standing or sitting position.
- b. An Australian National Flag
- c. A cassette recording of the National Anthem and the National Tune.
- d. A coloured print of the Australian Coat of Arms.

Method of Application for Issue: Each Scout Group or independent unit, which has not received a required item under this scheme, may apply to a Commonwealth Senator or their local Member of the House of Representatives for the issue of the item/s.

2139. The Senator or Member, if satisfied that the request is within the guidelines, will send the request to the Secretary, Department of Administrative Services, Canberra, who will issue the item/s.

The Commonwealth Government hopes that each Senator or Member will be able to arrange personal presentation of the item/s or to arrange for another Senator or Member to deputise for him.

Etiquette

The correct placing, when two national flags are flown outside, is that the Australian National Flag is on the left of the viewer of from the street, both national flags the same height and preferably the same size.

The flags of two nations should never be flown from the same flagstaff. International practice forbids the display of the flag of one nation above that of another nation in times of peace. When flown with the flags of other sovereign nations, all flags should be flown on separate staffs and at the same height, all being the same size if possible. The Australian National Flag should, however, be hoisted first and lowered last, unless the flags can be hoisted or lowered simultaneously.

In a line of national flags (three or more) the Australian National Flag should be in the centre, if one flag only is available.

If there is an even number of flags, say up to six, the Australian National Flag should be flown on the left of the viewer. If more than six, the Australian National Flag should be flown as near as possible in the centre of the line. When flown with State flags, house flags or club pennants, (including Scout flags), the Australian National Flag should always be on the left of the viewer and slightly higher.

A flag-staff set up is often used at shore establishments such as navy depots, Scout HQ. etc. Seniority of positions applies as shown by numbers, looking forward from the rear of flagstaff. There are booklets available from Post Offices on the Australian Flag and Flag Etiquette.

SECTION 5 – FOOD SAFETY GUIDELINES

Including Fundraising Appeals Act 1998

A new food safety agency known as Food Safety Victoria has been established within the Public Health and Development Division of the Department of Human Services. Its role is to safeguard and support the delivery of Victoria's safe food system. Food Safety Victoria has issued a number of publications which have implications for all who are engaged in the manufacture, supplying and selling food which includes members of the Scout Association, Victorian Branch whether at Branch, Region District or Group level including individuals raising special funds for an individual to attend a special activity.

These activities include:

Sausage Sizzles

Cake/Food stalls

Catering for activities as a fund raiser

Catering for Conferences, Training Courses etc

The various food handling Businesses/Organisations are classified by Food Safety Victoria in a number of various classes ranging from Class A to Class E. The vast majority, if not all Scout Groups/Units/Crews would come under "Class E", defined as;

A fundraising body for a charitable or community group which:

- intends to conduct 12 or fewer food selling events per year OR
- had a turnover of less than \$15,000 in the previous financial year for the same activity

The Food Safety Victoria publication, which is applicable to Scout Groups, is entitled; "Food Safety Guidelines for Community Organisations Working with Volunteers"

The publication should be obtained by all Scout formations and is obtainable from: Food Safety Victoria. Telephone number 1300 364 352

Download from the Internet page www.dhs.vic.gov.au/phd/safevic.htm

Your Region Office

Victorian Scout Centre

GROUPS INTENDING TO FUNDRAISE BY MEANS OF SELLING FOOD NEED TO:

- Be aware of the requirements of the Food Act 1984 as amended in particular to

Food Safety Procedures requirements for

Food Preparation

Food Storage and Display

Cleaning

Temperature Checking

Fundraising Appeals Act 1998

- Before engaging in such activities contact the local Council to familiarise yourself with Council requirements and obtain any permit required

SCOUT CAMP SITES

Camp Committees of Management will need to consider the way in which catering is carried out in their particular camp, especially to point 3 below.

There appears to be three scenarios could affect catering at a Scout Camp.

1. Professional Caterer Will be required to adhere to the requirements of the food Act as a commercial operator
2. Scout Groups catering for training courses and other events as a fundraising activity
3. The Camp Manager/Warden and/or partner paid to cater for Training Courses and hirers of the camp facilities

Setting up Food Premises

Permanent premises

If your organisation has a home-base like a

community hall with a kitchen, the food

handling and preparation facilities need to be organised so food can be prepared and handled safely. In your safe food kitchen, you need:

- plenty of hot and cold water;
- fridges to keep cold food cold and freezers to keep frozen food frozen;

Temporary premises

There are times when you might have to

prepare food away from a permanent kitchen. You might be operating a sausage sizzle or a food stall.\

You must take special care at temporary

premises to keep food safe, protecting it from sunlight, dust, insects and handling b customers. The Event Coordinator should consider the following issues with temporary food premises:

- exhaust fans to keep the area free of smells and fumes;
- handwashing facilities- a basin, soap and paper towels;
- sinks big enough to clean cooking equipment and utensils;
- uncluttered surfaces which are easy to keep clean;
- a place to store food where mice, rats and insects can't get to;
- a way to stop pests like birds, animals and insects getting into the kitchen; and
- enough rubbish containers to collect and store all waste.

If you want more information ask for the

Temporary Food Premises Permit, which comes from the local council;

- if there's no kitchen or food vehicle, you'll need a tent or marquee to prepare food in;

• benches or tables need to have surfaces which are smooth and easy to keep clean. Plastic tablecloths are ideal;

- handwashing facilities near the stall- with water, a basin, soap and paper towels.

(Make your own handwashing facilities if there's nothing near the stall- A water supply can be rigged up using drums with taps from a camping shop, and hot water from an urn);

- a place to wash up cooking equipment, dishes and utensils. You may have to make your own if there's nothing near the stall;

• a way of dealing with waste water from cooking, cleaning and handwashing. Don't just tip it on the ground or down the drain;

- a fridge to keep cold food cold and a freezer to keep frozen food frozen.(if necessary). If you plan to hire a portable coolroom get one

with a calibrated thermometer so you can check temperatures; and

enough rubbish containers to collect and store all waste.

Food Safety Procedures – Food Preparation

Nearly all food naturally contains bacteria, and sometimes these bacteria can cause food poisoning. Food has to be handled correctly to make sure that it doesn't become contaminated, and that the bacteria in it doesn't get a chance to grow.

Keeping food safe starts from the moment that the food arrives.

