



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 29-Jan-05

T7. TRAVEL OR CAMP INTERSTATE OR OVERSEAS.

T7.1 Statement.

The Scout Association of Australia, Western Australian Branch (“the Association”), advises that any Adult of Youth members who intend to travel or camp Interstate or Overseas on officially recognised Scouting activities, other than major events in the Scouting calendar, are required to make application to the Branch Office for approval prior to the travel taking place.

T7.1.1 Members intending to travel Interstate or Overseas on private business are excluded from this requirement.

T7.2 The application is to be made on Form A5 – Application to Travel or Camp Interstate of Overseas.

T7.2.1 The form is to be completed in triplicate plus an additional copy is to be provided for each additional state or country to be visited in addition to the initial destination.

T7.2.2 The form/s must be completed and endorsed by the Group Leader and District Commissioner and forwarded to the Branch Office for approval at least 2 months prior to the date of travel.

T7.2.3 Where assistance for accommodation is sought, the application must be submitted through the Branch Office at least 3 months prior to the date of travel.

T7.3 Insurance.

T7.3.1 As the Association’s Insurance policy may not cover travel to certain Countries, it is recommended that contact be made with the Branch Office to discuss insurance availability prior to booking arrangements or deposits being paid.

T7.3.2 Leaders in Charge of parties where road transport by motor vehicle (whether private or commercial type) is involved, have an obligation to ensure that the vehicles are suitable for the purpose, and that the insurance on the vehicle is adequate and covers full liability for passengers. Applications are only approved on the understanding that these precautions have been confirmed, the necessary permits having been obtained and recognised safety precautions adhered to. The permits are to be attached to the application at the time of submission for endorsement.

T7.4 Approval.

T7.4.1 If the application meets with the approval of the appropriate Sectional Branch Commissioners and the Branch Office, a copy will be returned to the Leader in Charge of the party and who will be required to carry the approval with them during the visit, the Group Leader and District Commissioner. The Branch Office will also forward a copy to the relevant Branch Administrative centres in

the state/s or countries concerned to advise them of the pending visit and if required, to request the provision of facilities or assistance.

T7.5 When members travel, it is recommended that full uniform be worn (where practical) and should include a WA State scarf for interstate travel and the Australian scarf for overseas travel.

T7.5.1 Contact the Branch Office for information regarding the purchase of State & Australian scarves.

T7.6 **Restrictions.**

T7.6.1 The party size for travel to Tasmania (specifically in the Cradle Mountain National Park) is restricted to 14 persons by direction of the Tasmanian Branch.

T7.6.2 Applications from Cub Scout Packs for interstate visits will be referred to the Branch Commissioner – Cub Scouts for approval.

T7.6.3 In relation to proposed visits to any overseas country, including New Zealand, during the month before and for a month after the commencing and finishing dates of a Jamboree or large scale Scouting event in that country, an International Letter of Introduction may be issued to an individual member, but approval will not be provided to a party to make such a visit.