

Girl Guides Queensland  
POLICY AND  
PROCEDURE

APRIL 2018



**GIRL GUIDES**  
**AUSTRALIA**  
**QUEENSLAND**

# Girl Guides Queensland Policy and Procedure

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**Girl Guides Queensland**

Unit 1, 132 Lutwyche Road Windsor 4030

PO Box 739 Fortitude Valley QLD 4006

P: (07) 3357 1266

F: (07) 3357 1066

E: [state@guidesqld.org](mailto:state@guidesqld.org)

W: [www.guidesqld.org](http://www.guidesqld.org)

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# Girl Guides Queensland Policy and Procedure

Policies must be adhered to.

It is the policy of Girl Guides Queensland to safeguard the welfare and safety of its members while participating in Guiding activities. Girl Guides Queensland is committed to creating child-safe environments that promote learning and enjoyment. As a member of Girl Guides Australia, Girl Guides Queensland is bound by its policies and procedures and this document should be read in conjunction with GGQ Guidelines. These policies and procedures are to assist members of Girl Guides Queensland and do not duplicate Girl Guides Australia Guide Lines.

Girl Guides Queensland is volunteer-governed, staff-managed and volunteer-led at operational level.



# 1. Access and Equity

- 1.1 It is the responsibility of Girl Guides Queensland to ensure that learning and development opportunities provided by the organisation are available to all members regardless of race, religion, socio-economic status, disability, language, literacy, numeracy or other discriminatory grounds.

# 2. Activities

Activities away from the meeting place.

- 2.1 The District Manager, or if no District Manager then the Region Manager or a designated member of the Region Team, must be advised prior to any activity away from the regular meeting place and when a Leader is engaged in a Guiding activity away from her Unit.
- 2.2 At least one female adult must be present at all times if males are in attendance at any activity, training or assessment involving youth members.
- 2.3 Leaders are encouraged to arrange activities in Units and Districts to celebrate:
- special National days (for example Australia Day, Anzac Day).
  - World Thinking Day.

## 2.4 Adventurous Activities

See Girl Guides Australia *Guide Lines* 6.1 for definition of Adventurous Activities.

- 2.4.1 When Units are participating in adventurous activities, they must adhere to site specific regulations, Girl Guides Australia *Guide Lines* and Girl Guides Queensland *Adventurous Activities Manual*.
- 2.4.2 Girl Guides Queensland and Girl Guides Australia forms must be completed by members participating in any adventurous activity, regardless of who is conducting the activity.
- 2.4.3 Assessors/Instructors/Persons in Charge of adventurous activities including those organised by other organisations (for example, Scouts) must be ratified by Girl Guides Queensland and hold a Positive Notice Blue Card for Child Related Employment – unless exempt as per clause 10.7.1 of this document. They are to be informed of Girl Guides Queensland's commitment to a child-safe culture. A record of their Blue Card status is to be kept at Girl Guides Queensland's Support Centre. Their ratification is

invalidated\* if their Blue Card expires, is suspended or cancelled. They may re-apply for ratification once the card is extended or re-issued.

\* This does not apply where a card holder has lodged a renewal application at least 30 days prior to the expiry of their card, pending the outcome of the application.

- 2.4.4 Instructors for adult adventurous activities may claim the same travelling allowance as Trainers.
- 2.4.5 Instructors and trainee instructors when working as instructors at Kindilan are exempt from the charge for day visitors.
- 2.4.6 Where Assessors/Instructors/Persons in Charge are responsible for an activity, Leaders are still required to provide adequate supervision for the activity.
- 2.4.7 Units, Districts or Regions that invite volunteer instructors/facilitators of adventurous or not so adventurous activities, arts, environment, international or program, outside their usual Guiding commitments, should pay the travel expenses of the instructor/facilitator at the approved rate.

## 2.5 Camping

*2.5.1 Policy removed (out of date/superseded)*

- 2.5.2 If a staff camp fee is to be charged, it is to be at the discretion of the planning committee (refer 21.4.4 for camp fees for Australian and State Jamborees or State events).
- 2.5.3 Expenses for assessors of camping qualifications are paid by the District concerned or as per Region policy, at the approved State travel rate.
- 2.5.4 The preferred qualification for Region Camping Consultants in Queensland is Camping Qualification FD O7.
- 2.5.5 Health and hygiene components of first aid at camp must be the responsibility of a female.
- 2.5.6 Girl Guides Queensland and Girl Guides Australia forms must be completed by members participating in any camp, regardless of who is conducting the camp (for example, Scouts, Girls Brigade).

## 2.6 Children

- 2.6.1 It is not desirable that a child, other than a child Member of Girl Guides Queensland, be taken to Guide meetings, activities or events. However,

if a Leader must take such a child to Guide meetings, activities or events, all steps must be taken to ensure an extra adult be present to take care of the child.

- 2.7 All adults are to avoid unaccompanied or unobserved activities with individual youth members except where duty of care overrides this policy.
- 2.8 A list of current ratified Assessors/Instructors/Persons in Charge for camping, water activities and adventurous activities is to be held by the Outdoor Activities Manager and the State Training Manager or their nominees and the State

### 3. Advertising

- 3.1 All unpaid Guiding advertisements promoting Girl Guiding in electronic and print media must be vetted by the Marketing Manager before being used.

### 4. Appeals

- 4.1 Members of Girl Guides Queensland appealing a decision or action taken by any member, committee, sub-committee or ad-hoc committee do so at their own expense.

Refer Girl Guides Queensland *Constitution* Clause 28.

### 5. Application for adult membership

*Policy removed (out of date/superseded)*

## 6. State Appointments Policy

### Purpose

The success of Girl Guides Queensland relies on its ability to attract and retain the best Volunteers as State Appointees. As an organisation it is important that we ensure a successful match between each volunteer and their role, to help us reach our organisation's goals. Our method for recruiting and selecting volunteers for State Appointments is fair, efficient, and effective.

### Policy:

The following positions are State Appointed roles. They fall into the categories of Governance and non-Governance:

- Board Appointed Committee Chairs: Chair of Finance, Chair of Human Resources, Chair of Property, Chair of Queensland Management Committee, Chair of Policies and Procedures, Chair of Risk.
- State Managers: Olave Manager, Outdoors Manager, Learning & Development Manager, Events Manager, Program Manager, Inclusion Manager
- Region Managers including Lones Manager
- State Advisers: Awards Adviser, Keeping Children Safe Chair, Camping Adviser, Adventurous Activities Adviser, Water Activities Adviser, Environmental Adviser, Women of Substance Adviser, International Adviser, Arts Adviser, Support Group Adviser, Trefoil Guild Adviser, Archives Adviser.
- Leader in Charge for Large State Events i.e., Jamboree Contingent Leader, Agoonoree LiC, State Camp LiC. N.B. These Leaders are appointed in consultation with the Events Manager and Queensland Management Committee.

### Acting Positions

Where a State Appointed position is vacant, or the incumbent's term has expired, a Member may act in the position. Acting positions must not extend for more than 12 months and maybe terminated at any time. Appointments to acting positions are made by the State Commissioner and the State Appointments Policy and Procedure does not apply.