- Check that your food suppliers, whether people or businesses, are supplying safe food.
- If you are buying perishable food, make
- Don't let raw food come into contact with cooked food to avoid cross contamination.
- Cooked, or ready to eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves
- Raw food to be cooked can be handled with bare hands.
- every hour,
- when you change tasks, like moving from cleaning to cooking, or from food preparation to serving cooked food. sure it arrives in a refrigerated food vehicle, and check the temperature of deliveries when they arrive, then transfer it as soon as possible to the correct type of storage.
- Dry goods, like bread, dry ingredients or condition, without torn packaging or heavily dented cans.
- Because it's easy to transfer bacteria from raw to cooked food, it's important to have separate utensils, including cutting boards and knives for raw food and cooked food. If this is not possible, thoroughly wash and sanitise equipment before using it.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged

packaging- like dented cans, torn packaging, leaking packages and cracked eggs.

- Thaw frozen food before cooking.
- Thaw frozen food in the microwave or at the bottom of the refrigerator.
- Never put thawed food back into the freezer
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially meat fish and chicken where the juices should run clear.

APPENDIX 1

FOOD SAFETY AT SAUSAGE SIZZLES & BARBEQUES

The Golden Rules for sausage sizzles and

barbeques are:

- keep hot foods very hot (steaming hot), and cold foods, cold (refrigerator cold) never just warm.

- Remove meat from the fridge just prior to cooking it. Never leave it sitting around.

- Once frozen meat has been thawed, it must never be refrozen- at the end of the day, any remaining thawed meat must be thrown out

- When transporting the meat, use an insulated cooler (like an Esky™) with plenty of ice or cool packs around the meat.

- The meat should not be in contact with the ice or cool packs. If you have air-conditioning in the car, it may be cooler to travel with the Esky™ in the car rather than the boot.

butter and other foods that would normally be stored in the refrigerator table only when they are being used. Do not leave these foods at room temperature for more than four hours.

- Always cook meat products such as hamburger patties, sausages and kebabs thoroughly so that the juices run clear. When cooking chicken, ensure that it is white in the middle and that there is no hint of pink.
- Throw out any marinade that was used being cooked with this marinade.
- Cook eggs until both the yolk and white

APPENDIX 3

FOOD SAFETY AT FÊTES AND FOOD STALLS

The Golden Rules of selling food at fetes and stalls are:

- At the stall, perishable food (like meat, chicken, dairy products, and other foods that would normally be refrigerated) must be kept cold (below 5°C) or hot (above 60°C). These foods should be displayed in suitable equipment which maintain these temperatures. Where food must be thrown out once it has been on display for more than four hours. Unpacked food needs to be protected
 - from insects and customers, and contaminating matter such as dust.
 - Wherever unwrapped food is being handled, appropriate handwashing and utensil washing facilities need to be provided.

If food is packaged, it needs to be labelled. A simple handwritten list on a sticky label may be all that is needed. It should include the following:

the details of person* who made it;

the date of preparation;

- a list of ingredients (especially peanuts and colourings, as some people have

allergies to these).

*It should not be necessary to identify the person who made the product by name. A code could be used; so long as the code helps in case a recall of food needs to be made.



FOODSAFETY PROGRAM

Designed specifically for volunteer run sausage sizzles

Author Liz Sanzaro. D.D.A- TSTC.

Teacher of Food Hygiene, Food Science at Box Hill Institute TAFE

Written for Scouts Australia, Victoria Branch as owners of this material.

This Food Safety Program is to ensure the safety of food provided by

(Name of group here).....

Trading name (name of Parent Organisation)

Name of contact person (committee President)

Address for contact.....

Phone number for contact person

Details of the person who is responsible for the training (instruction) of all volunteers involved in food handling. Food Safety Instructor is

Formal qualifications (if held, attach copy).....

Phone no

Address.....

Short explanation of how training of volunteers is to be carried out by Food Safety Instructor. Include frequency of training and content of material.

The requirements of the new food legislation are that

All food workers be familiar with the ways in which food can become unsafe for consumption. With this in mind it is essential that all volunteers are to be instructed in

- the basics of personal hygiene, with regard to food handling. See page 3.
- the importance of temperature control regarding, storage, cooking and hot holding of sausage meat. Information as per Hazard Analysis of sausages. See page 4.
- the preparation and care of sliced onions. Information as per Hazard Analysis of onions. See page 6.
- service of food, including possible cross contamination between raw and cooked product. See food hygiene information, page 4, 5, 6, 7 under service.
- appropriate use of cleaning agents and sanitising procedures in the care of equipment used in the preparation, storage, cooking and service of food.

See page 3 equipment, 4, 5, 6, 7 preparation storage and cooking.

The foods documented in this Food Safety Program are\

Sausages / Bread / Onions / Tomato sauce, Mustard, Barbecue sauce.

The equipment refers to all items involved in the transport, storage preparation and sale of these foods.

The following procedures must also be adequately addressed.

Who is the designated site monitor for the days' sausage sizzle?

Is this person aware of the need for monitoring the practices of volunteers?

What process is available for corrective action if required?

What records are being kept for the training of new volunteers?

What procedure is used for the exchange of money?

e.g. Is there a separate person available so that the food handlers do not have to handle money?

Personal Hygiene for Food Handlers.

People carry bacteria which can be readily transferred to food by an untrained person.

An unwell person will carry more than normal. It is a legal requirement that a food handler must not handle food whilst suffering from a food borne disease. Cold viruses are included along with Gastro-enteritis, Salmonella and Hepatitis A, as examples. Fifty percent of people carry the bacteria known as staphylococcus aureus in their mouths noses and ears. This bacteria is one of the commonest forms of food poisoning when introduced to food and allowed the suitable conditions to grow to great numbers.

For this reason the food handler must

- not eat drink or chew gum whilst working
- avoid coughing, sneezing or spitting over food
- keep fingers out of mouths, no finger licking, nail biting or handling of cigarettes (saliva contamination of hands)

For the food handler to be ready for work they must have

A clean washed body in clean clothes, and a clean apron.

Clean hair tied back

Clean scrubbed hands, no jewellery (or gloves may be used, but must be changed as required)

If necessary cuts or wounds must be covered with a food grade bandaid (blue) and a glove

Hands **MUST** be washed after

- visiting the toilet
- touching any part of your person, face nose mouth ears, hair
- handling rubbish
- taking a rest break, eating drinking or smoking
- handling raw or cooked food
- handling any cleaning chemicals, insecticides e.g. fly spray

For the equipment to be ready to use

The food handler must have a suitable place and the time to comply with these personal hygiene regulations after having set up the site, as they will have been handling the Barbecue, gas bottle, tables and other unsanitised equipment. Prior to setting out food the equipment to come into contact with food will need to be thoroughly cleaned down with hot water detergent and rinsed with very hot water before air drying. This is particularly important when using communal equipment as it may be stored away where mice rats and cockroaches can contact the surfaces leaving behind potentially dangerous bacteria.

