

DISCLAIMER

This edition of *Guide Lines* incorporates the amendments approved by the Board of Girl Guides Australia Incorporated from April 2007 to October 2010 into the 3rd edition of *Guide Lines*.

A copy of each amendment made to *Guide Lines* from April 2007 to October 2010 is also available [here](#).

PUBLICATION NOTE

At the time of publication of this edition of *Guide Lines* (April 2011), Girl Guides Australia Incorporated was in the process of changing its legal status to become a Company Limited by Guarantee. Once this change has been finalised *Guide Lines* will be completely reviewed and further updated to meet the new legal and operating requirements.

Guide Lines

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

Interim
3rd Edition

(includes approved amendments from April
2007 –to October 2010)

Our mission is to enable girls and young
women to grow into confident, self-
respecting, responsible community
members. (ref 36)



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GIRL GUIDES
AUSTRALIA

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INTERIM

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.

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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 is an interim edition incorporating all approved amendments from April 2007 to Oct 2010, pending the review and publication of a further new edition following the change in legal status of Girl Guides Australia in May 2011.

The information is organised into separate chapters: Essentials, Administration, Program, Leadership Roles, Camping, Adventurous Activities, Awards and Badges, and Policies. A glossary and index are also included.

Each chapter is numbered and topics are numbered within the chapters for example 1.1, 1.2. Pages are also numbered in relation to chapters, for example 1-1, 1-2.

A four digit date will appear at the bottom of all pages. It is in the format mmyy and signifies the date the edition was updated. As the need arises updates will be issued. Leaders are required to stay up to date with all changes. Leaders 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

Adviser/Manager	Refers to the representative of the Chief Commissioner or a State Commissioner, appointed with specific responsibilities within the Guide organisation.
Code of Conduct	Is a list of requirements to which all adult members must adhere.
Guide Helpers	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. (ref 26)
Junior Leaders	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> . (ref 25)
Leaders	Are women aged 18 years and over who are committed to the principles of Guiding and prepared to show competence in relevant modules of the Australian Adult Leadership Program.
Members	<p>Membership of a State Girl Guide Organisation is voluntary and is granted to any female who:</p> <ul style="list-style-type: none">• 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. <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 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>
Youth Members	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.
Adult Members	<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">• 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. (ref 52)
Patrol System	Is the method used in Units and emphasises small self-governing

	groups.
Peer Group	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. (ref 44)
State Girl Guide Organisation	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.
State Office	Refers to the administration office of the State Girl Guide Organisation in the respective State or Territory.
Trainer	Is a Leader holding a training appointment.
Unit	Is the general name given to a group of Guides with their Leader(s).
WAGGGS	Refers to the World Association of Girl Guides and Girl Scouts.
Symbols of Unity	Are symbols which all member countries of the World Association of Girl Guides and Girl Scouts share.
World Association	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 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. (ref 1)

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. (ref 37)

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 do my duty to God, to serve the Queen and my country;

to help other people; and

to keep the Guide Law.

1.2.2 The Guide Law

1. A Guide is loyal and can be trusted.
2. A Guide is helpful.
3. A Guide is polite and considerate.
4. A Guide is friendly and a sister to all Guides.
5. A Guide is kind to animals and respects all living things.
6. A Guide is obedient.
7. A Guide has courage and is cheerful in all difficulties.
8. A Guide makes good use of her time.
9. A Guide takes care of her own possessions and those of other people.
10. A Guide is self-controlled in all she thinks, says and does.

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 organisation.(ref 50)

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. (ref 53)

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

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. (ref 54)

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 World Association members 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 world unity

All members of the World Association of Girl Guides and Girl Scouts share the symbols of unity. 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 Girl Guides and Girl Scouts raise three fingers of the right hand as a reminder of the 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.

INTERIM

2 ADMINISTRATION

2.1 National Organisation

Guiding began in Australian States in 1910. In 1926 the State Guide organisations federated and formed a national organisation.

Girl Guides Australia Incorporated 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. At the time of publication of this edition of Guidelines, Girl Guides Australia was in the process of changing its legal status to become a Company Limited by Guarantee.

2.1.1 Membership and purpose

The Members of Girl Guides Australia Incorporated are the Chief Commissioner, State and Northern Territory Guide organisations.

The constitution provides a policy to promote unity of purpose throughout the States and Territories.

The purpose of Girl Guides Australia is to fulfil its mission statement according to the Girl Guide/ Girl Scout Method. This recognises that there are multiple relevant tools by which Guiding can be delivered to enable girls and young women to grow into confident, self respecting, responsible community members (ref 56)

2.1.2 Board of Girl Guides Australia

The administration and management of Girl Guides Australia Incorporated are vested in the Board of Girl Guides Australia.

The Board of Girl Guides Australia consists of the Chief Commissioner (Chair) and the State Commissioners.

All other Officers of Girl Guides Australia may be invited to attend meetings of the Board but do not vote.

2.1.3 Office-bearers

Australian President: Her Excellency, the Governor-General, of the Commonwealth of Australia (or the wife of the Governor-General of the Commonwealth of Australia) subject to her acceptance of the office.

If she does not accept, the Board of Girl Guides Australia elects an alternative President for a term determined at the time of appointment.

Vice-Presidents: the Board of Girl Guides Australia may appoint one or two for a term of up to three years. If mutually agreed the office-bearer may be reappointed for up to a further three years.

Life Vice-President: one may be appointed by the Board of Girl Guides Australia in extraordinary circumstances.

Chief Commissioner, Australian office-bearers and committee members: appointed by the Board of Girl Guides Australia for a term of up to three years. If mutually agreed the office-bearer may be reappointed for up to a further three years.

Acting Chief Commissioner: may be appointed by the Board of Girl Guides Australia whenever considered necessary.

Assistant Chief Commissioners: the Chief Commissioner may appoint up to three assistants who retire when she does.

2.2 State Organisations

Each State 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 Incorporated.

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. (ref 57)

2.3 Finance

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

2.3.1 Fund raising

Guides must comply with Australian and State laws and accounting procedures with regard to raising money. Refer to the relevant State 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 8.11 of *Guide Lines*.

2.3.3 Property

All property is vested in Girl Guides Australia or State 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 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 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 training. 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 Training 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 Leader.

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 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. (ref 55)

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 organisation. The amount of this fee is set by the relevant State Executive.

