



**SCOUTS AUSTRALIA**  
**MINUTES FOR THE 503<sup>RD</sup> MEETING OF THE**  
**VICTORIAN ROVER COUNCIL**  
**HELD AT VICTORIAN ROVER CENTER**  
**WEDNESDAY, 23<sup>RD</sup> August 2023, AT 7:30PM**

<b>1 Welcome</b>	
<b>1.1 Flag Break</b>	<b>Zac Geddes</b>
<b>1.2 Attendance &amp; Apologies</b> <b>Apologies</b> – Lachlan Setter, Nicola Dangerfield, Scotty Harrison, Callan Brouwer	<b>Jessica Kaplan</b>
<b>1.3 Acknowledgement of Country</b> Rover Scouts Victoria acknowledges the traditional custodians of the lands on which this event takes place. We pay our respects to ancestors and Elders, past and present. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples’ unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.	
<b>1.4 Conflict of Interest –</b>	

<b>2 Congratulations, Guest Speakers, Presentations and Formal Thanks</b>	
<b>2.1 Good on Ya Mate</b> – Council acknowledges and thanks the exceptional contributions to Roving over the past month. <ul style="list-style-type: none"> <li>- Djerriwarrh District for representing all the Rovers in training.</li> <li>- All the Rovers in various Showtimes did/are doing a fantastic job.</li> <li>- RSM round 1 went really well, thank you to those organising and participating.</li> </ul>	
<b>2.2 Guest Speakers &amp; Presentations:</b> <ul style="list-style-type: none"> <li>- Presentation of state scarves to Jessica Kaplan, Alex Costin, Sienna Brown, Sarah Austin.</li> </ul>	

<b>3 Items for Consent</b>	
<b>3.1 Minutes of the previous VRC Meeting — July</b>	<b>Zac Geddes</b>
Motioned: Bays Secinded: Mt Dandenong	
<b>3.2 Correspondence</b>	<b>Jessica Kaplan</b>
Nil	
<b>3.3 VRC Financial Report</b>	<b>Jody Freeman</b>
No report to table this month.  I am presently working on the annual financial report for VRC. Intention is to share this at the September meeting. I will finalise square settlements as part of this process.	

Rover Levy – There are a handful of formations still to close off the Rover levy. We are following this up, and will need to close this out by 30 September. Whilst we have no levy for 2023-24, we did have for the previous year and 99% of crews have resolved their levy, to be fair others need to do likewise.

### 3.4 Decisions of the VRC Chair to be ratified Zac Geddes

1. To appoint Lachlan Setter as Rover Scout Motorsport chair  
Seconded: Plenty Valley  
Passed
2. To appoint Caitlan Durant as Mafeking Rover Park chair  
Seconded: Mt Dandenong  
Passed

### 3.5 Notifications of the Baden-Powell Scout Award Regions

-

## 4 Office Bearers Reports

### 4.1 Chair Zac Geddes

#### You Day

Lock it in your calendars because a date has been set for this year's YOU! Day. This is going to be held on Saturday the 14th of October. This day is aimed for anyone on a region team, subcommittee, or is an office bearer, and should set you up with the skills to be the best in your role! More details to come, but I have a survey for everyone to confirm what skills they need to excel in their roles. Some topics we will cover range from "what supper exists, and how do you access it" to "How does VRC work?" And even to a marketing basics session" please fill out the survey, because I want to make sure this day is going to add value to those who attend. Which is YOU!

#### Scout Day

A huge congratulations to all the recipients of the WF Award, Chairman's Award, and Commissioners Award. All are worthy recipients. I can't say to see these get presented at Rover Dinner (Tickets out now)

#### Camberwell Showtime

Thank you to Camberwell Showtime for inviting me to their performance. It was great to see some Rover talent, so a huge congratulations to you guys (and the other sections too I guess). There are more upcoming Scout shows so get keen for them and I suggest buying your tickets.

Email at:

[chairman@vicrovers.com.au](mailto:chairman@vicrovers.com.au)

### 4.2 Deputy Chair Molly Hastings

As this has been what feels like my first 'official' month in the role, it has really been exciting to start getting to ball rolling on working with the Region Chairs to ensure a communicative, productive and enjoyable term! We had our Region Chairs meeting a week and a half ago and found that it was more beneficial regarding discussing tabled items and bringing up enquiries. Alongside this, a couple representatives from the Chairs team met with Kira last Thursday to discuss the Surfmoort budget and go through some feedback that the Regions had. It was really impressive to see such a professional and productive conversation and I am really looking forward to seeing the amendments that have been made

from this conversation. Finally, I just want to state my excitement for starting this role and I am looking forward to seeing what this year has to bring! Please feel free to reach out if anyone ever needs me!

Email at:

[deputy.chair@vicrovers.com.au](mailto:deputy.chair@vicrovers.com.au)

**4.3 Assistant Chair**

**Cam Cerda, Aodren Knight**

**Cam:**

Sorry Regi for starting my report like this, but I have to say it's been busy for me this month – the start of it at least. There wasn't just one, or just two AGMs, but THREE within a week; as RSM, Mafeking, and Mudbash respectively had their yearly reviews and elections. On note with the elections, I just want to say thank you so much to the people at those AGMs for their support and patience when I ran the elections, it truly was a learning experience. Thank you to the outgoing teams for all your hard work and I wish good luck to those incoming.

Following that, it was amazing to see so many people giving it their all at the Top Gear Rover event and I hope everybody had fun – I know I did; so well done to the team who organized that.

The weekend that just past I was even coincidentally in Queensland at the same time as their St George's Ball event, which I believe is like our Rover dinner, so it was lovely getting to see not only how another state did things but seeing them celebrate their year and all that they achieved – although I did get accused of being from New South Wales when I wore my Mudbash hoodie.

To wrap this month up for me though and bringing us to this week, a couple of nights ago Aodren and I got together to discuss the sharing of our role and the sub-committees, so without further ado —

Cam	Aodren
RSM	MARB
Mudbash	Mafeking
Bogong	Baw Baw
Rover Dinner	Surfmoot

**To the sub-committees I'd just like to add though, despite us each having certain 'umbrellas' so to say, we're both more than happy to help you all in any way we can – so please feel free to reach out to us whenever you need.**

**Aodren:**

It's been a good opening month, I've attended the MARB and Surfmoot meetings, I've been working with Cam to sort out the sharing of work between us and discussing goals for the term.

I've been learning the intricacies of the job, how things work from this position, setting up, and slowly learning how all the sub-committees run. I'm looking forward to working with them over the next year.

Email at:

[assistant.chair@vicrovers.com.au](mailto:assistant.chair@vicrovers.com.au)

**4.4 Membership Development**

**VACANT**

Email at: <a href="mailto:membership.development@vicrovers.com.au">membership.development@vicrovers.com.au</a>	
<b>4.5 Program</b>	<b>VACANT</b>
Email at: <a href="mailto:program@vicrovers.com.au">program@vicrovers.com.au</a>	
<b>4.6 Strategic Plan</b>	<b>VACANT</b>
Email at: <a href="mailto:strategicplan@vicrovers.com.au">strategicplan@vicrovers.com.au</a>	
<b>4.7 Training</b>	<b>VACANT</b>
<p>Childsafe training – not mandatory for Rovers who aren't Leaders but still really good to go to. For those of us who are leaders, it is mandatory by the end of the year.</p> <p>Email at: <a href="mailto:training@vicrovers.com.au">training@vicrovers.com.au</a></p>	
<b>4.8 BPSA</b>	<b>Breanne Simmons</b>
<p>Keep emailing me questions if you have them! I'm always happy to help (once MARB is over).</p> <p>Email at: <a href="mailto:bpsa@vicrovers.com.au">bpsa@vicrovers.com.au</a></p>	
<b>4.9 NRC</b>	<b>Izaak Kitching</b>
<ul style="list-style-type: none"> <li>- NRC treasurer stepped down a month ago</li> <li>- If you're interested, the position is open</li> <li>- Next month, expression of interest will open for NRC delegate for the NRC conference in January (to be voted on in October)</li> <li>- QLD only branch to put in a bid for the next moot, so it is likely to be in QLD.</li> </ul> <p>Email at: <a href="mailto:nrc.delegate@vicrovers.com.au">nrc.delegate@vicrovers.com.au</a></p>	
<b>4.10 Finance</b>	<b>Lily Stephens</b>
<ul style="list-style-type: none"> <li>- Looking at Surfmoort budget</li> <li>- Will be much more present moving forward, as have been away on a holiday.</li> </ul> <p>Email at: <a href="mailto:finance@vicrovers.com.au">finance@vicrovers.com.au</a></p>	
<b>4.11 Secretary</b>	<b>Jessica Kaplan</b>
<p>All reports <b>not</b> provided will not be typed up in their entirety; only key points will be listed. If you have a general business item to present, please ensure you send through a short summary to me.</p> <p>Email at:</p>	

[secretary@vicrovers.com.au](mailto:secretary@vicrovers.com.au)

#### 4.12 Resources

Callan Brouwer

- Looking at light in the library
- Two electricians rejected the job.
- Still working on how to get it fixed.

Email at:

[resources@vicrovers.com.au](mailto:resources@vicrovers.com.au)

#### 4.15 Marketing & Communications

Sienna Brown

- Utilising social media for upcoming events
- Promoting Rover Dinner
- Make sure you keep tagging @vicrovers in your socials so we can promote!
- Creating merch

Email at:

[communications@vicrovers.com.au](mailto:communications@vicrovers.com.au)

#### 4.16 Visual Communications

Maddy McArthur

This month has been pretty quiet but it's beginning to get busier as it gets closer to the Rover Dinner. Sienna & I will be working on creating the 2023 Yearbook as well as a variation of merch designs based off the feedback we have received on the survey.

If anyone needs help with creating graphics, please feel free to drop me an email.

Email at:

[visual.communications@vicrovers.com.au](mailto:visual.communications@vicrovers.com.au).

#### 4.17 IT

Alex Costin

Reminder that the zoom accounts are still active, and bookings are available.

You can contact the IT Team at [it@vicrovers.com.au](mailto:it@vicrovers.com.au), and the online store team at [store@vicrovers.com.au](mailto:store@vicrovers.com.au). Please reach out if there is anything we can assist with.

#### 4.18 Commissioner Group

Sarah Austin, Regi Caesar, Stephen Carter

##### W F Waters (Rover Service) Award

Congratulations to the following Rovers and Advisor who received W F Waters awards in recognition of their significant contribution to Rovers over an extended period:

- Mark Barraclough – Mafeking Rover Park
- Rachel Osborne – Mordy Rover Unit
- Madeleine Packer – Port Phillip Rover Unit

##### State Commissioners Award

Congratulations to Drew Lazenby, our Region Rover Support Commissioner for Bays who is the recipient of the State Commissioners Award for his service to the section.

##### VRC Chairman's Award

Congratulations to both Zoe Cooper – Jack Fuhrmann Rover Unit and Kira Miles – Boss Hurst Rover Unit on receiving the VRC Chairmans Award.

We will be celebrating all of these awards and more at Rover Dinner on the 21<sup>st</sup> of October.

### Adult Recognition

There were many Rovers and Advisers who received Adult Recognition Awards on World Scout Day. Congratulations to all of you who were formally recognised by an award, it is a fantastic achievement.

### Welcome

Assistant State Commissioner – Rover Support

We would like to formally welcome Sarah Austin to the table as our second Assistant State Commissioner Rover Support. Welcome Sarah.

Rover Advisor – Mafeking

I am pleased to announce that Hayden Smith, has been appointed as the Rover Advisor for Mafeking. We also welcome him aboard.

### Farewell

We would like to say thank you to Lil Miller who has resigned from her position as the second Region Commissioner Rover Support in Southwest. We thank her for all of her efforts and her time in helping out the Southwest region. Thank you.

### Baden Powell Lodge Service Award

A reminder that the Baden Powell Service Award runs from November to November and if you would like to apply for this award your unit needs to fill in the application with all of the service activities that you have done over 12 months. The details are on the Vic Rovers website

<https://www.vicrovers.com.au/awards/bp-lodge-award-for-crew-service>

### Merchandise

Please be polite about requesting your merchandise updates. Please check the original time frames for merchandise delivery before you start emailing demanding updates.

### Emails:

Regi: [regi.caesar@vicrovers.com.au](mailto:regi.caesar@vicrovers.com.au)

Stephen: [stephen.carter@vicrovers.com.au](mailto:stephen.carter@vicrovers.com.au)

## 5 Sub-Committee Reporting

### 5.1 Mafeking Rover Park

Caitlin Durant

This month Mafeking had there AGM so we are very excited to have a new committee. Keep an eye on our Facebook page to find out about our new committee members. Coming out of the AGM we are super excited to welcome Hayden Smith as our now RA of operations. We still have PL and APL of Logistics available so if you know anyone that is interested or you think my be good for the role please send them my way.

In the next few weeks we will have a few of our committee members attended the branch info session on the new booking system they are looking at implementing and seeing if it would be a good fit for Mafeking. It's like air bnb so hopefully it would make the booking's process much more streamlined. I'm looking forward to hearing all about it.

We have got lots in the works for the upcoming 12 months. At the November working we are going to have Mafeking Masters where we do a round of our nine hole golf course and then play mini golf. December we will of course have our annual Christmas party. February we are about to do a tube and tunes afternoon where we float of tubes on lake surfmoot. And lastly we will be doing Christmas in July again.

Just a reminder that we have our working bees 3rd weekend of the month and would love to see as many people as possible there. Every working bee now counts towards your Mudbash hours so don't leave them all to the last minute.

## 5.2 Surfmoot

Kira Miles

- Full steam ahead
- Had AGM
- Each department on track with set goals
- Looking into marketing and generating interest
- Working with Region chairs on the budget

## 5.3 Mudbash

Ben Courtney

- Had AGM
- Basically every role filled
- Still need treasurer
- Now have merch, and are sending out an email about shipping and collection

## 5.4 Rover Scout Motorsport (RSM)

Lachlan Setter

Since last VRC, RSM have had elections and a huge congrats to all those elected and re-elected. We have also had our first round of the championship held at Mafeking run by Top Gear Scout. We had 17 cars and 51 drivers enter.

Round 2 is currently getting planned for Grand Final Weekend 28th of September - 1st of October

## 5.5 Bogong Rover Chalet

Emily Kinross-Smith

We have been running smoothly over the last month, with the National Alpine School attending for week 7. We are also looking forward to welcoming some new members to committee. Other than that we do not have much to report.

## 5.6 W.F. Waters Lodge

Sam Tomlins

No report submitted.

## 5.7 MARB

Breanne Simmons

Currently as I type we have 47 tickets sold for MARB

It would be amazing if you all could come support the event and your regions too as unfortunately if the event doesn't get the numbers up then MARB may not continue in the future,(Which is sad considering we are almost at 100 years) as it's not good business practise to budget an event that has no interest. Which is sad considering how we have worked very hard to get this event going especially with the budget. So pre-sale has ended but tickets are still on sale and don't worry everyone who goes will get a rare limited edition MARB stubbie holder! there may never be another marb so get them while we have

them!  
\$70 ticket!  
much buy  
oh wow  
plz come

### 5.8 Yearbook

No report submitted.

### 5.9 Rover Dinner

Mt Dandenong

TICKETS ARE AVAILABLE FOR PURCHASE RIGHT NOW.

Please go and buy a ticket to rover DINNER from the square store, 3 course dinner catering for all dietary requirements, rover bar drinks and some awesome people to celebrate.

If you will be at Boost please speak to Anthony from Bays about communal transport. We are also happy to announce that we have a Scout Hall less the 5 minutes away for people to stay the night if necessary, please DM our region's Facebook page to arrange this.

Are going to celebrating Pete and Sue Tank!

21st of October

Kilsyth Memorial Hall, 514 Mt Dandenong Road, Kilsyth.

\$40 tickets Available NOW!!!

## 6 Region Reporting

### 6.1 Bays

Anthony Lamb

This month our Bays meeting landed on World Scout Day, so we decided to go out and celebrate at Caribbean Rollerama, which was organised by Split Rock Rover Unit.

This month we had a few of our Units head up to kick off the racing season at Mafeking with Top Gear Rover.

Drew and I have attended a few more business meetings, with only a few more on our list.

We also have Mavis Rover Unit running a Service Camp at Bay Park on the 1<sup>st</sup>-3<sup>rd</sup> September, which is open to all rovers who want to lend a hand.

### 6.2 Gippsland

Zoe Cooper

This month Gippsland have had a beautiful month full of celebrations. We have had a large number of Rovers earn their Adult Recognition Awards. We have had quite a number of members also doing their Leadership Training.

This last week I had the pleasure if sitting down, online, with Kira from Surfmoort and other members of the region chairs team to give Kira the pop quiz of the century! Thank you to everyone who was involved in these discussions.



Gippsland would like to formally thank everyone for their work and service in Scouting, Congratulations everyone who has earned an ARA or other awards and extend that congratulations to everyone in this room and beyond because we know how hard everyone works to make things run as smoothly as they do.

Please buy our merch to help support us.

### 6.3 Lerderderg

Katelynn Condon

This month has been very productive for Lerderderg Rovers. The Region Council team went on a successful exec retreat at Rowallan Scout Camp. This was a great opportunity to get to know the new team and plan out our next 12 months.

We were able to put together a great planner for the coming 12 months, with some fun out-of-hall activities scheduled. We set some goals for the region, including increasing attendance at our regular meetings, as well as reconnecting our RAs in the region.

We also have a sub goal of assisting CRC Rovers in becoming a formal unit in our region. We are looking forward to the coming months, with a region camp coming up as well as some fundraising opportunities.

A huge congrats goes out to Maddy Packer for achieving her W.F Waters award. It is a well-deserved achievement for the effort and commitment she has provided the Scouting community.

### 6.4 Melbourne

Harrison Feldman

The big items:

1. Melbourne ran a snow day, sending rovers up and back down Baw Baw in one day. The emphasis was on giving an opportunity to tick off OAS Alpine (at least the lower levels) and that was certainly achieved. While there was and always is room for improvement, the event ran well with no issues and everyone got their progressions. Massive thank you to Aodren for running the event.
2. A big focus is placed on getting a new logo for Melbourne region to plaster on absolutely everything. We are still in the design phase but are ready to jump straight onto merchandise when it's done.
3. As of today (23/8/23) Melbourne now have a Unit of The Month trophy. This marks a special day in history as the cleanest the trophy will ever be. From here on out we can only expect it to be slowly filled with unit names and dates.

Fun fact: The 25<sup>th</sup> WSJ, as much of a mess as it was, still had better on-site WI-FI than most of Australia.

### 6.5 Mt Dandenong

Benjamin Ceravolo

This month I have smelted into my role and am looking forward to what we have in the pipeline for the coming months. At a region level this month we have begun a crackdown on child safe components, we are still awaiting member services to collaborate with us on this. We have also been busy organising Rover Dinner and are super excited to have announced that TICKETS ARE ON SALE NOW. I look forward to seeing you all in the audience of Whitehorse Showtime next week, Rover night is on the 1st

of September and ticket are \$39 for show and party, it's a great night and you can come see 4 Mt Dandenong Region exec members on Stage.

Childsafe scouting at Heathmont on 19<sup>th</sup> of September, please come and join us

Cairo Levett the first person to get her BPSA on new system (as well as DoE and wood badge) – 10<sup>th</sup> Sept at Gilwell – all invited

## 6.6 Murray Midlands

VACANT

Region having quiet period at moment

Had a couple of leaders attend Korea (both ex rovers)

Ex Ballentrae rover got married on weekend just gone

Echuca rovers joined in with Ballentrae & Wodonga Rovers at bowling in Shepparton.

Mallee Mudcamp applications closing in September so if interested go online and book in

## 6.7 Plenty Valley

Nicola Dangerfield

Plenty Valley has had our first month on the way up. The executive had our first meeting and set out some goals. The current goal is working on attendance and bringing it up. We're aiming to have a representative of each crew as often as possible. Slow and steady at the moment but we're getting some real footing

## 6.8 South West

Matthew Pannan

August hasn't been as full on of a month as the last, but we've still been chugging along nicely. We had a few South Westers head off to Korea for World Jamboree, I'm glad to hear some interesting -but overall positive- stories of the trip from them.

Unfortunately, early last week, our Assistant RA announced she was stepping down from the role due to time constraints and is leaving us in the capable hands -and occasionally good influence- of our RA, Craig. Lil was a great support during her time here, and I want to thank her on behalf of South West for her efforts over the past couple of years – we appreciate it immensely.

Looking forward, we have locked in our exec/ULs weekend for the 9<sup>th</sup>-10<sup>th</sup> of September, I'm looking forward to sitting down and reassessing our goals and making up a plan of what we'd like South West to look like over the next 12 or so months. We're also in the midst of planning a few more events for the region before the year ends, including our Crown Night in October, and end-of-year breakup camp down at Brucknell Park Scout Camp in the West Coast.

## 7 Other Reports

### 7.1 MPAC Report (Pete's Corner)

Nothing to report.

## 8 Interstate, National and International Events and Contingents

### 8.1 Boost Your Adventure

20 October – 22 October 2023

Gilwell Park, Gembrook

<https://www.boostyouradventure.com.au/>

### 8.2 7th Roverway 2024

	Norway 22 July – 1 August 2024 <a href="https://scouts.com.au/event/roverway2024/">https://scouts.com.au/event/roverway2024/</a>
<b>8.3</b>	<b>17<sup>th</sup> World Scout Moot 2025</b>
	Portugal 25 July – 3 August 2025 <a href="https://scouts.com.au/event/wsm2025/">https://scouts.com.au/event/wsm2025/</a>
<b>8.4</b>	<b>26<sup>th</sup> World Scout Jamboree 2027</b>
	Poland 30 July — 8 August 2027 <a href="https://www.jamboree2027.org/">https://www.jamboree2027.org/</a>

<b>9</b>	<b>Voting Items</b>
<b>9.1</b>	<b>Victorian Financial Restructure</b>
	See Appendix 1 Motioned: Plenty Valley Seconded: Bays Passed
<b>9.2</b>	<b>Surfmoot 2024 Budget</b>
	See Appendix 2 Motioned: Melbourne Seconded: Lerderderg Passed

<b>10</b>	<b>Items for the Information of the Victorian Rover Council</b>
<b>10.1</b>	<b>Requirements for Child Safety and WHS Modules for All Adults in Scouting</b>
	Please periodically remind the Rovers in your Regions, Subcommittees and Units that these modules may have expired without their knowledge, and that they need to re-complete them when this occurs.
	As of yesterday 60 WWCC needed, 125 people need to complete Child Safety and WHS modules

<b>11</b>	<b>Tabled Items</b>
<b>11.1</b>	
<b>1</b>	

<b>12</b>	<b>Standing Items</b>
<b>12.1</b>	<b>Unit Names and Scarves</b> <span style="float: right;"><b>Regions</b></span>

**12.2 Workplace Health & Safety Items**

Seek online access or do not attend meetings if you are sick. If anything in or of the Rover Centre isn't working as it should, please email [resources@vicrovers.com.au](mailto:resources@vicrovers.com.au) immediately with a brief report. Remember to wash hands often with soap and water.

- Don't go into the library – if you need something from in there, let us know and we can figure it out
- If you have a meeting here and something happens, let us know

**12.3 WWCC/e-Learning Reminders**

Details of members with outstanding membership requirements are sent to Unit Leaders and Region Teams every month. Please ensure these are actioned in a timely manner. If you'd like an ad-hoc report please contact Jeff.

**12.4 Operoo**

Any event you run should be registered with Operoo. Contact the State Operoo team @ [Operoo@scoutsvictoria.com.au](mailto:Operoo@scoutsvictoria.com.au) to inform them of your event, they will help you with the process around that

**12.5 ScOUT & ABOUT**

Register your event through the link here. Anything from Working Bees to weekend camps. <https://myrecord.scoutsvictoria.com.au/memberportal/scouting-activity/vic>

**12.6 Terrain**

If you would like snapshots of your region's data please email [Harrison.Feldman@scoutsvictoria.com.au](mailto:Harrison.Feldman@scoutsvictoria.com.au).

**12.7 Active Rover Policy**

OBs and region chairs, make sure you have your Scouting Essentials done.