Cleaning and sanitising

Suitable domestic detergent for dishwashing is to be used in hot water to remove grease, food particles and grime. Detergent does not kill bacteria, it simply removes the food source from them. Very hot water at 80 C can be used as a sanitiser, the items then should be allowed to air dry. Tea towels to be used must be laundered in such a way that they are heat sanitised. This can be by the use of a very hot final rinse, or boiling them before air drying, or ironing them with a hot iron.

For the site, public liability issues and the safety of the operation means that the pavement must be scrubbed down at clean up to remove any splattered grease which could pose a threat to public safety.

Food Item: Sausages

Step in processing	Hazard Analysis	Critical control point	Good hygiene practices
Receiving of sausages	Sausage meat is a	Butcher to be a	Where possible purchase
	Manufactured product	licensed food service	in small quantities, so as
	And therefore is not	business with a Food	not to overestimate
	Only potentially	Safety Program.	amount to be used.
	Hazardous being a meat		Collect sausages in a pre
	Product but may also		chilled container, eg. An
	Contain physical		esky chiller or similar.

	Contaminants, Chemical contaminants Or additional microbial Contaminants.		Do not handle sausages with bare hands.
Storage of sausages	Sausages by their Nature will have some Microbes which can Flourish with the Mincing of meats when Stored at inappropriate Temperatures.	Potentially hazardous products are to be stored constantly at 4° C (+ or - 2° C)	Store sausages in a pre chilled container, eg. An esky or similar. Use ice to maintain the correct temperature. Keep melted ice (water) from contacting sausages.
Preparation of sausages	Introducing Contaminants via Pricking, cutting.	If sausages are to be pricked, a skewer, or pointy sharp knife may be used. This implement is to be sanitised on each occasion of use. Eg between batches.	Do not prick sausages too far in advance of cooking. During handling sausages are to be touched with clean gloved hands. Ensure no cross contamination between cooked and raw foods. Including onions and bread.
Cooking of sausages	If temperatures are Permitted to be in the	Potentially hazardous products must be	Ensure each batch of sausages is thoroughly

	<p>Temperature Danger Zone (TDZ) 7 to 65 deg C microbes will Multiply quickly. warm food is Dangerous food.</p>	<p>heated quickly and to a core temperature of 75 deg C. Frequent checking for thorough cooking is required.</p>	<p>cooked through, by breaking one and doing a visual inspection to be certain.</p>
Serving of sausages	<p>Sausages can become contaminated by contact with unsanitised surfaces or raw food or a dirty food handler.</p>	<p>Sausages are to be served directly from the hot cooking surface, using tongs, to The surface of bread, or a clean paper serviette. Do not use hands.</p>	<p>By legislation a barrier must exist between cooked ready to eat food and the handler. This translates into clean tongs or similar implement,</p>
Holding of cooked sausages, left over.	<p>Cooked food is also a good medium for growth of bacteria.</p>	<p>Chill sausages rapidly and to a temp of 4deg within 20 minutes. Use within 2 days. Or alternatively freeze as soon as possible.</p>	<p>Avoid over catering by trying to estimate demand. If sausages are to be frozen be familiar with correct thawing procedures.</p>

Food Item: Bread

Step in processing	Hazard Analysis	Critical control point	Good hygiene practices
Receiving of bread	Bread is not a	Bread is to be	Purchase on the

	(mould)	a reputable food service business with a Food Safety Program	day of use to ensure freshness. Collect in clean crushing, and case of transport
Storage of bread	Exposure causing drying, contamination from dust, airborne particles, contact with animals, insects etc	It is to be kept dry and out of direct sunlight in the plastic bags until ready for use.	Place box out of sunlight and cover box with tray or tea towels away from dogs, pests.
Handling of bread	Bread can become contaminated from incorrect handling and Contact with unsanitised surfaces	Use fresh gloves. Only put out bread for the current demand.	Use hygienic new paper serviettes, placing each slice of bread on a serviette. Keep on a clean sanitised tray covered with a sanitised tea towel
Serving of bread	Bread can become contaminated by handlers or customers handling or sneezing	Keep bread covered till required- Use a clean gloved hand to handle	Place the serviette in the hand of the customer ready to receive the

	Or coughing over the exposed food, or by wind borne particles.	the serviette, re-cover food immediately.	sausage on top. Have a separate person, on hand for handling money.
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Food Item : Onions

Step in Processing	Hazard Analysis	Critical Control point	Good hygiene practices
Receiving of onions	As a fresh vegetable onions are prone to spoilage, generally from microbes causing rot and mildew	A visual inspection and a gently hand squeeze will usually identify the quality of onions. They should be firm and have no sour odour.	Purchase only fresh and in the desired quantity.
Storage of onions	Incorrect handling can result in damage, spoilage.	Do not allow crushing or bruising which will cause cell damage and accelerate spoilage	Onions are best kept in a cool dark place.

<p>Preparation of sliced onions</p>	<p>Food processing equipment will allow for the introduction of contaminants, physical, chemical and microbial</p>	<p>Use only clean sanitised equipment, boards, knives, slicers. In particular thoroughly clean any slicer having been previously used for another food to prevent cross contamination.</p>	<p>Discard outer shells of onions separately from the slicing to prevent cross contamination from the outer skins to the inner flesh. Wash hands or use new gloves. Slice on site or a maximum of four hours before intended use.</p>
<p>Cooking of onions</p>	<p>As raw onion is safe to eat, the problem can come from allowing onions to contact raw sausages and be contaminated with live bacteria.</p>	<p>Keep flying onion separate from sausages that have been freshly placed on the barbecue. Fry only what is needed by demand to prevent overcooking and spoilage</p>	<p>Keep sliced prepared onions well away from both bread, which will absorb the odour, and from raw sausages which are a source of microbial contamination.</p>

Serving of onions	Cooked food is a good medium for bacteria Growth	Use sanitised tongs, separate from those for sausages to serve onions directly onto the sausage.	Colour coding is an excellent way to identify which tongs are for which food.
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Food Item: Sauces, (tomato, mustard, barbecue)

Step in processing	Hazard Analysis	Critical Control Point	Good hygiene practices
Receiving of sauces	Sauce is a manufactured food and as such is subject to both physical and chemical contamination. The preservatives, sugar and salt make microbial contamination unlikely	Purchase quality product from a reputable company with a Food Safety Program	Purchase in required quantities. Sauce has a shelf life, refer to the manufacturers instructions and use by date
Storage of sauces	Sauce is spoiled by excessive heat, and exposure to light and being left open to the air.	Store in proper plastic containers. This also eliminates the hazards from glass which can shatter.	If squirry sauce containers are to be used they must be thoroughly washed and sanitised before use and refilled with

			fresh sauce.
Serving of sauces	The sauce container is a source of bacteria transfer by customers which can contaminate handlers hands, and other surfaces.	The control is to allow sauce to be entirely self service OR have all sauce containers handled only by the food handlers. Allowing both will cause contamination.	Food handlers are the better choice as the nozzle is less likely to be sneezed or coughed over. It can be kept cleaner by elevating above the food rather than contacting sausages or onions.