An annual membership fee is paid by each State organisation to Girl Guides Australia Incorporated. 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; (ref 6)
- 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 Adviser and International Manager, Girl Guides Australia.

For States wishing to invite members from other countries to a State event, refer section 2.4.2. (ref 7)

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 Adviser.

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 Adviser 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 Promise in an appropriate form (refer to alternative Promise wordings in Chapter 3 Program).

She may be appointed as a Leader 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 Promise prior to arrival in Australia makes a reaffirmation of that Promise with the addition of the loyalty to Australia clause. She may then wear the Australian Promise badge.

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.

2.4.9 Internet

Any member of Girl Guides Australia placing Guide related information on internet websites must adhere to the Internet Policy 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 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 Communications Manager, Girl Guides Australia.

Individuals, Units, Districts, Divisions, Regions, States, State contingents and other groups belonging to a State 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 Incorporated.

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.

The State Public Relations Adviser 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 Communications Manager for 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 Leader 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 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 years and over. They are all volunteers committed to the principles of Guiding and prepared to show competence in relevant modules of the Australian Adult Leadership Program.

2.8 Units

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

2.8.1 Unit administration

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

Leaders of the Unit are appointed by the District Leader.

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 Leader 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 Leader 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 Leader to put a Unit into recess or disband it (if necessary). State guidelines should be adhered to in these circumstances.

2.8.2 Unit numbers

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

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.

Age range of Guides	Ratio	Minimum number of adults
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, if that is not possible, a provisional Leader who has completed the minimum requirements of Girl Guides Australia.

Refer to *Guide Lines* Chapter 4 for the requirements for provisional and qualified Leaders.

Other leadership may include Guides undertaking the Leadership Focus. 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.

2.9 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 Guide organisation aged 18 to 30 are eligible to participate in the Olave Program.

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. (ref 46)

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.

2.10 Special Needs

Guiding provides opportunities for girls with special needs. Special needs may include a physical or mental disability.

Youth members with special needs are eligible to access the Australian Guide Program through inclusion in regular Units or in special needs Units.

Leader to youth ratio for activities, including camping and other such activities, must be adjusted depending upon the level of demonstrated need.

For high level need (including no verbal communication, inability to self feed, inability to self toilet, lack of mobility, poor behavioural or social skills) a carer must be present.

2.11 Support Group and District Support Team

A District is managed by 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.

2.11.1 Support Group

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

Membership and badge

The District Leader 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 Promise as members of the Support Group may wear the Promise badge.

Purpose

The purpose of the Support Group is to:

- assist the District Leader to promote Guiding and its values in the area;
- assist the District Leader 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 Leader to keep in touch with other organisations and services for young people in the local area;
- recommend to the District Leader the names of those people suitable for leadership and other positions as required; and
- recommend to the District Leader 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.

2.11.2 District Support Team

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

Membership and badge

The District Leader 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 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 Leader to promote Guiding and its values in the area;
- assist the District Leader 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 Leader to keep in touch with other organisations and services for young people in the local area;
- recommend to the District Leader the names of those people suitable for leadership and other positions as required; and
- recommend to the District Leader 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 Leaders elected as office-bearers. Office-bearers are elected at the Annual General Meeting of the District (AGM).

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

2.12 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.

2.12.1 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.

2.12.2 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 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.

2.12.3 Finance and registration

Members receive a Trefoil Guild membership card, issued on re-affirmation of the 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.

Trefoil Guilds are registered by the State Guide organisation. The appropriate District Leader or Commissioner must be informed of the registration.

Members pay an annual membership fee to their State Guide organisation.

2.12.4 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 Joint Council of the Australian Fellowship of Former Scouts and Guides.

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

2.12.5 Uniform

Trefoil Guild members do not wear official uniform. They may wear optional Trefoil Guild dress at international, Australian and State gatherings and when service is given to Guiding and the community.

Australian and State Trefoil Guild Advisers may wear official adult uniform.

2.12.6 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.

2.13 Scouts Australia

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

2.13.1 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 2.13.2 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 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.

2.13.2 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 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.

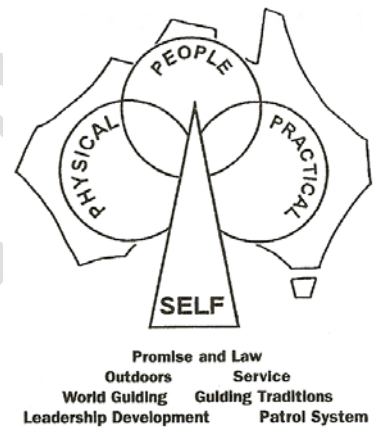
The aim of the Australian Guide Program is to facilitate a broad program that recognises participation, effort, achievement, ability and service (by individuals and groups), which is not competitive. Girls initiate involvement, and self-development and self-confidence are facilitated in a cooperative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

3.2 Program and Method (ref 8)

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. (ref 9)

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 Promise.

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

Any adult member of a State 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 Leader.

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 Alternative Promise wordings

A member may opt to use the following Promise wording:

I promise that I will do my best:
to do my duty to God and my country;
to help other people; and

A female of another nationality wishing to become a member of a Girl Guide Organisation in Australia has several additional options available to her when making the Promise in Australia. The most appropriate option for the individual circumstance should be selected.

The following Promise wording may be used:

I promise that I will do my best:
to do my duty to God, to serve my country and this country;
to help other people; and
to keep the Guide Law.

The Promise wording from her own country may be used with the addition of the following words: 'To do my duty to the country in which I am a guest.'

For a female unable to live in her own country and not wishing to promise loyalty to its government, the following Promise may be used:

I promise that I will do my best:

to do my duty to God and to serve the country in which I am living;

to help other people; and

to keep the Guide Law.(ref 51)

3.6 Overnight Stay or Sleepover

An 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 Leader. 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 LEADERSHIP ROLES

4.1 Appointment of Leaders

The appointment of a Leader is confirmed by the issue of an appointment card (and badge where appropriate) after the requisite competencies have been demonstrated and any other requirements have been met.

4.1.1 Appointment requirements

The District, Division or Region Leader or State Commissioner must satisfy herself, before confirming the appointment of a Leader of Youth, Leader of Adults or Resource Leader, that the Leader has:

- reached the required age;
- worked effectively with the Unit or area for at least three months; and
- completed the requirements for recognition as a qualified Leader within Girl Guides Australia including making or renewing her Promise as an adult and demonstrating competence in the modules of the Australian Adult Leadership Program specified for her leadership role.