### Pre-Recruitment

Girl Guides Queensland believes that prudent volunteer management, requires that all volunteers are working to a position description that clearly identifies the scope of the appointment, including the responsibilities, accountabilities, and delegation of authority associated with the role. This ensures that the scope of the volunteer's role is clearly defined with reasonable expectations and limitations and provides measurable objectives to assess volunteer performance and their contribution is recognised.



## Recruitment

Girl Guides Queensland is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of finding the most suitable volunteer for each position.

## Selection

All selection procedures and decisions will reflect Girl Guides Queensland's commitment to providing equal opportunity by assessing all potential candidates in a merit based format according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, marital status, race, religion, physical impairment or political opinions.

## Appointment

Once the candidate has been assessed against the selection criteria and interviewed, successful candidates will be appointed by the Girl Guides Queensland Board, on the recommendation of the HR Committee. The Board will notify State Office of the appointment, and State Office will manage the process of on-boarding.

## Position Terms

Girl Guides Queensland believes that volunteers should be given finite terms to ensure that each position is filled with the most suitable and able volunteer to achieve the requirements of the role at that point in time. Finite positions also mean that the contribution of volunteers is recognised at given intervals and the organisation provides the opportunity for more women to develop their skills and leadership capabilities through Guiding. All State Appointees are appointed for a term of 3 years, with the option to renew for a further 3 years after the successful completion of a performance appraisal.

## Performance Appraisal

Girl Guides Queensland conducts regular performance reviews of all Volunteers, including State Appointees, in accordance with our People Management Framework.

## Removal from Role

A State Appointee may be removed from their position at the discretion and authority of the Girl Guides Queensland Board. This decision can be made in circumstances where:

- the State Appointee is not fulfilling the requirements of their position;
- the State Appointee becomes incapable of fulfilling the requirements of their position because of incapacity;
- the State Appointee's membership is terminated;
- there has been a structure and the role is no longer required; or
- the State Appointee engages in conduct which the Board regards as incompatible with their role, or unbecoming of a Member in a leadership position.

## Procedure: Declaration of Conflict of Interest, perceived or actual

At any stage of the recruitment process, if a member of the HR Committee identifies any perceived or actual conflicts of interest, they must immediately declare their perceived or actual conflict of interest to the HR Chair and cease from participating in the recruitment process until further direction is provided by the HR Chair. In the instance where the HR Chair has identified themselves as the party with a conflict of interest, further direction will be provided by the Girl Guides Queensland Board.

## Pre-Recruitment

When a position becomes or is scheduled to become vacant, the HR Committee should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualification/s.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the HR Committee in consultation with the relevant Manager, State Commissioner and SEO.

Once the new position description or amendments have been drafted by the HR Committee, these should be sent to the Queensland Management Committee for approval.

In the case of the State Commissioner and Board Appointed Committee Chairs these position descriptions need to be approved by the Girl Guides Queensland Board. Selection criteria will be drawn up based on the position description.

In the case of Region Managers, a position description is located within Girl Guides Australia's website on Guide Lines.

## Recruitment

Applications for State Appointed positions will be advertised in Queensland on the Go, where possible for three to six months prior to the completion of the term of office of the incumbent. Where the position is vacant, the position will be advertised in the preceding issue of Queensland on the Go. If no applications are received, the position will continue to be advertised. Advertisement may also occur externally, if the HR Committee identifies that specialised skills could be sought from the professional community. All advertisements must include:

- Position title;
- Overview of the position;
- Skills required for the role;
- Closing date for applications;
- Girl Guides Queensland e-mail address to send applications to.

Applicants must complete the State Position Nomination Form. This form includes an outline of experiences and skills, a supporting statement and a recommendation from two (2) referees, with at least one being a member of a state or national Guiding organisation.

Applications will be forwarded to the HR Committee who will undertake the selection process.

### Selection

The HR Committee will review applications against the advertised position description. This will allow the HR Committee to assess the applicant's suitability for the role based on their application. Applicants who are assessed as meeting the selection criteria will then be selected for interview.

Candidates selected for interview, will be interviewed by a member of the HR Committee and at least one other Member endorsed by the HR Chair and approved by Girl Guides Queensland. Endorsement and approval for any non-HR Committee panel members must be completed prior to the interviews.

### Appointment

Following the candidate/s interview the HR Chair will make a recommendation to the Girl Guides Queensland Board. The approval of the appointment of the successful applicant must be made by the Girl Guides Queensland Board and formally minuted in a Board meeting or Board Postal Vote. The Girl Guides Queensland Board will officially inform the successful applicant of their appointment and the duration of their term.

On completion of the Board approval and notification to the successful applicant, the Girl Guides Queensland Board will direct the State Executive Officer to coordinate with State Office the following post recruitment action items:

- 1 Congratulatory letter sent from the State Commissioner;
- 2 Appointee receives a name bar;
- 3 Appointee receives a Responsibility and Schedules Kit;
- 4 Appointee receives notification of their budget responsibilities (where applicable);
- 5 The Guiding Directory is updated with appropriate details;
- 6 The appointee receives a Girl Guides Queensland issued email address;
- 7 The Girl Guides Queensland data base is updated and online access to the Communities section of the organisation's website is granted (Twhere applicable);
- 8 Appointee receives details about contributing to Queensland on the Go (where applicable);
- 9 Appointee receives honorarium details under the Honorariums Policy and Procedure (where applicable);
- 10 Appointee receives an appointment certificate at the next Girl Guides Queensland Annual General Meeting.

### Position Terms

All State Appointments commence on the 1st day of the month following Board approval (i.e., if the Board approves the appointment on 12th June, the term begins on the 1st July). In this interim period, the appointee may begin a handover period with the incumbent, or where the position is vacant, may take the role in an acting-capacity until the term officially commences.

Each State Appointee has the option of extending their term for an additional 3 years, subject to the approval of the Girl Guides Queensland Board, on the recommendation of the HR Committee.

Should a State-appointed person wish to re-apply for the same position, following the completion of their Term and Option, they may do so only after a full appraisal of their performance in the role is conducted. The position will be re-appointed in accordance with the State Appointment Policy.

### Performance Appraisal

The State Appointee's performance will be reviewed regularly in accordance with the People Management Framework.

### Resignation or Removal

Assistant State Commissioners	State Commissioner to table at Girl Guides Queensland Board
Board Appointed Committee Chairs	State Commissioner to table at Girl Guides Queensland Board
State Managers	Queensland Management Committee Chair to table at Girl Guides Queensland Board
Region Managers	State Commissioner to table at Girl Guides Queensland Board
State Advisers	Relevant Manager, to table at Queensland Management Committee
Leader in Charge for Large Events	Queensland Management Committee Chair.

The decision to remove a State Appointee from their position may be appealed in writing, in accordance with the Appeals Policy.

### Related Documents:

- QF.AD.01 State Position Nomination Form
- Position Description Template
- QotG Job Advertisement Template
- Region Manager's Position Description
- GGA's People and Performance Management Policy

## 7. Archives

### 7.1 Collection policy

The collection policy for Girl Guides Queensland is:

To collect and conserve three-dimensional and two-dimensional items pertaining to Girl Guides Queensland since its inception in 1919, for historical and display purposes.