SECTION 6 - Fundraising Appeals Act 1998 - This affects all Group

Fundraising activities include:

Anything that involves fundraising in the "Public Arena"

IMPORTANT:

Internal fundraising events are exempt from the Act so they do not need to be reported to the Office of Fair Trading and Business Affairs. Your Group is able to raise money for its own purposes from its own members and/or relatives and acquaintances of its own members, whether new, past or present members, then these internal money-raising events are exempt from the legislation. Examples of such events include chocolate and lamington drives and sausage sizzles (if they are not held in a public place where the general public can purchase).

All public fundraising activities must be notified to the Office of Fair Trading and Business Affairs at least 28 days before they are undertaken

The legislation requires you to complete and lodge with the Office of Fair Trading and Business Affairs a "Notice of Intention to Conduct a Fundraising Appeal" form at least 28 days before your fundraising activity is to start. A copy of the form is available from the Office of Fair Trading by calling (03) 9627 6148.

Fundraisers must keep records and accounts.

The Group running the fundraising activity must keep accurate and true records of the income and expenditure relating to the appeal. Full details of all funds and assets received, as a result of the appeal and full details of what happened to those funds and assets must be recorded. Summary financial accounts must be made available for

public inspection if requested after each appeal. Records must then be kept for three years after an appeal has ended.

Raffles do not come under this Act - they are with the Casino and Gambling Authority

The Office of Fair Trading and Business Affairs has produced a very good pamphlet about the act. If you would like this pamphlet and the "Notice of Intention to Conduct a Fundraising Appeal" form phone (03) 9627 6148 or GPO Box 123A, Melbourne 3001.'

SECTION 7- SCOUT FOUNDATION

The Victorian Scout Foundation is a corporate body established under the authority of the State Executive Committee. A company limited by guarantee administers this corporate body. The decision to form the Victorian Scout Foundation was made at Branch Executive level on 24th May 1983.

The Foundation aims to marshal on a continuing basis the skills, experience and financial support of members and supporters of the Movement in Victoria. It aims to gather together those who appreciate and are concerned about the Branch's contribution to make young people into good citizens. For years Scouting has funded its development needs from within its own resources even though its contribution was to the advantage of the whole community.

However, as the Victorian Branch takes up the challenge to deliver the benefits of Scout training in areas of social need to an extent far beyond our past experiences -- it now requires greater support from the community generally. The membership can only pay so much in joining fees, subscriptions and capital levies.

The short-term goal to raise \$1,000,000 within five years to help meet immediate needs has now been received, which include:-

- a. To stabilise membership and registration fees.
- b. To help where necessary with rehabilitation of campsites.
- c. To help up-grade some campsites.

The long-term goal is:-

- a. To build up a substantial corpus of assets, the income from which will be used to project the long term needs of Scouting.
- b. To provide financial assistance for the implementation of far reaching development plans drawn up by the Victorian Branch of the Scout Association which looks to developing its services to youth members into the 21st Century and beyond.

The plan is based on these objectives:-

- a. To increase both Youth and Leader Membership.
- b. To improve standards of Youth and Leader membership training.
- c. To provide and maintain an appropriate organization structure.
- d. To provide and maintain appropriate supporting services and facilities.
- e. To provide an appropriate level of financing to maintain and promote operations at all levels.

Individuals, Families, Companies, Trusts and Organizations, may qualify for membership by making a commitment to pay a specific amount over a period of five years. In addition, individuals may qualify for membership by giving notification of

their intention to make bequests to the Foundation. The Foundation Trust Deed provides for four levels of membership:-

- a. Governor: A member who makes a contribution of \$25,000 or more or gives notification of an intended bequest of \$50,000 or more qualifies as a Governor of the Foundation.
- b. Fellow: A member who makes a contribution of \$10,000 or more but less than \$20,000 or gives notification of an intended bequest of \$20,000 or more but less than \$50,000 qualifies as a Fellow of the Foundation.
- c. Member: A member who makes a contribution of \$2,000 or more but less than \$10,000 or gives notification of an intended bequest of \$1,200 or more, but less than \$4,000.
- d. Associate Member: A member who makes a gift of \$600 or more, but less than \$2,000, or gives notification of an intended bequest of \$1,200 or more, but less than \$4,000.

In the case of individuals, membership is granted for life. In other cases, membership shall be for such periods as may be determined by the Directors of the Foundation. Application for membership must be made on the prescribed application form. Payment can be made other than by cash. There are a variety of ways to suit your convenience:-

- a. Immediately realizable assets (real estate, shares in public companies).
- b. Immediately realizable assets spread over a period of time up to five years.
- c. A bequest to the Foundation.
- d. A gift to the Foundation with the donor retaining the use of the property during his lifetime.
- e. Non-realizable assets such as shares in private companies
- f. A combination of any of the above.

Groups of people may contribute and nominate their representative. Membership would be for a period of time as determined by the Board of Management. For further information -- Foundation Office, 50 Barry Street, Carlton. Phone (03) 9206 5500

SECTION 8 – GANG SHOW

The Melbourne Gang Show started in the Victorian Branch in 1953 and aimed to train young people in theatre crafts and also to stage an annual show, that was good public relations for Scouting. More than three hundred and fifty people now work for the show, which has a very full and complex program of activities beyond the annual production.

Shows are staged around Victoria for Scouting and charity. A number of spin-off activities result, and there is a ready pool of expertise in many communication fields, with a large group of young people in training.

