



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 16-Nov-04

P1. PERSONNEL FILES.

P1.1 Policy.

P1.1.1 The Scout Association of Australia, Western Australian Branch (“the Association”) via its Branch Office maintains a file on each Adult Leader.

Procedures.

P1.1.2 The file will include, but is not restricted to:

- The application for membership form,
- Referees responses,
- Police clearance form/s,
- Letters to and from the member,
- Records of training – any correspondence and reports relating to training,
- Applications for, and records of, any awards, commendations etc.,
- Reports on personal performance and letters on any matter that relates to that performance.
- Any other relevant information relating to the member’s participation in Scouting.

P1.1.3 Files are maintained in the Branch Office in locked cabinets and the keys, to which, are kept in a manner according to this policy.

P1.1.3.1 Keys are issued by the General Manager, on advice to, and approval of, the Chief Commissioner, to:

- the Administrative Assistant–Training,
- the Manager–Training and Adventure,
- Branch Commissioner–Adult Training and Development,

each of whom shall sign for the issue of the keys in the Branch key register.

P1.1.3.2 The Chief Commissioner and General Manager shall have access to the use of the keys by virtue of their areas of responsibilities.

P1.1.3.3 The Chief Commissioner may authorise a member of the Branch team to access the records, in the normal course of the business of Scouting and on advice to the General Manager.

- Staff members will have access to all members’ files only in the normal course of business.
- No information may be divulged in either written, verbal or reproductive form without the prior written authorisation of the General Manager, or in his absence, whilst on leave, the Manager–Training and Adventure.

- P1.1.4 The individual member may request access to their file and may make that request to the General Manager.
- P1.1.4.1 The member may not remove any item from the file and may make application to have any errors corrected, with proof, should it be necessary.
- P1.1.4.2 The member has a right to ensure that their records are correctly maintained, whilst the Association has a right, and an obligation to itself and the member, to ensure that records are correct under the Association's Volunteer Policy.
- P1.1.5 Following a members resignation from Scouting service, or upon death, the file shall be removed from the active file cabinets and stored in a secure place within the Branch Office for a period of 21 years, following which the file will be destroyed under the supervision of the General Manager and one other person, who will be a member of the Branch Operations Team, at the time of destruction.
- P1.1.5.1 Any member who is subjected to allegations or convicted of, unacceptable behaviour, as described in the Branch Equity and Diversity Policy, will have their file records retained in a sealed record for future referral.
- P1.1.6 As record management progresses and more reliance is placed on computer methods, training records shall be maintained on computer files and the back up and security of same will be of paramount importance under the Association's Privacy Policy.
- P1.1.7 The Branch Office maintains a numerical file record of youth members information and should the member become a leader in future years the information will be transferred into a new personnel file.
- P1.1.7.1 Should a youth member resign then the records will be transferred to a file pending destruction at a time in line with this policy as referred in P1.1.5.

Authority:

The document was endorsed by the Chief Commissioner's Committee on 27 October 04 and by the Branch Management Committee on 16 November 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.