Items will be collected for:

- Historical record only
- Display copy
- Available for borrowing

### 7.2 Method of collection

Items given to the Archives Committee will be assessed for relevance by the Archives Committee:

- Accepted items will be catalogued immediately, recording date, donor, place in the past, physical condition, storage location, category
- The Donor will be acknowledged and advised of the above information
- Unacceptable items will be returned to the donor at the donor's expense or dealt with as the donor requests.

## 8. Awards

8.1 Girl Guides Queensland recognises service to Guiding by both individual people and groups of people by the presentation of awards (refer to Girl Guides Australia *Guide Lines*).

8.2 Relevant nomination forms for awards are available through the Region Manager, Support Centre or the internet and must be completed with full details for consideration by the Awards Committee. The date of presentation should be added, if possible, to facilitate publication. Adverse comments, if any, must also be attached to the award form, which must be forwarded through the communication channels to The Support Centre. Permission to apply must not be withheld.

8.3 All applications must be received by the Awards Committee at least two (2) months prior to the expected presentation date.

8.4 When an award is approved, the appropriate District or Region Manager is notified in confidence, in order that as many people as possible can be encouraged to attend the presentation.

8.5 The award badge will be presented at an appropriate Guiding function.

8.6 The State Commissioner will write a congratulatory letter to accompany the award badge.

8.7 Award certificates will be presented at Government House at the same time as the Queen's Guide and Olave Baden-Powell certificates, when possible. The date of this function is set in consultation with the Governor. Certificates not presented at Government House will be presented at another suitable Guiding event.

### 8.8 Golden Friend of Guiding

8.8.1 As recognition of a Golden Friend of Guiding is to be considered carefully, and true records kept, the following guidelines will be of assistance:-

- The Golden Friend is a person who has supported and encouraged guiding over a long period (previously this person would have been a patron).
- It is recommended that a Golden Friend be recognised at District or Region level.
- Only in special circumstances should there be more than one Golden Friend in a District appointed only after consultation at District and Region level.
- A Golden Friend is a person whose support and appreciation of Guiding will continue indefinitely.
- The name of the Golden Friend will be forwarded to the Region Commissioner for ratification at the Region meeting.
- The badge and certificate set should be purchased by the District Manager or appropriate commissioner, after ratification.
- Guide Supplies will keep a register of Golden Friends of Guiding.

Note: The Awards committee will process the application in the same manner as the Region Good Service applications.

### 8.9 GEM Award

8.9.1 The GEM Award was introduced for Leaders who are 'Going the Extra Mile' by stepping outside their role as a Leader to do that extra bit for their District, Region or State.

- 8.9.2 The GEM is awarded monthly with the award recipient/s published in each issue of the state newsletter.
- 8.9.3 Awardees receive a letter and certificate from the State Commissioner, State Commissioner Badges, a GEM iron on transfer and a \$25 Guide Supplies Gift Voucher.
- 8.9.4 Awardee requirements and eligibility
- The Nominee must be a full adult member of Girl Guides Queensland.
  - The Nominee must be financial at the time of nomination.
- 8.9.5 Nominations can be made by any member completing the nomination form (QF.AW.05 GEM of the Month Nomination). Nominations can also be submitted online via the Girl Guides Queensland website.
- 8.9.6 The nominator must be a member of Girl Guides Queensland, including Support Group Members.
- 8.9.7 Notes:
- A GEM Award Selector is to be nominated by the State Commissioner for the duration of her term.
  - The Girl Guides Queensland Webmaster ensures the nomination forms are kept up to date on the Girl Guides Queensland website.
  - The State Commissioner will cover the expenses of the award.
  - The state newsletter publisher will keep a list of each year's recipients of this Award.
  - The GEM Award is not intended to replace the Girl Guides Australia Good Service Award.
  - It is the responsibility of the recipient to redeem the gift voucher at Guide Supplies within the allotted time period of six (6) months.

## 9. Badges

*Policy removed (out of date/superseded)*

## 10. Child Protection

- 10.1 Refer to Child Protection Policy in Girl Guides Australia *Guide Lines*.

- 10.2 Girl Guides Queensland is committed to creating child-safe environments that promote learning and enjoyment.

- 10.3 Girl Guides Queensland strives to provide services and activities where children and young people:

- feel safe and are protected from harm;
- have a say in planning activities and other decisions affecting them;
- are listened to;
- are respected; and
- have their best interests considered and upheld.

- 10.4 Girl Guides Queensland is bound by the Queensland Youth Alliance Child Protection Charter (available for inspection at all Girl Guide venues).

- 10.5 Any suspicion, observation or disclosure of harm or abuse to a child or young person must be handled in accordance with legislation and the policies and procedures of Girl Guides Queensland.

Harm to a child is defined as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing (Child Protection Act 1999). It can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.

Physical harm includes, but is not limited to, beating, punching, slapping, shaking, burning, biting, grabbing hard enough to leave a mark, throwing a child, strangulation.

Emotional harm includes, but is not limited to, constant criticism or yelling, scape goating, name calling, belittling, excessive teasing, ignoring a child, punishing normal social behaviours, exposure to domestic violence, withholding praise and affection.

Neglect includes, but is not limited to, failing to meet the child's basic needs for adequate supervision, food, clothing, shelter, safety, hygiene, medical care, education, love and affection, and failure to use available resources to meet those needs.

Sexual harm includes, but is not limited to, sexual jokes, innuendo in conversation, showing pornographic images to a child, indecent telephone calls, exposure, fondling, voyeurism and exhibitionism, persistent intrusion of a child's privacy, sexual intercourse, involvement with pornography, child prostitution.

### a. Implementation Notes

What to do if harm is suspected

- keep calm – do not be shocked and try to act normally;

- do not question or investigate;
- do not challenge parents/carers or others about your concerns;
- record all details that support your suspicion – sign, date and keep details confidential and secure;
- report suspicions to Queensland Police Service or Department of Communities (Child Safety Services)
- inform the Guide Contact Officer, who is the current State Commissioner of action taken and request support if required.

What to do when a disclosure is made (either by the person being harmed or by someone who knows of an incident of harm):

- don't panic – do not be shocked or critical;
- find a private but visible place to talk;
- listen – reassure them but don't promise to keep secrets;
- believe them;
- don't ask leading questions
- make detailed notes – sign, date and keep confidential and secure;
- do not inform the alleged perpetrator
- report concerns to Queensland Police Service or Department of Communities (Child Safety Services)
- inform Guide Contact Officer of action taken and request support if needed.

**b. Girl Guides Queensland will act on disclosures of harm as follows:**

**Harm by GGQ employee**

Immediate action

- Contact Qld Police service or Dept of Communities (Child Safety Services)

Short to medium term actions

- Support all parties, including:
  - person making disclosure
  - person receiving disclosure
  - child or young person harmed
  - alleged perpetrator
- Suspend alleged perpetrator from duties until matter resolved.
- Have alleged perpetrator undertake alternative duties

Long term actions

- If allegation is proven, determine if member's involvement with organisation will continue.
- If allegation is not proved, activate grievance procedures.

**Harm by Members of GGQ**

Immediate action

- Contact Qld Police service or Dept of Communities (Child Safety Services)

Short to medium term actions

- Support all parties, including:
  - person making disclosure
  - person receiving disclosure
  - child or young person harmed
  - alleged perpetrator.
- Determine whether member, as alleged perpetrator, is allowed:
  - back on premises
  - to participate in activities
  - in areas occupied by children and young people while matter is being investigated by Qld Police Service or Dept of Families.