Country District Commissioners are invited to contact Gang Show regarding country tours, where local Scouts join with selected Gang Show members and stage their own Show. The Show has accumulated a sizeable quantity of equipment that is need for theatrical productions: eg, costumes, scenery, electronic equipment, rostra and drapes. These assets are in constant use, not only in Melbourne, but for local and interstate shows, where there are strong links and considerable support. Scripts and music are available from the Gang Show Library. For further information regarding hire of Gang Show equipment, inquiries should be addressed to: Melbourne Gang Show, c/o Branch Headquarters, Post Office Box 190, Carlton South 3053.

SECTION 9 – POLITICS – GOVERNMENTS - LOCAL/STATE/FEDERAL

Refer APR P 9.2. Scouting is a non-political Movement, and it is important that this position is not compromised in any way, eg, by the distribution of political leaflets or appearing to have given support to any particular candidate or party, at any time, to Federal, State or Local Council. However, Leaders should be alert to the help, which is available to Scouting from Government instrumentalities, and particularly from Municipalities, and therefore, need to be in contact with Councillors and local members.

Councillors and Local Members should be kept informed by all Leaders of what is happening in their Wards, Ridings and Electorates, and encouraged wherever possible to join a Group Committee, District Association, Region Association, Branch level so that they may become personally involved in some way in Scouting.

SECTION 10 -- MAGAZINES

Australian Scout

This is the official magazine of the Victorian, Queensland, ACT, New South Wales, Western Australia and Northern Territory Branches of the Scout Association of Australia. Circulation is throughout Australia and overseas. The magazine has been published since 1912, with several name changes since its inception.

Total circulation is eighteen thousand (18,000) copies with Victorian, Queensland, West Australian, Australian Capital Territory, and New South Wales editions. Eleven issues are annually published. The January-February magazine is a combined issue. Contributing to the Magazine. Editorial and pictorial content is entirely contributed by Adult Leaders and Youth Members of the Association, co-ordinated by the Australian Scout Editorial Committee. Articles (preferably on disc) and captioned photographs as soon as possible after the event (or well in advance for future activities), should be sent to Kingsley Davis, Victorian Editor, Australian Scout, Post Office Box 190, Carlton South 3053.

Deadlines

a. Victorian Copy. To ensure publication in a requested edition of Australian Scout, copy for the Victorian pages must reach the Victorian Editor as follows: -

(1) For the March-November editions, by the 8th day of the month, seven weeks prior to the month of intended publication.

(2) For February issue, by 24th November.

b. National Copy. By the 15th day of the month six weeks prior to the month of intended publication;

c. It is most helpful to the production of Australian Scout if contributions are forwarded as early as can be managed before the above deadlines.

Australian Scout aims to report major events and other late news as soon as possible. For this purpose, by prior arrangement with the Victorian Editor, late material can be taken up to the 7th day of the month, about three weeks prior to publication.

The magazine committee employs the services of an Editor, Mr Andrew Taylor, who compiles the publication. Mr. Ken Lloyd Jones co-ordinates advertising. Mr. Kingsley Davis is the Victorian editor. A small team of reporters and photographers supports

him. Leaders wishing to join the Victorian Reporting Team should write to the Victorian Editor at Branch Head Quarters.

Rate cards for advertising are available on request. The magazine is available by subscription.

Suggestions for improvements and ideas should be addressed to: Mr David Jefferson, Chairman, Australian Scout Editorial Committee, Scout Association of Australia, Post Office Box 190, Carlton South 3053.

Interchange

2167. "Interchange" is a magazine for Venturer Scouts and Rovers, and has news and ideas, as well as reports of activities of interest to Venturer Scouts and Rovers. Branch Headquarters provides a copy free to each Venturer Unit and Rover Crew in Victoria. Other Venturer Scouts, Rovers, Leaders, etc., who are interested, may subscribe to Interchange, Post Office Box 1028, Huntingdale 3166. Advertising rates on request.

Kaboom

Kaboom is provided free by Branch Headquarters to all Patrol Leaders in Victoria. Leaders and others interested in receiving a copy, may subscribe by contacting Kaboom, Post Office Box 28, Huntingdale, 3166. It is published six times a year. Advertising rates on request. The publication is in a wall chart format.

SECTION 11 – SNOWGUM STORES

Uniform Supply. The Group Leader must ensure that Youth Members are told what to buy and where to buy it. Uniforms and other items of apparel are available from Snowgum Stores, which is wholly owned by the Scout Association of Australia (Victorian & New South Wales Branches).

Award or Achievement Badges are available also from Snowgum, as well as through District Badge Secretaries.

Outdoor Gear. Leaders should be aware that food, rucksacks, sleeping bags, tents, etc. are available from Snowgum Stores at very competitive prices. Members are issued with a Membership Benefit Card, which entitles the holder to 10% discount on purchases such as these.

Credit Accounts. Groups may open a credit account on completion of an Account Authorization Form, available from Snowgum Stores. Commercial Division trading terms are "payment within 30 days from date of statement."

Profit. Leaders should be aware that profits generated from commercial activity are returned to Victorian Scouting.

SECTION 12 – PEN-FRIENDS

World Scout Link Scheme. The Scout Movement has encouraged individual Scout Youth Members of different member countries to become pen-friends, or Scouting units of different member countries to "link up" and exchange periodic news of their activities, badges, stamps or other matters. To assist Members to find suitable pen-friends in overseas countries, the Australian Association participates in the World Scout Link Scheme.

This scheme is available to all Uniformed Members of the Movement, including adult leaders. Each applicant should address a letter to the International Commissioner giving the following information:-

- a. Name,
- b. Address,
- c. Scout Group and rank or Certificate of Adult Membership,
- d. Age,
- e. Religion (and Denomination where advisable),
- f. Languages spoken,
- g. Country or countries preferred, and
- h. Hobbies or special interests.

This letter needs to be endorsed by the Section Leader and sent to:- The International Commissioner, Scout Association of Australia, Post Office Box 730, Heathmont 3135.

E-mail: int.comm.@scouts.com.au phone, 03 9879 7839.

This system in no way prevents Scouting Members from personally establishing links with Scouts from other member countries. If a number of members in a unit want to 'link up' with members of another unit overseas, it is best for the Group Leader initially to seek a 'link up' with a Group Leader overseas, with a view to developing direct contact between the individual members of each Group. (The term, Scouts, is being increasingly replaced with that of Youth Members, but carries the same meaning. Scouts, as a term, is still being used in many of the following paragraphs.) If a Scout wishes to correspond with a Scout in another State of Australia, the applicant should forward his request to Branch International Commissioner at Branch Headquarters.

2180. The World Conference has condemned practices such as chain letters or pyramid cards. They are not considered of real value, are liable to abuse, and in some countries, are forbidden by law or postal regulations. They should be actively discouraged.