You can find a summary sheet and optional approval form for this policy at <https://www.vicrovers.com.au/resources/policies>

**13 General Business****13. AIM 2023 Review****1**

See Appendix 3

Questions to Lily Twyford or Stephen Carter

Will be chasing up budget vs actuals

**Closing Parade: Flag Down**

**Meeting Closed at: 08:37 pm**

**VRC MINUTES  
APPENDIX  
AUGUST MEETING  
23.08.23**

<b>Title</b>	<b>Page</b>	<b>Agenda Item</b>	<b>Description</b>
VRC Attendance.....	2	1.2	
VRC Financial Restructure.....	5	9.1	Voting Item
Surfmoot 2024 Budget.....	8	9.2	Voting Item
Apple Isle Moot 2023 Review.....	14	13.1	General Business



**VRC ATTENDANCE**  
**503<sup>RD</sup> MEETING OF THE VRC**  
**HELD AT THE VICTORIAN ROVER CENTER**  
**WEDNESDAY, 23<sup>RD</sup> AUGUST 2023, AT 7:30PM**

Committee	Role	Name	Present (✓)	Apology (X)
<b>Office Bearers</b>	Chair	Zac Geddes	✓	
	Deputy Chair	Molly Hastings	✓	
	Assistant Chair	Cam Cerda	✓	
		Aodren Knight	✓	
	Membership Development	-		
	Program	-		
	Training	-		
	BPSA	Breanne Simmons		
	NRC Delegate	Izaak Kitching	✓	
	Secretary	Jessica Kaplan	✓	
	Resources	Callan Brouwer		X
	Strategic Planning	-		
	Marketing & Communications	Sienna Brown	✓	
	Visual Communications	Maddy McArthur		
	IT	Alex Costin	✓	
	Finance	Lily Stephens	✓	
	SC Rover Support	Stephen Carter	✓	
	ASC Rover Support	Regi Caesar	✓	
	Sarah Austin	✓		
Honorary Treasurer	Jody Freeman	✓		
<b>Bays</b>	Chair	Anthony Lamb	✓	

Committee	Role	Name	Present (✓)	Apology (X)
	Deputy Chair	Lizzie Honeybone	✓	
	Region RC	Drew Lazenby	✓	
Gippsland	Chair	Zoe Cooper	✓	
	Deputy Chair	Carlin Graham	✓	
	VRC Rep	Hamish McMillan	✓	
	VRC Rep	Thomas Sibley	✓	
Lerderderg	Chair	Katie Condon	✓	
	Deputy Chair	Tess Williamson	✓	
	VRC Rep	Jacob Hobbs	✓	
	VRC Rep	Eleyne Ferguson	✓	
	Region RC	Scotty Harrison		X
Melbourne	Chair	Harrison Feldman	✓	
	Deputy Chair	Thomas Whitehead	✓	
	VRC Rep	-		
	Region RC	Greg Davies	✓	
Mt Dandenong	Chair	Ben Ceravolo		
	Deputy Chair	Brittany Oakley	✓	
	Development Officer	Mitchell Bell	✓	
	Region RC	Maria Armstrong	✓	
Murray Midlands	Chair	Elijah Alley		
	Deputy Chair	EJ Clayton		
	VRC Rep			
	Region RC	Mark "Barney" Thornton	✓	
Plenty Valley	Chair	Nicola Dangerfield		X
	VRC Rep	Cam Cerda	✓	
	Treasurer	Christian Miller Grinzi	✓	

Committee	Role	Name	Present (✓)	Apology (X)
	Region RC	Jeff McIlvain	✓	
South West	Chair	Matthew Pannan	✓	
	Deputy Chair	David Pattinson	✓	
	Secretary	Ethan Grey	✓	
	Region RC	Craig Miller (Asst.)		
Mafeking	Chair	Caitlin Durant	✓	
Surfmoot	Chair	Kira Miles	✓	
Mudbash	Chair	Sienna Brown	✓	
RSM	Chair	Lachlan Setter		X
Bogong	Chair	Emily Kinross-Smith	✓	
W.F. Waters	Chair	Sam Tomlins		
MARB	Chair	Breanne Simmons		
Rover Dinner	Chair	Mt Dandenong		
Guests	RSM Rover Advisor	Lachlan McDonald	✓	





## Proposal

A new Victorian Rover Council (VRC) Financial Structure that changes income and expenses to address issues that have arisen since 2018. This is to be implemented in FY2023-24 VRC Budget and reviewed before use in FY2024-25.

## Background

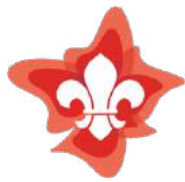
The National Rover Council (NRC) changed their funding model in 2018/19 to a cost-per-member system. This greatly increased the Victorian Rover Scouts levy while reducing other branch levies. According to Article 5.2.1.d of the NRC By Laws;

The NRC Levy will increase by 2.5% each year according to the equation:  
$$\text{Levy} = \$5.30 \times (1.025)^n$$
 per Rover Scout, where n is the number of years since 2022 (i.e.  $n = [\text{current year}] - 2022$ ).<sup>1</sup> An additional \$1 per rover is invoiced annually for the Moot Buddies program.

In FY2021-22, the NRC Levy was \$5.30 per rover, which when priced against 2021 census numbers, created an invoice of \$6466.00 for Victoria (for 1200 Rovers). The VRC was unable to pay this levy due to reduced income, as events were cancelled during COVID-19. In FY2022-23, the NRC levy was waived due to surplus. The VRC has not been able to pay the full NRC levy since the financial restructure.

The previous VRC funding model included appropriations for all subcommittees. \$5000 for Mafeking, Bogong Rover Chalet, W.F. Waters Lodge, Surfmoor, Mudbash and RSM. MARB was typically invoiced \$500. In 2022 this model was changed to \$1000 per asset (Mafeking, Bogong Rover Chalet, and W.F. Waters Lodge) and a levy of \$15 per Rover and Rover Adviser. This change was made as a response to reduced income during COVID-19 affected years and to ensure the payment of the NRC levy in the future.

In May 2023, the VRC Chair and the Scouts Victoria State Leadership Team (SLT) met to discuss the Victorian Rover Levy. The SLT made it clear that the Victorian Rover Levy was not to continue, due to concerns of charging Rovers more money than other Sections.



## **Scout Development Fund**

The Scout Development Fund (SDF) is operated by Scouts Victoria. This currently has an interest rate of 5.10%, 1% higher than the Reserve Bank of Australia (RBA) Cash Rate. All money in this account is allocated to the appropriate group or committee and can be accessed in \$1000 increments on a monthly basis. Interest accumulated by this account can be paid out or reinvested.

Scouts Victoria has stated that funds can be accessed outside of the usual monthly schedule if required, with a quick turnaround. In case of emergencies, VRC or Scouts Victoria would be able to pay an urgent invoice to be reimbursed from the SDF. More details on the Scout Development Fund are attached as an appendix.

## **Income**

The proposed income model relies on interest from the Scout Development Fund and reduced appropriations. Available money from the Victorian Rover Council and all subcommittees are to be placed in the SDF. Interest from the Event Subcommittees is to be paid out to cover the Victorian Rover Council's operating expenses. Interest from the Asset Subcommittees is to be paid out or reinvested at the committee's discretion.

## **Assets**

Rover Assets (Mafeking, Bogong Rover Chalet and W.F. Waters Lodge) are to have an operating account with up to \$20,000 to cover operating expenses. All other money is to be placed in the SDF, and accessed as needed. All interest accumulated by this money is to be paid out or reinvested at the subcommittee's discretion.

A majority of the expenses for the Ski Chalets (Bogong and W.F. Waters) occur in Summer, and a majority of income occurs in Winter. The Chalets are welcome to reduce their operating account during the winter season to earn more interest in the SDF. This will be organised by the Chalets independently.

Rover Assets will also pay \$1000 per annum to the VRC in appropriations. This is in line with our existing funding model. Each Rover Asset has income external to the rover section, so this is to reinvest these funds into Victorian Rovers.

Note: Mafeking and Bogong have already invested money in the SDF, the W.F Waters Lodge currently has alternative investment accounts with a lower interest rate.

## Events

Rover Events (Surfmoot, Mudbash, MARB and RSM) are to have an operating account with up to \$10,000 during their operating months\*, and up to \$1,500 plus any outstanding invoices during their non-operating months. All other money is to be placed in the SDF, and accessed as needed. All interest accumulated by this money is to be paid out to the Victorian Rover Council to cover operational expenses.

Funds above \$10,000 (and \$1,500 during non-operating months) can be accessed during operating months with the approval of the subcommittee's Chair and Treasurer, and the VRC Finance Team. This may occur in the case of venue hire or other such costs.

\*Operating months for events are any time between the budget approval and the AGM. Expenses such as venue deposits may be paid before budget approval pending VRC ratification.

## Expenses

The propose expenditure model includes a revised VRC budget to reduce unnecessary spending and reallocation of the NRC Levy.

The NRC levy will be paid by Scouts Victoria from Rover Membership Fees (\$260 per member in 2023). This will allow Rover Scouts Victoria to consistently pay the NRC Levy as the income (membership fees) and expenses (NRC Levy) will both be calculated based on census numbers. Scouts Victoria's State Leadership Team has agreed to this deal.

All other VRC expenses will be covered by the SDF interest from the VRC and Event accounts and will be budgeted accordingly.

**Version 1.1**                      24/07/2023

### Prepared by:

Catherine Marley	Outgoing VRC Chair
Zac Geddes	Incoming VRC Chair
Jody Freeman	VRC Honorary Treasurer
Stephen Carter	State Commissioner - Rover Support

# Scout Development Fund – Information



To allow Scouts Victoria to grow and develop and to ensure a continuation of our excellent program, we are introducing the Scout Development Fund (SDF).

The SDF is an opportunity for all Victorian Scouting to use our resources to support local formations and keep fees to members as low as possible.

We should all understand that all money held by any Group or Formation is held on behalf of Scouts Victoria – that is, we have only one legal entity for Scouts and we are all part of that single entity.

Accordingly, while some of the terms used in discussing the SDF look like banking or investment terms, in no way is Scouts Victoria acting in any way like a bank – all our money is Scouts Victoria money and the SDF is simply a way for Groups to manage their funds appropriately and with proper governance for the benefit of both the Group while also benefitting everyone collectively.

In this early stage of its implementation we are asking all Groups and Formations (“Formations” are Districts / Campsites / Major Activities and the like) to examine their cash needs and reserve funds to see whether they have money that is / could be generating a return. Help is available if you need assistance in determining your cashflow needs or any other aspect of the SDF.

Participation is mandatory for all Groups with \$5000 or more in cash reserves.

We have kept the terms of the SDF as simple as possible:

The Treasurer of Scouts Victoria determines the return rate that Scouts Victoria (SV) offers to Groups for their reserve cash. Currently, the Treasurer has determined that an appropriate rate is 1.00% above the RBA cash rate (currently 0.25% p.a.) for a 30 day call deposit. Interest can be paid to an operating account or compounded.

To minimize costs there will be no paper statements - balances will be viewable on the Group Information page of the Scouts Victoria Extranet system which is accessible by all Group Leaders / Leaders-in-Charge and Treasurers.

There is a simple form that GL's/LiC's/Treasurers lodge and transfer funds to the nominated account. The SV Treasurer (or Branch Finance team) will countersign and acknowledge the transfer.

To access your funds, simply provide us with notice by the 25th of the month and the funds will be returned on the fourth Wednesday of the following month.



**SCOUTS VICTORIA**  
Victorian Rover Council  
**23.08.23**

<b>Item Title</b>	<i>New VRC Financial Structure</i>	
	<b>Information</b>	
	<b>Discussion</b>	
X	<b>Decision</b>	
<b>Document Author</b>	<i>Catherine Marley, Zac Geddes, Jody Freeman, Stephen Carter</i>	
<b>Strategic Alignment</b>		
<b>Consultation</b>	<i>Consulted with SLT, Sub Committees.</i>	
<b>Implementation Period</b>	<i>Once approved, the VRC will be able to go ahead with its operating budget for the 23-24 FY. This model may need to be revised as needed.</i>	

#### KEY POINTS

- *The VRC financial model needs to be updated.*
- *The new model will mean VRC does not have to budget for NRC Levy, and branch will pay that bill.*
- *With the exception of funds needs to cover operational costs, excess money from sub committees will be deposited In the Scout Development Fund (SDF).*
- *Rover units will no longer need to pay the Rover Levy of \$15 per person.*

#### BACKGROUND

- *Please refer to the attached document for further background information*

#### ACTION REQUESTED

It is recommended that the Victorian Rover Council:

- Support the new financial model for VRC

#### IMPLEMENTATION PLAN –

<b>Lead</b>	<i>VRC Honorary Treasurer, VRC Chair</i>
<b>Assists</b>	<i>SC Rover Support</i>
<b>Cost</b>	<i>Nil</i>
<b>Risks</b>	<i>This income model relies on interest from the SDF. If in the interest rates go down, this may result in a smaller operating budget for VRC.</i>
<b>Milestones</b>	<i>Approval, meaning we can formulate a VRC budget.</i>
<b>Outcomes</b>	<i>VRC will not have to pay the NRC levy. The VRC will have a new financial model moving forward.</i>

# SURFMOOT 2024 BUDGET REPORT

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## INTRODUCTION

Surfmoot is an event organised and run for Rover Scouts by the Rover Section of Scouts Victoria. Participants for the event are Rover Scouts, which are adults aged 18 to 26 years. The event is held annually over the Australia Day long weekend at Eumeralla Scout Camp in Anglesea. The upcoming Surfmoot event will be held over four days, starting on Thursday 25<sup>th</sup> January and ending on Sunday 28<sup>th</sup> January, 2024.

The weekend is a social event, with participants having the opportunity to engage in onsite activities or leave site temporarily to explore Anglesea and its surrounds. Surfmoots are traditionally based on a pop culture theme. This year's theme is 'Spymoot'.

## BUDGET BREAKDOWN: INCOME

### **Tickets:**

- Three types of tickets will be offered for purchase in the lead up to the event. Early bird tickets will be sold at \$80 and will be cut off on the 1<sup>st</sup> of December. Presale tickets are set at \$90 and will be cut off on Wednesday 17<sup>th</sup> of January (1 week before gate opens). Gate tickets are set at \$105 and will be available for purchase in the week leading up to the event and at the gate.
- The early bird and presale tickets reflect the presale and gate ticket prices from 2023.
- Due to inflation, the committee was considering only having presale tickets and gate tickets at an increased price. The early bird ticket has been created to have an additional ticket option that is as affordable as possible.
- The committee has changed the name of the 'New Rover' ticket to '18 Year Olds' ticket. This has been done to prevent confusion surrounding who is eligible for the ticket, as several new Rovers who were over the age of 18 reached out to purchase a discounted ticket in 2023. This ticket price has increased, as it is half the price of the \$90 presale ticket.
- Short stay tickets have had to increase to \$30 as it includes the overnight stay. The 2023 short stay ticket was only a day ticket. This ticket was calculated by dividing the presale ticket cost by 3 (the presale ticket covers three nights).

### **General Store:**

- The committee is not relying on profits from merchandise and tenders to help with our budget. They have been included as line items to indicate possible income.
- The merchandise income is included to cancel out the set-up costs of merchandise listed in expenditure.

### **Committee Payments:**

- Costs for committee merchandise and catering are only estimates and may change. The committee expenses do not affect punter tickets, which is why the committee payments category has been included to cancel out these costs. All expenses made by the committee will be paid back by committee members.

**Venue:**

- The Geelong Region will be subsidising the costs of the Environment Centre and Moneybox for 2024, so the costs of these buildings have been included as income to cancel out the expenses.
- Headquarters has been left blank as we will not be using that building in 2024. In 2023, the committee used the Headquarters as one of our subsidised buildings and paid additional money to use the Moneybox.

**BUDGET BREAKDOWN: EXPENDITURE**

**Administration:**

- \$50 will be allocated to cover any potential administration materials.

**Entertainment:**

- The overall entertainment expense has remained relatively consistent with the proposed amount in 2023. A slight increase can be seen, which is due to inflation.
- The committee would like to improve the nighttime entertainment, hence why the allocation of funds for talent is significantly higher than other areas. This increase will allow for a greater number of bands and DJs to play over the weekend.
- The 2023 set up was a stage under a marquee. A truck stage will be used for 2024, which is why no value has been added to the stage line in 2024.
- There is a significant increase in truck hire as we were able to source the use of a truck through a Scouting member for 2023. The committee believes this arrangement may not be able to happen again in 2024 and have budgeted off a quote received from another company.
- The committee were able to find cheaper quotes for lighting and sound for 2024.

**Treasurer:**

- The treasurer costs reflect the actual costs outlined for 2023. A slight increase has been added to allow for any discrepancies.
- Accounting and consulting costs allocated in the 2024 budget will cover the fees for using Xero.
- Although no audit fee was required in 2023, funds have been allocated in case an audit is conducted.

**Activities:**

- The committee wants to work on enhancing both onsite and offsite activities offered at Surfmoot in 2024. Therefore, we have allocated almost double the amount of funds budgeted in 2023. This increase will allow us to hire groups both within and outside Scouting to offer a larger number of attractions.
- The committee plans to use the same bus service as used in 2023. The cost budgeted for 2024 is based on the actuals of 2023 with a slight increase to allow for any discrepancies.

**Works & Services:**

- Inflation has caused an increase in the works and services expenses.
- Geelong Region covered the funds of the portable toilets and pump out for 2023, which is why the value is zero.
- In 2023, the size of the skip bin hired for rubbish removal was not big enough. A larger skip will be required, which has been quoted as an extra \$200 than 2023.
- The committee will be booking a site vehicle to use for the 2024 event, which was not done for 2023.

**Power & Comms:**

- Surfmoot received discounted equipment in 2023 due to being provided with faulty equipment the year prior. After having further issues with this business' equipment in 2023, the committee has made the decision to no longer use their services. As we will be hiring elsewhere, we will have to pay full price to hire equipment from other companies. This is why all 2024 expenses for Power & Comms are significantly higher than the actuals of 2023.

**PR & Marketing:**

- Approximately \$600 of the PR & Marketing allocations for 2023 was used on promotional items at AIM. These costs will not affect the committee for 2024.

**General Store:**

- The committee is not relying on profits from merchandise and tenders to help with our budget. A line item has been included in the income section to cancel out the expenses. The cost of \$500 listed as an expense for merchandise is the initial cost required to print merchandise before sales are made.

**Committee Expenses:**

- Costs for committee merchandise and catering are only estimates and may change. The committee expenses do not affect punter tickets, which is why the committee payments category has been included to cancel out the costs. All expenses made by the committee will be paid back by committee members.

**Venue:**

- Eumeralla costs have increased from \$5 to \$6 per person each night. Therefore, there has been an overall increase of \$3 per person to cover camping costs over the event.
- The Geelong Region will cover the costs of some buildings for the event, as discussed previously in the income breakdown.

**Miscellaneous:**

- The committee have allocated \$300 to capital investments for a point-to-point link, which will help to improve internet for the camp.



### **SCALED SUMMARY**

The scaled summary indicates different profit scenarios with an increasing number of tickets. Two figures have been calculated that indicate when the committee would break even with ticket sales. One indicates the break-even point taking into consideration both early bird and presale tickets. The other indicates the break-even point with the cheapest ticket option.

The budget proposes an overall profit of \$298, on the basis that 150 early bird tickets and 250 presale tickets are sold (400 total tickets). 149 early bird tickets and 247 presale tickets (396 total tickets) would have to be sold to break even when taking into account both ticket sales. When only looking at the cheapest ticket option, 436 early bird tickets would have to be sold to break even.

### **CLOSING STATEMENT**

The committee has worked hard to keep ticket prices as low as possible while accommodating for the inflation of other expenses. We want to work hard to provide value for money when a participant buys their ticket. Last year's feedback showed that we need to focus on better activities and entertainment, particularly in the evening. The budget above reflects how we plan to grow the event to a higher standard both in terms of amenities and things to do.



**SCALED SUMMARY**

<b>Income</b>	<b>500 tickets</b>		<b>450 tickets</b>		<b>400 tickets</b>		<b>Break even</b>		<b>Break even (cheapest ticket)</b>		
Early Bird	\$ 80.00	190	\$ 15,200.00	170	\$ 13,600.00	150	\$ 12,000.00	149	\$ 11,920.00	436	\$ 34,880.00
Presale	\$ 90.00	310	\$ 27,900.00	280	\$ 25,200.00	250	\$ 22,500.00	247	\$ 22,230.00	0	\$-
18 Year Olds	\$ 45.00	30	\$ 1,350.00	30	\$ 1,350.00	30	\$ 1,350.00	30	\$ 1,350.00	30	\$ 1,350.00
Service	\$ 40.00	15	\$ 600.00	15	\$ 600.00	15	\$ 600.00	15	\$ 600.00	15	\$ 600.00
Free tickets	\$ -	44	\$ -	44	\$ -	44	\$ -	44	\$ -	44	\$ -
General Store	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00
Committee Payments	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00
<b>Total Income</b>		<b>589</b>	<b>\$ 47,970.00</b>	<b>539</b>	<b>\$ 43,670.00</b>	<b>489</b>	<b>\$ 39,370.00</b>	<b>485</b>	<b>\$ 39,020.00</b>	<b>525</b>	<b>\$ 39,750.00</b>
<b>Expenses</b>											
Administration	\$ 50.00	1	\$ 50.00	1	\$ 50.00	1	\$ 50.00	1	\$ 50.00	1	\$ 50.00
Entertainment	\$ 9,900.00	1	\$ 9,900.00	1	\$ 9,900.00	1	\$ 9,900.00	1	\$ 9,900.00	1	\$ 9,900.00
Treasurer	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00
Activities	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00
Works & Services	\$ 4,650.00	1	\$ 4,650.00	1	\$ 4,650.00	1	\$ 4,650.00	1	\$ 4,650.00	1	\$ 4,650.00
Power & Comms	\$ 8,050.00	1	\$ 8,050.00	1	\$ 8,050.00	1	\$ 8,050.00	1	\$ 8,050.00	1	\$ 8,050.00
PR & Marketing	\$ 300.00	1	\$ 300.00	1	\$ 300.00	1	\$ 300.00	1	\$ 300.00	1	\$ 300.00
General Store	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00	1	\$ 500.00
Committee Expenses	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00	1	\$ 2,420.00
Venue	\$ 18.00	589	\$ 10,602.00	539	\$ 9,702.00	489	\$ 8,802.00	485	\$ 8,730.00	525	\$ 9,450.00
Miscellaneous	\$ 700.00	1	\$ 700.00	1	\$ 700.00	1	\$ 700.00	1	\$ 700.00	1	\$ 700.00
<b>Total Expenses</b>			<b>\$ 40,872.00</b>		<b>\$ 39,972.00</b>		<b>\$ 39,072.00</b>		<b>\$ 39,000.00</b>		<b>\$ 39,720.00</b>
<b>Net Profit</b>			<b>\$ 7,098.00</b>		<b>\$ 3,698.00</b>		<b>\$ 298.00</b>		<b>\$ 20.00</b>		<b>\$ 30.00</b>
<b>Profit Margin</b>			<b>15.76%</b>		<b>9.07%</b>		<b>0.82%</b>		<b>0.06%</b>		<b>0.08%</b>

# AIM 2023 Victorian Contingent Review/Guide

This document aims to be a reference/guide for contingent teams at future Australian Rover Moot events. It will outline suggested Contingent Management Team (CMT) structure and responsibilities, a budget template, suggestions arising from the review, and lastly, results from a Google survey of Victorian Contingent members following Apple Isle Moot 2023 (AIM) in Tasmania.

This feedback provided within this document focuses mostly on what the Victorian Contingent specifically can do better for next moot, however there is also a focus on issues arising from the Moot Organising Committee (MOC) and these have been included for information purposes so that the next CMT can anticipate and prepare for these potential challenges.

## **Definitions and Acronyms**

- AIM 2023 – Apple Isle Moot 2023
- CMT – Contingent Management Team
- VICCON – Victorian Contingent
- MOC – Moot Organising Committee
- IST – International Service Team
- EMP – Emergency Management Plan



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## Committee Structure

The CMT structure utilised for AIM was:

- Contingent Leader
- Deputy Contingent Leader
- Secretary
- Treasurer
- Marketing & Communications Officer
- Contingent Adviser<sup>1</sup>
- Welfare Officer<sup>2</sup>
- Welfare Support Officer<sup>3</sup>
- Travel Coordinator<sup>4</sup>

Overall, it was found that this structure worked well and would be recommended for future CMTs. More detail of the structure of the CMT is outlined below and in Appendix A.

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## Duty Statements

Duty statements outline the committee members role and describe the key knowledge, skills, abilities, and duties of a specific position. This description provides a detailed and specific report on what the role entails, enabling the members to understand the responsibility and time commitments involved when signing onto the team. Please see Appendix A for the duty statements used for the AIM 2023

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<sup>1</sup> This is an RA appointment by the Victorian Rover Council (VRC) prior to the appointment of a Contingent Leader. This is typically one of the assistant state commissioners.

<sup>2</sup> This is an RA or International Service Team (IST) member aged 26 and over. This is a requirement from the MOC.

<sup>3</sup> Whilst the welfare officer is a requirement from the MOC, we elected to add an additional welfare officer who was a rover aged under 26yo. It was found to be useful to opt for extra Welfare Support Officer/s that are Rovers at the time of the event to enhance youth insight, communication and liaison opportunities.

<sup>4</sup> The CMT also utilised a travel assistant, titled the Travel Supervisor.



Victorian Contingent Management Team. An important part of the process is recruiting the CMT, ensuring everyone understands the expected roles, duties to undertaken, and, importantly, the duration of commitment.

Assistants and/or sub-team structures are recommended in the areas of marketing and travel. These may have their own titles and responsibilities, or they may general assistants to the area.

Duty Statements can also include a signature aspect, where the individual signs the statement as a way of acknowledging their commitment and understanding of what the role entails. If you feel this would work for your team, you could implement this format similar to the AIM 2023 statements (refer to appendix A).

It's important to note that if you implement a signature system, everyone should sign, including mandatory members such as Contingent leader, RA and Welfare officer which are often denoted or elected by VRC into the positions.



# Committee Responsibilities

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## Contingent Fee

The Contingent Fee is a small fee paid directly to the Victorian Contingent in addition to the costs of the Moot, such as the base fee and the expedition fee. This money is used by the CMT to cover Contingent specific matters. The Contingent Fee is mandatory for all member of the Contingent attending the Moot, including CMT, IST. Participants will be ineligible to attend the moot if this fee is not paid.

The Contingent Fee should cover:

- Contingent merchandise (at a minimum a branded shirt & badge),
- Contingent welfare (including necessary welfare items e.g. birthday cake for participants celebrating their birthdays during the event or travel sickness medications),
- Marketing,
- Any necessary admin fees (such as software fees, if required, and an audit), and
- An allocated emergency fund.

To assist in the accessibility of Scouting events to all members with the aim to remove financial hinderance to attendance, the Contingent Fee should be kept as low as possible.

