

## A.GINFO 13 (2023) Updates to the *Guide Lines* Forms page and GGA Forms

GGA has updated the [Guide Lines for Girl Guides and Girl Guide Volunteers Forms](#) page and a number of the national forms. The GGA Privacy Suite was launched on Monday 17 April 2023 (refer to [A.GINFO 11 \(2023\) GGA Privacy Suite](#) for the full details).

A Privacy Collection Statement is now required on every form that collects personal information. This line has been added to **all** Forms on *Guide Lines*:

*Girl Guides Australia (GGA) and the State Girl Guide Organisations (SGGOs) (collectively known as Girl Guiding in Australia) are bound by Australian Privacy Laws, recognise the importance of privacy and are committed to protecting the personal information. For information on how your information is collected, used or disclosed please refer to the [Collection Statement](#).*

Additional updates and minor wording changes were actioned on the following Forms:

**Activity Consent and Health Form for Youth Members (ADM.27)**  
**Adult Information for Activities Form (ADM.28)**  
**Camp/Adventure-based Activity Application Form (OUT.01)**  
**Camp/Adventure-based Report Form (OUT.03)**  
**Role Review Form (ADM.47)**  
**Australian Position Application Form (ADM.4c)**  
**Australian Position Application Form (ADM.4d)**  
**Chief Commissioner's Certificate of Appreciation Request Form (AW.8)**  
**Special Purpose Funds Application Form**

A summary of changes made to each is included below:

### 1. **Activity Consent and Health Form for Youth Members (ADM.27)**

- This Form collects important health information from parents/guardians, and a Privacy Collection Statement page is now legally required and has been added. This includes the relevant SGGO's full contact details.
- Each SGGO has a version the link for the Form on *Guide Lines* now directs you to a new page where you will find your State version of this Form - [STATE SPECIFIC VERSIONS OF FORMS - Guide Lines](#)

### 2. **Adult Information for Activities Form (ADM.28)**

- This has been updated to bring it into line with current GGA branding (fonts/colours/headers/spacing)

- Full address details are no longer collected on this form in line with privacy updates.
- The Form is now fillable.

### **3. Camp/Adventure-based Activity Application Form (OUT.01) 2023**

- The processing time for camps and adventure-based activities has been increased to 6 weeks. This change considers SGGO and local authority processing times.
- The role of First Aider has been pre-filled in the form for clarity - the Leader-in-Charge (LiC) and First Aider roles must be held by two different people.
- The LiC checklist now includes a Child Safe Child Friendly prompt.

### **4. Camp/Adventure-based Report (OUT.03)**

- The requirement for the person completing to provide National Police Check and Working with Children Check numbers for everyone again to close off the activity or event has been removed. These details are collected in the **Camp/Adventure-based Activity Application Form (OUT.01)**.

### **5. Role Review (ADM.47)**

- This has been updated to bring it into line with current GGA branding (e.g., fonts/colours/headers/spacing)
- The Form is now fillable.

### **6. Australian Position Application Form (ADM.4c)**

- This has been updated to bring it into line with current GGA branding (e.g., fonts/colours/headers/spacing)
- It has been made fillable.

### **7. Nomination Form – International Delegation (ADM.4d)**

- This has been updated to bring it into line with current GGA branding (e.g., fonts/colours/headers/spacing)
- The person's full address is no longer required to complete this Form.
- It has been made fillable.

### **8. Chief Commissioner's Certificate of Appreciation Request Form (AW.8)**

- This has been updated to bring it into line with current GGA branding (e.g., fonts/colours/headers/spacing)
- The person's full address is no longer required to complete this Form.
- It has been made fillable.

### **9. Special Purpose Fund Application Form**

- This has been updated to bring it into line with current GGA branding (e.g., fonts/colours/headers/spacing)
- It has been made fillable.

### **10. Australian Trefoil Guild Forms are currently being reviewed and updated.**



Please contact your State ATG Adviser for specific forms.

These updated documents are available on [Guide Lines](#).

Always check your State Girl Guide Organisation communications and website for State specific forms, processes, and requirements.

Please report any issues to [admin@girlguides.org.au](mailto:admin@girlguides.org.au)