SECTION 13 -- SUBSIDIES

Youth Members Attending National or Overseas Activities

Funds are available to enable financial assistance to be made available to Youth Members, but not Leaders or adults, to attend Scouting activities. For National Scouting events, the National Events Assistance Reserve (NEAR) has been established. For overseas Scouting events, the Victorian Branch EML Fund offers assistance.

Who can apply? Grants will be made on a "needs" basis, with preference going to the most deserving applicants. Previous recipients of financial assistance to attend Scouting events, will not be eligible for another grant. The factors determining "needs" can be widely interpreted. They may be related to family size, hardship, illness, unemployment, or any of many other reasons.

Amount of Assistance. Assistance is available up to 50% of the standard Contingent Fee for the events. No assistance is available for additional costs such as travel to and from the applicant's home to Melbourne airport, passport costs, pocket money, or optional sightseeing or touring before, during or after the events.

How to Apply for Assistance. Applications should be made in writing, outlining the reasons why assistance is being sought. Applicants should include details of their Scouting career, show how they comply with Contingent Membership requirements and indicate how the balance of the fee is being raised. Applications should be

supported by letters from a Group Leader (eg, Section Leader or Group Leader) and from the District Commissioner. Applications should be sent in confidence to the Branch Commissioner (International), The Scout Association of Australia, Victorian Branch, 50 Barry Street, Carlton 3053 (Post Office Box 190 Carlton South 3053).

Rotary Uniform Fund

The Rotary Club of Melbourne has for some years, very kindly made available sums of money to enable uniforms to be provided for needy Youth Members. If you have a needy Youth Member who cannot afford the cost of a uniform, the Group Leader should apply in writing to the District Commissioner giving details of the circumstances. If the District approves, the application should be forwarded to the Deputy Chief Commissioner, c/- Victorian Branch Headquarters, 50 Barry Street, Carlton 3053.

2186. The Deputy Chief Commissioner will arrange to have a Purchase Order on Snowgum Stores, and forward them to the Group Leader to pass on to the parent, and the Region Commissioner will be notified. In most instances it will be necessary for the Group to show that they are also providing assistance to the needy member.

SECTION 14 – THE SCOUT INTERNATIONAL CO-OPERATION FUND

This fund has existed for many years to provide a way for all members of the Scout Movement to help Scouts in other countries. It is designed to “help Scouts help others”. Donations to the International Co-operation Fund are received from national Scout Associations, Scout Groups and individuals.

2188. Contributions are needed to:-

- a. Help Scouts in developing countries to start projects, which will help improve the living conditions of people in their community.
- b. Assist Scout Associations to develop needed training and activity centres.
- c. Help Scouts in need after natural disasters.
- d. Develop Scout programs and print Scout handbooks in local languages.
- e. Extend Scouting to the disabled.
- f. Provide training scholarships for leaders.

SECTION 15 – NATURAL DISASTERS RELIEF

Guidelines and Instructions

2189. The National Secretary issued National Guidelines for Co-operation with Civil Authorities in Natural Disasters in December 1976. They are shown at Annex A to this chapter.

SECTION 16 -- DEVELOPMENT

recruitment to those who need it. Groups and Districts should be constantly working to increase the strength of the Movement by aiming for maximum Joey Mob, Cub Pack, Scout Troop, Unit and Crew numbers and, where possible, opening up new sections in a Group or new Groups in a District.

2191. Victorian Branch Headquarters can assist Groups and Districts in this task by making available an Officer to go into local schools to foster youth's interest.

Requests for the services of a Development Field Officer should be made through the District Commissioner to the Development Department, Victorian Branch Headquarters. Several Development Aids have been produced by the Development Department and include:-

- a. A booklet entitled, "Starting a New Group or Pack the Easy Way."
- b. Pamphlets entitled:-
 - (1) "What Scouting can do for your child," (A pamphlet for Parents)?
 - (2) "Want to be a Leader?" (Questions and answers for potential Leaders).
- c. All of the above aids are available free to District Commissioners on request to the Assistant Region Commissioner -- Development.
- d. A booklet entitled Recruiting Adult Leaders for Scouting and the Recruiter's Personal Kit are available from Snowgum Stores.

Youth Members, whose parents originate from other countries and from varying cultural backgrounds, should receive special encouragement to become Scouts. This may be done by integrating these Youth Members into open Groups, and including some of their own culture in the program, or, where cultural ties are strong, setting up special "Ethnic" Groups which can be integrated at a District level. Advice and assistance in setting up these special Groups or for obtaining multi-lingual literature or translations, can also be obtained from the Development Department at Branch Headquarters.

Need for Quality Leadership The problem from a Development point of view is to get good quality Group Leaders, first by building up and improving the Leaders we now have. The emphasis for recruitment lies with support from the local community and this is needed to take the pressure off the Group Leader. In Groups where there is more than one Cub Scout Pack or Scout Troop, an Assistant Group Leader is also necessary to take the pressure off the Group Leader. It is important to boost local public relations -- recruitment relies on good Public Relations.

Run a Good Group. Requirements for running a good Group are:-

- a. Keen and enthusiastic Leaders.
- b. Variety of Leaders.
- c. High quality Leaders.
- d. Properly trained Leaders.
- e. Fulfilling youth needs and not their wants.
- f. Planned programs.

2196. Numbers versus quality -- it is better to develop what we have got. Quality Leaders -- Quantity in Youth. Good Group Leaders are vital for Scouting.

Recruitment

District/Groups should have an annual program with a set of objectives to achieve. Each activity must be extremely well planned and every possibility covered. Videos are available for use at school visits. Letters should be issued to parents of children who have shown interest. This should be followed up by personal contact. The parents' meeting to put across the Scouting message must also be supported by child minding/entertainment at a nearby facility. (This needs to cope with all ages).

2198. Do not rush into a recruitment campaign, but plan it, select the right people to do the job and carefully monitor every step. Young people are precious to us. For further ideas, refer to the WASP Book Recruiting for Scouting.

Ethnic Recruitment

A District program supported by all Groups, should ensure an annual visit to all ethnic Groups, ie, Churches/clubs, to report on what Scouting is doing World-Wide, in Australia/Victoria and locally. Preferably have someone presenting the information in

the particular language and also have handouts in that language. (Liaise with Development Department at BHQ.)

At least monthly, ensure an article on Scouting appears in all ethnic newspapers distributed in the locality. If papers are not 'local,' then arrange with Development Department for specific reports and photos to be forwarded to newspapers. Articles must be newsworthy and depict action and excitement.