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## Travel

As attending a Moot, especially for the first time, can be stressful and often overwhelming, it is advisable that Contingent travel is always an option to Contingent members. This option should aim to reduce travel anxiety, help younger and/or less experienced rovers by reducing the stress of additional organisation, and, ideally, provide a cheaper travel option, with the added social benefits of group mingling. Further to these benefits and group cohesion, Contingent travel provides an excellent opportunity for the Contingent to become familiar with the CMT. As such, CMT members should be encouraged to travel with the Contingent when Contingent travel is offered.





Separate to the Contingent fee, participants opting to travel with the contingent will be required to pay a Contingent Travel Fee to cover the costs of this organised travel. This fee should include:

- Costs of the primary mode of Contingent transportation (e.g., ticket costs for buses, boats, and flights),
- Additional travel expenses specific to the mode of transport such as fuel,
- Any additional transport required such as secondary transportation between the airport and accommodation or the event site, and
- Catering (if required).

As some Contingent members may, for various reasons, not wish to travel with the Contingent, it is also advisable that Contingent travel is optional and additional to the Contingent Fee. However, for welfare and duty of care purposes, it is important that the CMT are aware of the transport arrangements pertaining to all members of the Contingent, including those who have opted for independent travel.

Further recommendations and learnings from AIM can be found later in the document regarding the Google Survey results.

---

## Budget

The Victorian Contingent Management Team are responsible for creating a budget that encompasses the Contingent Fee, and ideally the optional travel fee. This budget is to be presented, tabled, and accepted by the VRC.

When tabling the budget at VRC, the CMT must a) Present the budget in the appropriate format as per VRC policy, and b) table a cover letter summary which explains the costs and associated reasoning.

See Appendix B for AIM 2023 budget, to act as an example.



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## Information & Communication

The MOC has a responsibility to communicate information regarding the event to all attendees, however the CMT are expected to act as the liaison between the MOC and participants regarding questions, clarification of information, and aiding in information output. The CMT is also responsible for communication pertaining to Contingent specific matters such as Contingent Fees, Contingent travel, and other Contingent requirements.

The CMT have a responsibility to ensure the information provided by the MOC is:

1. Extended across the entire state and Scouting community through a range of communication methods including virtual and verbal.
2. Answer questions (to the best of their ability) from participants regarding moot information, and in a way that clarifies and supports the MOC.
3. Ask questions that the participants have to the MOC to clarify and emphasis information that may have been missed or is lacking.

Communication should occur across multiple formats to ensure the best attempt at contacting all members, with an awareness that not all members will be across all types of platforms and hence multiple should be utilised in order to create the greatest reach.

Communication before and/or after the event could include:

- Emails,
- Social media (Facebook, Instagram etc.),
- VRC meetings,
- Region meetings,
- Scout newsletter/s, and
- Contingent events/briefings held during the preparation time for participants to attend.

Communication during the event could include:

- Social media and emails (mindful of mobile phone reception and internet accessibility),
- Discord or other organisation communication group server (again, mindful of reception),



- Regular scheduled contingent meetings/briefings throughout the event, and
  - A white board or post board at the Contingent campsite.
- 

## Building the Contingent

One of the key roles of the Contingent Leader and the CMT is to encourage Moot attendance by the Victorian Rovering community. You act as the key communicator and symbol of attendance, boasting of the great experience the moot will be.

To encourage attendance, there are a few key factors to consider.

- *Communication and accessibility of information:* Along with aspects previously highlighted, this plays a vital role in ensuring people know important dates and details for both registration and attendance of the moot.
- *Finances:* Major events, such as moots, can be a huge financial burden or hinderance on and to many people. As such, the CMT should be an endeavour to, where possible, provide financial options such as the promotion of the National Moot Buddies program, or the Victorian Moot Buddies program, and, where possible, keeping the Contingent fee as low as possible. This may also include liaising with communities, such as CAS Terras or those outside of the Scouting movement such as Return Services League (RSL), Lions and Rotary clubs, for funding and grants. Individuals and Units should be encouraged to fundraise within their own rights.
- *Branding:* The Victorian Contingent should have a unique logo, that is exciting and enticing. The logo will not only create a sense of belonging but will entice people to enjoy the merchandise and want to partake. Logo and merchandise design should be in line with the Scouts Australia marketing guidelines and be conscious of existing intellectual property and public perception of the images and slogans used.
- *Age restrictions:* Moot participants must be active rovers aged 18 - 25. Anyone aged 26 and over who wishes to attend may still do so as a member of the IST. Service members are of vital importance to the smooth running of the event, and they should be encouraged to attend - the more service members, the less service overall to be performed individually.



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## Contingent Member Eligibility

To be eligible to attend a Moot as a participant, you must be a part of a contingent, whether it be state, international or another format. For this document, we will discuss specifically eligibility for the Victorian Contingent to an Australian National Moot. Eligibility requirements may vary slightly per year, but there are some standard requirements listed below.

The eligibility requirements must be met before the Contingent Leader can approve the individual to attend the event as a member of the Victorian Contingent. These requirements are:

- Registered member of Scouts Victoria. This includes ensuring their WWC and training modules are complete and up to date and being considered an active rover within their unit,
- Have paid the contingent fee, and
- Agreed to the Victorian Contingent Terms and Conditions and Code of Conduct applicable to the event.

Unless otherwise stated, all eligibility criteria must be met before the Contingent Leader can approve an individual as a member of the Victorian Contingent. A Victorian Scouting member may not attend the event unless they are approved as part of the Victorian Contingent or another Contingent to a state that they hold an active membership in.

Members aged with 18 – 26 years of age at the event and who met the above criteria are classified as participants of the moot. Members aged above 26 years of age at the event and who met the above criteria are classified service members.

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## Welfare

The welfare team is made up of at least one Welfare Officer who is a member of IST, and therefore aged 26 or over. This is a requirement of the MOT and is non-negotiable within the CMT.

The welfare structure may change depending on the decisions of each MOC, however, at AIM 2023, the welfare team was contingent based, with the health and wellbeing support of the MOC being confined to First Aid and medical support. As such, any mental health or other welfare related matters



must be managed within the CMT by the welfare officer/team. If needed, other members of the CMT, such as the Contingent Leader and Deputy Contingent Leader, may assist with welfare support.

A suggested team make up would be two IST members as official Welfare Officers and at least one current Rover acting as welfare liaison or Welfare Support Officer (See Appendix A for the duty statement used at AIM 2023). The Welfare Officers may decide to split the workload how they see fit, whether that be evenly or based on individual strengths. The Welfare Support Officer should act in a liaison role and should not be responsible or in charge of any welfare-related incident. They play an important role in communication and liaising between the Contingent and Welfare Officers, who take charge and responsibility of the situation.

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## Emergency Management Plan

It is expected that the CMT have an Emergency Management Plan (EMP), in the unfortunate circumstances the moot is cancelled and/or evacuated, due to an emergency or extraordinary event. It should also consider any risks specific to the event location. If an evacuation or cancellation occurs during the event while participants are on site, then these processes will be guided by the MOC.

The contingent EMP additionally needs to consider and detail management plans relevant to the contingent organised travel before and after the event, where members traveling with the Contingent are under the management and responsibility of the CMT.

See Appendix E for the AIM EMP.



## Suggestions and Internal Feedback

This section provides suggestions for the next contingent team based on the survey responses and internal committee review after the event took place.

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### Marketing/Social Media/Communications

- Ensure that your social media presence is inviting, welcoming, and consistent. Scouts Australia and Scouts Victoria marketing guidelines should be considered and adhered to.
- Establish a strong social media presence early. This should include smooth and coherent messaging and quick responses to questions and messages. Consider setting up an auto-response to direct messages acknowledging receipt of the message and stating that you will endeavour to respond soon.
- Ensure there is a contact list for the committee, and participants, that is set up early and maintained with accurate information.
- A centralised account – such as a Gmail account – for the CMT can be very beneficial. It allows for all invoices can be kept in the one email, and for multiple people to respond to emails ensuring availability and expertise.
  - If using a shared email account, it is important to consider shared inbox etiquette and management protocols such as tagging emails by topic and leaving emails as unread or flagged if they have not been responded to.
  - A Gmail account also enables a shared drive for resources to be easily accessed and edited in real-time by multiple members of the CMT.
- Once onsite, communication difficulties may be encountered due to location size and variable mobile phone reception and internet availability. will be an issue due to size and internet availability. Consider having a whiteboard/notification board in a location that is communicated to Contingent members prior to the event and at the first onsite Contingent meeting. This whiteboard can and should be regularly updated by the CMT.



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## Merchandise

- Ensure merchandise is ordered early. This may require having a contingent registration cut-off earlier than the event cut-off. This allows for shirt sizes and other customisable items and quantities to be known in enough time to order and quality control merchandise prior to the event. It is also important to remember that merchandise orders may be delayed due to the Christmas period.
  - In order to ensure accessibility of the event to as wide an audience as possible, this cut-off may be done as a 'merchandise before event' guarantee with individuals able to join the Contingent after that date with delayed merchandise delivery.
  - Timely ordering of merchandise should also, ideally, allow for merchandise pick up by Contingent members prior to the event.
- Consider splitting the merchandise packs into two options: a core pack, which is included in the Contingent Fee, containing items such as a Contingent shirt, badge, drink bottle, and additional pack(s) for merchandise items such as jumpers, socks, and beanies. This will minimise expenditure and wastage, and could have different cut-offs to each other and the core pack depending on differing merchandise wait times.
- Contingent shirts: At AIM, the Victorian CMT opted for a more simplistic t-shirt style due to cost and time constraints. Following Contingent feedback following the event, it would be recommended to revert to the more traditional polo style Contingent shirt as this was preferred by participants. However, it is important to note that traditional Contingent shirts often have longer production and shipping times compared to the t-shirt style.
- Contingent badges: Many individuals enjoy badge swapping. As such, it is advisable to provide Contingent members with the, at least, the opportunity to obtain more than one Victorian Contingent badge thus allowing for individuals to retain a badge and swap a badge. This can be achieved by either including two badges in the core merchandise pack, the Contingent wearing the cost of additional badges handed to those want to swap or providing the option for Contingent members to pre-order additional badges for swapping. A combination of these options such as two badges as part of the core pack and the option to pre-order additional badges.



- Following feedback and observation of other Contingents' merch at AIM, another suggestion of merchandise would be a woggle to go with the scarf participants generally get from the event.
- 

## Travel

- Ensure Contingent travel is organised early with details (cost, requirements, etc) distributed in a timely manner. This assists Contingent members to make informed decisions regarding their travel.
  - A cut-off for Contingent travel should be decided based on the travel method and strictly enforced to ensure sufficient time to confirm bookings and make payments. If individuals do not book Contingent travel by the cut-off date will be required to arrange independent travel.
- Participants noted that they appreciated the option of Contingent travel due to the benefits previously mentioned.
- It is good to consider contingency plans for transport should the initial plan – or aspects of the initial plan – go awry.
- It is worth noting that Apple Isle Moot presented some unique challenges for transportation and contingency plans that would not be present – or, at least, less prevalent – for moots held in other locations due to the geographical constraints of Tasmania being an island state. Some communal Contingent gear – such as a welfare tent – can be beneficial, and, as such, the organisation of additional gear transportation for such items, spare tents, and larger personal items should be considered, especially where Contingent travel is via a mode with tight luggage restriction.
- It is good to consider pre and post tour options, including implications to Contingent travel.
- Consider dynamics of Contingent travel and the option for travelling one way with Contingent.





# Google Survey Results & Feedback

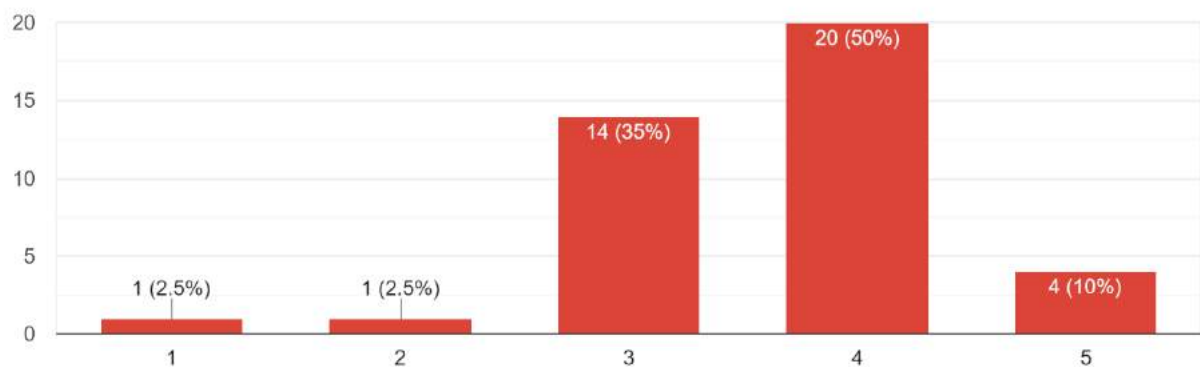
40 responses | 140 Victorian contingent attendees

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## Overall, how would you rate AIM 2023?

Overall, how would you rate AIM 2023?

40 responses



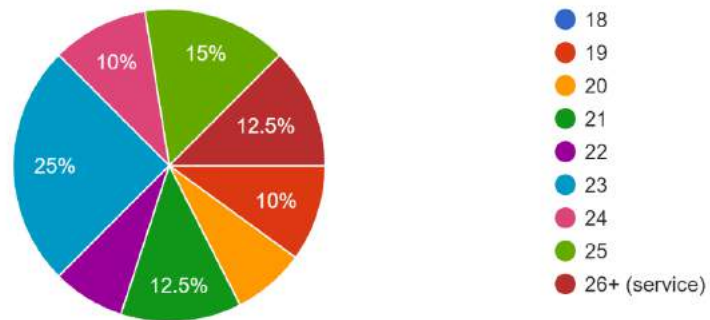
The average rating was 3.625 with a medium of 4 with 95% of respondents rating their overall experience as 3 or greater, which indicates that, whilst a minimal subset of individuals had less than a neutral experience, by far, most individuals had a neutral or positive experience.



## Background Information on Respondents

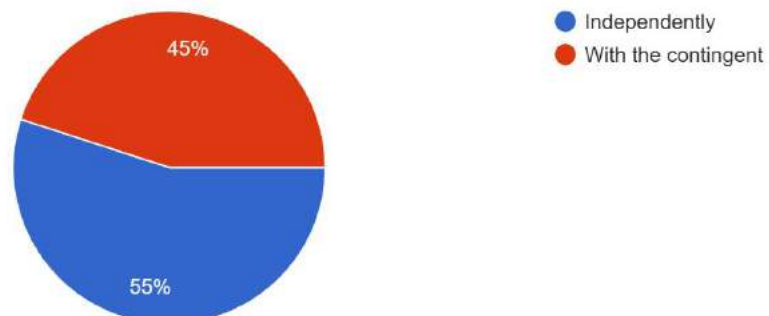
### Age

40 responses



### How did you travel?

40 responses



## What lead to your decision of independent or Contingent travel?

Victorian contingent travel reasons:

- Cheaper,
- Organized for them/simplicity/convenience,



- Group safety/travel anxiety, and
- Social aspect.

Independent travel reasons:

- Travel sickness/dislike of boats,
- Disorganization and lateness of Victorian contingent details,
- Timeframes/flexibility in travel times and dates,
- Car access, and
- Location restrictions.

## **Do you have any suggestions for future contingents in regards to travel?**

Contingent travel suggestions:

- Offer multiple types or potentially vote and move forward with the most popular,
- Include pre and/or post tour options,
- Organise much sooner and provide clearer details,
- Provide travel options to the departure point (e.g. a bus to the airport/ferry from different locations),
- Keep participants involved and in the loop more regarding information concerning them, and
- Allow one way travel options rather than just both ways/return.

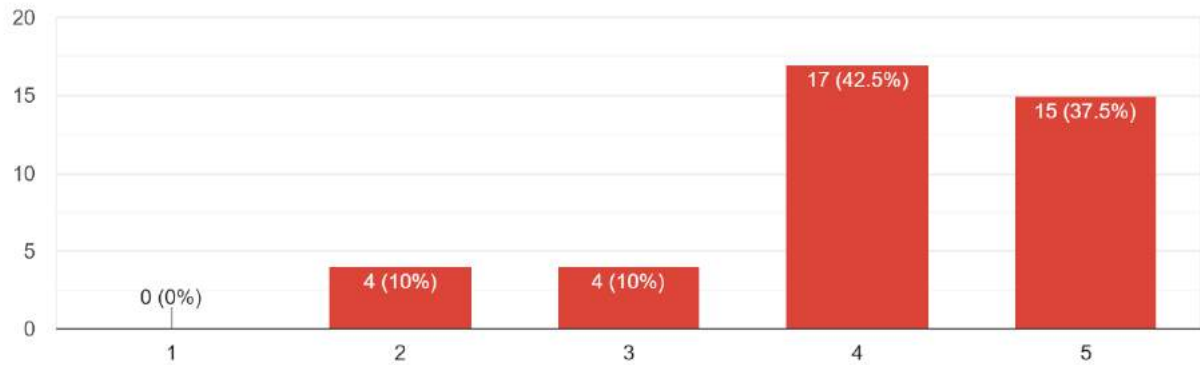
## **Contingent Fee/Merchandise**

**How reasonable was the fee, price wise?**



How reasonable was the fee, price wise?

40 responses



Did you find all the contingent merchandise useful and of good quality?

Did you find all the contingent merchandise useful and of good quality?

40 responses



What do you think of this idea - A base pack (e.g. shirt, drink bottle and badge) to be included in the contingent fee, with additional merchandise (e.g. jumper, hats, sunnies) to be bought separately



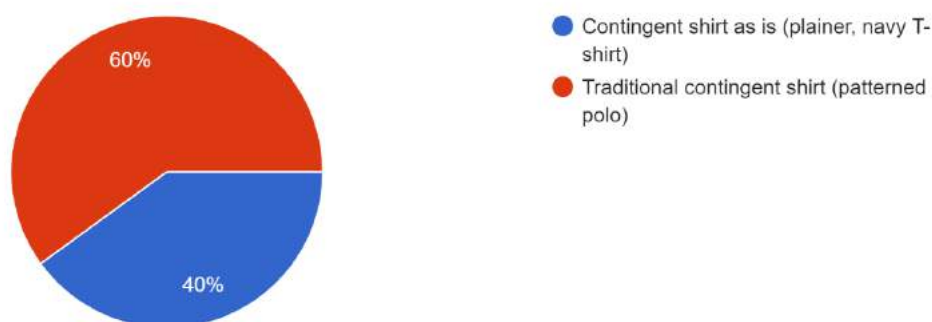
Consensus: A well liked idea. To note, this was the approach from some other states (such as New South Wales). Additionally;

- Options for more badges to be bought to allow for badge swapping,
- Sun protection would be good to include in future packs (hat, sunscreen etc.), and
- Ensure the included merchandise is well advertised to allow people to know in advance and not purchase double ups, particularly with event merchandise.

## Did you like the contingent shirt as is, or would you have preferred a more traditional contingent shirt?

Did you like the contingent shirt as is, or would you have preferred a more traditional contingent shirt?

40 responses



## What merchandise should be included in the next contingent merch pack?

Merchandise included in this moots pack that was well received:

- Water bottle,
- Badge,
- Beanie (however maybe release these as a promo in winter rather than with the summer pack), and
- Sunglasses (but would like better quality and would like option not to buy for those who wear prescription).



New suggestions include:

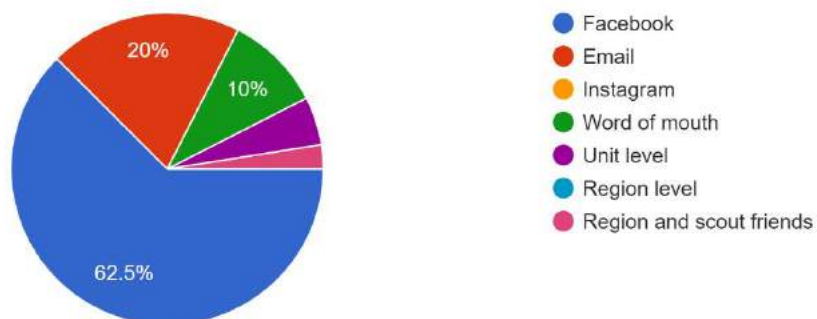
- Moot themed scarf and woggle,
- Polo shirt,
- Jumper/hoodies,
- Hat,
- Contingent scarf,
- Party/Hawaiian shirt,
- Socks,
- Additional badges for swapping.

## Communication and Advertising

**In the lead up to the event, where did you find most of your information?**

In the lead up to the event, where did you find most of your information?

40 responses



**On site, how did you gather your information?**

Techniques include:

- Word of mouth,
- Facebook and social media,



- Signage, and
- Contingent team.

To note, the feedback is clear that majority of the information received on site was through word of mouth however this was unreliable, often old and sometimes incorrect. There was also clear feedback that the Wi-Fi was unreliable when need for information, and the app did not provide adequate or appropriate information when on site. However, it is also important to consider that, from a contingent perspective, these latter points are outside of the scope and control of the CMT.

### **Do you think the Victorian contingent's method of communication was adequate? What would you suggest?**

Communication from the contingent team was seen as adequate and in the right locations, however, should have been earlier and more consistent. Suggestions include:

- More regular emails with the vital information,
- When internet access is restricted something like a notice board on site might be useful,
- Use methods other than Facebook/social media to ensure everyone received the information,
- Ensure information cross all platforms is consistent so people do not have to be looking in multiple areas for all the right information, and
- FAQ Fridays were highly received and the AIM CMT would recommend this, or a similar approach, for future CMTs. An example of some FAQ Friday posts can be found in Appendix E.

### **Do you think the AIM moot organising team's method of communication was adequate? What would you suggest?**

Communication from the AIM moot organising team was seen as lacking, and the following improvements were suggested (and should be kept in mind by the Victorian contingent team):

- PA system throughout the campsite for announcements,
- More consistent emails with vital information shared earlier,
- Consistent information on site with a respect for sticking to timelines and allocated time slots,
- Better wifi so people are able to access socials and emails,



- The app should have up to date information that is specific and relevant to the participants and their activities, and
- Noticeboards around campsite.

### **Did you find there was important information missing or not appropriately advertised? If so, what?**

The feedback notes that the information in the lead up to the event was mostly adequate and covered generally all needed areas, however there were vast improvements that could be made on site.

Information missing/not appropriately advertised included:

- Transport details (this included Victorian contingent details, but more specifically the onsite bus timetable for the airport shuttles),
- Offsite activity times differed from registration and then again differed from the emails when on site regarding departure times,
- Offsite activities changed/were cancelled without notification,
- Expeditions (dependent on each one) were lacking with information,
- Map should have been released earlier or was entirely missed, and
- The price increased was not appropriately advertised.

### **On site, what would you suggest the Moot organising team could implement to ensure better communication?**

Please see the earlier questions 'Do you think the AIM moot organising team's method of communication was adequate? What would you suggest?' for suggestions. Additional suggestions include:

- Texting capabilities (send texts to all phones on site),
- Choosing a site with receptions, and
- Paper copies of programs/maps etc.





## General feedback

### Suggestions, feedback, criticism, positive notes etc.

Victorian contingent:

- Multiple items in the merchandise packs were noted as poor quality and there were especially multiple comments about sunglasses not being appropriate for individuals who wore prescription glasses.
- Better communication of budget items in an open and transparent way, as there were multiple members of the contingent that were confused and thought their Contingent Fee was paying for contingent travel meals. Whilst neither the Contingent Fee or Contingent Travel Fee were budgeted to include the cost of food on the Spirit of Tasmania, due to a budget surplus in the Contingent Travel Fee, food for those travelling with the Contingent was covered on the Victoria to Tasmania trip in lieu of a refund. (

Moot team:

- Location of campsites. Campsites were too far away from both the main activities area but importantly the toilets and showers. Victorian contingent was the largest contingent and was camped, seemingly unnecessarily, the furthest away. It would have also been good to create a closer campsite and potentially intermingling to allow for post expedition friendships and, in general a more cohesive environment among the states.
- Catering was not well received across multiple areas including dietary requirements (including instances of cross contamination), portion sizes, nutrition, lunch availability when on offsite activities, access to food during the day outside of set mealtimes (e.g. snacks), and general respect of the catering team towards participants especially those with dietary needs e.g. allergies or even diabetes – especially in cases of co-existing dietary requirements. For instance, one member of the Victoria Contingent, who is both gluten free and Kosher, was provided with a gluten free ham wrap for lunches. This issue could be alleviated when on site by allowing for build-your-own wraps and, when offsite, providing dietary meals labelled by name rather than dietary and made to suit those going offsite. The delays in eating times were also frustrating, especially on the first night when expedition meetings were occurring and



information about this was not clearly communicated, especially as the information surrounding these meetings and the order of meals was confusing. This also led to a number of meetings being missed.

- Offsite activities was regarding as poorly organize including cancellations, bus timetables and differences between website information and actual activity. Direct quote “The lack of communication for offsite activities lead to several rovers missing out on hundreds of dollars’ worth of activities through no fault of their own.”
- Alcohol and bar: The bar was understaffed which led to significant delays and lines (especially on NYE), the alcoholic content of the drinks was not advertised and additionally the steins could hold two cans which mean some people were drinking 4 standards unknowingly. Drunk and intoxicated people were not tended to well at all and were left to individual welfare officers or their friends for management, and the prices were unreasonable and did not reflect the differing alcohol content in drinks, leading to individuals purchasing more alcoholic drinks than they may otherwise due to an increase in value for money. Suggestions for improvement include limiting stein in filling to one can at a time and better communication of bar prices prior to the event.
- Quality of the hire tents was inadequate given the camp circumstances (often raining) and the price.
- Members were not happy given the lack of transparency regarding the expedition price increases, and this was especially reflected in the lateness of information and communication and the lack of flexibility for payment options and refunds.
- A better COVID-19/gastro outbreak of any infectious disease plan should be devised affected members were left feeling isolated. A separate toilet was provided; however, this was only one for the entire moot and given the distance from campsite its was unreasonable to ask a sick person (especially for say gastro) to travel long distances to use. It was also noted that while there was an individual isolate toilet, there were no isolated showers and no isolated cleaning system. Further, the COVID-19 plan was only disturbed to Contingent Leaders less than 48 hours prior to the start of the event, which did not allow for adequate time to implement request – encouragement of contingent members to bring masks, etc – as many individuals had already started travelling the event.
- The buses to and from the airport were late, unorganized, cramped (often with no trailer or under storage for gear) and there was no separate of COVID positive people which mean



buses were filled to the brim with people and their gear as well as being forced near COVID positive people for extended time frames (1+ hour to the airport).