Long term actions

- If allegation is proven, determine if member's involvement with organisation will continue.
- If allegation is not proven, activate grievance procedures.

**Harm by Non-members**

Immediate action

- Contact Qld Police service or Dept of Communities (Child Safety Services)

Further actions

- Allow Queensland Police Service or Department of Communities (Child Safety Services) to undertake official investigation.
- Support person who made disclosure, person who received disclosure and child or young person who has been harmed.

- c. The Guide Contact Officer is the State Commissioner or her nominated delegate.
- d. Any media interest will be dealt with as outlined in the Girl Guides Australia Media Response Plan.

**10.6 Compliance with policy**

- Members and staff must comply with the organisation's Code of Conduct and Child Protection Policy.
- Monitoring of compliance is the responsibility of the District Manager at the local level, Region Manager at the Region level and State Commissioner and State Executive Officer at the organisational level.
- Any breaches of the policy must be dealt with immediately.
- Inappropriate behaviour by Leaders and parents should be handled at the local level by the District Manager or Region Manager.
- Where this is not possible or for other non-compliance issues that do not involve harm to

a child, the State Commissioner is consulted on an appropriate course of action.

- Infringements by staff are handled by the State Executive Officer or Kindilan Manager.
- Disciplinary measures may include but are not limited to:
  - counselling
  - support
  - education
  - reinforcement of Code of Conduct and Child Protection Policy
  - verbal warnings
  - written warnings
  - withdrawal of privileges
  - suspension
  - termination.
- A person has the right of appeal against a decision of, or action by, the organisation or an officer of the organisation as per the Girl Guides Queensland *Constitution* (refer to Clause 28).

#### 10.7 Compliance with Blue Card requirements

- 10.7.1 All adult staff of a Girl Guide meeting, event or camp held in Queensland are required to hold a Positive Notice Blue Card for Child Related Employment (issued by the Commission for Children and Young People and Child Guardian) unless exempt as follows:
- if, as a volunteer guest, they are observing, or supplying information or entertainment to ten (10) or more people not more than twice in the same year for a period of ten (10) days or less (for each period)
  - if, as a volunteer, they are performing a function at a State or National event (with more than 100 people) in relation to a sporting, cultural or skill based activity, not more than twice in the same year for a period of ten (10) days or less (for each period)
  - if, as a volunteer, they are providing accommodation not more than twice in the same year for a period of ten (10) days or less (for each period)
  - while they hold a current exemption from the Commissioner for Children and Young People and Child Guardian.

Note: "not more than twice in the same year for a period of ten (10) days or less (for each period)" refers to only two (2)

separate periods in the one (1) year and not a total of 20 days accumulated over one (1) year.

10.7.2 Requirement for a Positive Notice Blue Card and Positive Notice Blue Card status/expiry date will be checked on all applications and recorded on the Blue Card Register. Positive Notice Blue Card currency will be checked every four (4) weeks.

10.7.3 Once a person's Positive Notice Blue Card has expired or been suspended or cancelled by the Commissioner for Children and Young People and Child Guardian, the person can no longer work with children\* until his/her Positive Notice Blue Card has been extended or re-issued, effective immediately. The State Executive Officer must notify the relevant personnel who must act on this information. The matter is to be treated confidentially and the information released on a need-to-know basis.

\* This does not apply where a card holder has lodged a renewal application at least 30 days prior to the expiry of their card, pending the outcome of the application.

## 11. Code of Conduct

11.1 The Girl Guides Australia Code of Conduct, as set out in Girl Guides Australia *Guide Lines*, is compulsory for all adult members of Girl Guides Queensland. The acceptance of the Code of Conduct, demonstrated by a signed application for membership, is mandatory and signifies an obligation to act responsibly and exercise duty of care to the youth members at all times.

Refer to Girl Guides Australia *Guide Lines* for the Code of Conduct.

## 12. Committees - Structure

12.1 The GGQ Management Team is a sub-committee of the GGQ Board. All other Committees are also sub-committees.

12.2 Sub-committees report directly or indirectly to the relevant GGQ Management Team with the exceptions of Finance, Property, Kindilan Management and Constitution which report to the GGQ Board.

12.3 Specialist sub-committees may be formed by any Committee or sub-committee. These specialist sub-committees report to the Committee or sub-committee that formed them.

- 12.4 Working parties and ad-hoc committees may be formed by any Committee or sub-committee for a specific purpose and will be disbanded upon completion of their task.
- 12.5 With the exception of the Chairpersons of sub-committees of the GGQ Board (namely Constitution, Finance, Property and Kindilan Management, and The Members' Representative) the Chairperson of a sub-committee, an ad-hoc committee or a working party is not a member of the State Council by right of the position held.
- 12.6 All sub-committees, working parties and ad-hoc committees should include young women to enable them to participate in the decision-making process of the organisation. A minimum of one (1) member under 30 years of age is a WAGGGS requirement.
- 12.7 State Council members must be actively sought for inclusion in sub-committees, working parties and ad-hoc committees.
- 12.8 The State Commissioner is an ex-officio member of all committees, sub-committees and ad-hoc committees with the power to vote.
- 12.9 The Chairperson of any committee, sub-committee or ad-hoc committee has a deliberative vote and, if necessary, a casting vote.

12.10 *Policy removed (out of date/superseded)*

## 13. Communication

- 13.1 The State newsletter is the principal means of communicating to Girl Guides Queensland members and supporters information on administrative issues and forthcoming State, National and International Guiding events.
- 13.2 *Policy removed (out of date/superseded)*
- 13.3 A Leader, seeking advice, may communicate directly with The Support Centre personnel, Managers, Advisers or Committee Chairpersons but, through courtesy, should advise the District Manager or Region Manager of such communication.
- 13.4 Where there is no District Manager, District mail may be sent to a designated person—an experienced Leader within the District or the Support Group President. The Region Manager will appoint the person to whom the mail may be sent.
- 13.5 Where there is no Region Manager the Region mail will be sent to a person designated by the Region.

- 13.6 Email messages sent by the staff of Girl Guides Queensland must contain the following information:
- Christian name and surname of author;
  - The name 'Girl Guides Queensland';
  - The telephone number and facsimile numbers of Support Centre;
  - The Girl Guides Queensland website address;
  - The postal address for Girl Guides Queensland;
  - The Girl Guides Queensland logo
  - The statement "Girl Guides Queensland is an organisation that creates safe and friendly environments for children and young people."

- 13.7 Email messages sent by Girl Guides Queensland members which contain content relating to Girl Guides Queensland and its services should contain the following information:
- Christian name and surname of author;
  - The name 'Girl Guides Queensland';
  - A telephone contact number for Girl Guides Queensland, being either the member's telephone number or the Girl Guides Queensland telephone number;
  - The Girl Guides Queensland website address
  - The Girl Guides Queensland logo.

### 13.8 Electronic Communication

- 13.8.1 Refer to Internet Policy in Girl Guides Australia *Guide Lines*.
- 13.8.2 Girl Guides are to be instructed on the dangers of internet use before participating in online activities.
- 13.8.3 Girl Guides are to be instructed not to give out personal information, such as address, telephone number, Guide Unit, while online.
- 13.8.4 Girl Guides are to be instructed never to arrange to meet someone they have met online without permission.
- 13.8.5 During Guiding activities:
- The use of computers, including email, internet, multimedia websites, online chat rooms, by Girl Guides must be closely supervised and monitored
  - Access to internet-ready computers by Girl Guides must be strictly controlled.
  - All websites must be screened for their appropriateness for children

and young people before being recommended or access provided.