A Guiding Partner will be appointed by the District, Division or Region Leader, or State Commissioner in consultation with the State Training Adviser and the Leader. The Guiding Partner will work closely with the District, Division or Region Leader, or State Commissioner in assisting the Leader to become qualified.

Before appointing a Leader who has already held an appointment in another capacity or area, the Guiding Partner decides how much further training or demonstration of competency is necessary in consultation with the State Training Adviser.

4.1.2 Appointment procedure

The appointment is:

- recommended by the appropriate District, Division or Region Leader, or State Commissioner;
- issued according to State procedures;
- for a specific position and is not transferable; and
- endorsed every three years and is subject to satisfying requirements.

The appointment card acts as a personal record of leadership service within Girl Guides Australia. It is returned for cancellation or notation of change when a member

ceases to hold the position(s) for which it is issued or fails to meet the appointment requirements.

A Leader may hold more than one appointment simultaneously subject to approval by the State.

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

4.1.3 Appointment card

The appointment card remains the property of Girl Guides Australia within the State in which it is issued and confirms specific appointments and is not transferable.

The appointment card acts as a personal record of adult leadership in Girl Guides Australia. It is returned for endorsement, cancellation, or notification of change of appointment or upon request of the State Executive Officer.

4.1.4 Endorsement requirements

An appointment requires endorsement every three years.

To retain an appointment a Leader must keep herself up to date by:

- demonstrating competence in two Further Development modules of the Australian Adult Leadership Program (or their equivalent);
- providing evidence of the currency of her first aid competency at the level appropriate to her Guiding qualifications;
- attending Leaders' meetings and conferences where possible;
- visiting other Units or areas; and
- appraisal of her on-going role, showing that she is continuing to share in the running of her Unit or area and making a positive contribution to the development of Guides.

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 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 demonstrated competence in Leadership Qualification as detailed in the Australian Adult Leadership Program. The qualification is confirmed by the issue of a certificate and Leadership Qualification bar.

Opportunities for on-going development are detailed in Further Development modules in the Australian Adult Leadership Program. In addition, members may challenge themselves in the Faith Awareness Badge, the Olave Baden-Powell Award and other areas relevant to their leadership role.

The State Training Adviser and State Outdoor Activities Adviser and their committees are responsible for the training of all outdoor modules of the Australian Adult Leadership Program. The State Training Adviser and her committee are responsible for the training of the other modules.

The requirements for training qualifications within Girl Guides Australia are fully detailed in the Australian Trainers' Training Program.

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

4.2.1 First aid requirements

All first aid qualifications 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 qualification requirement for a leadership qualification in Girl Guides Australia is the equivalent of the Australian Adult Leadership Program module: Use appropriate first aid skills. Guiding qualifications for camping and adventurous activities require a minimum qualification of Senior First Aid or equivalent.

Every three years a qualified Leader should provide evidence of the currency of her first aid competency at the level appropriate to her Guiding qualifications. If the first aid qualification is **not** current then:

- for meetings and activities, there must be a first aider with the equivalent of the module: Use appropriate first aid skills; or
- for camping and adventurous activities, there must be a person with a minimum qualification of Senior First Aid or equivalent.

4.2.2 Provisional Leaders

When it is not possible to have a qualified Leader in a Unit, District, Division or Region an adult member may be designated a provisional Leader until she achieves qualification. A provisional Leader is a Leader working towards Leadership Qualification who is recognised as capable of supervising girls or working with adults, without a qualified Leader being present.

The minimum requirements for a provisional Leader with Girl Guides Australia for Guiding activities are:

- to be accepted as an adult member of a State Guide organisation and have made or renewed the Guide Promise as an adult
- to meet State child protection requirements
- to be teamed with a Guiding Partner
- to have demonstrated competence in the following areas of the Australian Adult Leadership Program:

Identify the fundamental principles of Guiding

Recognise individual needs and competencies

Explain her understanding of the Code of Conduct of Girl Guides Australia

Maintain a safe environment for all Unit or group activities.

For activities with girls away from the Unit meeting place, competence must have also been demonstrated in the module: Use appropriate first aid skills.

The provisional Leader is expected to complete Leadership Development within three months of the date she started as a Leader and Leadership Qualification within nine months of the date she started as a Leader. The District Leader/Division Leader/Region Leader will review the provisional Leader's progress toward qualification every three months with the provisional Leader and her Guiding Partner to address any concerns. (ref 39)

4.2.3 Guiding Assistant

The position of Guiding Assistant is for women who wish to make a commitment and contribution to a volunteer role within Girl Guides Australia. These women do not wish to make the commitment to complete the Leadership Qualification level of the Australian Adult Leadership Program or may have difficulty in demonstrating some competencies. The Guiding Assistant may be appointed for short term volunteer roles where appropriate.

The minimum requirements for a Guiding Assistant with Girl Guides Australia are:

- to be accepted as an adult member of a State Guide organisation and have made or renewed the Guide Promise as an adult
- to meet State child protection requirements
- to have demonstrated competence in Guiding Awareness and some of the components of Leadership Development (electives)
- to be under the supervision of a qualified Leader at all times and not left as sole supervisor of the girls when working in a Unit.

The Guiding Assistant is issued with an appointment card and Guiding Assistant bar. Her appointment card is endorsed triennially and this should include the development of further skills as appropriate. (ref 40)

4.2.4 Faith Awareness Badge

The Faith Awareness Badge is a badge for adults that can be used for further development and endorsement of appointment. The assessors for this badge must be approved by the State Training Adviser. Application for assessment is made to the State Training Adviser.