- o Further, the buses provided by the MOC for travel from the City of Devonport Scout Hall to the campsite for the Victorian Contingent were inadequate as, despite the CMT informing the MOC of numbers requiring transport (about 65), only two buses which sat 22 each were provided. This resulted in a third bus needing to be sent which cause delays from all perspectives.
- Better communication between the MOC and CMT would be recommended as there was often information not communicated due to assumptions about information responsibility. For instance, many attendees were not aware until within a few weeks of the event that event was strictly no BYO and this was due, in part, to an assumption by the CMT that the MOC would communicate this and the MOC that the CMT would communicate it.
- The campsite did not accommodated poorly for those with accessibility needs. This reflected in the long walks, uneven roads, poor signage and lack of accessible tools (e.g. wheelchairs). Further, when members with accessibility needs contacted the MOC regarding their accessibility needs and reasonable accommodations, the MOC was relatively unresponsive and, in some case, questioned the suitability of the individual to attend AIM rather than providing assistance to ensure accessibility for individuals.
- First Aid was remarked as inconsistent, often rude, and breaching confidentiality. Members reported being turned away from First Aid when medical assistance was required, and when seen they reported inadequate care. There was also an obvious lack of communication between the MOC and the First Aid team and clear dislike between the teams which reflected in bias and poor management. It was also noted that First Aid was hyper focused on COVID which did not allow a lot of capacity for other incidents. Some of the First Aiders also seemed inexperienced, especially in tending to chronic conditions.
- An AIM welfare team would have been very beneficial. Whilst the welfare that was available within the contingent received praise, the officers themselves reported exhaustion and felt a lack of respect from the first aid team. All the Contingent Welfare Officers ended up banding together and forming an online messenger group to assist each other, but the work required of them was unexpectedly high and should have fallen with the MOC.



- Service staff were not utilized well with many either not being used or being overused for 12-14 hours multiple day shifts. Many service staff were also given the wrong coloured wrist bands, which meant they were not easily identifiable by staff or attendees when required.
- Drinking water, whilst remarked as clean, was untreated and limited in its availability. The water containers at the campsites were often empty and other containers were hard to locate.
- The moot was regarded as not being long enough and many participants stated they felt there was enough time to fully enjoy the experience given they were away from site for most of the trip and there was a huge focus on offsite activities which meant there was actually little time on site. Also noted, that leaving for expeditions on New Years Day at very early hours of the morning was not well received at all, especially when individuals only arrived on site the day prior.
- We received a lot of complaints about the oogie chant being performed by the MCs. Whilst they didn't continue the entire song, many of the rover population know this song in its entirety and thought it was completely inappropriate to behind the chant at a ceremony. The chant is known to be objectifying and sexist.
- The lack of a PA system was regarded as alarming. This led to communication issues on site, but additionally would have been vital if an emergency had occurred.
- HQ times were regarded as inconsistent, and many people stated it was not open at the appropriate hours for people in need (e.g., should have stayed open later).

#### Positive notes:

- "I really did love going to the moot though for what it was and ofc there would be ups and downs but it was fun :)"
- Lots of comments about an overall fun experience.
- Expeditions were generally well received (barring some lacking pre-event information and organising) and overall had a good variety available. Many people noted the expeditions as the highlight of their trip and a great experience.
- On-site activities were regarded as overall well varied and engaging, especially the cultural arts. There were notes about some being hard to find and potentially not running on time, but overall well received.
- Moot merchandise was stated as being good quality, well varied, useful and overall good looking. The prices also seemed reasonable.



- The stage and dancefloor area were good size and location, however there were a few requests for more appropriate and mainstream music (specifically, the NYE band was not well received). The distance from the campsite to the stage was regarded as a good distance, albeit maybe even too far, so that people could go to sleep early and not be kept up by the music.
- The location of First Aid was regarded as clearly signed and easy to locate, and good that it was in view of the eating shelters. There were notes that potentially a second First Aid location would have been beneficial near the campsite as well.
- People liked the idea of a cashless site, however, it was not very well advertised beforehand leading to confusion about Moot Money, and the lack of reception made it difficult for people to be able to top up their Moot Money. On top of this, the first few days seemed inconsistent on this ruling with the ice cream van not taking Moot Money initially. However, it is understood that this was due to technical difficulties.
- The symbols/notes on the expeditions were regarded as highly useful and beneficial in regards to people choosing expeditions that would best suit their skills and needs. Having contingent leader friendly expeditions was also a great idea in case of emergency.



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# Appendix

## Appendix A

Position Descriptions (previously referred to as “duty statements”)

- Please ignore the spelling and grammatical errors, sorry.
- Documents were sent to each individual and were expected to be signed and returned, to demonstrate their understanding and commitment to the role. Please see the format used in the ‘Contingent Leader’ example.
- All other statements have been shortened to just the description without the signature format.
- Please note an RA position was never created, but it is recommended the the contingent team create this position and have the RA sign to acknowledge their responsibilities and youth lead commitments.

**Duty Statement - Contingent Leader**

Every participant of a major event must attend as part of a contingent. These contingents are based in Branches and must be lead by a contingent leader.

- The Contingent Leader is required to be a participant (under 26) of the event,
- The Contingent Leader is required to select one of our ‘Contingent Leader Friendly’ expeditions. These are expeditions where phone and reception access are guaranteed at all times in case of an emergency,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- The ability to be impartial, unbiased yet firm but also to have common sense, courtesy, patience and tolerance,
- Be the communication link between their contingent members and the MOC,
- Be responsible for approving all applications from their Branch and ensuring that all applicants are fully registered within the branch and all contact details are up to date,
- And oversee the victorian contingent management team.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_



## Duty Statement - Deputy Contingent Leader

Every participant of a major event must attend as part of a contingent. These contingents are based in Branches and must be lead by a contingent leader, assisted by a contingent team including a deputy contingent leader.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Assist the contingent leader in undertaking their duties and responsibilities,
- Fulfilling contingent leader duties in circumstances where the contingent leader is unavailable or unable to,
- Aid in approving all applications from their Branch and ensuring that all applicants are fully registered within the branch and all contact details are up to date,
- And aid in safety, contingency and emergency documentation.

## Duty Statement - Contingent Treasurer

Contingents will often require a contingent fee of their members to cover expenses such as travel, merchandise, and insurance. We ask that this fee is kept to a minimum to ensure this is not a hindrance to potential applicants. The treasurer aids in creating this cost evaluation.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Develop a budget for the victorian contingent (factoring in travel, merchandise and any other necessary costs),
- Support and encourage any fundraising endeavours, and
- Aid in communicating and organise payment plan structures if necessary, including distribution of information related to 'moot buddies' or similar financial aid systems.

## Duty Statement - Contingent Secretary

Every participant of a major event must attend as part of a contingent, as such a contingent management team is usually appointed - with heavy reliance and paper work and documentation, aided by a secretary.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Oversea and aid in safety, contingency and emergency documentation,
- Receive any incoming correspondence and record any incoming and outgoing correspondence;
- Assist the contingent leader in preparation and distribution of any meeting agendas;
- Take the minutes of contingent management meetings,
- And arrange for the circulation of the minutes.



## Duty Statement - Contingent Supervisor

Contingents will be required to make their own way to Tasmania via any preferred method. The travel coordinator aids in researching travel methods, evaluating costs, organising travel itineraries and planned travel structure.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the Victorian Contingent to the 2023 Apple Isle Moot (AIM) in particular,
- Aid in coordinating the planned travel itinerary,
- Work with the Contingent Travel Supervisor to ensure smooth travel plans,
- Communicate and liaise with all travelling parties, and
- Be aware of all Rover travel plans including those who choose to travel on their own terms and make sure to inform the Contingent Leader and keep them up to date.

## Duty Statement - Contingent Travel Coordinator

Contingents will be required to make their own way to Tasmania via any preferred method. The travel coordinator aids in researching travel methods, evaluating costs, organising travel itineraries and planned travel structure.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the Victorian contingent to the next national rover moot in particular,
- Research and present different travel methods, demonstrating the advantages and disadvantages of each method,
- Evaluate and present different travel methods costs,
- Coordinate the planned travel itinerary, and
- Communicate and ligase with all travelling parties (as some rovers may choose to travel on their own terms but we are still responsible for all members attending the moot).





## Duty Statement - Contingent PR & Marketing

The Contingent is asked to promote the event widely within their Branch to ensure a successful event with a high number of participants from each Branch. Additional material will be supplied by the moot, however it is the expectation that the state take responsibility for internal advertisement and raising awareness. The PR & Marketing officer will aid the contingent leader in recruitment, advertising and communication.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Distribute appropriate additional material supplied by the moot,
- Support and encourage any advertising endeavours,
- Primarily run all social media and external advertising accounts (facebook, instagram, emails etc.), and
- Aid in communicating contingent relevant important information.

## Duty Statement - Contingent Design & Marketing

The Contingent is asked to promote the event widely within their Branch to ensure a successful event with a high number of participants from each Branch. The Design & Marketing officer will aid the contingent leader in recruitment, advertising and communication especially in relation to graphics and designed content.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Support and encourage any advertising endeavours,
- Aid in communicating contingent relevant important information, and
- Design relevant marketing documentation, and
- Design a state logo relevant to the overall national moot branding.

## Duty Statement - Contingent Marketing Ambassador

The Contingent is asked to promote the event widely within their Branch to ensure a successful event with a high number of participants from each Branch. It is the expectation that the state take responsibility for internal advertisement and raising awareness across regions, units and events. The Marketing Ambassador will aid the Contingent Leader and PR& Marketing Officer in recruitment, advertising and communication.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the Victorian Contingent to the 2023 Apple Isle Moot (AIM) in particular,
- Support and encourage advertising endeavours including ensuring promotion at all major scout events,
- Aid in communicating contingent relevant important information, and
- Organise advertisement at all major events including region and state.



## Duty Statement - Contingent Support Officer

The support officer is there to assist the contingent leader and the contingent welfare officer(s) to ensure the welfare of the contingent members - providing a rover perspective a mindset.

- Required to be a participant (under 26) of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Recommended to hold valid first aid credentials, including mental health credentials where possible,
- Aid in communicating necessary welfare resources, and
- Support the team where necessary.

## Duty Statement - Contingent Welfare Officer

The welfare officer(s) is appointed, and is responsible for assisting the contingent leader and the event welfare team to ensure the welfare of the contingent members.

- Required to be a service member over the age of 26 at the time of the event,
- A genuine interest in both voluntary committee work in general, and in the objectives of the victorian contingent to the next national rover moot in particular,
- Recommended to hold valid first aid credentials, including mental health credentials where possible,
- Aid in communicating necessary welfare resources, and
- Manage and aiding the contingent leader in handling welfare situations.



## Appendix B

### Budget

- This is the original budget and does not reflect the actual costs. Please use this as a guide only.



Apple Isle Moot Victorian Contingent 2023				Scaled Summary											
Budget 2021				Budget for Apple Isle Moot 2023											
Income		Qty	Total	Income	Qty	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total	
Tickets	\$	85.00	\$ 8,500.00	Presold	140	\$ 11,900.00	120	\$ 10,200.00	100	\$ 8,500.00	80	\$ 6,800.00	60	\$ 5,100.00	
Contingent Fee		0	\$ -	Late/Gate	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	
<b>Total</b>		<b>100</b>	<b>\$ 8,500.00</b>	<b>Total Income</b>	<b>\$ 11,900.00</b>	<b>Total</b>	<b>\$ 10,200.00</b>	<b>Total</b>	<b>\$ 8,500.00</b>	<b>Total</b>	<b>\$ 6,800.00</b>	<b>Total</b>	<b>\$ 5,100.00</b>		
<b>Total Income</b>			<b>\$ 8,500.00</b>	Admin and marketing	8.50	\$ 1,190.00	140	\$ 1,900.00	100	\$ 850.00	80	\$ 680.00	60	\$ 510.00	
<b>Expenses</b>				Merchandise	63.14	\$ 8,339.60	140	\$ 8,339.60	100	\$ 6,314.00	80	\$ 5,051.20	60	\$ 3,798.40	
Admin and Marketing	\$	1.00	\$ 100.00	Welfare	10.00	\$ 1,400.00	140	\$ 1,400.00	100	\$ 1,000.00	80	\$ 800.00	60	\$ 600.00	
Admin	\$	1.00	\$ 100.00	Others	30.00	\$ 30.00	1	\$ 30.00	1	\$ 30.00	1	\$ 30.00	1	\$ 30.00	
Marketing	\$	7.50	\$ 750.00	<b>Total Expense</b>	<b>\$ 11,459.60</b>	<b>Total</b>	<b>\$ 9,826.80</b>	<b>Total</b>	<b>\$ 8,194.00</b>	<b>Total</b>	<b>\$ 6,561.20</b>	<b>Total</b>	<b>\$ 4,928.40</b>		
<b>Total</b>			<b>\$ 850.00</b>		<b>\$440.40</b>	<b>Total</b>	<b>\$373.20</b>	<b>Total</b>	<b>\$306.00</b>	<b>Total</b>	<b>\$238.80</b>	<b>Total</b>	<b>\$171.60</b>		
Merchandise	\$	17.30	\$ 1,730.00	Shirts	12.57	\$ 1,257.00	100	\$ 1,257.00	100	\$ 1,000.00	80	\$ 800.00	60	\$ 600.00	
Shirts	\$	4.40	\$ 440.00	Stubbby/Holders	3.68	\$ 368.00	100	\$ 368.00	100	\$ 368.00	80	\$ 368.00	60	\$ 368.00	
Stubbby/Holders	\$	4.70	\$ 470.00	Tote bag	4.99	\$ 499.00	100	\$ 499.00	100	\$ 499.00	80	\$ 499.00	60	\$ 499.00	
Badges	\$	15.50	\$ 1,550.00	Drink Bottle		\$ 6,314.00		\$ 6,314.00		\$ 6,314.00		\$ 6,314.00		\$ 6,314.00	
Tote bag	\$	4.99	\$ 499.00	Beansies		\$ 10.00	100	\$ 1,000.00		\$ 10.00	100	\$ 1,000.00		\$ 10.00	
Beansies	\$	10.00	\$ 1,000.00	Welfare		\$ 30.00	1	\$ 30.00		\$ 30.00	1	\$ 30.00		\$ 30.00	
<b>Total</b>			<b>\$ 1,000.00</b>	Contingent Welfare		\$ 30.00	1	\$ 30.00		\$ 30.00	1	\$ 30.00		\$ 30.00	
Contingent Welfare	\$	30.00	\$ 3,000.00	Others		\$ 30.00	1	\$ 30.00		\$ 30.00	1	\$ 30.00		\$ 30.00	
Others	\$	30.00	\$ 30.00	Audit Fee		\$ 30.00	1	\$ 30.00		\$ 30.00	1	\$ 30.00		\$ 30.00	
Audit Fee	\$	30.00	\$ 30.00	<b>Total</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>	
<b>Total Expenses</b>			<b>\$ 8,500.00</b>	<b>Total Income</b>		<b>\$ 8,500.00</b>		<b>\$ 8,500.00</b>		<b>\$ 8,500.00</b>		<b>\$ 8,500.00</b>		<b>\$ 8,500.00</b>	
<b>Total Income</b>			<b>\$ 8,500.00</b>	<b>Total Expense</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>		<b>\$ 8,194.00</b>	
<b>Total Expense</b>			<b>\$ 8,194.00</b>	<b>Final Net Result</b>		<b>\$ 306.00</b>		<b>\$ 306.00</b>		<b>\$ 306.00</b>		<b>\$ 306.00</b>		<b>\$ 306.00</b>	

## Appendix C

Emergency management plan.

- This will vary per location, and it is important to adapt the plan to suit your location, travel options, time of year and amount of people in attendance (among other factors).



Scout Association of Australia

Scouts Victoria – Rovers

# **Emergency Management Plan**

**Victorian Contingent to Apple Isle Moot  
2022-23**

**30<sup>th</sup> of December 2022 to 9<sup>th</sup> of January 2023**

**Fulton Park Scout Camp, Forth, Tasmania**

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## Emergency Management Plan Objective

This document has been written to define the response of the Victorian Contingent Management Team (VicCon CMT) to any incidents during the period of the 22<sup>nd</sup> Australian Rover Moot (Apple Isle Moot) pertaining to the Victorian Contingent and its members, including the travel period to and from Apple Isle Moot regarding contingent travel and contingent related issues arising from those travelling independently. This period covers the 30<sup>th</sup> of December 2022 to the 9<sup>th</sup> of January 2023 inclusive, when individuals are considered to be with the contingent. Individuals are considered to be with the contingent from the earliest time that they fulfil one of the below criteria:

- Arrive at the Geelong terminal for the Spirit of Tasmania for those travelling with contingent. There is the possibility that individuals may be travelling independently but on the same service at the contingent travel. In this circumstance, such individuals would not be with the contingent until one of the other contingent arrival conditions is met, or
- Join the Victorian Contingent at the City of Devonport Scout Group hall for accommodation on the night of the 30<sup>th</sup> of December 2022, or
- Arrive and check in at Apple Isle Moot (AIM) at Fulton Park Scout Campsite on the 31<sup>st</sup> of December 2022.

‘With Contingent’ status shall continue until contingent members either depart from Fulton Park Scout Campsite on the 8<sup>th</sup> of January or, if travelling with the Victorian Contingent, arrival back into the Geelong terminal of the Spirit of Tasmania on the morning of the 9<sup>th</sup> of January 2023. As such, the VicCon CMT assumes no responsibility for the travel of contingent members to or from the Geelong terminal prior to travel or after arrival after AIM. The VicCon CMT are expected to provide a safe and well-managed contingent for all contingent members to minimise risks.

This document outlines all information that may be required by personnel responding to an emergency, so that it may all be accessed quickly and easily. A number of potential scenarios have been outlined, along with what has been determined as the best method to respond to those scenarios.

It is important to note that neither the Victorian Contingent Management Team nor the event organiser (in this case, Rover Scouts Tasmania and the Apple Isle Moot Event Committee) have supreme authority over emergency response. If an incident at the event requires escalation to be controlled by the event organiser, the VicCon CMT will provide help if necessary and act on all their requests. Similarly, if the situation requires emergency services to be called for a Victorian Contingent member, VicCon CMT will aid the emergency services, if required, and will act on all their requests.

This document has been split into two main parts, with Part A covering the main event at Fulton Park Scout Campsite (31<sup>st</sup> of December 2022 to 7<sup>th</sup> of January 2022 between Opening and Closing Ceremony), and Part B covering all times when individuals are with Contingent



(as defined above) that are not during the main event, such as contingent travel. Individuals not travelling with contingent are no longer under responsibility of the Victorian Contingent once they leave Fulton Park Scout Campsite following the conclusion of the event.

## Event Overview

Apple Isle Moot (AIM) will be held from the 31<sup>st</sup> of December 2022 to the 8<sup>th</sup> of January 2023 at Fulton Park Scout Camp in Tasmania. In addition to this, optional contingent travel will occur on the 30<sup>th</sup> of December 2022 and overnight on the 8<sup>th</sup> of January 2023 leading into the morning of the 9<sup>th</sup> of January 2023. AIM is organised and run by Apple Isle Moot Team on behalf of Rover Scouts Tasmania, and the contingent travel is organised and run by the Victorian Contingent Management Team, with the assistance of a number of advisers.

Apple Isle Moot is a national camp based in Tasmania run specifically for Australian Rover Scouts (aged 18 to 25, inclusively) with Service team members consisting of members of Scouts Australia aged 26 years and over.

Arrival to the site of the main event by all participants must occur between 11am and 5pm on the 31<sup>st</sup> of December unless prior approval is provided by the organisers and the participants will leave on the 8<sup>th</sup> of January. Closing ceremony will occur on the evening of the 7<sup>th</sup> of January.

The Victorian Contingent comprises of approximately 150 participants and service members, including the Victorian Contingent Management Team.

This is the first national event for Rovers since the COVID-19 pandemic. AIM is a great way to start the year with onsite and offsite activities, expeditions, and evening entertainment while socialising with Rovers and Service members from across Australia for potentially the first time since CBR Moot in 2020.

### Key Telephone Numbers

<b>Role</b>	<b>Name</b>	<b>Phone Number</b>
Contingent Leader	Lily Twyford	0427 179 933
Deputy Contingent Leader	Jessica Hay	0450 486 732
Contingent Rover Advisor	Stephen Carter	0422 743 717
Contingent Travel Coordinator	Izaak Kitching	0424 689 875
Contingent Support Officer	Grace Archer	0410 534 455
Contingent Welfare Officers	Scotty Harrison	0412 047 113
	Regi Caeser	0402 351 001
AIM Emergency Line		0491 893 467
Travel Agent	Darren Leckie	0410 510 517
Scouts Victoria Emergency Reporting Number		03 8543 9877
Scouts Tasmania Emergency Reporting Number		03 6229 9385 or 1800 072 688

## Summary of Potential Risks

The following are a summary of the risks that may result in an incident or emergency situation at AIM pertaining to the Victorian Contingent. Depending on the point of the activity, the nature and response of these incidents may vary and not all potential risks will pertain to each section of the event.

- Logistical
  - Travel & Need for Amendment to Contingent Travel Plans
- Health & Wellbeing
  - First Aid Incident (Single/Multiple Casualties)
  - Major/Mass-Causality Incident
  - Large Scale Infection (gastroenteritis and food poisoning or suspect cases of such)
  - Welfare and Mental Health Incidents (including both non-violent, and violent and/or self-injury)
    - Violent and/or Self Injury Incidents
    - Non-violent Incidents
  - Sea Sickness
  - Missing persons
- Behaviour
  - Criminal Acts by Victorian Contingent Members
    - Matters of Consent
  - Inappropriate Use of Drugs and/or Alcohol
  - Other Unacceptable Behaviours
- Weather and Other Natural Events
  - Fires
  - Extreme Weather
- Marketing
  - Media Enquiries during an Incident
  - Posts on Social Media that Breaches the Social Media Policy

## Part A (The Main Event)

### Venue Overview

The primary venue for Apple Isle Moot is Fulton Park Scout Campsite (342 Pumping Station Road, Forth, Tasmania 7310 (S 41.217, E 146.255)), which is located in North-West Tasmania, about 12 km from Devonport (25 minutes), an hour and a half from Launceston, and three and a half hours from Hobart. Individuals will be attending various expeditions occur across Tasmania occur from the 1<sup>st</sup> to the 5<sup>th</sup> of January 2023, inclusively. Various offsite activities – as chosen by participants – will occur on the 6<sup>th</sup> and 7<sup>th</sup> of January 2023. During these days, some participants may also be onsite at Fulton Park Scout Campsite.

### Emergency Services Providers

In the event of an emergency requiring emergency services when on location at the primary venue (Fulton Park Scout Campsite), this shall be organised and handled by the Moot Organising Committee (MOC) and the information pertaining to these emergency services should be known to the MOC. These services will include First aid, medical emergencies and any security requirements.

### Emergency Management of Incidents

#### Logistics

##### *Travel*

There are several situations which may necessitate amendments to travel plans including, but not limited to, premature ending of AIM due to situations outside of the control of the MOC and/or VicCon CMT (e.g. natural disasters/extreme weather leading to the need to evacuate from the primary moot location or Tasmania), situations (such as natural disasters/extreme weather) leading to the delay of travel back (e.g. the Spirit of Tasmania is unable to sail due to weather conditions), health and/or welfare issues resulting in the need for individual/s of the Victorian Contingent to leave AIM prematurely, voluntary removal from AIM by an individual/s, and involuntary removal of an individual from AIM due to breach of AIM terms and conditions, Victorian Contingent Terms & Conditions, and/or breach of the law.

##### *Need for Amendments to Travel Plans*

If a Victorian Contingent member – regardless of if they are travelling with the Victorian Contingent or not – requires amendment to travel plans for voluntary or involuntary

reasons during the main event, the individual is responsible for the organisation and cost of the amended travel. However, the Victorian Contingent CMT will, where possible, support the Contingent member with the amend of these plans to ensure safe and viable travel for contingent members. This may include liaising with the MOC to facilitate the transport of the contingent member to a suitable location for departure from Tasmania. The Victorian Contingent CMT must be made aware of the amended travel plans.

In the need of a mass evacuation or situation where travel amendments are required for all Victorian contingent members and/or wider Moot participants, the CMT will work with VRC and the Moot to adapt a reasonable travel plan. This will depend on the situation and may still require individual responsibility of organisation with CMT support, however this will be clearly communicated.

#### Health & Wellbeing

The Moot Organising Committee has an extensive First Aid Team with nurses and doctors. During the event itself, any First Aid incidents shall be handled by the Apple Isle Moot First Aid Team, with assistance by the Victorian Contingent Welfare Team, where appropriate.

In circumstances involving primarily wellbeing (mental or otherwise) such as home sickness or personal relationships, the contingent have designated welfare officers who are appointed to facilitate a welfare response and solution.