- The use of a child-friendly search engine or reputable Internet Service Provider that offers child protection software or secure, monitored community areas is strongly recommended.

13.9 A current electronic copy of all State publications is to be held on the Girl Guides Queensland network at The Support Centre.

13.10 Changes to State and National policies and procedures, once ratified, are to be circulated to relevant personnel and, where applicable, included in the State newsletter and on the State website.

## 14. Conferences and seminars

14.1 Participants in all conferences and seminars including those at Girl Guides Queensland Support Centre are charged a fee. State Managers, Advisers and Committee Chairs invited to participate are exempt from the fee.

14.2 The event fee for all State weekend conferences and seminars held for Leaders on Guiding property is the same as for Leader trainings.

### 14.3 Girl Guides Queensland Support Group/ District Support Team Conference

14.3.1 The Girl Guides Queensland Support Group/District Support Team Conference may be held biennially.

14.3.2 The Girl Guides Queensland Support Group/District Support Team Conference is paid for by an annual contribution from each Support Group/District Support Team; the amount of which will be reviewed annually in consultation with the Support Group/District Support Team Adviser.

14.3.3 It is not desirable that the same person attends more than two consecutive Girl Guides Queensland Support Group/ District Support Team Conferences.

14.3.4 Country members attending Support Group/District Support Team Conferences will be given preference for residential accommodation.

14.3.5 Policy recommendations arising from Girl Guides Queensland Support Group/ District Support Team Conferences must be forwarded to the GGQ Board. All other recommendations are forwarded to the relevant GGQ Management Team.

## 14.4 Region Consultants' Seminars

14.4.1 Region Consultants' Seminars may be held biennially.

14.4.2 Travel costs of Region Consultants attending the Region Consultants' Seminars will be paid for by the State Administration (as part of the Region Consultants' Fund).

## 15. Cups and trophies

15.1 The following cups and trophies competed for annually are held by the winners for the ensuing year:

*15.2 Policy removed (out of date/superseded)*

15.3 The Carr Cup is for music and drama and is to be competed for at District level.

- (Donated by Mrs Irene Carr in memory of her husband, Alfred)

- All Units in the District must fill in the District Report. Each Unit is to undertake music and drama activities in the following areas - program, service, participation in special events, and training.

15.4 The Hilda John Nature Cup has an environmental/conservation theme.

- (Donated in memory of Mrs Hilda John of Mt Morgan, Queensland.)
- Syllabus and eligibility will be decided annually by the Outdoor Activities Manager. The competition syllabus will be advertised in the State Newsletter in November for judging the following November.

## 16. Deferment of duties or withdrawal of appointment

16.1 Deferment of duties or withdrawal of a qualification and/or appointment is a serious matter and must only be done after careful deliberation and communication.

The following procedures have been established to ensure fair treatment for all concerned and must be followed. The same procedure applies to any Leader, Commissioner, Manager, Adviser or Committee Chairperson if the person to whom they are responsible has concerns.

16.1.1 If, in the opinion of the District Manager or Region Manager to whom she is responsible, a Leader is:



- not carrying out satisfactorily the key tasks relevant to her leadership role, or
- acting in a manner which is not in the best interest of Girl Guides Queensland,
- then the District Manager or Region Manager will communicate this information to the Leader concerned and may require that the Leader undertake counselling or further training. The District Manager or Region Manager may choose to do this privately or by written communication. An ongoing written record of all actions must be kept.

16.1.2 If the Leader refuses or fails to attend or respond to counselling or training, the District Manager must discuss the course of action with the Region Manager. It is recommended that the District Manager and Region Manager arrange a meeting with the Leader concerned who may invite an independent person to attend with her to discuss the matter.

16.1.3 Following the meeting and after consideration, the Region Manager may:

- recommend that the qualification and/or appointment not be renewed when its term expires, or
- suspend the Leader and recommend the termination of the qualification and/or appointment.
- The Leader must be informed of this decision in writing within seven (7) days by the Region Manager.

16.2 Immediate deferment of duties or withdrawal of qualification and/or appointment

Refer to clause 36.13 of this document.

### 16.3 Notification to Support Centre

16.3.1 The State Commissioner must be informed in writing within seven – (7) days of any action of deferment of duties or withdrawal of qualification and/or appointment of a Leader, Manager, Adviser, or Committee Chair.

### 16.4 Appeals

16.4.1 A Leader who has had her appointment deferred or withdrawn has the right of appeal to the GGQ Board (as per clauses 28 of the Girl Guides Queensland *Constitution* and 4 of Girl Guides Queensland *Policy and Procedure*).

## 17. Districts

17.1 For District Manager appointment, refer to Clause 18.3 of this document.

### 17.2 District Meetings

17.2.1 Regular District meetings of all Leaders, Guiding Assistants, District Secretary and District Treasurer (if appointed) are chaired by the District Manager for Districts with a District Support Group. For a District operating with a District Management Team, refer to the District Management Team Guidelines.

The Badge Secretary, the Public Relations Officer and any other District personnel may be invited to attend the meeting and, on some occasions, Unit Helpers and Junior Leaders may be included.

17.2.2 *Policy removed (out of date/superseded)*

17.2.3 An inventory of all Unit/District equipment must be forwarded to The Girl Guides Queensland Support Centre with the audited financial statement.

17.2.4 Districts must hold a District Annual General Meeting within three (3) months of the end of the Girl Guides Queensland financial year.

17.2.5 For Districts to change Regions, Districts must initiate the request. This request must have the approval of the Region Managers concerned and the State Commissioner.

## 18. Election process

18.1 *Policy removed (out of date/superseded)*

18.2 *Policy removed (out of date/superseded)*

### 18.3 District Managers

Refer to Section 4.3.2 (Job Descriptions) in Girl Guides Australia *Guide Lines*.

18.3.1 The District Manager must be elected triennially at a meeting, other than at the Annual General Meeting, with an independent chairperson.

18.3.2 The electors must include, where available:

- all adult Leaders and Guiding Assistants in the District;
- representative of the Support Group or District Support Team;
- a representative of the Olave Program Unit

- 18.3.3 The ballot must be a secret ballot with the papers destroyed immediately after the election.
- 18.3.4 Any woman who is not a financial member and who wishes to nominate for District Manager must complete an Adult Membership Application. Nominations should be requested with plenty of time to allow for background checks (police records checks or screening through another authority as specified by Girl Guides Queensland) to be carried out if applicable.
- 18.3.5 In the case of an equal vote for two or more candidates, the Region Manager may be invited to cast the deciding vote.

#### 18.4 **GGQ Management Team**

*Policy removed (out of date/superseded)*

#### 18.6 **Member's Representative**

*Policy removed (out of date/superseded)*

## 19. Emergency response

- 19.1 Refer to Media Response Plan in Girl Guides Australia *Guide Lines*.

## 20. Employment

- 20.1 Vacancies for paid employment must be advertised on the Girl Guides Queensland website on the internet and in the Girl Guides Queensland's State newsletter and through other job seeking locations.