4.3 Job Descriptions

4.3.1 Leader of Youth

Title of job:	Unit Leader
Appointment:	Relevant District Leader on behalf of Girl Guides Australia
Responsible to:	Relevant District Leader and State Executive Committee
Term of appointment:	Reviewed for endorsement every three years
Main purpose of job:	To implement the Australian Guide Program and provide leadership within the Unit

Responsibilities:

1. To assist youth members to develop and implement creative, effective and well-balanced programs relevant to their needs, which further their understanding and acceptance of the principles of Guiding.
2. To facilitate self-government in the Unit, enabling decisions to be made in a democratic manner.
3. To encourage youth members to progress through the Australian Guide Program and maintain links with other Units.
4. To be responsible for the keeping of accurate Unit and financial records and to present the financial records annually for audit.
5. To report on Unit activities as required and deal promptly with all correspondence.
6. To help other members of Girl Guides Australia understand the principles and methods of Guiding.
7. To keep up to date with changes in policy and procedures.
8. To understand her responsibility for the health and safety of the girls in her care.
9. To work as a member of the District team.
10. To promote and maintain Guiding standards within the community.
11. To communicate effectively with the parents or guardians of the girls in her Unit.
12. To participate in an appraisal of her appointment every three years.
13. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal Requirements:

1. To be a member of a State Guide organisation.
2. To demonstrate a commitment to the principles of Guiding and be prepared to make or renew the Guide Promise.
3. To have an understanding of, and interest in, girls of the relevant age group.
4. To attend and participate in leadership training courses as required.
5. To hold a current qualification as a Leader of Youth in the Australian Adult Leadership Program.
6. To show willingness to continue to develop her personal and leadership skills.
7. To wear Guide uniform when undertaking the role to which the Leader is appointed. .(ref 58)

4.3.2 District Leader

Title of Job:	District Leader
Appointment:	In accordance with State policy
Responsible to:	Relevant Division or Region Leader and State Executive Committee
Term of Appointment:	In accordance with State policy

Responsibilities:

1. To promote cooperation among Leaders, Units and Support Groups or District Support Teams in the District.
2. To form or ensure the continued operation of a Support Group or District Support Team and attend their meetings and liaise with the group and uniformed members in the District and the community.
3. To ensure that Leaders in the District have access to adequate training prior to appointment and that they continue to participate in a program of personal leadership skill development and undertake training.
4. To ensure high standards of leadership are maintained in the District.
5. To meet regularly with adult members of the District team.
6. To recommend the issue and endorsement of appointments for Leaders in the District.
7. To have an understanding of the importance of choosing the correct Guiding Partner for each new Leader. This should take place in consultation with the Leader and the State Training Adviser.
8. To ensure necessary records are maintained with an emphasis on financial records and District accounts.
9. To keep up to date with all matters affecting the welfare of young people.
10. To visit the Units in the District to ensure they are operating according to Guiding principles and to advise when special circumstances arise.
11. To encourage outdoor activities in the District.
12. To ensure that appropriate procedures have been followed for adventurous, camping and water activities.
13. To be aware of members with special needs in the District and maintain contact with the appropriate Advisers.
14. To help recruit suitable adult Leaders for appointment in her District.
15. To form a communication link between the Division or Region and members of the

District team by attendance at appropriate meetings.

16. To appoint auditors and ensure that all accounts held in the District are audited annually.
17. To ensure that reports and forms are forwarded promptly.
18. To put a Unit, Support Group or District Support Team into recess or disband if necessary. This must be done in liaison with the Division or Region Leader.
19. To support existing Trefoil Guilds, consult with the State Trefoil Guild Adviser concerning opening new Guilds and keep Guild members in touch with active Guiding.
20. To monitor waiting lists and open new Units when required.
21. To be a consultant and resource to Leaders in the area.
22. To maintain a good relationship with Scouts Australia, other youth organisations and local authorities.
23. To arrange transfer of members from one area to another.
24. To promote Guiding in the area.
25. To suspend the appointment of a Leader if necessary after consultation with Division or Region Leader or State Commissioner, pending an inquiry and to ensure that confidentiality is maintained and the inquiry held without delay.
26. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal Requirements:

1. To be a member of a State Guide organisation.
2. To demonstrate a commitment to the principles of Guiding and be prepared to make or renew the Guide Promise.
3. To have an interest in, and understanding of, youth members in the District.
4. To have an interest in, and understanding of, adult members.
5. To attend and participate in leadership training courses as required.
6. To hold a current qualification as a Leader of Adults in the Australian Adult Leadership Program.
7. To show willingness to continue developing her personal skills.
8. To have good communication and administrative skills.
9. To be able to work as a member of a team.
10. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.3 Division Leader or Region Leader

Title of Job:	Division Leader or Region Leader
Appointment:	In accordance with State policy
Responsible to:	Relevant Leader or State Commissioner and State Executive Committee
Term of Appointment:	In accordance with State policy
Responsibilities:	

1. To promote Guiding in the area.
2. To keep up to date with all matters affecting the welfare of young people.
3. To help recruit suitable women for appointment as Leaders in her area.
4. To maintain a good relationship with Scouts Australia, other youth organisations in the Region and local authorities.
5. To ensure that Leaders in the relevant Division or Region have access to adequate training prior to appointment and that they continue to participate in a program of personal leadership skill development and undertake training.
6. To ensure high standards of leadership are maintained in the area.
7. To meet regularly with relevant District or Division Leaders of the Division or Region.
8. To be a consultant and resource to District or Division Leaders in the area.
9. To recommend the issue and endorsement of appointments for District or Division Leaders and Resource Leaders within the Division or Region.
10. To ensure the necessary records are maintained.
11. To ensure that reports and forms are forwarded promptly.
12. To appoint auditors and ensure that all accounts within the Division or Region are audited annually.
13. To be responsible for the tasks of a District or Division Leader if and when such a position is vacant within the Division or Region.
14. To suspend a member if necessary after consultation with the Region Leader or State Commissioner, pending an inquiry. Confidentiality must be maintained and the inquiry held without delay.
15. To be responsible for Division or Region Trefoil Guilds and Division or Region committees.
16. To form a communication link between the State or the Region and the Divisions or the Districts by attendance at appropriate meetings.
17. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal requirements:

1. To be a member of a State Guide organisation.
2. To demonstrate a commitment to the principles of Guiding and be prepared to make or renew the Guide Promise.
3. To have an interest in, and understanding of, youth members in the Division or Region.
4. To have an interest in, and understanding of, adult members.
5. To attend and participate in leadership training courses as required.
6. To attend and participate in development programs as required by the State Guide organisation.
7. To hold, or be working towards, the appropriate qualification in the Australian Adult Leadership Program. (ref 2)
8. To show willingness to continue developing her personal skills.
9. To have good communication and administrative skills.
10. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.4 State Commissioner

Title of Job:	State Commissioner
Appointment:	State Council or Board
Responsible to:	State Council or Board, Chief Commissioner
Term of Appointment:	In accordance with the relevant State Constitution
Main Purpose of Job:	To implement the aims of Girl Guides Australia within her State

