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| **A close up of a logo  Description automatically generated** | **SCOUTS VICTORIA** |
| Victorian Rover Council |
| [Date] |

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| **Item Title** | | *Provide a concise and meaningful title which captures the intention of the paper.* |
|  | **Information** |
|  | **Discussion** |
|  | **Decision** |
| **Document Author** | | *List the individuals and/or groups who authored the paper.* |
| **Strategic Alignment** | | *Select from the VRC Strategic Plan and provide a brief explanation of how this paper contributes to those priorities.* |
| **Consultation** | | *Outline the consultation processes undertaken with Rovers which informed this paper (e.g. call for input, major events engagement).* |
| **Implementation Period** | | *Provide a brief timeline of the proposal, including opportunities for review.* |

**KEY POINTS**

* *Please delete all red guidance text before submitting.*
* *All sections must be filled in for the paper to be considered. Paper may be returned for redrafting if sections are incomplete. Date and agenda item number will be filled in by VRC Secretary.*
* *Place an ‘X’ above next to Information (VRC does not need to vote) or Decision (NRC to vote) depending on the nature of the paper. If the paper is for Information only, please delete the Implementation Plan and Progress Report tables below.*
* *Attachments can be included and should be clearly marked, e.g. ‘see Attachment A’.*

**BACKGROUND**

* *Provide a brief history which enables a non-expert to understand the topic.*
* *Where possible reference past decision of the VRC (e.g. ‘At the December 2019 meeting it was agreed that X’).*
* *Claims should reference Scout policies, external expert advice, etc. Include hyperlinks to sources where possible.*

**ACTION REQUESTED**

It is recommended that the Victorian Rover Council:

* *Outline all actions requested from the VRC (e.g. Approve the purchasing of X, Amend the By-Laws to state X). Where possible break down actions into smaller tasks.*

**IMPLEMENTATION PLAN** – *delete table if this is for information or a progress report*

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| --- | --- |
| **Lead** | *List who is responsible for delivering the project, typically the Document Author. If other individuals are listed they must give prior approval.* |
| **Assists** | *List individuals/groups who will support implementation. Their approval is required. Can be N/A.* |
| **Cost** | *Outline associated costs and funding sources. Attach receipts and quotes. For costs over $500 three different quotes should be sought to demonstrate value for money. Reimbursement for costs will be tied to providing regular progress reports against agreed milestones.* |
| **Risks** | *Identify key risks which may impact the completion of the project and how they will be managed.* |
| **Milestones** | *List key project milestones including opportunities for review/evaluation. An update against these will be required at every VRC meeting until the project is completed. E.g. January 2020 – applications open; March 2020 – applications close, assessments begin; May 2020 – successful applicants notified; June 2020 – evaluation report circulated.* |
| **Outcomes** | *List the tangible (e.g. a report, merchandise) and intangible (e.g. improved awareness, stronger processes) outcomes which will be delivered to Rovers upon completion of the project* |

**PROGRESS REPORT** – *delete table if this is for information or an initial proposal*

|  |  |
| --- | --- |
| **Lead** | *List who is responsible for delivering the project, typically the Document Author. If other individuals are listed, they must give prior approval.* |
| **Assists** | *List individuals/groups who will support implementation. Their approval is required. Can be N/A.* |
| **Progress** | *Select from ‘On schedule / At-Risk / Behind schedule’ and provide a short justification.* |
| **Milestones** | *List key project milestones, noting which have been met and which have been amended since the last report.* |
| **Issues** | *Note any issues which have arisen, and the steps taken to address them or amend the scope of the project.* |
| **Review** | *List any learnings since the last report which may be of use going forward to this or other projects.* |
| **Next Steps** | *Outline tasks which will be undertaken before the next NRC meeting – an update on these will be requested during the Action Items discussion of the next meeting. Please provide a written update if you are unable to attend.* |

**AMENDMENTS**

* *List any changes to the paper which have occurred between initial submission and approval (e.g. new version submitted, changes made following debate). ‘N/A’ on the first version of the paper.*