## 21. Events

- 21.1 National, interstate, State or local special events will be organised from time to time to provide activities not generally available for, or as an extension of, Unit programs.
- 21.2 Invitations to attend National, interstate or State events (approved by that State's organisation) must be forwarded through The Support Centre to the GGQ Management Team. It is the responsibility of the GGQ Management Team or its nominee to ensure that the event supports the aims and principles of Guiding and that the event organisers are committed to creating a child and youth friendly environment (when children and young people are involved). Once approved by the GGQ Management Team on the recommendation of the GGQ Management Team, the event will be advertised in the Girl Guides Queensland State newsletter and on

the State website and is open to all members meeting the criteria of the event.

- 21.3 A Contingent Leader must be appointed for National and interstate events and for events organised by other organisations. The Contingent Leader must be a current financial member of Girl Guides Queensland and give permission for a background check if required.
- 21.3.1 The call for nominations for the position of Contingent Leader must be advertised in Girl Guides Queensland's State newsletter including the Job Description.
- 21.3.2 The appropriate GGQ Management Team appoints the Contingent Leader. The GGQ Management Team must inform the GGQ Board of the appointment.
- 21.3.3 The State Executive Officer will provide the Leader with a copy of the Girl Guides Queensland Guidelines for Contingent Leaders.
- 21.3.4 A finance officer must be appointed to liaise with the Support Centre Administration.
- 21.3.5 When a group of girls travel interstate as a contingent, they do so as one group. Any exception to this must be approved by the Contingent Leader. The method of travel should be determined at the time of planning.
- 21.3.6 For events for girls up to 18 years of age, a Contingent Leader's base event fee and travel expenses are funded by Girl Guides Queensland, for contingents of fifteen (15) or more youth members.
- 21.3.7 For events for girls up to 18 years of age the assistant Contingent Leader's base event fee will be funded by Girl Guides Queensland at the discretion of The GGQ Board, for contingents of 30 or more youth members.
- 21.3.8 For adult events less than 20, the position will be self funded; for over 20, the funding should be at the discretion of GGQ Management Team.
- 21.4 A State event is any Guide event approved by the GGQ Management Team and open to all members meeting the criteria of the event, including:
- World Thinking Day triennially
  - Annual General Meeting
  - Awards Presentation at Government House
  - Anzac Day
  - State Camps

- State Dinner
  - Agoonoree (on invitation by Scouts Queensland)
- 21.4.1 A recommendation to hold a Jamboree, State camp or other State event with approximate date, number of participants and venue is submitted by the Events Manager to the appropriate GGQ Management Team for approval. When agreed to by the GGQ Management Team, a recommendation to hold such event is forwarded to the GGQ Board for consideration.
- 21.4.2 When the GGQ Board approval has been given, the details will be published in Girl Guides Queensland's State newsletter calling for the applicants for a Chairperson of the Planning Committee or Leader in Charge.
- 21.4.3 The GGQ Management Team appoints the Chair of the Planning Committee (or Leader in Charge if no Chair) from applications received. The GGQ Management Team must inform the GGQ Board of the appointment. A copy of GGQ Guidelines to Assist with Planning and Organising State Events is forwarded to the Chair of the Planning Committee (or Leader in Charge if no Chair) by the Events Manager.
- 21.4.4 The Jamboree, State camp or other State event Planning Committee is responsible to the GGQ Board through the relevant Operations Manager. The planning committee must:
- Appoint an approved finance officer to liaise with the Honorary Treasurer and Support Centre Administration.
  - Give early attention to fees payable by key personnel and discuss this with the State Commissioner or her nominee. The exemption of camp fees for key personnel for camps such as a State Jamboree must be reviewed for every camp.
  - Submit a budget to the State Finance sub-committee for consideration. If necessary, Finance sub-committee consults with the event Committee until a consensus is reached. When the budget is approved by Finance sub-committee, the Honorary Treasurer informs the GGQ Board.
  - Authorise all expenses incurred for all Jamborees, State camps and other State events from the Support Centre bank account. The only exception to this is 'day-to-day' expenses

which may be paid from an interest account. Bank accounts relative to Jamborees, camps and other events must only be opened on the authority of the Honorary Treasurer or State Commissioner.

- In the case of a camp, notify the Girl Guides Queensland Camping sub-committee Chair in writing of the approved event. It is not necessary to fill in a camp application form.
- Select a definite closing date for applications.
- Submit a monthly report to the GGQ Board through the relevant State subcommittee and GGQ Management Team.

- 21.5 Managers and Advisers may apply to be funded by Girl Guides Queensland for the event fee and travel expenses for a National or State event relevant to their position.
- 21.6 When event letterhead is required for an event, it is to be added to the official State letterhead.
- 21.7 For international events, refer to clause 31 (International) of this document.
- 21.8 In cases where Girl Guides Queensland is contributing financial support for any member, such contribution must be paid directly on her behalf to the organising body of the event. Should such financially assisted member be unable to attend or the event be cancelled for any reason, any refund must be returned to Girl Guides Queensland for disbursement.

For updated [Finance - Operational Policies](#) from 1 April 2017 refer to publication at [www.guidesqld.org/publications](http://www.guidesqld.org/publications).

## 22. Finance

- 22.2 All State cheques must be signed by one (1) volunteer member and one (1) staff member.
- 22.3 All State payments by electronic banking must be approved by one (1) volunteer member and one (1) staff member.
- 22.11 The Girl Guides Queensland State account may be operated by internet banking.

- 22.18 **Goods and Services Tax**
- 22.18.1 For GST purposes, all Units, Regions, Support Groups and Districts will be treated as sub-entities (effective from 1 July 2000 until revoked.)
- 22.18.2 For GST purposes, the retail outlets in Townsville and Toowoomba will be treated as sub-entities (effective from 1 July 2000 until revoked.)
- 22.18.3 For GST purposes, all campsites and properties not directly administered and controlled by Girl Guides Queensland will be treated as sub-entities. (effective from 1 July 2000 until revoked.)

## 23. Forms

- 23.1 Organisers of camps, events or activities must ensure all participants or parents/guardians/ carers have completed the relevant form appropriate to the event.
- 23.2 Where appropriate, forms will be available for downloading from the Girl Guides Queensland website on the internet. [www.guidesqld.org](http://www.guidesqld.org)
- 23.3 All forms (dated appropriately) are reviewed annually and Leaders should ensure that they are using the current version.

## 24. Fundraising

- 24.1 Permission must be given by the GGQ Board for any organisation to use the name of Girl Guides Queensland when raising funds for Girl Guides Queensland, and this use must conform to law.
- 24.2 Before approving the fundraising methods for privately organised Guiding tours and official events organised by National, State, Region, District or Unit, the District Manager in consultation with the Region Manager must:
- Consider the financial needs of the Support Group/District Support Team.
  - Ensure that the methods of fundraising for the proposed trip and those of the Support Group/ District Support Team do not conflict.
  - Ensure that the specific purpose for fundraising in the name of Girl Guides Queensland is clearly advertised.
- 24.3 'Thons' are allowed in Queensland for the purpose of raising funds, with the permission of the District Manager and the Region Manager.
- 24.4 Members of Girl Guides Queensland are permitted to conduct bingo sessions.
- 24.5 Youth members are not permitted to sell raffle tickets or lucky envelopes in hotels or licensed

clubs. Door-to-door sales may be made under immediate adult supervision.

