

## **Scouts WA WWC Card Compliance Process.**

Leaders, Adult Supporters and Rovers 18 years and older are required possess a current WWC Card or Application Receipt, and their Scoutrak Records are to contain the information so that Scouts WA can manage and demonstrate compliance of its members as required under the legislation.

Other adults assisting and/or participating in Scouting are also required to comply with the legislation, but since they are not registered members, their compliance is to be locally managed. Some of these may not require a WWC Card.

Group Leaders have Scoutrak to help them manage their Leaders, Adult Supporters and Rovers, producing a range of reports and warnings identifying impending WWC Card expiry from four months before to expiry. In addition, the WWC Card Screening Unit sends an invitation to card holders at their registered address to apply for a new WWC Card three months before the current one expires. As an added incentive, they will now accept the letter and the current unexpired WWC Card in place of other identification when a new WWC Card is applied for.

Members are encouraged to apply for their new WWC Card as soon as they get their reminders, or 3 months out, and if Scouts WA is nominated as the notification point, no further action would normally be required as Scoutrak would be updated with the new one before the previous expires. Copies of Application Receipts should be sent to the Membership Officer for recording, and will be given a 3 month expiry. If no WWC Card received by 2 months, an extension will be granted on request for 3 more months.

In 2011, Group Leaders were encouraged to report to their Group Committee and Group Council meetings on four basic compliance matters. These were WWC Card expired, Probationary Leaders over 12 months, Enquiries (New) between 7 days and 3 months, and Outstanding Accounts (Scouts WA) over 60 days.

With these reminders, and the tools available to District Commissioners and Group Leaders, it is difficult to understand why any Leaders, Adult Supporters or Rovers 18 years and over do not have a current WWC Card.

Scouts WA Membership Officer will monitor WWC Card compliance in Scoutrak. When a Leader, Adult Supporter or Rover (over 18 years and 1 month) is found not to have a WWC Card or Application Receipt recorded in Scoutrak, they will be suspended immediately and be sent a letter by mail, possibly Registered, advising them. A copy will also be sent by email to their DC and GL. If evidence of a current WWC Card or Application Receipt is not received by Scouts WA within 4 weeks, their membership will referred to the Chief Commissioner for review and possible revocation. While under suspension, they may not participate in any Scouting activity in any capacity other than as a Parent Helper (if a parent) and may not wear a uniform.

Scouts WA does not have any discretion to allow any non compliance with the legislation, and the penalties are severe.

This matter is not new. The Adult Membership Definitions Policy was approved over two years ago and has been well circulated. The process outlined in this statement will be implemented immediately.

Neil Macpherson  
Deputy Chief Commissioner Field Operations  
Scouts WA  
3/4/2012.