Responsibilities:

1. To ensure the State 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 represent the Guide organisation at government and community level.
4. To maintain regular communication with all State office-bearers and to give support to activities where appropriate.
5. 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.
6. To maintain regular contact with the Chief Commissioner and to advise her of areas of concern or opportunities for promotion of Guiding.
7. To maintain links with Scouts Australia and other youth groups and organisations in her State.
8. To be the chairperson of the State Executive Committee if specified in the State terms of reference.
9. 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.
10. To maintain contact with and advise and encourage Region Leaders and visit Regions by invitation when possible.
11. 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.
12. 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 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 organisation.
4. To have an understanding of the Australian Guide Program and the Australian Adult Leadership 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 Adult Leadership Program. (ref 3)
8. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.5 Resource Leader

Title of Job:	Resource Leader
Appointment:	District, Division or Region Leader or State Commissioner
Responsible to:	Relevant District, Division or Region Leader or State Commissioner and State Executive Committee
Term of Appointment:	Reviewed for endorsement every three years.
Main Purpose of Job:	To share with girls and adults her specialised skills (for example, campcraft, abseiling, first aid, music, leadership skills) OR provide support for other Leaders working with youth or adults (for example, Guiding Partners, Advisers and Consultants)

Responsibilities:

1. To share with girls or adults specialised skills in one or more areas of the program or support other Leaders working with youth or adults.
2. To attend regularly and report to the District, Division, Region or State meetings as applicable.
3. To be aware of local and State events being planned and community contacts in the area appointed.
4. To keep up to date with program trends and read current Guiding publications.
5. To 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. To 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. To implement self-government methods appropriate to activities enabling decisions to be made democratically.
8. To be responsible for records and reports appropriate to her role and deal promptly with all correspondence.
9. To help other members of Girl Guides Australia understand the principles and methods of Guiding.
10. To keep up to date with changes in policies and procedures.
11. To understand her responsibility for the health and safety of girls and Leaders in her care.
12. To work as a member of the District, Division, Region or State team.
13. To promote and maintain Guiding standards.
14. To communicate effectively with members and parents or guardians of the girls.
15. To facilitate leadership skill development within the group with which she works.
16. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal Requirements:

1. To be a member of a State Guide organisation.
2. To have an understanding of and interest in the girls and adults with whom she works.

3. To hold a current qualification as a Resource Leader in the Australian Adult Leadership Program.
4. To show a willingness to continue developing her personal skills.
5. To adhere to policies and procedures of Girl Guides Australia.
6. To be up to date with current Guiding practices and knowledge of the Australian Adult Leadership Program.
7. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.6 Guiding Partner

Title of Job:	Guiding Partner
Appointment:	Appointed to position of Guiding Partner as member of State Guiding Partner team by State Training Adviser; assigned to adult member by District, Division or Region Leader
Responsible to:	State Training Adviser
Term of appointment:	Reviewed for endorsement every three years
Term with Leader:	By mutual agreement between the Guiding Partner, the adult member and the relevant District, Division or Region Leader or State Commissioner.
Main Purpose of Job:	To provide support to an adult member as she develops the competencies required to complete modules of the Australian Adult Leadership Program.
Responsibilities:	<ol style="list-style-type: none"> 1. When working with a potential Leader: <ol style="list-style-type: none"> a) To assist her to understand the Australian Adult Leadership Program. b) To assist her to establish a personal development plan which takes into account the experience and skills she brings to Guiding. c) To assist her to identify opportunities to develop further competencies through formal and informal training and on-the-job experiences. d) To facilitate her participation in appropriate learning experiences. e) To assist her to identify the competencies she has gained during her progress through her personal development plan. f) To inform the District, Division or Region Leader that the prospective Leader has demonstrated competencies required for the completion of appropriate modules of the Australian Adult Leadership Program. 2. When working with an adult member on Further Development modules of the Australian Adult Leadership Program: <ol style="list-style-type: none"> a) To assist her to establish a personal development plan which takes into account the previous relevant experience and skills. b) To assist her to identify opportunities to develop the necessary competencies for the particular module(s) through formal and informal training and on-the-job experiences. c) To facilitate her participation in appropriate learning experiences. d) To assist her to identify the competencies she has gained during her progress through her personal development plan. e) To report to the District, Division or Region Leader that the adult member has demonstrated the competencies specified for the

module(s).

3. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal Requirements:

1. To be a member of a State Guide organisation.
2. To have current knowledge of the specific area in which the prospective Leader will work or the area appropriate to the Further Development module towards which an adult member is working.
3. To have time available to share experiences and develop a good working relationship.
4. To have demonstrated competence in the Australian Adult Leadership Program module: Contribute to the training of other Leaders as a Guiding Partner.
5. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.7 Guiding Assistant

- Title of Job: Guiding Assistant
- Appointment: The appropriate Leader, whether Unit, District, Division or Region Leader, or other Guiding personnel, in consultation with the appropriate Leader of Adults who confirms the appointment.
- Responsible to: The Leader or Guiding personnel with whom she is working
- Term of Appointment: Reviewed for endorsement every three years
- Main purpose of job: To assist with Guiding activities.
- Responsibilities:
1. To assist with duties as agreed by the leadership team.
 2. To work in close cooperation with the Leaders concerned.
 3. To work under the supervision of a qualified Leader at all times. She is not to be left as sole supervisor of girls.
 4. To support the leadership team.
 5. To understand the commitment of Girl Guides Australia as a child safe and child friendly culture.
 6. To abide by the Code of Conduct.
- Personal Requirements:
1. To be a member of a State Girl Guide organisation
 2. To demonstrate a commitment to the principles of Guiding and make or renew the Guide Promise.
 3. To be willing to assist in her designated volunteer role.
 4. To demonstrate competence in the areas in which she provides assistance.
 5. To develop her leadership skills through undertaking Guiding Awareness and elective Leadership Development modules in the Australian Adult Leadership Program as appropriate. (.ref 41)
 6. To wear Guide uniform when undertaking the role to which the Leader is appointed. (ref 58)

4.3.8 Unit Helper

Title of Job: Unit Helper (non-uniformed position)
Appointment: Unit Leader in consultation with the District Leader who confirms the appointment
Responsible to: The Unit Leader with whom she is working
Term of Appointment: Retires with the Unit Leader who recommended the appointment

Main Purpose of Job: To assist the Unit Leader in a part-time capacity

Responsibilities:

1. To assist with teaching skills, developing knowledge, keeping records or any other duties as required by the Unit leadership team.
2. To keep regular contact with the Leaders and Unit concerned.
3. To work under the supervision of a qualified Leader at all times. She is not to be left as sole supervisor of the girls.
4. To be reliable in time commitment.
5. To understand the commitment of Girl Guides Australia to a child safe and child friendly culture.