#### *Large Scale Infection (e.g. food poisoning, gastro, etc)*

As with other aspects pertaining to First Aid, any incident occurring during the main event shall be responded to and coordinated by the Moot Organising Committee. However, should the VicCon CMT become aware of suspected mass food poisoning or viral gastroenteritis within the Victorian Contingent, they should convey this information to the Moot Organising Committee immediately.

#### *Welfare and Mental Health Incident (including both non-violent, violent and/or self-injury, and managing interpersonal conflict)*

Mental Health and Welfare Incidents are not uncommon in our community. As a result, the Victorian Contingent to Apple Isle Moot must adequately ensure response to incidents of this nature are appropriately managed. In line with the Apple Isle Moot health and welfare structure, all mental health and welfare related incidents pertaining to Victorian Contingent members shall primarily be handled by the Victorian Contingent Welfare Team. When needed, incidents can be escalated to the MOC Medical and First Aid Team.

### Non-Violent Welfare or Mental Health

This section outlines incidents that fall into the following common or typical situations:

- Witnessing of a critical incident including both incidents directly affecting Victorian Contingent members and members of the public
- Homesickness
- Incident or other matter that is non-event related pertaining to the welfare of an individual.

### **Related Emergency Response**

- Person is to be attended to by a member of the Victorian Contingent Welfare Team.
- The Victorian Contingent Welfare Team is to arrange the discreet notification to the Contingent Leader and/or Deputy Contingent Leader in circumstances where the contingent leader is unavailable, and the Contingent Rover Advisor.
- The Victorian Contingent Management Team is to arrange support as deemed appropriate by the VicCon CMT and Welfare Team. Notification of the expedition leader is important if the welfare issue presents prior to expeditions and is likely to continue or reoccur during the expedition phase of the event.
- Consider options for the individual, including facilitating the ability to return home early or stay off-site, if necessary, as per amended travel plans.
- Ensure the safety of the individual, their peers, and fellow attendees of the event are adequately protected.
- Privacy of the individual is to be considered while also ensuring their personal safety and those around them
- Consider that welfare and mental health incidents may vary between individuals and incidents and Victorian Contingent members with pre-existing mental health conditions will likely have existing coping strategies and techniques or peers that may be able to provide valuable information to aid in an informed response.

### Violent or Self Injury Incidents

This section outlines incidents that fall into the following scenarios:

- Psychosis or non-psychosis mental health/welfare related violence towards the individual or others
- Self-harm caused by depression or other mental health incident.

## **Related Emergency Response**

- Safety of all event attendees is paramount, ensuring that they are not directly threatened by or at risk by the impacted individual.
- A member of the Victorian Contingent Management Team shall notify the Moot Organising Committee who shall be responsible for arranging medical action and contacting emergency services. Privacy of the individual is to be considered while also ensuring their personal safety and those around them.
- Once the situation is deemed safe, the First Aid is to be provided, where required, to attend to injuries. The AIM First Aid and Medical Team with the support of the Victorian Contingent Welfare Team.

## **After Incident Actions**

- Ensure the privacy of the individual is protected
- Welfare and support shall be offered to the participant, including accessibility to offsite support if required.
- If required, the Moot Organising Committee shall organise escalation to the Scouts Victoria and Scouts Tasmania Incident Reporting Process
- Peer support for witnesses or other involved people including Scouts Victoria Emergency Servicer provides. This support should also be extended to the Victorian Contingent Welfare Team.
- In the event that the individual is managed under the Mental Health Act (section 351 of the *Mental Health Act 2014 (Vic)* or Part 2 of the *Mental Health Act 2013 (Tas)*), explanation of the process and required actions to be undertaken by the Welfare and to the Contingent Leader, peers, and incident responders involved should occur.
- The Moot Organising Committee, with CMT support, shall notify the individuals nominated emergency contact.

## Managing Interpersonal Conflict

In the event of a violent interpersonal conflict, ensuring the safety of both those involved and not involved in the conflict are of the utmost importance. This may involve removing individuals from the situation and relevant First Aid should be performed once the situation has been de-escalated.

In the event of a non-violent interpersonal conflict, where needed, the VicCon Welfare Team should assist in mediation of the interpersonal conflict. The Contingent Leader's decision is final

### *Missing Persons*

In the event that a contingent member goes missing during the main event, the primary response shall be handled via the MOC, with support – where appropriate – by the VicCon CMT.

Following the successful recovery of missing persons, any necessary First Aid and/or welfare responses should be completed.

### Behaviour

#### *Criminal Acts*

This section outlines all criminal acts pertaining to members of the Victorian Contingent including criminal acts committed by members of the Victorian Contingent and criminal acts committed by members of the public affecting the Victorian Contingent. This section also pertains to criminal acts pertaining to sexual assault and harassment. In the event of a criminal act occurring during the main event, the response shall be managed and coordinated by the Moot Organising Committee.

The Victorian Contingent Management Team nor the MOC are to investigate incidents involving criminal acts, however, must ensure adequate response is enabled and supported by the relevant police department (Victoria Police or Tasmania Police depending on jurisdiction of the criminal or suspected criminal act).

#### *Matters of Consent (Sexual Assault/Sexual Harassment)*

Scouts Australia, Scouts Victoria, and Rovers Victoria take matters of consent very seriously. Participants will be reminded that affirmative consent is required and the absence of a 'no' is not consent. Participants will also be reminded that consent cannot be given when judgement may be impaired by drugs, alcohol, or fatigue. Sexual assault or sexual harassment is never acceptable.

Should an incident arise surrounding matters of consent, this shall be dealt with primarily as a welfare issue and the response coordinated by the CMT. This may include, but is not limited to, supporting the affected individual/s, reporting the incident to the necessary authorities, and facilitating First Aid and further medical attention as required. The welfare and privacy of all parties involved is paramount.

The Victorian Contingent Management Team are not to investigate incidents involving criminal acts, however, any criminal acts witnessed must be escalated to the Moot Organising Committee and the CMT must ensure adequate response is supported.



### *Inappropriate Use of Drugs/Alcohol*

Scouts Australia, Scouts Victoria, and Rovers Victoria have clear guidelines and policies regarding the use of drugs and alcohol. All Victorian Contingent members are bound by these policies and will be reminded of such. In the event that a Victorian Contingent Member is found in breach of these policies, they may be removed from the event and will need to organise amended travel, as per the relevant section of this guide. Further, AIM prohibits individual-supplied (BYO) alcohol.

In the event of inappropriate use of drugs or alcohol, the primary concern must always be the health and wellbeing of both the individual affected by the drugs and/or alcohol, other contingent members and AIM participants, and members of the public. As such, any necessary First Aid, welfare, and safety protocols (as per the relevant sections of this guide) must be followed.

Scouts Australia, Scouts Victoria, and Rovers Victoria must not investigate any incidents of criminal behaviour, and this must be escalated to the Moot Organising Committee and subsequently the relevant authorities.

The response shall be coordinated and handled, in cooperation, by both the VicCon CMT and MOC, with each party handling the responsibilities outlined in the relevant area of this guide (i.e. the VicCon CMT shall handle welfare issues arising from the inappropriate use of drugs and/or alcohol, and the MOC shall handle First Aid issues arising from the inappropriate use of drug and/or alcohol).

### *Other Unacceptable Behaviours*

All Victorian Contingent members are bound by the AIM terms and conditions, Victorian Contingent terms and conditions, Scouting policy, and the Scouts Victoria Adult Code of Conduct. Any behaviour deemed unacceptable shall be treated accordingly at the discretion of the Contingent Leader.

### *Weather and Other Natural Events*

#### *Fires*

In the event of a fire related incident (fire, explosion, rescue) during the main event of AIM, the primary response and coordination shall be completed by the Moot Organising Committee, with the VicCon CMT assisting and providing support, where required. The Victorian Contingent Management Team shall assist in the appropriate evacuation of Victorian Contingent members.

## *Extreme Weather*

There is a risk of extreme weather events that needs to be considered, especially given the La Niña event currently being experienced by Australia and is expected to persist into early 2023. Extreme weather events can comprise of many different types of events, including but not limited to, extreme heat, extreme cold, extreme rainfall, and storms.

As with fires, in the event of extreme weather during the main event at Fulton Park Scout Campsite, the primary coordination and management of the emergency shall be handled by the Moot Organising Committee with relevant assistance from the Victorian Contingent Management Team.

## Marketing

### *Media Enquiries during an Incident*

As per the [VicRovers Policy Handbook 2022](#), comment on any ongoing incidents should not be made to the media, especially without approval from the VRC Chairman.

### *Posts on Social Media that Breaches the Social Media Policy*

All members of the Victorian Contingent should be reminded of all pertinent Scouting social media policies and that these apply to their personal social media pages when the content can be linked to Scouting.

In the event that a post is made that breaches the social media policy, the Contingent Leader should be made aware as soon as possible and ensure the removal of the inappropriate post. Following the removal of the post, a conversation should be had with the individual/s responsible for the post regarding the relevant social media policies and why they post was not appropriate.

## Part B (Contingent Travel and Outside of the Main Event)

### Venue Overview

During Contingent travel, the primary location will be the Spirit of Tasmania boat. On the evening of the 30<sup>th</sup> of December 2022, members of the Victorian Contingent will be staying at the City of Devonport Scout Group hall (11 Addison St, Devonport, Tasmania, 7310).

### Emergency Services Providers

In the event of an emergency requiring emergency services when on location at the primary venue (Fulton Park Scout Campsite), this shall be organised and handled by the Moot Organising Committee (MOC) and the information pertaining to these emergency services should be known to the MOC.

The nearest and most relevant emergency service providers is dependent on point of the camp when the emergency arises. As AIM is an interstate activity, it is important to be aware of both relevant Victorian and Tasmanian Emergency Service Providers, specifically Victorian Emergency Service Providers relevant to the Victorian Contingent Travel meeting point of the Spirit of Tasmania.

Victoria

*Spirit of Tasmania – Geelong Terminal*

- Address of Venue: Spirit of Tasmania Quay, 136 Corio Quay Road, North Geelong VIC 3215 (S 38.106, E 144.360)
- Nearest Fire Brigade: Geelong CFA, 69 Mckillop St, Geelong 3220 (9 minutes away down A10).
  - 000 in emergencies
- Nearest Road Accident Rescue Provider: RACV Roadside Assist (131 111)
- Nearest Police Station: Corio Police Station, 117 Bacchus Marsh Rd, Corio 3214
  - Phone: (03) 5273 9555 for non-emergency calls or 000 for emergencies.
  - Open 24 hours
- Nearest Ambulance Station: Ambulance Victoria, Princess Highway, Belmont, 3216.
  - Phone 000
- Nearest State Emergency Services providers: Victorian SES, 94 Furner St, Bell Park 3215
  - Phone: 132 500

- Nearest Hospitals: University Hospital Geelong, Bellarine St, Geelong, 3220
  - Phone: (03) 4215 000 in non-emergencies or 000 in emergencies.
  - Open 24 hours
- Wildlife emergency:
  - Wildlife Victoria: 1300 094 535 or 8400 7300

## Tasmania

### *City of Devonport Scout Group Hall*

- Address of Venue: 11 Addison St, Devonport, Tasmania, 7310
- Nearest Fire Brigade: Devonport Fire & Ambulance, 7 Victoria Pde, Devonport 7310 (3 minutes away (1.6 km))
  - Phone: 000 in emergencies
- Nearest Road Accident Rescue Provider: RACT Roadside Assist (131 111). 24 hours
- Nearest Police Station:
  - Devonport, 24 Wenvoe St, Devonport 7310 (5 minutes away (2.4 km))
    - Phone: (03) 6478 4011 in non-emergencies and 000 in emergencies
- Nearest Ambulance Station: Devonport Fire & Ambulance, 7 Victoria Pde, Devonport 7310 (3 minutes away (1.6 km))
  - Phone: 000 in emergencies
- Nearest State Emergency Services providers: Tasmania SES (03) 6173 2700 (non-emergency) or 132 500 in emergencies
- Nearest Hospitals: Mercy Community Hospital, Torquay Rd
  - 24 hours
  - Phone: (03) 6478 5500
  - 12 minutes away (10.9 km)
- Wildlife emergency:
  - Wildcare Tasmania: 1300 827 727
  - Bonorong Wildlife Rescue – 593 Briggs Rd, Brighton 7030
    - Phone: 0447264625

## Scouts Australia Emergency Service Providers

- Security:
  - Provided by the Victorian Contingent Management Team who will provide security support and other service.
- Welfare:
  - The Victorian Contingent Management Team has a welfare team consisting of Regi Caesar and Scotty Harrison, who will provide initial medical and welfare to Victorian Contingent members.

## Incident Reporting

Reporting of the incident to the Victorian Contingent Management Team may occur in various ways, including but not limited to:

- The affect individual/s making themselves known to an AIM Victorian Contingent Management Team member,
- The affect individual/s informing another participant or person to raise the alarm,
- Word of mouth through the campsite and contingent,
- From the AIM team and/or the First Aid/Welfare team,
- From the AIM VicCon CMT themselves

In such a scenario, information may be limited and difficult to determine. It is important that the AIM VicCon CMT and other involved parties work together to determine as much information as possible to allow for the most informed response to occur. It is also important that, to protect confidentiality and minimise participant panic, communications outside of the VicCon CMT should be considered carefully. However, the Moot Organising Committee should be notified of any reportable incidents.

It is also possible that individuals may have already contacted 000 in the event of an emergency, or perceived emergency. As such, it is possible that first the VicCon CMT are aware of an incident is the arrival of emergency services.

There is the potential for incidents to occur away from the main site or site where the majority of the Victorian Contingent is located (e.g. the Spirit of Tasmania during travel, the City of Devonport Scout Group Hall, on the evening of the 30<sup>th</sup> of December 2022, etc). In these situations, reporting of such incidents to the VicCon CMT may occur in different ways, including:

- Phone calls to people at the main site or primary site of the contingent,
- Notification through social media

The VicCon CMT does not have any control over such offsite incidents and emergency services (000) are to be contacted in the first instance. However, the VicCon CMT and other involved parties should work cooperatively to find out as much information as possible to enable an informed response and that necessary support is provided.

Where appropriate, incidents should be escalated above the CMT to the necessary services. Any incidents occurring whilst travelling on the Spirit of Tasmania must be escalated to workers on the ship.

#### After Incident Reporting

For any incidents, the activity or task where the incident occurred must be stopped immediately until a suitable individual determines that it is appropriate to continue.

An Incident Report must be completed as per the reporting requirements including a summary outlining what happened, who was involved, and what the impacts were.

An After Incident Risk Assessment is required if more than basic first aid is provided to a casualty. This is a re-assessment of the activity before it resumes, identifying any oversights in the original risk assessment or in the implementation of its mitigation measures.

All control measures identified in this form must be implemented before the activity can recommence.

The Victorian Contingent Leader is responsible for ensuring all incident forms are correctly filled out and the storing of reports, including submission to the Scouts Victoria Executive Manager or Delegate.

#### Reportable Incidents

Scouts Victoria defines that each of the following is generally referred to as being a 'reportable incident':

- The death of any person, or
- A person requiring immediate treatment as an in-patient in a hospital, including transport to hospital by ambulance, or
- A person requiring immediate medical treatment for:
  - An amputation of any body part, or

- A serious eye or head injury, or
- Electric shock, or
- A spinal injury, or
- The loss of bodily function, or
- Serious lacerations

If at any time a person is injured or suffers an illness to the extent described above or is directly involved in a serious accident, it is essential that prompt measures are taken:

- To obtain appropriate medical, dental, or other relevant treatment immediately.
- To notify the relevant authorities and, if necessary, seek urgent assistance in the case of a serious incident in which a member of Scouting and the Victorian Contingent is involved; and
- To notify without undue delay, the injured or affected person's nominated emergency contact such as parents or next of kin; and then
- Notify the Moot Organising Committee, if they have not already been made aware of the incident.
- Notify Scouts Victoria via the 24 hour Emergency line on 03 8543 9877 and Scouts Tasmania via 03 6229 9385 or 1800 072 688.

When the injury or illness has been treated and the patient is comfortable or, in the case of a serious incident, as soon as possible after the immediate risk has passed or been contained, it is essential that all details regarding to the injury/illness or incident are recorded on an Injury, Illness or Incident form. The relevant form is available at <https://scoutsvictoria.com.au/age-sections-adults/leader-resources/safety/incident-report/>.

#### Required Documentation

As part of the Reportable Incident process, the following documents should be provided through the above reporting process:

- Scouts Victoria Incident Form
- After Incident Risk Review

Any other supporting documentation, including photos, statements, or team reports.

## Emergency Management of Incidents

Logistics

*Travel*

The Contingent Travel plans are outlined in Appendix B.

In the event of an incident occurring during travel, the incident shall be handled as per the management plan for the relevant incident type. For instance, in the event of a First Aid incident during travel, the management plan for First Aid incidents should be followed.

*Need for Amendments to Travel Plans*

This section covers the need to amend contingent travel plans for any reason, including but not limited to, the reasons listed above. The exact details of amendments to travel plans will be dependent on the need to amend travel and if the amendment is for the entire contingent, all contingent members travelling with the Victorian Contingent, or one or two individuals.

In the event of delayed travel due to weather condition leading to a force majeure (see Appendix E: Spirit of Tasmania Conditions of Carriage), amendment to the contingent travel plans shall occur as per the Spirit of Tasmania Condition of Carriage with communications with the Spirit of Tasmania occurring with the Contingent Leader, Contingent travel agent (Darren Lecki), Contingent Travel Coordinator, or other suitable party of the Contingent Management Team.

Depending on the length of delay, there may be the need to provide shelter, food, and other supplies to Contingent Members for an extra night or period. Once again, this is highly dependent on the circumstances, communication shall occur with the MOC to ascertain the possibility of return or extend stay to Fulton Park Scout Campsite and suitable transportation for delayed return travel.

Amended delayed contingent travel to Tasmania will likely result in a later arrival to Fulton Park Scout Campsite. In such an event, the Contingent Leader shall communicate with the MOC to alert them to the delayed travel and amend bus pick up plans in Tasmania. Delayed arrival will likely be known the night before and communication with contingent members shall be made through social media and emails to notify them of this change.

In the event that travel (especially return travel) needs to be amended for earlier contingent travel, this shall be facilitated through the Contingent travel agent and with consultation with the MOC. Liaising of such amendment shall occur by the Contingent Leader and/or the Contingent Travel Coordinator, as appropriate. AIM may end early due to large scale issues outside of the control of the MOC (such as bushfires). These may necessitate the evacuation from the sites. In the event of an evacuation during the main event, this shall be organised



by the MOC. In the need for early return and evacuation from Tasmania, it is probable that such an evacuation will have wider effects than just the Victorian Contingent and, as such, travel amendments and logistics shall be conducted in communication and coordination with the relevant authorities or personnel coordinating emergency efforts.

Amendments to individual travel are detailed in Part A.

Health & Wellbeing

#### *First Aid Incident (Single/Multiple Casualties)*

This section covers incidents involving multiple injuries or single person incidents for First Aid incidents occurring before or after the main event. In the event of such an incident, first aid should be provided by a member of the Victorian Contingent and Welfare Team. In the event that a member of the Victorian Contingent First Aid and Welfare Team is unavailable, another suitably trained individual should provide first aid.

#### **Emergency Response**

- The Welfare Team are responsible for primary administration of care to any individual with an injury or illness during the time that a member of the Victorian Contingent is with the Victorian Contingent.
- This may be at a first aid post, in the location that the incident occurred, or another appropriate location.

If the casualty cannot be treated in line with the scope of training and knowledge of the First Aid and Welfare Team, then the following procedures are to be followed:

- The CMT may call Ambulance Tasmania (AT) directly if they believe it is required. Alternatively, this may be done by another member of the VicCon CMT.
- The "Incident Reporting" section of the Scouts Australia (Victorian Branch) Info Book is to be followed to meet the incident reporting requirements. The Incident Reporting section of this document may also prove beneficial.

#### **Transport to Hospital Required (Non-Ambulance)**

- Should a person require transport to hospital, this will be facilitated by (or organised by) the VicCon CMT.
- A member of the VicCon CMT, or other suitable member of the Victorian Contingent depending on the individual requiring hospital treatment, should travel with the individual requiring hospital treatment.

#### **Ambulance Required**

If an ambulance is required, the following shall occur:

- The VicCon CMT are to ensure that there is safe and clear access.
- A member of the VicCon CMT is to meet Ambulance Tasmania at the road and guide them to the incident, especially when access may be limited.
  - When AT arrive at the incident, it should be ascertained whether any further resources are expected to arrive. If so, VicCon CMT representatives should return to a safe position near the road to await these further resources.
  - A member of the VicCon CMT is to remain directly available for the duration of the incident.

Where possible, a member of the VicCon CMT, or other suitable member of the Victorian Contingent depending on the individual requiring hospital treatment, should travel with the individual requiring hospital treatment.

It is, however, noted that due to the ongoing COVID-19 pandemic, non-medical passengers in the ambulance may not be allowed under Ambulance Tasmania policy. Should this be the situation, Ambulance Tasmania policy must be followed and the VicCon CMT must ascertain which hospital the affected individual is being transported to and ensure that adequate plans to ensure communication with the hospitalised individual have been made, including the exchange of relevant phone numbers. Where possible, another contingent member – ideally a member of the Contingent Management Team – should follow in a private vehicle.

#### **After Incident Considerations**

- Peer support/welfare of involved parties. This after incident consideration should also be considered in the event of a First Aid incident during the main event, where First Aid is handled by the Moot Organising Committee, but welfare is handled by the Contingent Welfare Team.
- Incident reporting and after-incident risk review.

#### **Contacts**

- Ambulance Tasmania: 000. It is advised that this call is made from a phone that is as close to practical to the patient so that all questions can be answered.
- Nearest hospitals:
  -

*Major/Mass-Casualty Incident*

In the event of a Mass-Casualty Incident during the time that a participant is with the Victorian Contingent before or after the main event,

- A rapid, thorough medical best-practice assessment of the situation is to be made, with consideration to the resources required. This is to include the ongoing dangers to responders and bystanders and the ability of the First Aid and other resources on site to respond adequately.
- Once a Mass-Casualty Incident is identified, Ambulance Tasmania is to be notified immediately via 000, along with any other response agencies such as the fire brigade. The following information needs to be gathered:
  - Approximate number of casualties
  - Method of injury (a brief description of the incident)
  - Injury detail (what is affected and how many)
- Any VicCon CMT members who haven't already been informed or made aware of the situation should be notified and the Contingent Leader will manage the incident.
- A triage process is to be implemented immediately. If practical, one individual is to be dedicated to the triage and allocation of casualties. If practical, casualties are to be colour-coded or otherwise identified in an ongoing manner.
- Additional personnel will be provided as soon as practical to provide assistance as needed (under the direction of the CMT). This may be in the form of direct First Aid treatment, or as a scribe or other assistant.
- When the incident is declared safe, consideration will be given as to how to manage the incident on an ongoing basis. This may include allocation of additional First Aid personnel, or public health promotion initiatives.
- At all times, the best interests of the casualties and first responders shall be of the utmost concern.
- Welfare of all affected parties during and after the incident should be considered and it should be remembered that Mass-Casualty Incidents may have ongoing welfare effects.
- In the event of a Mass-Casualty Incident prior to the main event that may affect attendance at Apple Isle Moot, the Moot Organising Committee shall be notified as soon as the situation is declared safe.

*Large Scale Infection (e.g. food poisoning, gastro, etc)*

In the event of an incident involving suspected mass food poisoning or viral gastroenteritis before or after the main event during the time that an individual is part of the Victorian Contingent, the following shall occur:

- Persons showing symptoms, where possible, shall be isolated in a dedicated area away from the group. Should the incident occur during the period of travel on the Spirit of Tasmania to Tasmania, persons showing symptoms shall be isolated in one of the cabins booked by the Victorian Contingent.
  - Where possible, the dedicated isolation area is to be marked off as an exclusion zone with no-entry signs erected.
- The Victorian Contingent Welfare Team shall be informed and will be responsible for the management of the incident.
- It must be considered if the affected individual/s' close contacts may also need to be quarantined.
- The "Incident Reporting" section of the Scouts Australia (Victorian Branch) Info Book is to be followed to meet incident reporting requirements.

#### *COVID-19*

Victorian Contingent members shall be reminded of good hygiene practices and encourage to perform a RAT prior to travel with the contingent or arrival onsite. Members shall also be encouraged to pack RATs for the purposes of testing should they show symptoms during the camp.

The Victorian Contingent CMT shall have access to an adequate supply of RATs for the purposes of testing individuals that show COVID-19 symptoms.

At the time of writing (25<sup>th</sup> of November 2022), the Spirit of Tasmania requests that anyone who has tested positive for COVID-19 delays their travel, and strongly encourages the use of masks while in the terminal and public areas of the boat.

Four days prior to departure, the Spirit of Tasmania will send an email with important information and COVID-19 FAQ. The CMT shall ensure that a copy of this is received, and any key information is passed on to the Contingent members.

#### *Welfare and Mental Health Incidents*

Management of welfare and mental health incidents, including handling of interpersonal conflicts, is outlined in Part A.

### *Sea Sickness*

As Contingent Travel is via the Spirit of Tasmania, there is a not inconsiderable risk of sea sickness. As such, the CMT Welfare Team shall ensure that an adequate supply of travel sickness medication, in both solid and liquid form. Members of the Victorian Contingent travelling with Contingent shall be recommended to also provide their own travel sickness medication, especially if they are known to be prone to travel sickness. Upon presentation to the Welfare Team with sea sickness, individuals should be monitored, and relevant First Aid provided.

### *Missing Persons*

This section outlines the plans for incidents involving missing persons, inclusive of persons not arriving for contingent travel, individuals not arriving from independent travel, and individuals going missing during the event.