Single Parent/Single Income Families

2201. Single parents make tremendous sacrifices to put their children through the Scout Program. They see the value of Scouting and the need for their children to have extra company whilst growing up. Group Leaders must also be made aware of the family situation and how this can affect membership. Many single parent families also experience financial disadvantage.

Financially Disadvantaged

Scouting is an expensive activity, especially for low income earners. Family follow-up after-school visits are the only way to assess the financial status of the family. The Group Leader must be made aware of what to look for in terms of family circumstances and how these potentially affect Scouting participation.

Second-hand Uniform scheme. This can be tactfully offered to low income families as an alternative to buying a new uniform. However, many families are too proud and don't wish to accept charity. Instead, parents will work hard to provide a new uniform for their child, so that he/she will feel part of the team and not 'different' from the rest of the Group.

Local Council Youth Officers

Local Council Youth Officers tend to be more concerned for underprivileged and disadvantaged youth rather than the development of youth as a whole. Local Councils generally give great support to Scouting, particularly money for training and the leasing of land used for Scout Halls. Make contact with Local Councillors, the Mayor and staff of the Councils (especially Municipal Recreation Officers). Attend Council meetings occasionally (in uniform), and by supporting Council organized programs. It can only enhance the relationship.

Newly Developed Areas

Many areas where Scouting numbers are falling are the growth areas and new estates. It is often the case that both parents are working and are under a heavy financial burden associated with high mortgage repayments. Parents are also too busy to read advertising material plus other mail received, and this, coupled with financial burden, may explain why there is a poor attendance rate of parents at meetings preceding school visits. This is another reason why follow-up is important.

What parents consider important for their children has also changed - parents require a baby-sitter or something to occupy their children for the parents' benefit, rather than their children, but we must never lose sight of what Scouting can do for young people. Youth must not miss out because of such parent attitudes.

Established Groups which are more financially sound, should provide assistance to struggling Groups in newly developed and high growth areas, so that these children can also experience Scouting. A "buddy" system between areas and Groups should be encouraged so that a redistribution of wealth can occur, but more importantly, Scouting can be offered to more young people.

Local Churches

Church Groups have good potential and should be encouraged. It is more important to take Scouting to youth, rather than discriminating on the basis of religion.

In-School Joey Scout/Cub Scout Cub Scouting

Cub Scout Packs are now operating in several State Schools during regular school hours, mainly as part of the Supplementary Grants Clubs program. These two programs are giving the opportunity of taking part in Scouting to many young people who would not otherwise enjoy this privilege. Experienced volunteer Leaders are invited to participate in these worthwhile programmes.

Ethno-Specific Groups

An ethno-specific Scout Group has two jobs to fulfil. The first is to tell members about their own traditions and secondly to help them adapt to Australian society. In some areas, ethno-specific groups have been established and in other areas, ethnic youth integrate with existing groups. Both approaches are needed, and both work.

SECTION 17 – KIRIBATI

As an Asia-Pacific Project, the Victorian Branch took on a support role for the development of Scouting in Kiribati (pronounced Kir-ee-bass) in 1979.

Over the years up to 1988, some experienced training team members have visited the Islands (situated due north of Fiji on the equator and previously known as the Gilbert and Ellis Islands). Their main idea has been to provide training programs and methods suitable for the Kiribati personnel to utilise within their own culture and environment, ie, our primary objective is to assist Kiribati to develop Kiribati Scouting.

Australia played a key role in the development of a small booklet - Getting Started in the South Pacific and the production of a Common Youth Program (adaptable to the needs and resources of each Association).

Victoria budgets approximately five thousand dollars annually towards Kiribati whether it is for training support, publications or, as in 1988, bringing Youth Members to the World Jamboree. In 1994 a Youth Program applicable to the Island's youth was written and translated into their native language.

Kiribati is an island paradise -- but by choice is not a tourist destination and is not a wealthy country. Hygiene, agriculture, sanitation and accommodation are not of a high standard. Scouting can play a useful role in these community areas. Scout members have increased from 500 (1987) to nearly on thousand in 1989.

It is our aim to increase Victorian Scouts' awareness of Kiribati. We are aware that very few leaders (and literally no Youth Members) are aware of Victoria's obligation towards Kiribati. It is likely that through this Leader Resource Manual are highlighted a few practical ideas on how local Scouting Communities can be involved.

Publications: there is a need to put together some articles on Kiribati and Scouting and to tell our members of their opportunity for involvement in International Scouting, with Kiribati in particular. Scout Aids: we could promote local involvement in helping Kiribati eg a Scout Troop prepared to make, for example 20 Rounders' bats with 20 tennis balls which could be sent to Kiribati for distribution at Pack/Troop level. Other ideas include the supply of games ideas, old books, manuals, rope, tentage, hiking gear, etc.

Establish a Victorian Group or District "Adoption Package". This could include some of the above ideas (maybe as a 12 month Troop project) or be extended to Australian visits to Kiribati (EML Fund). Pen Pals, information exchange, photo swaps, assistance in fund-raising or sponsorship at Jamborees (Brotherhood Fund) are also possible approaches.

be we should look at assisting traditional Scouting in Kiribati (knots, outdoorsmanship etc.) but develop new Scouting Programs as in other Third World Countries, including

Agriculture, Sanitation, Hygiene. This might be most suitable at Venturer, Rover level. This needs careful and sensitive planning and implementation. Similarly, there could be visits of Kiribati personnel here to Australia for Scouting experiences: Youth Members to Jamborees, Leaders for Training Courses and even for attendance at an ordinary "Scout Camp." Obviously finance and exposure are problems that need to be looked at, together with effectiveness of such experiences in helping Kiribati Scouting when personnel return home. For more information contact Branch Head Quarters and the Victorian Project Commissioner responsible for this project.

SECTION 18 - NATURAL DISASTERS

GUIDELINES AND INSTRUCTIONS

The National Secretary in December, 1976, issued the following National Guidelines for Co-operation with Civil Authorities in Natural Disasters.

Introduction

1. These Guidelines are issued to assist members of the Scout Association of Australia (hereinafter referred to as Scouts) in co-operating with the respective authorities responsible for the co-ordination of relief operations in the event of an emergency. They contain suggestions on planning ways in which the Association can be of assistance and on ways in which Scout training may be related to this purpose.
2. The laws of practices relating to disaster relief vary from State to State. Leaders should regard these guidelines as a general statement of policy, which will be interpreted at Branch and local levels.
3. Each Branch should issue guidelines applicable to its own state. Indeed, it may be possible and advisable for Branches to issue positive directives. The appropriate liaison link in each State is Branch Headquarters with headquarters, State Emergency Service.