- 24.6 State Committees and sub-committees may fundraise for a specific project or event after obtaining State Finance sub-committee and GGQ Board approval.
- 24.7 Art unions may be held conforming to the rules and regulations of the relevant State Department.
- 24.7.1 Art Union licence or permit applications, obtainable from the relevant State Department, must be channelled through the State Executive Officer. Applications will be registered at Support Centre then forwarded to the relevant State Department with Girl Guides Queensland's letter of consent.
- 24.7.2 The District Manager/Region Manager can approve prizes up to the value of \$1,000; the GGQ Board must approve prize values in excess of \$1,000.
- 24.7.3 Advice on whether the prize has been donated or if sufficient funds are available to purchase the prize must be forwarded with the application.
- 24.8 **Grant Applications**
- 24.8.1 All applications for grants must be submitted through the State Executive Officer.
- 24.9 For street collections, refer to the Girl Guides Australia *Guide Lines*.

## 25. General

- 25.1 Anonymous letters will not be acted upon by the GGQ Board.
- 25.2 Recommendations forwarded to the GGQ Board for changes to *Policy and Procedures* may come from:
- any State conference,
  - any Committee or sub-committee of the GGQ Board, or
  - any individual member
  - and must be accompanied by a rationale for the suggested change.

## 26. Good Working Relationships Policy

- 26.1 Refer to the *Good Working Relationships Policy*.

## 27. Girl Guides Queensland Support Group/District Support Team

- 27.1 Parents/care providers/interested persons who are aged over 18 years are eligible to join a Girl Guides Queensland Support Group or District Support Team.
- 27.2 Persons wishing to join a Support Group or District Support Team must sign an application form.
- 27.2.1 Approval and recording of an application may be attended to at a monthly meeting or at the Annual General Meeting of the District.
- 27.2.2 Successful applicants are entitled to:
- vote at all meetings;
  - nominate a person as an office bearer
  - accept nomination as an office bearer
- 27.2.3 Non-successful applicants have the right of appeal within one (1) calendar month.
- 27.2.4 The Secretary shall keep a register which includes the name, address, date of application approval and leaving date.
- 27.2.5 Female members may make the Promise.
- 27.3 Each Support Group or District Support Team pays an annual fee to Girl Guides Queensland, set annually by the Girl Guides Queensland Board on a recommendation from the Finance sub-committee in consultation with the Support Group Adviser.
- 27.4 Girl Guides Queensland Support Groups or District Support Teams are permitted to ask for a voluntary contribution and/or levy from parents/guardians/caregivers to cover running expenses of the District.
- 27.4.1 Such costs may include rates, maintenance, insurance and other costs concerning property and/or equipment, training of and uniforms for Leaders, and the agreed-to expenses of the District Manager.
- 27.4.2 All letters asking for a voluntary contribution/levy must be submitted to the Region Manager annually and be approved at the Region meeting prior to circulation.
- 27.4.3 The Support Group Adviser may suggest letter formats

## 28. Guide and Scout Policy

- 28.1 Joint occupancy of Guide and Scout huts (refer to clause 40.1 of this document).
- 28.2 The Scout Association is charged the same fees as members of Girl Guides Queensland when hiring buildings and equipment.

## 29. Guide Supplies

29.1 *Policy removed (out of date/superseded)*

- 29.2 All merchandising for special Girl Guides Queensland events (including National events run by Girl Guides Queensland) must be processed by the Merchandise Manager.
- 29.2.1 Researching and ordering of all items must be processed by the Merchandise Manager.
- 29.2.2 Sales of all items at the venue of the event must be arranged in liaison with the Merchandise Manager.
- 29.2.3 Surplus stock after the special event is to be taken into Guides Supplies stock and processed at the discretion of the Merchandise Manager.

## 30. Insurance

Refer to the *Insurance Booklet*.

- 30.1 A Girl Guides Queensland consent form must be signed by parents/Guardians/caregivers before a girl is permitted to go camping.
- 30.2 A Girl Guides Queensland's consent form must be signed by parents/guardians/caregivers for youth members, or participants if adult members, and returned to the activity Leader in Charge before she is allowed to participate in adventurous activities. Even if another consent form (including that of the Scout Association) has been completed, a Girl Guides Queensland consent form is still required.
- 30.3 Insurance payments on major claims for damage to property will be held by Girl Guides Queensland until such time as building restoration commences.
- 30.4 Principal and interest (less expenses incurred) from insurance settlements will be made available to the District or Region concerned for similar purpose projects on application.
- 30.5 If a District or Region considers that there is a need to use some of the insurance monies for another purpose, then a proposal may be put to the Finance sub-committee for recommendation to the GGQ Board.

- 30.6 Funds from insurance claims not appropriated within seven (7) years will be transferred into the accumulated revenue of Girl Guides Queensland.
- 30.7 Girl Guides Queensland will carry out an insurance audit every five (5) years from October 1999.

## 31. International

- 31.1 The International Adviser should be advised of any overseas visitor. The Adviser should liaise with the relevant Region Manager, if necessary.
- 31.2 Region Managers may recommend girls from within their Regions to attend international events. Selections are made by the State and those recommendations are forwarded to the Australian International Commissioner for final selection.
- 31.3 Members of Girl Guides Queensland selected to attend an event overseas will be given an introduction card and any relevant badges.

## 32. Kindilan

*32.1 Policy removed (out of date/superseded)*

## 33. Leaders' Qualifications

- 33.1 A letter of congratulations is sent from The Support Centre to all Leaders following receipt of the notification of leadership qualification which has been signed by the Leader's Guiding Partner. A certificate and a badge are sent from The Support Centre to the person nominated on the notification form for presentation to the new Leader.
- 33.2 Policy removed (out of date/superseded)*
- 33.3 The State Commissioner must hold or be working towards a current qualification as a Leader of Adults in the Australian Adult Leadership Program.
- 33.4 A Region Manager must hold or be working towards a current qualification as a Leader of Adults in the Australian Adult Leadership Program.

## 34. Logo

- 34.1 The use of the organisation's logo must conform with the National logo guidelines (refer to the Girl Guides Australia *Guide Lines*).

## 35. Marketing

### 35.1 Use of images/voice recordings

- 35.1.1 The subject (or parent/guardian/caregiver where the subject is under 18 years of age) must give permission for the use of their image or voice.
- 35.1.2 The identity of the subject will be kept confidential where requested or required by law.
- 35.1.3 Images and voice recordings will not be used that portray the subject in a demeaning way, could place the subject at risk or could bring Girl Guides Queensland/Girl Guides Australia into disrepute.

## 36. Membership

*Policy removed (out of date/superseded)*

## 37. Plaques and memorabilia

*Policy removed (out of date/superseded)*

## 38. Privacy Policy

- 38.1 Refer to Clause 8.1 of Girl Guides Australia *Guide Lines*.

## 39. Program

- 39.1 Refer to Girl Guides Australia *Guide Lines*.

## 40. Property

Refer to *Property Booklet*.