In the event of a non-arrival, for contingent or individual travel, the VicCon CMT shall take every reasonable effort to contact the non-arrival and ascertain their location.

In the event that a contingent member goes missing during the main event, the primary response shall be handled via the MOC, with support – where appropriate – by the VicCon CMT.

Following the successful recovery of missing persons, any necessary First Aid and/or welfare responses should be completed. The “Incident Reporting” section of the Scouts Australia (Victorian Branch) Info Book is to be followed to meet incident reporting requirements.

### *Behaviour*

#### *Criminal Acts*

This section outlines all criminal acts pertaining to members of the Victorian Contingent including criminal acts committed by members of the Victorian Contingent and criminal acts committed by members of the public affecting the Victorian Contingent. This section also pertains to criminal acts pertaining to sexual assault and harassment.

### **Emergency Response**

- If the situation involves active violence or injuries to persons, the primary responsibility of both the Moot Organising Committee and the Victorian Contingent Management Team is to prevent any further casualties to the incidents and escalate immediately to suitably qualified personnel.

- In the event of a criminal act occurring that affects Victorian Contingent members in the time before or after the main event, the Victorian Contingent Management Team shall be responsible for the management and coordination of the response.
- The Victorian Contingent Management Team are not to investigate incidents involving criminal acts, however, must ensure adequate response is enabled and supported by the relevant police department (Victoria Police or Tasmania Police depending on jurisdiction of the criminal or suspected criminal act).
- The Victorian Contingent Management Team are to consider the following under the direction of the relevant police department:
  - Any reasonable requests for assistance
  - Preservation of any crime scenes or evidence
  - Ensuring event attendees are adequately removed from situations of risk
  - Support any requirements for transport or access to quiet areas for interviews or statement collection.
- In the event of a critical incident, mental health support may be sought by the Victorian Contingent First Aid & Welfare Team, or alternatively via the Scouts Victoria Incident Reporting Service.
- The welfare of all attendees – including the victim, suspected perpetrator, and witnesses – should be considered at all times.

**Police Contacts:**

- In case of emergency: 000
  - Non-emergency phone number for local police station:

*Other Unacceptable Behaviours*

Other unacceptable behaviours, including other behaviours listed under the behaviour heading in Part A, shall be handled as per Part A but coordinated by the VicCon CMT.

Weather and Other Natural Events

*Fires*

In the event of a fire related incident (fire, explosion, rescue) during the time before or after the main event of AIM pertaining to the Victorian Contingent, such as during Contingent Travel or at the City of Devonport Scout Group Hall on or during the night of the 30<sup>th</sup> of December, the following shall occur:

1. A member of the Contingent Management Team must contact 000 and provide details of the incident to arrange the response of fire services.
2. The immediate area surrounding and including the inside of a structure – in the event of a structural fire – shall be evacuated of all participants, staff, and other parties to a safe area with the support of the Contingent Management Team. Initial attack by non-fire-fighting personnel is secondary to the evacuation of the structure and the preservation of human life.
3. The Contingent Leader is to be advised of any persons who have not been accounted for from the removal of the structure or affect area.
4. An Internal Primary search of any affected buildings is not to be conducted by anyone other than the trained fire services.
5. Once the incident is deemed safe by the relevant fire services, the evacuation may be cancelled.
6. If an incident occurs during travel on the Spirit of Tasmania, the Victorian Contingent Management Team – lead by the Contingent Leader or Deputy Contingent Leader when the Contingent Leader is unavailable - will be responsible for ensuring that all Victorian Contingent Members travelling with the Victorian Contingent members are accounted for. The Victorian Contingent and Victorian Contingent Management Team shall follow all direction given by the Spirit of Tasmania personnel.

In the event of needing to evacuate from the area surrounding the halls, evacuation should occur to the nearest safe urban area – such as Devonport or Launceston. The evacuation location will be dependent on the nature of the threat and where it is located. Local emergency service advice shall be followed, and early evacuation shall occur. The VicCon CMT, led by the Contingent Leader, shall organise the evacuation, which may include liaising with the MOC to arrange suitable transport for the Contingent away from danger or suspected danger.

## **Contacts**

000 Emergencies

### Non-Emergency Contacts:

Police, Fire and Ambulance details are noted in the Emergency Service Providers section of this document.

### *Extreme Weather*

There is a risk of extreme weather events that needs to be considered, especially given the La Niña event currently being experienced by Australia and is expected to persist into early

2023. Extreme weather events can comprise of many different types of events, including but not limited to, extreme heat, extreme cold, extreme rainfall, and storms.

In the event of a storm forecast during the pre or post event Contingent time, the Contingent Leader should be notified by a member of the VicCon CMT. A participant briefing will be conducted via group meeting, email to Contingent Members, and the closed Victorian Contingent to Apple Isle Moot Facebook group, as the Contingent Leader is made aware explaining the following:

- Storm details
- Estimated impact time
- Safety requirements:
  - Stay away from trees
  - Shelter at undercover locations such as halls
- Estimated duration
- How to seek help if injuries occur by approaching the First Aid/Welfare Team or speaking to one of the VicCon CMT.

In the event of needing to evacuate from the area surrounding the halls, evacuation should occur to the nearest safe urban area – such as Devonport or Launceston. The evacuation location will be dependent on the nature of the threat and where it is located. Local emergency service advice shall be followed, and early evacuation shall occur. The VicCon CMT, led by the Contingent Leader, shall organise the evacuation, which may include liaising with the MOC to arrange suitable transport for the Contingent away from danger or suspected danger.

Marketing

Marketing incidences shall be handled as per Part A.



## Appendices

### Appendix A: Participant Information & Terms and Conditions

Members of the Victorian Contingent have been provided with important information and terms and conditions. The original terms and conditions – as listed at the time of purchase – can be here:

<https://onedrive.live.com/embed?cid=92ACC39EA2333544&resid=92ACC39EA2333544!38422&authkey=AlqxQpcJVj8CcM&em=2>

They are also reproduced on the subsequent page for the convenience of offline viewing.

# APPLE ISLE MOOT

## VICTORIAN CONTINGENT TERMS & CONDITIONS



To promote a safe environment at Apple Isle Moot, every member of the Victorian Contingent is to follow the Participant Responsibilities. Below are some of the key points of your responsibilities. This is to ensure that incidents are dealt with appropriately and risks are mitigated before any problems occur.

### Disputes

- Contingent Leader's decision is final.
- Any member of the Victorian Contingent found in breach of Apple Isle Moot or Victorian Contingent terms & conditions may be removed from the event.
- In the event of your removal from the event, you will be responsible for your own transport.

### Ticketing Terms & Conditions

- It is your responsibility to ensure your information is accurate.
- Providing false information may result in refusal of entry or removal from the event, you will not be eligible for a refund.

### Prohibited Items:

- BYO alcohol is strictly prohibited on the moot site and will be confiscated if found

### Participant welfare

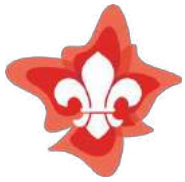
- Unit Leaders are responsible for the welfare of all members of their Unit including guests. All members must look out for your fellow Rovers.
- Unit Leaders are responsible for your members adhering to Victorian Rover Policies including the National Rover Council Alcohol guidelines.
- All Units must have a Unit Leader nominated for the event. If your normal Unit Leader is not in attendance then one must be nominated for the duration of the event.
- All Victorian members must be a member of Scouts Victoria, and registered with the Victorian Contingent.

### Emergencies:

- In the case of an emergency, Unit Leaders are to gather all of their members and account for them.
- Further instructions will be provided by the Moot Committee through Public Address Announcements.

Appendix A: Participant Information & Terms and Conditions Continued

The most recent participant information and terms and conditions have been reproduced on the subsequent pages for offline viewing.



# ROVER SCOUTS VICTORIA

152 Forster Rd,  
Mount Waverley VIC 3149  
[www.vicrovers.com.au](http://www.vicrovers.com.au)

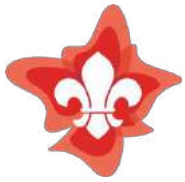
- BYO alcohol is strictly prohibited on the moot site and will be confiscated if found. Purchased alcohol can be surrendered to the moot team for return at the end of camp. This event is strictly a bar only.
- All illegal items and substances including, but not limited to, firearms and illicit drugs are prohibited. All prescription medication must be declared.
- Smoking is only permitted in the designated smoking areas located at specific locations around the site, as shown on the [Fulton Park Scout Campsite site map](#).
- Additionally, your conduct on social media is reflective of Rover Scouts and the wider Scouting community, do not post compromising or inappropriate material.

## Travel

- If you are independently travelling, it is your responsibility to ensure your AIM registration is accurate and up to date with your travel itinerary.
- If you are independently travelling, it is your responsibility to ensure any last minute updates to your travel plans are communicated appropriately to the CMT (contingent leader) and the MOC.
- If you are travelling with the contingent, ensure you follow the travel document which outlines contacts, times of arrival and departure and all sailing details. **Ensure you are on time.**

## Participant welfare

- The contingent leader and CMT are responsible for the welfare of all members of their contingent. However, it is an expectation that all members must look out for their fellow Rovers.
- The MOC have an extensive and dedicated First Aid and Medical team, so if you are feeling unwell or require first aid during the event at Fulton Park Scout Campsite, please visit them. If you require urgent medical assistance, let one of the MOC or CMT know, and they will take the appropriate measures to assistance.
- Welfare is supported by the Contingent. If you require any welfare assistance – anything from homesickness to mental health support – please get in contact with the Contingent Welfare Team (Scotty Harrison and Regi



## APPLE ISLE MOOT

### VICTORIAN CONTINGENT TERMS & CONDITIONS

To promote a safe environment at Apple Isle Moot, every member of the Victorian Contingent is to follow the Participant Responsibilities. Below are some of the key points of your responsibilities. This is to ensure that incidents are dealt with appropriately and risks are mitigated before any problems occur.

The Victorian Contingent Management Team to Apple Isle Moot is committed to ensuring that all members of the Victorian Contingent have a safe and enjoyable time at Apple Isle Moot (AIM). We ask that you read the following information carefully as your personal safety is of the utmost importance.

#### Disputes

- Contingent Leader's decision is final.
- Any member of the Victorian Contingent found in breach of Apple Isle Moot or Victorian Contingent terms & conditions may be removed from the event.
- Any member in breach of the adult code of conduct, as set out by Scouts Victoria 'code of conduct – ethics and unacceptable behaviours', may be removed from the event.
- In the event of your removal from the event, you will be responsible for your own transport.

#### Ticketing Terms & Conditions

- It is your responsibility to ensure your information is accurate.
- Providing false information may result in refusal of entry or removal from the event, you will not be eligible for a refund.
- All Victorian members must be a member of Scouts Victoria and registered with the Victorian Contingent.

#### Prohibited Items:



# ROVER SCOUTS VICTORIA

152 Forster Rd,  
Mount Waverley VIC 3149  
[www.vicrovers.com.au](http://www.vicrovers.com.au)

Caeser), who will have made themselves known to Contingent members early in the event. Your privacy, safety, and wellbeing are of the upmost importance.

- Key members of the Contingent Management Team have access to the Operoo profiles of all Victorian Contingent Members. Please make sure that your Operoo profile is up to date.
- All Contingent members are reminded of the importance of consent and that it cannot be given when judgement is impaired by alcohol, drugs, or fatigue. Sexual assault and sexual harassment are never acceptable. If you experience any breaches of consent or behaviour that makes you uncomfortable, please contact the Contingent Management Team (CMT) or Moot Organising Committee for support.

#### Emergencies:

- In the case of an emergency, please follow Moot guidelines alongside the CMT emergency management plan.
- Further instructions as required will be provided by the Moot Committee through Public Address Announcements.
- All hazards are to be reported to the Moot Organising Committee, or during Contingent time before or after the main event (e.g. during Contingent travel), the Contingent Management Team (CMT).
- On expeditions, please follow the guidelines of your expedition leader.
- If you require any assistance while onsite at Apple Isle Moot, please contact the Moot Organising Committee at admin. In the case of an emergency, the MOC can be contacted on the **emergency line at 0491 893 467**.
- If you require any assistance, before or after the main event – for instance, during Contingent Travel, please contact the Contingent Management Team, in person, privately via the Victorian Contingent social media pages, or by contacting **Lily (the Contingent Leader) on 0427 179 933. If Lily cannot be contacted – or you require assistance during Contingent travel – Jess can be contacted on 0450 486 732.**

## Appendix B: Planned Contingent Travel

Members of the Victorian Contingent to Apple Isle Moot can travel either with the contingent or independently. The Victorian Contingent Management Team is aware of the travel plans of Victorian Contingent Members. Members travelling independently are not the responsibility of the Victorian Contingent and the Victorian Contingent Management Team until they join with the contingent upon arrival at either the City of Devonport Scout Group Hall or at Fulton Park Scout Campsite. Similarly, once a member has left the contingent, they are no longer the responsibility of the Contingent Management Team and travel under their own responsibility and risk.

Of the 142 members of the Victorian Contingent at the time of writing (23<sup>rd</sup> of November 2022), 65 members are travelling with the Contingent, 71 members are travelling independently, and 6 are assumed to be travelling independently as the Contingent Management Team has not been able to contact them despite best efforts.

Those travelling with Contingent shall be travelling via the Spirit of Tasmania. Travel to Tasmania is day sailing from the Geelong Terminal on the 30<sup>th</sup> of December 2022, departing 10:30am and arriving in Devonport at approximately 8:30pm. Travel back to Victoria is night sailing from the Devonport Terminal on the 8<sup>th</sup> of December 2023, departing 6:45pm and arriving in Geelong at approximately 5:30am. Those travelling with Contingent shall be informed and reminded check in times before the dates of travel.

Contingent travel when in Tasmania shall be via bus as organised by the Contingent Leader with the Moot Organising Committee.

Participant information regarding planned contingent travel has been reproduced below for the convenience of offline view.

# Victorian Contingent to Apple Isle Moot 2023

## Contingent Travel Arrangements

There are 65 people who have nominated to travel to Tasmania via the Spirit of Tasmania.

Getting There: Melbourne to Davenport departing at 10.30am 30<sup>th</sup> December and arriving at 8.30pm 30<sup>th</sup> December 2022

Getting Home: Davenport to Geelong departing at 6:45pm 8<sup>th</sup> January 2023 and Arriving 5:30am 9<sup>th</sup> January 2023

If you run into difficulty regarding contingent travel (especially arrival) please call the contingent travel coordinator Izaak Kitching on 0424 689 875.

### *Travel Arrangements: Geelong to Devonport*

Spirit of Tasmania  
Quay 136 Corio Quay Road,  
North Geelong, VIC

#### Getting to the Ferry Terminal:

##### If you are driving from Melbourne:

There are major roadworks occurring on the Westgate Bridge, please consider this when travelling and ensure you adjust your travel time accordingly. An alternative (and potentially easier/quicker) route would be via the Princess Highway.

Please note, there is limited long term parking available on site. The new terminal will have a free public parking area for visitors and passengers with their vehicles, including caravans and motorhomes, waiting to board the ship. There is also a dedicated passenger drop off/pick up parking area at the front of the terminal.

##### If you are using public transport:

There are two train stations close to Spirit of Tasmania Quay.

- North Shore railway station (1.4km from the terminal) and
- North Geelong railway station (2km from the terminal).

You can travel via the V-Line train to both stations from Southern Cross Station in Melbourne's CBD. For fares and more information, visit the <http://ptv.vic.gov.au/>

Alternatively, you can travel to Geelong Railway Station which is 4.8 km from the Ferry Quay. You can travel from the Geelong Railway station to the Quay by Taxi or the My Bus Service.

***Organising transport from the railway station to the terminal is strongly recommended.***

#### **Options for transport from railway station can including**

- My Bus: *If you* are planning to use the My Bus service, you will need to book a minimum of 48 hours' prior to departure. Bookings are essential for this service and will cost \$15.00 per person, each way. You can organised to be picked up at the Geelong railway station



<https://www.mybusgeelong.com.au> alternatively, you can also be picked up at Avalon, Bellarine or Surf coast.

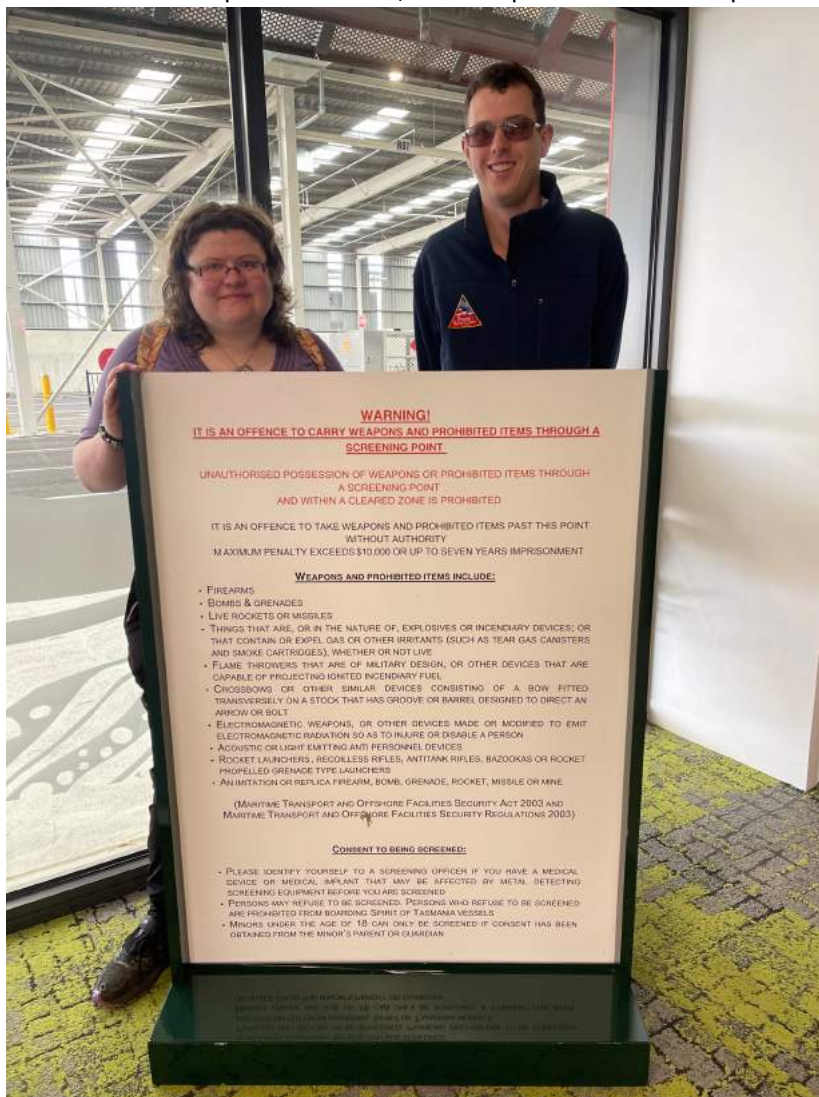
- Taxi/Uber: please be conscious of potential surcharge and availability.

### Departure details:

The Spirit of Tasmania departs Geelong at 10:30am.

- Check-in and boarding opens up at 8:00am (2.5 hours) prior to departure.
- Check-in closes at 9.45am (45 minutes) prior to departure.
- **Contingent members should be at the ship by between 7:30am to 8am** which will allow the contingent to mark everyone off and ensure we have the full group.

You will be met by the lovely Izaak (travel coordinator) and Jess (deputy chair) on arrival. Please find them to check in – pictured below, see also pictured the list of prohibited items.



### Luggage:

Individuals are entitled to three items:

- Two check in bags (these will be minimally accessible during the ride), and

- One hand luggage (or equivalent e.g. handbag). This can be one medium bag or suitcase with the maximum dimensions of 66cm x 46.5cm x 27.5cm. This can be taken within you during the duration of the boat ride.

There are no weight restrictions.

### **Consideration for packing**

This is a long boat ride, and you may consider packing additional items to help with the travel. These include travel sickness medication, travel pillow, entertainment such as card games and snacks.

### **Biosecurity**

Due to Tasmania's biosecurity regulations the following item cannot be taken on board

- No fruit and vegetables
- No plants
- No fish

If any of these items are brought, they must be declared and/or consumed or disposed of prior to boarding

### **Prohibited items**

- No fire arms and ammunition,
- No weapons and imitation weapons,
- No dangerous and hazardous goods, and
- No explosive/ flammable substances.

<https://www.spiritoftasmania.com.au/terms-and-conditions/carriage-of-dangerous-goods>

### **While on board:**

#### **Meals**

While travelling on the boat, meals are not provided on the boat and will need to be purchased at the individual's expense. It is recommended to either bring your own packed food or you can purchase food on the boat.

#### **Cashless payment**

Spirit of Tasmania only allows for Cashless payments in their terminals and onboard in the dining, bar and convenience outlets. They will accept credit and debit card payments including all tap and go methods.

#### **Activities available**

There are two cinemas onboard the boat, where you can catch a movie (for an additional fee) or you can check out the Spirit of Tasmania's free-to-air channel on your own devices. You can also purchase WiFi on the boat or, for many parts of the voyage, use your mobile phone coverage.

#### **Seating**

There is no allocated seating on the way over to Devonport, and individuals will be free to roam the ship.

### **Arriving:**

Disembarkation at Devonport commences approximately 30-minutes after arrival. Arrival is estimated as 8:30pm December 30<sup>th</sup>.

### Traveling from Devonport Terminal to the Scout Hall

Buses have been arranged to transport contingent members to the designated scout hall.  
Location: City of Devonport scout group, 11 Addison St Devonport.

### Food arrangements:

Dinner on December 30<sup>th</sup> and Breakfast on December 31<sup>st</sup> are included in the contingent travel and will be provided. Please ensure you have notified the contingent team of any dietary requirements or allergies.

### Getting from the hall to the main moot site:

On the morning of December 31<sup>st</sup>, buses have been arranged by the Moot to transport the contingent members and additional participants staying at the hall to site for camp commencement. Buses will arrive at approximately 11am. Any updates or further details will be communicated by the CMT as needed.

## *Return Travel Arrangements: Devonport to Geelong*

Spirit of Tasmania Terminal  
Esplanade,  
Devonport East,  
TASMANIA

### Moot site to Devonport

The Moot officially finished January 7<sup>th</sup>, with January 8<sup>th</sup> dedicated as a final day for pack up. Contingent members will be transported via buses to the terminal on the 8<sup>th</sup> late afternoon.

### Departure details:

**The contingent should aim to be at Devonport by 4.15pm** to allow for appropriate boarding procedure.

- Check-in and boarding will commence at 4:15pm (2.5 hours) prior to departure and closes at 6pm.
- **The ferry leaves at 6.45pm 8<sup>th</sup> January and will get back into Geelong at 5.30am 9<sup>th</sup> January**
- Refer to above details regarding luggage and on board activities for further information.

### Sleeping arrangement (while on board):

No cabins are available, and each member will have a designated seated chair for the travel. The ship will provide you with a blanket and pillow for you to use.

### Arrival at Geelong:

Ship arrives into Geelong at 5:30am and disembarkation commences approximately 30-minutes after arrival.

All Contingent Members are required to make their own travel arrangements from the Geelong Ferry Terminal home.

Appendix D: Spirit of Tasmania Conditions of Carriage

The Spirit of Tasmania Conditions of Carriage can be found here:

<https://www.spiritoftasmania.com.au/media/801084/conditions-of-carriage-march-2022.pdf>

They are also reproduced on the subsequent pages for the convenience of offline viewing.

The Conditions of Carriage reproduced below are accurate as of the 22<sup>nd</sup> of December 2022.

## CONDITIONS OF CARRIAGE

### 1. Terminology

Terminology	Meaning
Activities	Any recreational activity on or around the Vessel, which may include the Kids Play Area, Game Zone, Flavours of Tassie and onboard entertainment.
Animals	Any domestic animal or pet owned or accompanied by you or in your possession, custody or control, but excluding livestock.
Assistance animals	Means a dog or other animal that meets one of the criteria at points 1, 2 or 3 below: <ol style="list-style-type: none"> <li>1. accredited under a law of a State or Territory of Australia that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; or</li> <li>2. accredited by an animal training organisation prescribed under the <i>Disability Discrimination Act 1992</i> (Cth); or</li> <li>3. trained to both: <ol style="list-style-type: none"> <li>a. assist a person with a disability to alleviate the effect of the disability; and</li> <li>b. meet standards of hygiene and behaviour that are appropriate for an animal in a public place.</li> </ol> </li> </ol>
Authorised Agent	Means an agent authorised by us to undertake Ticket sales for Voyages on the Vessel on our behalf.
Baggage	Any personal luggage you take on board the Vessel, subject to these Conditions of Carriage.
Carriage	The Carriage by sea of Passengers and their Baggage, Vehicles, animals and other authorised property.
Commercial Vehicle	Any motor Vehicle or trailer that is: <ol style="list-style-type: none"> <li>a) not primarily designed for the Carriage of Passengers – including: prime movers; trucks; tractors; or any Vehicle charged a freight rate by us;</li> <li>b) designed for the Carriage of Passengers but being utilised to transport freight or commercial goods at the time of sailing;</li> <li>c) unregistered at the time of sailing; or</li> <li>d) not sailing on the same Voyage as you.</li> </ol>
Conditions of Carriage	These Conditions of Carriage and the Special Conditions.
Consequential Loss	Includes Loss of or damage to any of the following: revenue, income, business, profits, production, goodwill or credit, business reputation, future reputation or publicity, use, interest, credit rating, anticipated savings and/or opportunity whether direct, indirect or consequential; as well as Losses arising from claims by third parties and any other Loss, expense, damage or cost incurred by a party or any other person that is special, indirect or consequential.
Contract	The agreement between the Passenger and TT-Line for the provision of the Services constituted by these Conditions of Carriage (as amended from time to time), your Booking Itinerary, any conditions issued with the Ticket and any other terms and conditions agreed by TT-Line and the Passenger in writing in connection with the Services.
Dangerous Goods	Includes all items listed as Dangerous Goods under the International Maritime Dangerous Goods Code – Australian Government.
Dangerous Items	Dangerous Goods, Weapons, Firearms, ammunition, LPG/propane cylinders, containers of flammable material or any item that we consider, in our absolute discretion, to be of a dangerous nature. Also see: Unauthorised Dangerous Items.
Excluded Recreational Liabilities	Liabilities described in section 139A(3) of the <i>Competition and Consumer Act 2010</i> (Cth) which, without limitation, includes liability for death, physical or mental injury, or contraction or aggravation of any disease.
Fare	The monetary fee paid to TT-Line for the Carriage performed or to be performed by TT-Line pursuant to these Conditions of Carriage.
Firearms	Pistols, rifles, shotguns, spear guns, fishing spears, bows, spears and any items of a similar nature.