Personal Requirements:

1. To be an adult female. (ref 4)
2. To be willing to assist the Unit Leaders.
3. To be capable in the area of required assistance.

5 CAMPING RULES AND REQUIREMENTS

5.1 Camping Rules

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 which 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 overnight stay or sleepover refer to Chapter 3 Program.

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

5.1.1 General rules for all camps

The following are to be adhered to for all camps:

1. The Leader-in-charge of a camp must be qualified as per 5.2.
2. All management responsibilities of the camp rest with the Leader-in-charge.
3. All staff must meet State legislative requirements with regard to working with children.
4. Adventurous activities on camp must be conducted by a Leader or expert qualified in the relevant activity, as per Chapter 6. These qualifications must be valid at the time of the event.
5. Venues for camps must be approved by the appropriate State camping authority 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.
6. 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.

A Guide undertaking the Leadership Focus 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.

5.1.2 Adult camps

Adult members should complete an Adult information form for activities and ensure that at least one of the group members meets the entry competencies for the relevant outdoor module. (ref 11)

5.1.3 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 Adviser and other Advisers concerned.

Special needs

Refer 5.1.1 General rules for all camps and Chapter 2 in relation to Special Needs.

Additional rule: Girls with hearing impairment—there must be a minimum of two hearing helpers and a ratio of one hearing helper to every ten girls with severe hearing impairment.

Camps afloat

Refer 5.1.1 General rules for all camps.

Additional rules: All vessels must be approved by the State Outdoor Activities Adviser. 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, Division, Region or State or available for hire where the owner does not sail with the vessel. <ul style="list-style-type: none">• Restricted to inland waterways.• One of the party holds the appropriate boating qualifications. |
| Category C | A moored craft or houseboat. <ul style="list-style-type: none">• One of the party holds the appropriate boating qualifications if the boat is to be unmoored. |
| Category D | Overnight expeditions using water craft. <ul style="list-style-type: none">• The Leader-in-charge must be a member of a State Guide organisation.• One of the party holds the appropriate boating qualification. |

Interstate camps

Refer 5.1.1 General rules for all camps.

Additional rules:

1. The Leader-in-charge discusses the proposal with the District Leader and appropriate outdoor personnel prior to making any definite arrangements.
2. Application is made in sufficient time to the State Executive Committee through the District Leader and the State Outdoor Activities Adviser.
3. The State to be visited is informed by the State Executive Officer.

Recommendations:

1. Participants should have had previous camping experience and have been a Guide for not less than six months.
2. 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

Refer 5.1.1 General rules for all camps.

Additional rules:

1. The Leader-in-charge must be an experienced Leader and have assisted in the organisation of other girl and boy activities.
2. An adult Leader from each organisation must attend (mixed Units must have male and female Leaders).

3. *Delete* point two of additional rules of overseas camps, section **5.1.3 Camps with special conditions**, p5-3, and replace with the following:
4. The camp is approved by the officials of the other youth organisation concerned.
5. There is to be a definite program of mixed activities which have been jointly planned.
6. 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

Refer 5.1.1 General rules for all camps.

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

Recommendation: The ratio of adults to girls (refer 5.1.1) may be changed at the discretion of the State Outdoor Activities Adviser.

Overseas camps

Refer 5.1.1 General rules for all camps

Additional rules:

1. The Leader-in-charge discusses the proposal with the District Leader, State Outdoor Activities Adviser and State International Adviser prior to making any definite arrangements.
2. 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.
3. 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.
4. 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. (ref 28 and 42)
5. For joint camping with boys refer 5.1.3 Joint camping with boys.
6. Application is made to the State Executive, State Outdoor Activities Adviser and State International Adviser, through the District Leader. These people are to be kept informed of all arrangements.
7. The State International Adviser forwards the application to the International Manager, Girl Guides Australia, for approval.
8. The International Manager for Girl Guides Australia will seek permission from the overseas country or countries and advise the State International Adviser when permission has been received.

Recommendations:

1. 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.
2. 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 Leader.

Joint overnight walk

The following requirements must be met:

1. Permission is obtained from the District Leader.
2. The Leader holds an appointment and has had previous experience of similar groups and activities.
3. The adult leader for male participants must be present (Scout Troops with male and female members must have both male and female Leaders).

5.2 Camping Requirements

The Leader-in-charge of a camp must:

1. be a qualified Leader in Girl Guides Australia;
2. hold a Senior First Aid Certificate or equivalent;
3. hold the appropriate Further Development module in the Australian Adult Leadership Program for the conduct of the camp; and
4. be currently competent.

A Leader is currently competent if:

- a) She achieved the Further Development module in the three years before the planned camp

or

- b) She achieved the Further Development module more than three years before the planned camp and she has been in charge of a camp within the past three years.(ref 12)

Further Development modules in the Australian Adult Leadership Program that are appropriate for camping are:

- FD O6 Conduct an indoor camp;
- FD O7 Conduct an outdoor camp at an established campsite;
- FD O8 Conduct an outdoor camp at a bush campsite;
- FD O9 Conduct an expedition in a controlled environment; and
- FD O10 Conduct a wilderness expedition.

The entry competencies for these Further Development modules are outlined in the Australian Adult Leadership Program. The State Training Adviser and the State Outdoor Activities Adviser and their committees are responsible for the training of these modules.

Assessments for the appropriate Further Development modules are conducted by Guiding Partners appointed by the State Training Adviser and the State Outdoor Activities Adviser.

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

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

A Leader with previous experience within or outside Guiding may apply to be assessed for the Further Development module in the Australian Adult Leadership Program she believes is appropriate to her skills. A Leader who holds a recognised camping qualification in an outside organisation may apply for recognition of current competence within the appropriate Further Development module in the Australian Adult Leadership Program.

The holder of a Further Development 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 adventurous activity rather than a camp. For the expedition to be allowed as an adventurous activity, the Leader-in-Charge must hold either FD O7 or FD O8 and meet the requirements of an adventurous 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 adventurous 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. (ref 49)

INTERIM

6 ADVENTUROUS ACTIVITIES

6.1 Adventurous Activities

An adventurous 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 Leaders from litigation.