- 40.1 Permission must be obtained from both Girl Guides Queensland and Scouts Queensland and terms of occupancy drawn up that are acceptable to both before joint occupancy of Girl Guides Queensland huts and/or Scout dens can occur.
- 40.2 Policy removed (out of date/superseded)*
- 40.3 Policy removed (out of date/superseded)*
- 40.4 Region Managers must have a list, updated annually, of all properties within their Region.
- 40.5 An up-to-date inventory of all equipment held in the Region must be forwarded to the Girl Guides Queensland Support Centre with the audited financial statement.

## 41. Region

41.1 If a Region does not have a Region Manager or the Region Manager is unable to attend a Region Managers' Conference, a request to send an alternative representative from the Region may be made to the State Commissioner.

### 41.2 Region Meetings

- 41.2.1 Each Region must hold at least four (4) administration meetings per year.
- 41.2.2 All District Managers, Region Secretary, Region Treasurer (if appointed) and other Region personnel attend the Region meeting, which is chaired by the Region Manager.
- 41.2.3 The cost of these meetings must be considered when planning the Region budget for the following year.

## 42. Self Harm

*Policy removed (out of date/superseded)*

## 43. Special needs

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

refer to clause 2.10 (Special Needs) of Girl Guides Australia *Guide Lines*.

## 44. Staff

*Policy removed (out of date/superseded)*

## 45. State Council

*Policy removed (out of date/superseded)*

## 46. Substance Use

Refer to Clause 8.13 of Girl Guides Australia *Guide Lines*.

46.1 In keeping with the principles of Guiding, Girl Guides Queensland upholds the Federal and State laws and Council by-laws regarding the sale and use of any drug. Any person found in breach of these laws will be immediately reported to the police. Members must observe local and State laws and regulations as they relate to smoking, alcohol consumption and drug use.

### 46.2 Alcohol

46.2.1 In keeping with the principles of Guiding, Girl Guides Queensland upholds the Federal and State laws, Council by-laws and the tenancy and lease agreements for premises it occupies.

46.2.2 In all cases where alcoholic beverages are consumed at a Guiding event, the terms of consumption, supply and quantity shall be at the discretion of the District Manager/Region Manager/Leader in Charge of the event who is responsible for ensuring that all legal requirements are met and no over-indulgence occurs. She must also ensure that non-alcoholic drinks are available.

46.2.3 Where youth members under the age of 18 years are present at a social Guiding activity, alcoholic beverages must not be consumed unless all parents have been given reasonable notice of the nature of the activity and a representative number of parents/guardians/caregivers are present.

46.2.4 All adult members are expected to set a good example by not consuming alcoholic beverages at activities involving any youth members.

46.2.5 Persons under 18 years of age must not consume alcoholic beverages at Guiding functions.

46.2.6 Girl Guides Queensland premises must not be made available for use by non-members and/or sub-lessees for functions where it is intended that alcoholic beverages will be sold or consumed, other than in conjunction with a meal.

46.2.7 At Guiding functions, alcoholic beverages may be consumed on Guide freehold or leasehold properties, under conditions approved by the controlling body of the building and only where such use is not prohibited by law, regulation, lease terms or State policy.

46.2.8 Alcoholic beverages may be awarded as prizes at adult functions.

### 46.3 HIV, AIDS and other infectious diseases

*46.3.1 Policy removed (out of date/superseded)*

### 46.4 Smoking

46.4.1 All adult members are expected to set a good example by not smoking at activities involving youth members. Smoking is not permitted during Unit meeting time.

46.4.2 Girls under 18 years of age are not permitted to smoke at Guide events/ functions.

46.4.3 All Girl Guides Queensland buildings including verandah's and vehicles are smoke-free zones.

#### 46.5 Prescribed Drugs

46.5.1 Girl Guides Queensland does not wish to impose upon its members any restrictions on their rights to use prescribed medications other than that the members must use their judgement on their ability to fulfil their responsibilities whilst under the influence of such medication.

46.6 Refer to Clause 8.13 (Substance Abuse Policy) in Girl Guides Australia *Guide Lines*.

## 47. Training

47.1 The purpose of training within Girl Guides Queensland is to provide each adult member with appropriate knowledge and skills to reach her full potential as a Leader.

47.2 The Training budget is responsible for:

- Travel expenses for all members of the State training team at State- designated trainings.
- The camp fee of a member of the State training team when she attends a State youth training in a training role.
- The camp fee of a member of the State training team when she attends State-designated adult seminars/trainings in a training role.
- Motel accommodation for members of the State training team if accommodation is not available at the residential training held for country Regions.
- Travelling costs for members of the State training team to attend the annual Girl Guides Queensland Trainers' Conference.

47.3 The closing date for all State trainings is four (4) weeks (except for Kindilan which is six (6) weeks) prior to the training. Only under special circumstances can late applications be accepted.

47.4 The Region Manager should be contacted to deal with any problems which relate to training in respect to a specific District.

47.5 Trainers are given a discount of 10% from Guide Supplies when they purchase books, pamphlets, charts, etc. for use at trainings.

47.6 Learner and Trainer records for any qualifications and Statements of Attainment within the scope of registration of Girl Guides Australia are to be

retained for a period of 30 years. If it is no longer possible to retain such records, then they will be transferred according to the State registering body requirements.

## 48. Transfers

*Policy removed (out of date/superseded)*

## 49. Travel

49.1 Chairpersons of State Committees, Chairpersons of the GGQ Board sub-committees, Managers, Advisers and Chairpersons of sub-committees who sit on Outdoors sub-committees may apply for travel allowance at the current rate if travelling by car or the actual fare if travelling by public transport for the meetings essential to the position they hold.

49.2 Managers and GGQ Board members who reside outside the metropolitan area, but within driving distance, may apply for travel allowance at the current rate if travelling by car or the actual fare if travelling by public transport to GGQ Management and GGQ Board meetings.

49.3 Girls who attend the organisation's youth leadership training weekend to fulfil the Queen's Guide Award clause and Focus Certificate leadership clause are reimbursed the equivalent of half the first class rail fare (or half the coach fare if rail is unavailable) should they be required to travel in excess of 200km from their home to the course venue.

49.4 Units, Districts or Regions that invite volunteer instructors/facilitators of adventurous activities or not so adventurous activities, arts, environment, international or program, outside their usual Guiding commitments, should pay the travel expenses of the instructor/facilitator at the approved rate.

49.5 Travel using Girl Guides Queensland Vehicles

49.5.1 Guide Supplies has priority use of the Girl Guides Queensland vehicles.

49.5.2 When other departments require a vehicle and the Girl Guides Queensland vehicle is not available, Girl Guides Queensland will give consideration to the hiring of an appropriate vehicle.

49.6 Travel costs for towing canoes is 50% more than the rate for ordinary travel.

## 50. Uniform

Refer to the Girl Guides Australia *Uniform Booklet*.



50.1 Totem name bars are only worn by Leaders when in the company of girls.

50.2 **Uniform Allowance**

50.2.1 The State Commissioner, Assistant State Commissioners, Honorary Treasurer (if applicable), Operations Manager, Members' Representative and Managers are entitled to a uniform allowance for their term of office. This allowance is determined by the Finance sub-committee.

50.2.2 State Trainers are entitled to a uniform allowance once every five (5) years. This allowance is determined by the Finance sub-committee.

50.2.3 Uniform allowance is claimable for one (1) current position only.



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