Freight Terms and Conditions	Means the terms and conditions applicable to the Carriage of freight.
Legislative Requirements	Acts, Ordinances, regulations, by-laws, orders, awards and proclamations of any relevant jurisdiction; or certificates, licences, consents, permits, approvals and requirements that we are subject to in any relevant jurisdiction.
Loss	Any Losses, including Consequential Loss, liabilities, damages, costs, charges or expenses, including fines or penalties.
Passenger	Any person (including a minor) travelling on a Ticket who is carried or is to be carried on a Vessel.
Pension Fare	Has the meaning given to it in clause 5.2.
Private Vehicle	A registered motor Vehicle or bicycle that is: a) designed for the Carriage of Passengers – including but not limited to: a motor car, van, utility, four-wheel-drive, or station wagon; a motorhome or campervan; a motorcycle; a towed boat, caravan or trailer containing personal effects; or a minibus, coach, or bus equipped to seat more than 8 adult persons; and b) not a Commercial Vehicle.
Public Health Requirements	Any direction, advice, order, restriction, recommendation or guideline issued by State or Federal Government in relation to public health.
Reckless Conduct	Has the meaning set out in section 139A(5) of the <i>Competition and Consumer Act 2010</i> (Cth).
Recreational Services	Has the meaning set out in section 139A(2) of the <i>Competition and Consumer Act 2010</i> (Cth).
Security Screened	The requirement to receive clearance to enter certain areas or the Vessels by foot or in Vehicles. This will involve methods, equipment and techniques to detect dangerous or prohibited items.
Services	The Services offered from time to time by TT-Line, under the Contract including but not limited to the Carriage outlined in the booking itinerary.
Special Conditions	Any conditions that are referred to as "Special Conditions" in these Conditions of Carriage.
Special needs	Any mobility, hearing and or sight impairments, including travelling with a guide/hearing assistance dog and/or registered assistance animal and/or medical conditions which may impact on travel or your ability to access or move around the vessel.
Ticket	Any document (electronic or otherwise) evidencing a Contract of Carriage with TT-Line. This includes a valid Booking Itinerary, e-Ticket, boarding voucher or pass which shows that the holder and/or any other person named therein is entitled to the Services.
TT-Line, Spirit of Tasmania, we, us, our, ourselves	TT-Line Company Pty Ltd (ABN 39 061 996 174).
Unauthorised Dangerous Item	A Dangerous Item carried on board without our permission and/or contrary to the rules and regulations set out in these Conditions of Carriage, or regulations or any other rules otherwise communicated to you by us.
Vehicle	A Commercial Vehicle and/or a Private Vehicle (as the case may be).
Vessel	Any Vessel, ship or other craft used in connection with the Contract and includes any Vessel owned, chartered, hired, used, operated or managed by us.
Voyage	The whole of the Voyage performed or undertaken or to be undertaken under these Conditions of Carriage.
Weapon	Any object, instrument or device used or designed for attack or defence, including but not limited to knives and any other Weapons defined in the <i>Maritime Transport and Offshore Facilities Security Regulations 2003</i> .
You, your or yourselves	The Passenger.

## 2. How we interpret terms used in these Conditions of Carriage

### 2.1 In these Conditions of Carriage:

- (a) A reference to a convention, protocol, statute, statutory provision or any other legislation includes all delegated legislation made under it and includes all amendments, consolidations, replacements or re-enactments of any of them, from time to time.
- (b) A reference to times or timings referred to in the sailing schedules, other notices or literature produced by us are expressed in local time, unless otherwise stated.

### 3. Subject to applicable laws

- 3.1 These Conditions of Carriage do not apply to the extent that they are inconsistent with laws that apply to your Carriage. For example, the Australian Consumer Law (schedule 2 of the Competition and Consumer Act 2010 (Cth)) provides consumers with a number of consumer guarantees that cannot be excluded or limited. They are designed to ensure our Services are provided with due care and skill and are reasonably fit for the Voyage. These Conditions of Carriage are therefore subject to, and will not apply to the extent that they limit or exclude, such consumer guarantees applicable to consumers.

### 4. Service conditions

- 4.1 We are not a common carrier and do not contract as such.
- 4.2 We may subcontract the performance of the whole or any part of the Services without seeking your consent. These Conditions of Carriage apply in connection with that subcontract.
- 4.3 All departure, arrival and journey times and the identity of Vessels shown on any Ticket, advertisement or notices are estimates only and cannot be guaranteed. We may change timetables, routes and Vessels without notice, for any reason, and without incurring any liability whatsoever to any Passenger for any Loss suffered or incurred by that Passenger.
- 4.4 If for any reason (as determined by the Master, whose opinion is final) the Vessel is:
  - (a) Prevented from reaching the named port of destination; or
  - (b) Cannot safely enter or lie in any port, harbour, or roadstead or pass any usual port of call en route.
 Passengers for such ports will be landed at the next practicable port of call with their Baggage and any accompanying Vehicle. We are not liable to Passengers for any Loss they may suffer or incur in respect to the exercise by us of our rights under this clause.

### 5. Ticketing

- 5.1 Group bookings

If a single Ticket is issued to a person in relation to a number of Passengers travelling in a group, the person to whom the Ticket is issued will be held to have contracted with us as agent for and on behalf of all the Passengers in the group travelling on that Ticket, and all such Passengers will be deemed to have entered into, and be bound by the Contract and the person to whom the Ticket is issued will be deemed to have warranted to us that he or she has authority to contract on behalf of all of the Passengers travelling on the relevant Ticket.

- 5.2 Fares

The following fares apply to Passengers:

Fare type	Rules and applicability
Adult Fare	Applies to any person who is not eligible for a Pension Fare, Child Fare or Infant Fare (below).
Pension Fare	Applies to any person who meets the requirements set out under Special Condition A as attached. Note: You must present your valid Australian Pensioner Concession Card at check-in.
Child Fare	Applies to all children between the ages of 3 and 15 years at the time of sailing.
Infant Fare	Applies to all infants between the ages of 0 and 2 years at the time of sailing.

- 5.3 Payment

- (a) We accept payment for fares by major credit card, debit card or POLi. Card payment fees apply.
- (b) We also accept Spirit of Tasmania Gift Vouchers. See [spiritoftasmania.com.au/terms-and-conditions/giftvouchers](http://spiritoftasmania.com.au/terms-and-conditions/giftvouchers) for any special terms and conditions applicable to Spirit of Tasmania Gift Vouchers.
- (c) If we do not receive payment of your Fare by the applicable date or time, we may cancel your booking without notice to you. The due date for payment of your Fare will depend on the way you made your booking as set out below:
  - (i) For online bookings, bookings made via our Customer Contact Centre or bookings made in person at the terminal, payment is due at the time of booking;
  - (ii) For group bookings (see section 5.1), deposit and full payment are due by the dates provided at the time of booking;
  - (iii) For payments by personal cheque, bookings must be made in person at the terminal. We must receive the cheque at the time of booking and no later than 21 days before the date of sailing; and
  - (iv) Invoice must be paid in accordance with invoice terms.

- (d) You acknowledge that:
- (i) The amount you will be required to pay for your booking will be the amount in your Booking Itinerary (not the applicable amount for your Fare type at the time of sailing); and
  - (ii) We may revise our Fares at any time, in our absolute discretion, and without prior notice to any Passenger. You are not entitled to any refund in whole or in part if our revised Fares are cheaper than the Fare you paid at the time you made your booking.

5.4 Booking fee

- (a) We will charge you assistance booking fee when a booking is made via the Customer Contact Centre or in person at the terminal.
- (b) We will communicate the booking fee to you at the time of booking.

5.5 Check-in

Passengers are advised to obtain the latest sailing information from [spiritoftasmania.com.au/sailingfares/timetable](http://spiritoftasmania.com.au/sailingfares/timetable), by contacting our Customer Contact Centre or visiting a terminal, prior to commencing their Voyage.

- (a) Check-in will close 45 minutes before the scheduled departure of the Vessel. If you have special needs, you must check-in at least 2 hours prior to departure.
- (b) Passengers who arrive after the relevant check-in closing times, may not be permitted to board the Vessel, may forfeit their Ticket and may not be entitled to a refund or transfer.
- (c) On arrival at the terminal, Passengers must proceed directly to check-in with their Ticket, proof of Identification and border entry permit/pass. We reserve the right to deny travel to any passengers who do not present this information.
- (d) Passengers may be required to answer questions at check-in to ensure the health and wellbeing of all passengers and staff (including in relation to the COVID-19 pandemic) and to ensure compliance with any applicable Public Health Requirements. We reserve the right to deny travel to any passengers who refuse to answer such questions.
- (e) Passengers may also be requested to undertake body temperature testing. We reserve the right to deny travel to any passengers who do not comply with such a request.

5.6 Cancelling your booking

- (a) Subject to clause 5.6(f), you may be entitled to a refund in whole or in part if you cancel before your departure, subject to you paying the following cancellation charges. Cancellation charges are a percentage of the amount you paid for your Fare at the time of booking.

Hours Before Departure	Flexi Fare Cancellation Charges	Spirit Fare Cancellation Charges	Red Hot Deal Fare Cancellation Charges
Less than 1 hour	0%	100%	100%
Less than 24 hours	0%	100%	100%
More than 24 hours	0%	50%	75%
More than 7 days	0%	25%	75%

- (b) Cancellation charges will be subject to change from time to time. We will notify you of the current cancellation charges relevant to your booking at the time you request the cancellation.
- (c) Applications for refunds must be sent to our office in Devonport or to your travel agent with whom the booking was made. Our postal address is: Spirit of Tasmania, PO Box 168E, East Devonport TAS 7310. All claims must be accompanied by the booking reference.
- (d) Where possible, eligible refunds will be provided via the same method as the booking was paid; otherwise a cheque refund will be provided.
- (e) Alternatively, if you cancel your booking for any reason and provide not less than 24 hours' notice of the cancellation, you may request a credit voucher instead of a refund for the value of your booking which may be used by you or your nominee, at any time within 12 months from the date of cancellation on any future sailing, subject to you paying any difference between the credit voucher value and the price payable for the future booking at the fare type selected at the time of re-booking. Cancellation charges and amendment fees will not apply in the event that a credit voucher is issued instead of a refund.
- (f) If you need to cancel your booking due to a force majeure event as set out in clause 21.6, then you may contact us at any time prior to the scheduled departure time to receive either a full refund or a credit voucher for the value of your booking which may be used by you or your nominee, on any future sailing at any time within 12 months from the date of the cancellation subject to you paying any difference between the credit voucher value and the price payable for the future booking at the fare type selected at the time of re-booking. If the force majeure event continues for longer than 3 months, then we will extend the credit voucher by an additional 6 months. If the force majeure event continues for longer than 6 months, we will either extend the credit voucher for an additional 12 months or you may request a refund for the amount of the original booking. Cancellation charges and amendment fees will not apply in the event that a credit voucher is



issued instead of a refund or in the event that a refund is requested where a force majeure event continues for longer than 6 months.

- 5.7 Amending your booking
- (a) Bookings can be amended subject to availability.
  - (b) An amendment fee may apply unless otherwise stated by us. If the amendment fee is not paid prior to departure, we may refuse to transport you (including your accompanied minors), your Baggage, Vehicle, animal or any other accompanied property.
  - (c) If you amend your booking, you accept that the Fare for your original and new bookings may be different. If the new Fare is more expensive than the Fare of the original journey, you must pay the difference, plus applicable amendment fees. If the new Fare has a lower price than the original Fare, we will refund the difference, less any amendment fees.
  - (d) Amendment fees will be subject to change from time to time. Notice of any change will be communicated to you by us at the time that you request an amendment.
  - (e) You must amend your booking if the information you provided at the time of booking changes or is incorrect (see section 5.10).
- 5.8 Ticket validity
- (a) Your Ticket is valid for 12 months from the date of the forward journey of the Vessel for which it was originally issued.
  - (b) Your Ticket is transferable only before departure and prior to check-in for the forward journey.
- 5.9 Identification
- (a) We may request, inspect and record your identification documents at any time.
  - (b) We may refuse to carry you if you do not have the necessary identification documents.
  - (c) If you have booked a Pension Fare, you must present your valid Australian Pensioner Concession Card at check-in. Otherwise you must pay the difference between the Pension Fare and the current Adult Fare.
- 5.10 Incorrect information
- (a) You may be required to amend your booking (including potential amendment fees, as above) if we discover that you have provided any incorrect or inaccurate information at the time of your booking. This includes, but is not limited to:
    - (i) The identification of Vehicle type, height or length;
    - (ii) Passenger details;
    - (iii) Passenger numbers; or
    - (iv) Any other information required or requested by us during the booking process.If you refuse or are unable to amend your booking then we may refuse to transport you (including your accompanied minors), your Baggage, Vehicle, animal or other accompanied property.

## 6. Passenger requirements

- 6.1 Smoking
- (a) You must not smoke on board the Vessel or in terminals except in designated smoking areas.
- 6.2 Following TT-Line Instructions
- You must follow and carry out all lawful directions, rules, regulations, notices or instructions given by us or our representatives on any matter, at all times, including but not limited to:
- (i) The personal health, wellbeing and safety of yourself, the crew and other Passengers and ensuring compliance with any applicable Public Health Requirements and/or border entry conditions (which may include a requirement to present a valid border entry permit/pass prior boarding, wear a mask on the Vessel, to stay in your cabin for the duration of the Voyage, change your accommodation type, and/or cancel or amend your booking to another suitable Voyage); and
  - (ii) The safe handling of your Vehicle, Baggage (including Dangerous Items), animals or other property.
- 6.3 Safety
- (a) You must take all reasonable precautions for your own safety and the safety of any person in your care, at all times, including but not limited to:
    - (i) Using hand and guard rails as provided;
    - (ii) Appropriately controlling children and ensuring that children are accompanied by a responsible adult; and
    - (iii) By paying attention to any safety briefing given by us.
  - (b) You will inevitably encounter obstacles on the Vessel and in the terminal, including, but not limited to, heavy watertight internal doors, uneven surfaces, high thresholds, low ceilings and entrances, steep staircases or escalators, and wet surface conditions on deck. You must exercise caution when moving around the Vessel and terminal, particularly in conditions of inclement, rough or heavy weather.
  - (c) You must conduct yourself in a manner that complies with our instructions, will not cause annoyance or potential or actual injury to yourself, the crew or other Passengers. If you do not conduct yourself in this manner we may restrain you or confine you to a cabin or other controlled area, land you at any port or place or otherwise deal with you as we reasonably see fit.
- 6.4 Attire

- (a) You must meet the following minimum dress standards in any public areas on board the Vessel and in the terminals:
  - (i) Footwear must be worn at all times;
  - (ii) Suitable clothing that covers your lower half must be worn – for example, shorts, a skirt or pants/trousers;
  - (iii) Bare chests are not permitted at any time; and
  - (iv) Clothing that displays offensive language or symbols must not be worn.

If you do not meet the minimum dress requirements then you may be refused travel, or confined to your cabin or other controlled area or otherwise dealt with as we reasonably see fit, until you are suitably dressed.

#### 6.5 Refusal of Carriage and Denied Boarding

- (a) We have a zero tolerance of abusive or threatening behaviour against our representatives, agents, and Passengers.
- (b) You must read and comply with the obligations in Special Condition E as attached

#### 6.6 Alcohol

- (a) You are permitted to carry alcohol on board the Vessel. You are only permitted to drink alcohol that is supplied by us.
- (b) You agree that we may deal with any such alcohol, whether open or closed, as we reasonably see fit.

#### 6.7 Occupation of beds, recliners and general seating areas

- (a) You must not occupy a bed or recliner on the Vessel without our prior allotment of the bed or recliner to you, as per your Ticket.
- (b) You must only sleep in your allotted bed or recliner, as per your Ticket.
- (c) You must not sleep or lie on the floor.
- (d) Lying down in public areas, including the Lounges and the floor, is not permitted.

#### 6.8 Onboard purchases

- (a) The Vessels are cashless onboard. For onboard purchases, we accept major credit and debit cards. The exception to this is the Tourism Hub, which also accepts cash in addition to card payments.

### 7. Pregnancy

- 7.1 Women who are up to 36 weeks pregnant at the time of sailing may travel on the Vessel.
- 7.2 Women who are between 36 and 38 weeks pregnant at the time of sailing may only sail with written approval from their doctor.
- 7.3 Women who are 38 weeks pregnant or more at the time of sailing are not permitted to sail.
- 7.4 It is the responsibility of all pregnant Passengers to advise TT-Line of their condition and to adhere to these restrictions.

### 8. Passengers with special needs

- 8.1 If you have special needs please notify us at the time of booking and during check-in so that we can assist you. Reminder: If you have special needs, you must check-in at least 2 hours before the scheduled departure time (clause 5.5).
- 8.2 For passengers traveling without a vehicle and utilising a device such as a wheelchair, gopher, scooter, crutches, or a walker to aid in mobility, you are required to board and exit the vessel via our People Mover. You must notify us at the time of booking and check-in and you must check in at least 2 hours before the schedule departure time. Passengers who arrive after the relevant check-in times, may not be permitted to board the Vessel, may forfeit their Ticket and may not be entitled to a refund or transfer.
- 8.3 Passengers traveling with a device such as a wheelchair, gopher, scooter or walking aid should be aware of the maximum width of corridors in the cabin accommodation area is 900mm wide, vehicle deck entry ways are 890mm and lift ramps are 800mm wide (Lifts open to 980mm wide). If your device exceeds these measurements it is likely you will not be able to utilise the device onboard.
- 8.4 Assistance animals used to assist people with special needs may travel on board – see Special Condition B attached and at [Special needs or accessibility requirements](#) for further information on your obligations regarding Assistance animals.
- 8.5 Passengers wishing to use a C-Pap machine or Nebuliser onboard are requested to purchase a private cabin.

### 9. Medical issues

- 9.1 A doctor is not available on the Vessel and all Passengers should consult their doctor before travelling. There is a medical attendant on board who is available to provide assistance in an emergency situation.
- 9.2 We may refuse to carry you if we, acting reasonably, are not completely satisfied that it is safe for you or other Passengers if you travel. Before you make a reservation you must tell us if you suffer from any illness, disease or other condition which may make it unsafe for you or other Passengers if you travel.
- 9.3 Any Passenger who travels with a pre-diagnosed medical condition does so at his or her own risk and we accept no responsibility or liability to Passengers for Loss they suffer or incur arising out of or in connection with that Passenger's medical condition.
- 9.4 You must take any belongings (including medication) that you require during the Voyage from your Vehicle before the commencement of the Voyage.

- 9.5 You are required to make yourself known to shore staff or a member of crew of the Vessel if you are feeling unwell in the lead up to or during your Voyage. If this occurs we may:
- (a) require additional information from you to ensure the health and safety of staff and other passengers and in accordance with Public Health Requirements or Legislative Requirements; and
  - (b) Request that you undertake body temperature testing, wear a mask at all times on the Vessel and/or stay in your cabin for the duration of the Voyage.

## 10. Children

Infants and children under 16 years of age (0–15 years old, inclusive) must be accompanied by an adult.

## 11. Baggage and other goods (excluding Dangerous Items)

- 11.1 Baggage
- (a) In the interests of safety and comfort, a Baggage allowance of one piece of carry-on Baggage per Passenger measuring 66cm x 46.5cm x 27.5cm plus a handbag / laptop is permitted in the designated Passenger accommodation. All other Baggage must be checked in or stored in your Vehicle.
  - (b) You are responsible for carrying and moving your own Baggage on and off the Vessel and for its safety on board. Any unattended Baggage on board and within the terminal may be treated as a security risk and dealt with accordingly.
  - (c) You warrant to us absolutely that no Dangerous Items (unless expressly permitted by us) shall be shipped or carried by you on the Voyage (refer to clause 13, for Dangerous Items). You must indemnify us on demand for any Loss that we suffer as a result of your breach of this warranty.

## 12. Abandoned Baggage and other property

- 12.1 We may donate to charity, surrender to police, sell and retain the sale proceeds or otherwise dispose of (at our discretion) any Baggage or other property left on the Vessel, in a terminal, or otherwise left in our possession, custody or control for a period of more than 7 days after your disembarkation.

## 13. Dangerous Items

- 13.1 We are not obliged to carry or otherwise handle Dangerous Items, including, but not limited to, Dangerous Goods, Weapons, Firearms, ammunition, petrol and fuel, LPG/propane cylinders, or any other item that we reasonably believe to be dangerous in nature.
- 13.2 Passengers who intend to sail with Dangerous Items require our permission to do so and must read and comply with the obligations in Special Condition C as attached.

## 14. Vehicles

- 14.1 If you intend to travel with a Private Vehicle, you must read and comply with the obligations in Special Condition D as attached.
- 14.2 If you intend to sail with a Commercial Vehicle – that is, any Vehicle that does not meet the definition of a Private Vehicle – please contact us to make a Freight enquiry.
- 14.3 Passengers who intend to take Dangerous Items on or in their Vehicles (including petrol, fuel and LPG/propane cylinders) must read and comply with the obligations in Special Condition C as attached.

## 15. Tasmanian biosecurity conditions

- 15.1 You acknowledge and agree that:
- (a) Your Vehicle, Baggage, animals and any other accompanied property are subject to biosecurity inspection. Biosecurity inspections will take place in Melbourne prior to boarding and may take place in Devonport upon arrival;
  - (b) Commercially processed food ready for human consumption is permitted to enter Tasmania. All other plant material and some animal products are prohibited;
  - (c) Boats and fishing gear must be clean and dry;
  - (d) Vehicles must be free from visible signs of soil and mud;
  - (e) All dogs entering Tasmania are subject to biosecurity entry conditions and must be treated for Hydatid Tape Worm within 14 days prior to entering Tasmania (documentary proof of treatment such as a receipt or vet's subscription must be presented during inspections); and
  - (f) Severe Penalties may be imposed by Biosecurity Tasmania for non-compliance.
- 15.2 For a full list of Tasmanian biosecurity requirements, please visit [Biosecurity Tasmania](#) or call 1300 368 550.

## 16. Animals

- 16.1 If you intend to sail with an animal (including an Assistance animal) then you must read and comply with the obligations in Special Condition B as attached.

## 17. Inspections and searches

- 17.1 You must comply with all security directions given by us.
- 17.2 We may conduct a physical search or inspection of any Passenger (including minors), Vehicle, Baggage, animal or any other property.

- 17.3 If you refuse to submit yourself, your accompanied minor, your Baggage, Vehicle, animal, supporting documentation (e.g. licenses, permits, etc.) or any other accompanied property to a search or inspection when asked, then we may:
- (a) Refuse to carry you, your accompanied minor, your Baggage, Vehicle, animal, or any other accompanied property; and/or
  - (b) Remove you, your accompanied minor, your Baggage, Vehicles, animal, or any other accompanied property from the Vessel, confine you to a cabin or other controlled area, or otherwise direct you in such a manner as we reasonably see fit.
- 17.4 We will not be liable to Passengers for any Loss suffered or incurred in connection with a Passenger refusing to be Security Screened.