Adventurous activities

Adventurous activities that require an Adventurous Activity Consent form are:

Air activities— light aircraft flying. (ref 29 for deletions)

Animal power—horse riding.

People power—bob sledding, expeditions, grass skiing, grass karting, orienteering in bush areas, rogaining, snow camping, snow skiing, tobogganing, wilderness walking.

Rappelling—abseiling, aerial runway (flying fox), caving, high ropes courses, mountain climbing, climbing – artificial surfaces, climbing – natural surfaces, (ref 13) prussicking. (ref 14) (ref 30 for deletions)

Water activities—blue water sailing, board and body surfing, boom netting, canoeing, cascading, jet skiing, kayaking, kite surfing, knee boarding, power boating, rowing, sailboarding, sailing, scuba diving, ski biscuiting, spear fishing, surf skiing, water skiing, rafting on faster and larger waters. (ref 15) (ref 31 for deletions)

Weapons— fencing, pistol shooting, target shooting (sports). (deletions ref 17,18)

Wheeled vehicles— (ref 32 for deletions) non-competitive beach buggies in controlled environment, cycling in heavy traffic, non-competitive four wheel driving in controlled environment, non-competitive off road vehicles in controlled environment, non-competitive trail bike riding in controlled environment. (ref 33)

Not so adventurous activities

Not so adventurous activities which do not require an Adventurous Activity Consent form include:

BMX, bush walking, cycling, fun runs, hiking, ice blocking, ice skating, field archery, (ref 19) 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, (ref 16) roller skating, sea bikes, skate boarding, snorkelling, swimming, trampolining, walkathons, water slides.

As of 3/08/07 the following activities are on the exclusion list of Girl Guides Australia Public Liability Policy 1/07/07–30/06/08. Guide members cannot participate in these activities, unless special insurance cover can be arranged (contact National Office for details).

Excluded activities:

- cable hang gliding
- hot air ballooning
- indoor sky diving
- parachuting
- parasailing
- parascending
- white water rafting
- cave diving
- pot holing
- motor races

- motor transport rallies
- banana/mud bash
- watercraft over 8m, except public transport
- gliding/soaring when in operational control of the glider.

This information is correct as of 01/07/07 but may be subject to change with a new policy. States will be advised accordingly.

For activities not listed above, contact State Outdoor Activity personnel to ensure that activities are allowed and covered by insurance. (ref 20))

6.2 General Rules for all Adventurous Activities

1. The responsibility for activities rests with the Leader or Adviser concerned.
2. An instructor must have the necessary experience and qualifications. The qualifications of Leaders or instructors carrying out ALL adventurous activities must be confirmed by the relevant State Advisers.
3. The Leader-in-charge must:
 - a) be a qualified Leader;
 - b) obtain permission from the District, Division or Region Leader and the appropriate State Guiding personnel;
 - 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 adventurous activities, an *Activity consent form* is received from a parent or guardian of each participant under the age of 18 years and an *Adult information form for activities* from each participant 18 years and over. (ref 21)
 - e) ensure, for adventurous activities, an Adventurous Activity Consent form is received from a parent or guardian of each participant under the age of 18 years and from each participant 18 years and over; and
 - f) 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

Grading of water

Water for all boating is graded as follows.

- | | |
|---------|--|
| 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.

The grading of any water depends upon the conditions of the area on the day of activity.

6.3.1 Specific rules for boating

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

1. 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.
2. The size and stability of boats must be suitable for those taking part.
3. 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.
4. The Leader-in-charge of the activity must:
 - a. ensure there are enough people present with appropriate qualifications;
 - b. arrange for suitable and seaworthy craft appropriate to the activity;
 - c. select a location which is suitable to the ability level of those taking part and for the activities planned; and
 - d. be prepared to alter the activity according to the forecast and prevailing water and weather conditions.
5. 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 Leader and the relevant Guiding personnel; or
 - c. be in control of a recognised form of public transport.
6. Supervision requirements.

Adult ratios are as per 6.2 General Rules for All Adventurous 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.

6.3.2 Recommendations for boating activities

Preliminary training for any boating activity should be on Grade 1 water.

Supervision and risk management must be provided by Leaders when home-made rafts, coracles, rubber rafts or dinghies, floats and inflatable toys are used on open seas, tidal waters, rivers or large lakes.

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 Guide organisation.

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

Small boats (under 8 metres)

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.

Recommendations for small boats:

- a) Special consideration in the form of extra supervision and/or qualified people must be given when swimming requirements cannot be satisfied.
- b) Guides under 10 years of age are to use water craft of appropriate size and stability and only on Grade 1 water.

Large boats (8 metres and over)

The Leader-in-charge must:

1. obtain separate public liability insurance cover;
2. ensure a ratio of three participants who can swim 50 metres in boating clothes to one non-swimmer; and
3. 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.

Public transport on water

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

6.4 Swimming

6.4.1 Specific Rules for swimming

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

1. Swimming place requirements:
 - a) Swimming must be in a safe environment.
 - b) The swimming area must be clearly defined.
 - c) Water must be clean and free of hazards such as snags and floating debris.
 - d) Non-contact rescue aids such as flotation aids, poles or ropes must be available.
 - e) Swimming is not permitted on unpatrolled surfing beaches.
 - f) Swimming is only permitted when the depth of the water is appropriate, considering the swimming ability of the participants.

- g) The location of all emergency services must be known.
2. The Leader-in-charge of the activity must:
- a) be responsible for organising the swimming activity;
 - b) be responsible for the safety of the swimmers;
 - c) be in attendance for the entire swimming period;
 - d) appoint a lifesaver(s) with appropriate qualifications; and
 - e) appoint a responsible adult to act as Leader during the swimming period if she herself is the lifesaver.
3. The lifesaver must:
- a) be a responsible person over the age of 16 years; and
 - b) hold the required qualifications as follows.

Surfing beaches

Royal Life Saving Society Australia Patrol Lifeguard OR Surf Life Saving Australia Limited lifesaver on duty OR equivalent.

Sea, rivers and other open water

Royal Life Saving Society Australia Patrol Lifeguard OR Surf Life Saving Australia Limited Bronze Medallion or higher award OR equivalent.

Still water or not fast-flowing

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.