History

On 19th November 1974, as the result of a

5. On 19.11.75, a seminar was held at the National Emergency Services College at Mount Macedon in Victoria at which commissioners from each Branch and National HQ. of the Association discussed Scout participation.
6. The following Guidelines derive from that seminar.

Commitment

7. The Scout Movement is a voluntary movement whose aim is 'to encourage the physical, mental, social and spiritual development of young people so that they can take a constructive place in society as responsible citizens'.
8. In line with the stated principle of Scouting that ...'Man should ..act in consideration of the needs of others, and develop and use his abilities to the betterment of himself, his family, and the community in which he lives" ... the Scout Promise which every Scout makes includes the words 'On my honour I promise...to help other people....'.
9. Because it is a part-time voluntary educational movement, the Scout Association cannot oblige its members to respond to a call for aid in the event of disaster. Nevertheless, the Principles and the Promise are powerful influences towards Scout participation in disaster relief. Indeed, it was with this in mind that the National Executive Committee decided to make the declaration quoted above.

10. The nature of the commitment accepted by Scouts individually or collectively will depend upon -

1. The nature of the help needed to meet the emergency situation.

2. The training and skills of individuals and groups.

The extent to which they themselves or their families are affected by the

4. The amount of warning or notice given.

5. The age of the individuals.

12. The type of activity, which Scouts can undertake in relief of disaster, will vary according to the age and personal skills of participants. These factors are changing continuously, making detailed planning very difficult unless the activities envisaged are kept general. Examples of 'general' activities are:-

12.1 Welfare Billeting, general support, entertainment, sorting relief supplies and donations, fuel and water provisions, catering/cooking, collection and distribution of equipment/clothing/food, uniformed personnel for registration, comfort, guides and escorts, etc.

12.3 Gathering information.

12.5 Provision of labour.

12.6 Provision of shelter.

13. Where appropriate Scout uniform should be worn by Scouts engaged in disaster relief operations and/or training.

14. The Scout Movement has within its ranks many people with special skills not necessarily acquired through Scouting. Such people can only be identified at local level. Their participation should be encouraged and, if available, included in plans. They include, not only uniformed members of the Movement, but also adult non-uniformed supporters.

19. Characteristics of such methods will be -

19.1 Liaison at each Scout HQ. level with the related emergency service HQ.

Branch - HQ. State or Territory emergency service.

Region - as appropriate.

District - as appropriate (probably Local Controller, State Emergency Service).

Group - as appropriate.

19.2 An understanding given and received regarding:-

- Extent of Scout Association commitment.

- Types of relief activities offered and accepted.

- Liaison contacts (names, addresses, phone numbers of contact officers.)

- Method of call-out.

- Representation at planning conferences, if required.

- Special training, if undertaken.

- Participation in rehearsal and/or exercises, if undertaken.

Programs and Training

20. Achievement Awards It is not intended that the system of achievement awards be changed to recognize disaster involvement, the existing system adequately covers this. Leaders should encourage Scouts to use emergency relief activities as steps towards awards. Indeed learning to be of use in disaster relief should be a natural consequence of gaining awards.

21. Programs The extent to which activity programs are affected by disaster training; exercises or rehearsals must be a matter for decision at local level. It is not envisaged

that there need by any significant change to existing patterns unless a Group undertakes to train for a special role. (This may well apply in the case of Venturer units or Rover crews).

22. Leader Training The fact that the Association has committed itself to aid in natural disasters will be included in future leader training courses together with information from these guidelines and Branch directives. It is not intended that courses contain any disaster relief skill training.

2. SES is organized throughout Victoria on a regional basis and there are 26 regions altogether, corresponding to the 26 regions of the Country Fire Authority and each covering several municipalities. 10 Regional Officers and Assistants are appointed to the SES each officer having control of two or three regions. In these regions, the officers are responsible for assisting in the training of SES units, the conduct of courses of instruction, exercises and operations, the development of Regional and Municipal Disaster/Emergency Plans and for liaising with other Statutory Bodies, State Departments and local bodies.

3. The locations of the 10 Regional Officers are - Bairnsdale, Ballarat, Bendigo, Croydon, Geelong, Hamilton, Moe, Shepparton, Swan Hill, Wodonga.

Liaison with officers will normally be the responsibility of Area, Regional or District Commissioners.

4. At the local level, the next responsible person in the chain of command is the SES Local Controller, and normally a Local Controller with a Deputy Controller is appointed for each Municipality or Shire.

Action Required

5. As Scout District boundaries generally conform with municipal boundaries, DCs should establish liaison with Local Controllers. At the same time they should offer the assistance of their Districts in the event of such help being required, and suggest ways in which this might be done most effectively, generally along the lines set out in the National Guidelines above.

6. In some Districts, particularly in the country, the most suitable liaison may be between one or more Group Leaders and the Local Controller, and the DC should make appropriate arrangements accordingly.

7. The matter will need to be thoroughly discussed with District Staff and Group Leaders, bearing in mind that assistance of this sort by the Scout Association is very desirable and that individual Scouts can take part only on a voluntary basis. It will also be necessary to establish effective and workable organizations and lines of communication within Districts and Groups to cater for this important role of Scouting.

8. If, for any reason, a DC or GL considers that it is not appropriate for him personally to be the Association's SES Liaison Officer for the District or Group respectively, he should immediately appoint a suitable person (perhaps a lay member) as Liaison Officer for future contact with SES and associated officers. Each Liaison Officer must have a deputy who can act if he is absent or otherwise unavailable.

Legal Considerations - Compensation, Public Liability

9. The legal position with regard to compensation and claims from persons in respect of injury or damage to persons or property following assistance rendered by volunteers has been investigated. It is understood that while the SES does not have any legal right to assist in such cases, if a volunteer is called upon by the Victoria Police (or other Combat Authority) in an emergency or disaster situation and carries

out the work in a competent fashion, any claim against such volunteer would be unlikely to succeed.

Age Limits of Volunteer Members.

14. These are shown as follows in the 1973 Regulations:

15-18 years - Junior Civil Defence Volunteer - not to be involved in actual exercise. (May be involved in training sessions and non-combat jobs such as clerical work, message carrying, welfare).

Scouts under 15 years cannot be insured by SES The Controller is responsible to determine correct age of volunteers for registration (but should be given the necessary information by the Liaison Officer).