Swimming Pools

Public: Royal Life Saving Society Australia Bronze Medallion or higher award (or equivalent). The official lifesaver at the pool is acceptable.

Private: 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.

4. Supervision requirements.

Adult ratios are as per 6.2 General Rules for All Adventurous 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.

6.5 Adventurous 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 Guide organisation.

Qualifications for conducting adventurous activities require a minimum qualification of Senior First Aid or equivalent.

6.5.1 Abseiling

Any person who has attained an appropriate level of abseiling qualification through any organisation complying with the Australian National Training Authority can be recognised by Girl Guides Australia. Please contact your State Guide office for further information.

6.5.2 Boating

Craft included in boating qualifications are canoes, kayaks, power boats, rowing and sailing craft.

A candidate for any boating qualification must be familiar with the safety rules in *Guide Lines* (refer 6.2 General Rules for All Adventurous Activities, 6.3.1 Specific rules for boating and 6.3.2 Recommendations for boating activities).

Any person who has attained an appropriate level of boating qualification through any organisation complying with the Australian National Training Authority can be recognised by Girl Guides Australia. Please contact your State Guide office for further information.

Further Development modules in the Australian Adult Leadership Program that are appropriate as boating qualifications are:

FD O12A Develop basic canoeing and/or kayaking skills

FD O12B Develop canoeing and/or kayaking skills to a high standard of technical correctness

FD O12C Develop advanced canoeing and/or kayaking skills on open/moving water

FD O12D Conduct canoeing and/or kayaking activities

FD O12E Instruct canoeing and/or kayaking skills

FD O12A, FD O12B and FD O12C do not entitle the candidate to instruct other canoeists or to be responsible for other canoeists at any time.

FD O12D entitles the candidate to be responsible for other canoeists.

FD O12E entitles the candidate to instruct others in canoeing and/or kayaking skills.

Assessments for these Further Development modules are conducted by Guiding Partners or Workplace Assessors appointed by the State Training Adviser and the State Outdoor Activities Adviser.

The adult member maintains current competence for these Further Development modules as follows.

For **FD O12A**:

- meeting entry competencies; and
- demonstrating a minimum of 10 hours' paddling per year since achieving the module.

For **FD O12B**:

- meeting entry competencies; and

- demonstrating a minimum of 10 hours' paddling per year since achieving the module.

For **FD O12C**:

- meeting entry competencies; and
- demonstrating a minimum of 20 hours' paddling per year since achieving the module.

For **FD O12D**, every three years:

- demonstrating a minimum of 20 hours' paddling in each 12 month period, including a minimum of one activity in which the candidate takes an active leadership role (such as co-leader, mentor or instructor) in each 12 month period;
- demonstrating current paddling, rescue and risk assessment skills; and
- maintaining current first aid qualifications.

Over the three year period, the activities undertaken should cover the conditions of the original assessment. An appraisal of current competence is conducted every three years by an approved Guiding Partner or Workplace Assessor and the State Outdoor Activities Adviser is notified. The appraisal of current competence is recorded on the assessment record for the FD O12D module in the Leader's Journal.

For **FD O12E**, every three years:

- demonstrating a minimum of 20 hours' paddling in each 12 month period, including a minimum of one activity in which the candidate takes an active instructional role in each 12 month period;
- demonstrating current paddling, rescue and risk assessment skills; and
- maintaining current first aid qualifications.

Over the three year period, the activities undertaken should cover the conditions of the original assessment. An appraisal of current competence is conducted every three years by an approved Guiding Partner or Workplace Assessor and the State Outdoor Activities Adviser is notified. The appraisal of current competence is recorded on the assessment record for the FD O12E module in the Leader's Journal.

An authenticated canoe paddling log will be considered appropriate evidence of paddling activity for all modules.

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 appointment;
- the date of first making the 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 Leader, Division Leader or Region Leader.

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 Leader.

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 Leader.

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;
- Support Group or District Support Team member;
- Trefoil Guild member;
- Guiding Assistant;
- 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, Division or Region Leader, 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, Division or Region Leader, 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: Division or District Leader.

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

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 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 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 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 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 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 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. (ref 34)

7.3 Good Service Awards for Non-members

7.3.1 Supporter's badge

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

Recommendation: any member.

Approval: District Leader.

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 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 Leader 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.

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.

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 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 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 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 to the Olave Baden-Powell Award in Chapter 2 and Faith Awareness Badge in Chapter 4.

7.5.2 Appointment

Worn by a member to signify position.

District Leader	silver diamond shape with pale blue border
Division Leader	silver diamond shape with white border
Region Leader	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 relevant modules of the Australian Adult Leadership Program for their role as Leader of Youth, Leader of Adults or Resource Leader.

7.5.6 Guiding Assistant

Worn by adult members who have completed the relevant modules of the Australian Adult Leadership Program for their role as Guiding Assistant.

7.5.7 Promise

Worn by a member who has made the Promise.

7.5.8 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. The Australian Program Committee must be informed of special badges for girls arranged by States.

7.5.9 Trefoil Guild

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

7.5.10 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 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 Guide offices for child protection information relevant to each State.

8.2 Copyright

Girl Guides Australia expects every member of the national and State 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 office for further information. (ref 22)

8.3 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.

8.4 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.

8.5 Food Handling

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

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

8.7 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 Guide website may contain access to any personal details of 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 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 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 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 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.

8.8 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.

8.9 Politics

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

8.10 Privacy

Girl Guides Australia and the 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.

8.10.1 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 'Helping girls and young women 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 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 Guide organisation or the National Executive Officer, Girl Guides Australia, PO Box 6, Strawberry Hills NSW 2012.

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

8.12 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 Leader.

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 Communications Manager for Girl Guides Australia.

8.13 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.

8.13.1 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 adventurous activities.

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

8.13.2 Drugs

All Leaders 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.

8.13.3 Smoking

Girl Guides Australia aims to promote a healthy lifestyle. It is the responsibility of Leaders to encourage youth members not to smoke. Leaders 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.

8.14 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, girls and Leaders 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. (refs23 and 35)

8.15 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.

8.16 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.

8.17 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.

8.18 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 training programs.

8.19 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.

8.20 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.

8.21 Administering Medication

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 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 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 and youth member (if self medicating).

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*, Girl Guides Australia *Administration manual*—available from State Girl Guide offices or the National Office. (ref 48)

8.22 Volunteers

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. (ref 59)

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