## 18. Liability and risk

- 18.1 With the exception of Consumer Guarantees, we exclude:
- (a) Any term, condition or warranty that may otherwise be implied in this Contract;
  - (b) Any liability for Loss, death or personal injury incurred as a result of or in connection with our negligence;
  - (c) Any liability for Consequential Loss.
  - (d) All Excluded Recreational Liabilities arising out of the supply of Recreational Services (except for liability for significant personal injury caused by Reckless Conduct by us or our representatives);
  - (e) Any liability for Loss in connection with any Private Vehicle which we are permitted to exclude under Article 4, 4A and 4b of Schedule 1A of the Carriage of Goods by Sea Act 1991 (Cth);
  - (f) Liability to Passengers for Loss suffered or incurred by them as a result of or in connection with:
    - (i) The Carriage of Dangerous Items;
    - (ii) The death or injury of an animal (including an Assistance animal);
    - (iii) A delay or deviation of the Voyage; and
    - (iv) The Loss or damage of your valuables.
- 18.2 Liability for Consumer Guarantees
- (a) Subject to clause 18.1, our liability to you in respect of any breach of or failure to comply with any Consumer Guarantee is limited to the following:
    - (i) In the case of goods, to:
      - (A) The replacement of the goods or the supply of equivalent goods;
      - (B) The repair of the goods;
      - (C) The payment of the cost of replacing the goods or of acquiring equivalent goods; or
      - (D) The payment of the cost of having the goods repaired.
    - (ii) In the case of Services, to:
      - (E) The supplying of the Services again; or
      - (F) The payment of the cost of having the Services supplied again.
- 18.3 Exception to limitation
- Our liability in respect of a breach of or a failure to comply with a Consumer Guarantee will not be limited in the way set out in clause 18.2 if:
- (a) The goods or Services supplied are goods or Services 'of a kind ordinarily acquired for personal, domestic or household use or consumption', as that expression is used in section 64A of the Australian Consumer Law;
  - (b) It is not 'fair or reasonable' for us to rely on such limitation in accordance with section 64A(3) of the Australian Consumer Law; or
  - (c) The relevant Consumer Guarantee is a guarantee pursuant to sections 51, 52 or 53 of the Australian Consumer Law.
- 18.4 We each agree that, other than a claim pursuant to a Consumer Guarantee, our liability to you for any other claims (which are not otherwise excluded under these Conditions of Carriage) shall be limited to, at our option, either resupplying the Services to you again or paying you the cost of having the Services supplied again.
- 18.5 In the event we are liable for claims in respect of Loss of life or personal injury occurring on board or in direct connection with the operation of the Vessel, our liability for such claims is limited to the amounts set out in the Limitation of Liability for Maritime Claims Act 1989 (Cth), as amended from time to time. In some cases, depending upon the circumstances, this may mean that our financial liability in respect of Loss of life and personal injury is limited to a certain maximum amount of money for each Passenger.
- 18.6 Warning under the Australian Consumer Law and Fair Trading Act 2012 (Vic) and the Australian Consumer Law (Tasmania) Act 2010 (Tas.) (the Consumer Acts): Our Voyages operate on busy waterways and are subject to the risks and perils of the sea and cruising on such waterways including Loss, damage and injury arising out of or in connection with changing tidal and weather conditions and the navigation of other Vessels. You may have the option to utilise equipment on the Vessel and to participate in Activities. You acknowledge that:
- (a) There are risks and dangers involved with your participation in the Activities; and
  - (b) The Activities are potentially dangerous and can result in serious injury or death.

Under the Consumer Acts, we may ask you to agree that Consumer Guarantees under the Consumer Acts do not apply to you. By participating in these Activities, you will be agreeing that your rights to sue TT-Line if you are killed or injured are excluded, restricted or modified in the way set out in these Conditions of Carriage. NOTE: The change to your rights, as set out in these Conditions of Carriage, does not apply if your death or injury is due to Reckless Conduct on our part.

## 19. Indemnity

- 19.1 You must indemnify us, on demand, for any Loss suffered or incurred by us (including for the death or personal injury to any other Passenger or any of our representatives) arising out of or in connection with or caused by any of the following:
- (a) Your negligence, breach of law or wilful act or omission (or that of any minor who you accompany);
  - (b) Your breach of the Contract, including these Conditions of Carriage; or
  - (c) Any animal (including an Assistance animal) in your possession, custody or control.
- 19.2 If we deem that you require medical attention or an ambulance, you (or your personal legal representative) must indemnify us, on demand, for any expenses we suffer or incur in connection with obtaining the relevant medical attention and/or ambulance for you.

## 20. General average – merchandise

- 20.1 General average to be adjusted at any port or place at our option and to be settled according to the York Antwerp Rules 2004, this covering all cargo carried as merchandise. The New Jason Clause as approved by BIMCO is to be considered as incorporated in these Conditions of Carriage.
- 20.2 Such security, including a cash deposit that we may deem sufficient to cover the estimated contribution of the cargo and any salvage and special charges thereon, shall, if required, be submitted to us before the delivery of any cargo.

## 21. Force majeure

- 21.1 Severe weather or sea conditions may lead to the cancellation or delay of Services. We will endeavour to advise Passengers of any cancellation, but do not accept any liability to Passengers for any Loss they suffer or incur for cancelled or delayed Services.
- 21.2 We are not in breach of the Contract and do not incur any liability for any Loss suffered or incurred by any Passenger if the breach (including a breach which relates to non-performance, part performance, deviation, or delay in the performance of the Services) is caused by a force majeure event. The following (non-exhaustive) list of events are force majeure events:
- (a) Acts of God, natural and other disasters, explosion, flood, fire, lightning, severe weather or sea conditions, storms, winds, ice, surf, perils of the seas, rivers and navigation, general average incident or accident, response to a distress signal, man overboard or any other rescue response or activity;
  - (b) War, hostilities (whether declared or not), invasion, acts of foreign enemies, terrorism;
  - (c) disease, epidemic or pandemic;
  - (d) quarantine restrictions or entry or exit restrictions across borders;
  - (e) Rebellion, revolution, insurrection, terrorist activity, military or usurped power or civil war;
  - (f) Riot, civil commotion or disorder;
  - (g) Acts, restrictions, regulations, by-laws, refusals to grant any licences or permissions, prohibitions, or measures of any kind on the part of any governmental authority;
  - (h) Strikes, lockouts or other industrial actions or trade disputes of whatever nature;
  - (i) Seizure, arrest or forfeiture under legal process;
  - (j) Port congestion or closure, docking delays, breakdown of machinery or any Vessel, unavailability or breakdown of loading/unloading facilities;
  - (k) Search, detention or removal of any stowaway and/or illegal immigrant and/or other unauthorised person; or
  - (l) Any other event of whatsoever nature not within our reasonable control.
- 21.3 If a force majeure event occurs, we may at any time before or after the Carriage commences:
- (a) Cancel, abandon or suspend the Carriage; or
  - (b) Alter, vary or depart from the proposed or advertised or agreed or customary route; or
  - (c) Delay or detain any Vessel so affected; or
  - (d) Disembark, trans-Vessel, forward or land any Passenger, Luggage, Baggage, Vehicle, animal or other property, at any port or place.
- 21.4 If the Vessel is prevented from reaching its named port of destination by a cause wholly or partly out of our control (such as a force majeure event or when for any cause whatsoever (Master's opinion of which shall be final) the Vessel cannot safely enter or lie in any bar, harbour, or roadstead or passes any usual port of call en route, Passengers for such ports with their Baggage and any accompanying Vehicle may be landed at the next practicable port of call and upon such landing our liability under the Contract comes to an end.
- 21.5 You release us from and hold us harmless against any liability for Loss that you may suffer or incur as a result of any action we take under clause 21.
- 21.6 If a force majeure event occurs (as defined above in clause 21.2) which you are unable to reasonably avoid, and the force majeure event prevents you from being able to travel on the Vessel, you may contact us at any time prior to the scheduled departure time to seek a refund or a credit voucher in accordance with clause 5.6(f).

## 22. Severability

- 22.1 If, at any time, any clause or part of a clause is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid or unenforceable in any respect, that shall not affect or impair the legality, validity or enforceability of any other clause or the remaining part of that clause.

## 23. Waiver

- 23.1 Any failure or delay by TT-Line in exercising any right, power or remedy under these Conditions of Carriage shall not in any circumstances impair such right, power or remedy nor operate as a waiver of it. The single or partial exercise by TT-Line of any right, power or remedy shall not in any circumstances preclude any other or further exercise of it or the exercise of any other right, power or remedy.
- 23.2 Any waiver by TT-Line of a breach of, or default under, these Conditions of Carriage shall not be deemed a waiver of any subsequent breach or default.

## 24. Law and jurisdiction

- 24.1 The Contract between TT-Line and the Passenger and any Claim or dispute arising between the parties shall be governed by Australian law and shall be determined by the courts in the following jurisdictions:
- (a) The State of Tasmania; or
  - (b) Any other jurisdiction nominated by TT-Line in its absolute discretion.

## 25. Privacy

- 25.1 TT-Line is committed to complying with the Personal Information Protection Act 2004 (Tas) (PIP Act) and the Australian Privacy Principles (APPs) set out in the Privacy Act 1988 (Cth) (the Privacy Act).
- 25.2 The TT-Line Privacy Policy is available at: [spiritoftasmania.com.au/terms-and-conditions/privacy-policy](http://spiritoftasmania.com.au/terms-and-conditions/privacy-policy).
- 25.3 If you have any queries or concerns about the way Spirit of Tasmania handles your personal information after reading the TT-Line Privacy Policy, or if you become aware of a potential breach of privacy, please email: [privacy@spiritoftasmania.com.au](mailto:privacy@spiritoftasmania.com.au).

## Conditions of Carriage – Special Conditions

### 1. SPECIAL CONDITION A: Pension Fares

- 1.1 If you hold a current and valid Australian Pensioner Concession Card, as issued by Centrelink or the Department of Veterans' Affairs, you are eligible to sail on a Pension Fare, as long as you present your Australian Pensioner Concession Card at check-in.
- 1.2 If you do not present a valid Australian Pensioner Concession Card at check-in then you must pay the difference between the Pension Fare and a current Adult Fare.
- 1.3 Pension Fares are subject to availability and can only be booked if available. However, Pension Fares will always be available for the following categories of Passengers (regardless of whether Pension Fares appear to be unavailable when booking online):
- (i) Recipients of a Totally and Permanently Incapacitated pension; and
  - (ii) Recipients of an Extreme Disablement Adjustment pension.
- Please call our Customer Contact Centre to make a booking for the above.

### 2. SPECIAL CONDITION B: Animals

- 2.1 General
- (a) This Special Condition B applies to you if you intend to sail with an animal (including an Assistance animal).
  - (b) Animals may sail on Spirit of Tasmania subject to biosecurity requirements in the Conditions of Carriage (clause 15).
  - (c) Animals other than Assistance animals are not permitted in the Passenger areas of the Vessel.
  - (d) If you book transport for an animal then you must sail on the same Voyage as the animal. Unaccompanied animals are not permitted on the Vessel.
  - (e) Animals must be kept on a lead at all times. The lead may be removed when the animal is in the Vessel kennel or in an appropriately designed animal Carriage Vehicle or trailer.
- 2.2 Documentation, licences and permits
- (a) You are responsible for ensuring that you have all documentation needed to comply with the requirements of health and other relevant regulations relating to the Carriage of animals.
  - (b) Where an animal requires a statutory licence or permit, you must present a valid licence/permit to us at the time of booking and prior to departure.
- 2.3 All animals must be fit to travel.
- 2.4 Animals, other than Assistance animals, must be appropriately housed in the Vessel kennels or in appropriately designed animal Carriage Vehicles or trailers (e.g. horse floats, trailers, trucks and stock trailers).
- (a) Kennels – If your animal is housed in the Vessel kennels, you must understand and agree to comply with the following:
    - (i) Our kennels vary in size. As a guide, the approximate measurements are: 700mm wide x 800mm high x 900mm deep. If your animal needs a larger housing unit, we are unable to assist and you must arrange an alternative suitable housing unit in accordance with clause 2.4(b) of this Special Condition.
    - (ii) It is not possible to reserve particular kennels for your animal;
    - (iii) One animal per kennel unless the animal is a mother accompanied by her dependent offspring;
    - (iv) You acknowledge and agree that we may move any animals to another or different-size kennel if deemed necessary by us or our representatives.

- (v) Subject to availability, there is no limit to the number of kennels that you can book;
  - (vi) Smaller animals (such as rabbits, guinea pigs, ferrets, birds or chickens) must be carried in their own cage and then placed into a kennel;
  - (vii) You are responsible for providing your animal with blankets;
  - (viii) Animals are to be collected from the Vessel kennels upon disembarkation or when otherwise instructed by us; and
- (b) When housed in areas other than the Vessel kennels, the following conditions apply:
- (i) During the Voyage, we recommend that you do not allow animals to travel inside Vehicles or trailers. If you do so, it is at your own risk and you must ensure that you have properly considered the welfare and wellbeing of the animal and that the animal is not subjected to unreasonable or unjustifiable pain or suffering. If you decide to have your animals travel inside a Vehicle or trailer then you must ensure that you do not have more than two animals per Vehicle, excluding dogs, cats and most birds. If there are three or more animals (e.g. horses) then freight rates may apply.
  - (ii) For Passengers carrying animals in cages secured on trailers or on Vehicles with trays, you must complete one Animal Cage Declaration Form per independent booking. This includes a declaration by a registered veterinarian in relation to the suitability of the alternative housing unit. The Animal Cage Declaration Form must be dated and lodged to us at least 24 hours prior to sailing. The Animal Cage Declaration Form is available from our Customer Contact Centre on 1800 634 906 or from a terminal.
  - (iii) Animal transport Vehicles, trailers and cages must be constructed in a way that is 'fit for purpose', complies with all regulatory requirements and must not allow animal waste to contaminate the Vessel or other cargo. The Animal Cage Declaration Form is available from our Customer Contact Centre on 1800 634 906 or from a terminal.
  - (iv) We are not responsible for animals housed in areas other than the Vessel kennels other than to provide them with air ventilation integrity. You must ensure that you have properly considered the welfare and wellbeing of the animal and that the animal is not subjected to unreasonable or unjustifiable pain or suffering.
  - (v) Provisions of bedding and other personal requirements for animals are the responsibility of the owner.
- (c) We do not condone or sanction the transport of animals inside Vehicles, road trailers or other housing units that have not been certified as suitable by a registered veterinarian. It may be unsafe to transport your animal in this manner. If you insist, contrary to these Conditions of Carriage, on transporting your animal in this manner then:
- (i) You irrevocably release and indemnify us from any liability arising out of or in any way connected with the transport of the animal. Indemnity and Release Form available via the Customer Contact Centre on 1800 634 906 or from a terminal; or
  - (ii) We may refuse to transport the animal (including the accompanying Passenger, as applicable).
- 2.5 Passengers are not permitted to access the Vehicle decks to visit animals while the Vessel is at sea. The only exception being:
- (a) At least 24 hours prior to departure, the Passenger has provided a valid veterinary certificate indicating that the animal requires assistance during the Voyage due to a pre-determined condition; and
  - (b) The Master of the Vessel has expressly authorised the checking of the animal; and
  - (c) The Passenger is supervised by an authorised TT-Line representative.
- 2.6 Assistance animals
- (a) Assistance animals are permitted to travel on board, in Passenger areas of the Vessel if they are either accompanied by:
    - (i) The person they assist; or
    - (ii) If the Assistance animal is undergoing Assistance animal training, by its trainer.
  - (b) If you need to bring an assistance animal on board, you must provide acceptable evidence that your assistance animal is appropriately accredited or trained in accordance with one of the following criteria:
    - (i) accredited under a law of a State or Territory of Australia that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; or
    - (ii) accredited by an animal training organisation prescribed under the *Disability Discrimination Act 1992* (Cth); or
    - (iii) trained to both assist a person with a disability to alleviate the effect of the disability; and meet standards of hygiene and behaviour that are appropriate for an animal in a public place.
  - (c) You must provide this evidence at the time of booking.
  - (d) Animals used to assist law enforcement agencies are permitted on board in the course of their usual duties.
- 2.7 Right to refuse transportation of an animal  
We may refuse to transport any animal if, in our reasonable opinion:

- (a) The Carriage of that animal presents a safety risk to our representatives or Passengers;
- (b) The Carriage of that animal may be a welfare risk to the animal;
- (c) You do not have a suitable Ticket that permits you to sail on the same Voyage as the animal;
- (d) Valid permits or certifications are not provided (including in the case of Assistance animals, evidence that the animal is an Assistance animal has not been provided – see the Spirit of Tasmania Special Needs or Accessibility Requirements Policy for further information), when required;
- (e) the Assistance animal has an infectious disease and the refusal is necessary to protect public health or the health of other animals;
- (f) where the animal is an Assistance animal, you have not provided evidence that the animal is trained to meet standards of hygiene and behaviour that are appropriate for an animal in a public place;
- (g) The housing unit is deemed inadequate for the purpose of transporting the animal on board the Vessel.

### 3. SPECIAL CONDITION C: Dangerous Items

#### 3.1 General

- (a) We are not obliged to carry or otherwise handle Dangerous Items that we determine in our absolute discretion to be of a dangerous nature. Dangerous Items include: Dangerous Goods, Weapons, Firearms, ammunition, LPG/propane cylinders, containers of flammable material, or any item that we consider, in our absolute discretion, to be of a dangerous nature.
- (b) The carriage of Dangerous Items will only be permitted where Passengers abide by the rules and regulations set out in these Conditions of Carriage, applicable laws, or any other rules otherwise communicated to Passengers by us. Otherwise the Dangerous Items will be deemed Unauthorised Dangerous Items.
- (c) You must declare all Dangerous Items to us during check-in, as required during the booking process or as stated below.
- (d) We may confiscate, dispose of, surrender to police or otherwise treat your Dangerous Item as we see fit, without compensation to you, and you shall be liable for all Loss incurred by us, directly or indirectly arising out of or relating to that action, if:
  - (i) The Dangerous Item is an Unauthorised Dangerous Item;
  - (ii) The Dangerous Item becomes a danger during the Voyage;
  - (iii) The Dangerous Item does not meet legal requirements;
  - (iv) The Dangerous Item does not meet the requirements set out within these Conditions of Carriage; or
  - (v) You do not collect your Dangerous Item directly after arrival at the port of destination.

#### 3.2 Dangerous Goods (excluding petrol, fuel and LPG/propane cylinders)

- (a) Dangerous Goods are a type of Dangerous Item.
- (b) Dangerous Goods include all items listed as Dangerous Goods under the International Maritime Dangerous Goods Code – Australian Government.
- (c) We reserve the right to apply the International Maritime Dangerous Goods Code requirements and may only carry the limited quantities as prescribed by the limited quantity table in the International Maritime Dangerous Goods Code in the event of disputed items.
- (d) You are not permitted to carry any Dangerous Goods in any Vehicle, in your Baggage or on your person.
- (e) A list of common Dangerous Items that are prohibited for Carriage can be found at [spiritoftasmania.com.au/terms-and-conditions/carriage-of-dangerous-goods](http://spiritoftasmania.com.au/terms-and-conditions/carriage-of-dangerous-goods). If you are unsure whether an item that you wish to transport is a Dangerous Good or not, please call the Customer Contact Centre.

#### 3.3 Petrol, fuel LPG, Propane cylinders

- (a) Category 1 –  
LPG and Propane may be carried in cylinders that comply with Australian Standard AS2468, AS2469, AS2470 (stamped on cylinder), to a maximum size of 9kg with date of inspection within 10 years. All cylinders, (subject to quantities deemed as personal use and not for commercial use), can remain in the passenger accompanied standard vehicle providing:-
  - (i) Open tray utility vehicles & open trailers – one bottle (maximum size 9 kg (25L) capacity);
  - (ii) Caravan's / Motor home / Campers / Etc. – ONE additional bottle (maximum size 25 kg (50 L));
  - (iii) Gas bottle is secure within/on the vehicle;
  - (iii) Gas bottle is secured in the upright position;
  - (iv) Gas bottle is turned off; and
  - (v) Gas bottle must be within validation.

All gas bottles that are inside a passenger accompanied standard vehicle interior and boot, whether secure or not, must come out of the vehicle and be placed in the Gas Truck.



LPG cylinders (bottles) fitted to Caravans, Campervans, Mobile Homes and Camper Trailers which have a LPG system must be checked and verified for compliance.

In all cases these LPG cylinders must be isolated and will be tagged by TT-Line representative with a "HAZARD" tag to ensure gas cylinder is not turned on prior to boarding and are to remain off for the duration of the voyage and until passenger accompanied vehicle has cleared the port precinct.

Under no circumstances may gas systems be active whilst the passenger accompanied vehicle is on the vessel.

Propane cylinders may not be carried if connected to an appliance.

Single use Propane cylinders that are pierced for use may only be carried if completely intact and not fitted to an appliance. Gas Cylinders that do not meet the aforementioned conditions will either be confiscated or disposed of if validation has expired. Gas Cylinders that are not correctly secured will be collected by TT-Line representative for the duration of the journey. The passenger will be allowed to collect the gas cylinder from a nominated location at the port of disembarkation.

(b) Category 2

Butane & propane cans/cartridges/canisters, (subject to quantities deemed as personal use and not for commercial use), can be transported in the passenger accompanied vehicle providing:-

- (i) Maximum quantity 18 x 250 gram cans/cartridges/canisters;
- (ii) Cans/cartridges/canisters must be in original packaging;
- (iii) Cans/cartridges/canisters/canisters must have original manufacturers cap in situ;
- (iv) Cans/cartridges/canisters must remain in passenger accompanied vehicle;
- (v) Subject to inspection to confirm cans/cartridges/canisters are not surrounded by an ignition source or readily flammable material (e.g. surrounded by loose clothing); and

(c) Category 3

Shelite, Turpentine, Methylated Spirits bottles (subject to quantities deemed as personal use and not for commercial use), can be transported in the passenger accompanied vehicle providing:-

- (i) Shelite, Turpentine, Methylated Spirits is contained in standard bottles purchased from standard retailers;
- (ii) Shelite, Turpentine, Methylated Spirits is contained in original bottles of purchase;
- (iii) Maximum quantity is less than 2 litres per passenger accompanied vehicle;
- (iv) Shelite, Turpentine, Methylated Spirits must remain in passenger accompanied vehicle;
- (v) Subject to inspection to confirm 2 litre bottles are not surrounded by an ignition source or readily flammable material (e.g. surrounded by loose clothing); and
- (vi) Any loose bottles must be stored in a suitable secured container.

(d) Category 4

- Ethanol;
- Bio-Fuel;
- Aviation Fuel;
- Kerosene;
- Lamp Oil; and
- Paint Thinners

Are all prohibited from carriage.

(e) Category 5

Pyrotechnics (Boat) if in sealed packages

Pyrotechnics can be transported, (subject to quantities deemed as personal use and not for commercial use), providing:-

- (i) Pyrotechnics are contained in a suitable metal or purpose use plastic container that can be secured
- (ii) (example screw lid);
- (iii) No other item is permitted to be inside the container that is containing pyrotechnics;
- (iv) Pyrotechnics are subject to inspection;
- (v) Pyrotechnics must remain either in the passenger accompanied vehicle or boat;
- (vi) Pyrotechnics must be in original sealed packaging;
- (vii) The date of expiry of Pyrotechnics will be inspected; and
- (viii) Pyrotechnics are not within validation date and have expired will be confiscated and deemed unsafe for transportation.

All other pyrotechnics are prohibited from carriage.

(f) Category 6

Jerry Cans and Boat Fuel Containers (subject to quantities deemed as personal use and not for commercial use), can only be transported on the basis if:-

- (i) Jerry Cans and Boat Fuel Containers filled with diesel ONLY can be transported;
- (ii) All other Jerry Cans and Boat Fuel Containers must be empty and dry of residual liquid;
- (iii) Jerry Cans and Boat Fuel Containers filled with other dangerous fuel such as petrol, aviation fuel and non-standard fuels are prohibited from carriage;

- (iv) Jerry Cans and Boat Fuel Containers filled with diesel must be fully welded at seams (Plastic or Metal);
  - (v) Jerry Cans and Boat Fuel Containers filled with diesel must not be greater than 50 litres in capacity; and
  - (vi) The sealing cap must have locking side arms or screwed cap with an effective rubber seal.
- In the event petrol residual is identified inside an empty Jerry Can or Boat Fuel Can the passengers must fill the container with water before being allowed to travel.
- (g) **Category 7**  
Scuba tanks or oxygen cylinders (subject to quantities deemed as personal use and not for commercial use), can only be transported on the basis if:-  
Full cylinders are to be removed from vehicles collected by TT-Line representative for the duration of the journey. The passenger will be allowed to collect the cylinders from a nominated location at the port of disembarkation.  
For scuba tanks or oxygen cylinders to remain in the confines of a passenger accompanied vehicle or other positions of the vehicle deck the cylinder maximum pressure reading of equal to or below 40 psi or empty.
  - (h) **Category 8**  
Oxyacetylene gas cylinders are prohibited from carriage.
  - (i) **Category 9**  
Personal passenger medical oxygen cylinders can be carried under the following conditions;  
Small or medium size bottles only are approved;
    - (i) One bottle and one spare per passenger are approved;
    - (ii) For further bottles to be considered per passenger, application must be made directly to TT-Line; and
    - (iii) No medical oxygen bottles are to remain in the vehicle deck – all must be taken into the accommodation
  - (j) **Category 10**  
All other flammable items are prohibited from carriage.
- 3.5 **Weapons**
- (a) You must declare your intention to carry Weapons (including replicas) and ammunition at least 24 hours in advance of departure and must inform us during check-in. Call our Customer Contact Centre to make your declaration.
  - (b) The Carriage of Weapons is strictly prohibited, unless the Passenger:
    - (i) Complies with all statutory and legal obligations of the relevant state of departure, arrival and any other state at which the Vessel is due to call;
    - (ii) Obtains TT-Line's prior written permission; and
    - (iii) Complies with TT-Line's procedures, rules and protocols.
- 3.6 **Firearms and ammunition**
- (a) In accordance with the Marine Transport and Offshore Facilities Security Act 2003 (Cth), it is a serious offence for any unauthorised person to have in his or her possession any type of Firearm or prohibited Weapon when proceeding through a screening point within a Port Facility or whilst in a Maritime Security Zone. Penalties of up to seven years' imprisonment can apply on conviction.
  - (b) In accordance with the Australian Maritime Safety Authority (AMSA) the International Maritime Dangerous Goods Code applies to TT Line for the Carriage of ammunition. The following requirements are sanctioned by the AMSA in regard to the Carriage of Class 1.4S standard ammunition:
    - (i) TT-Line may reject the Carriage of ammunition should the maximum ship limit be exceeded. You release us from any liability whatsoever in connection with the exercise of this right.
    - (ii) Passengers in possession of ammunition must also be in possession of a current and valid Firearms licence which must be sighted prior to boarding.
    - (iii) Passengers are permitted to take on board the Vessel up to 250 rounds or 10kg per licensed shooter (whichever limit is reached first).
    - (iv) Passengers must ensure that ammunition is packed in suitable containers and that the container does not have other items stored in it.
    - (v) Passengers must surrender all ammunition prior to boarding and can only access or retrieve the ammunition once the mobile storage unit has been positioned on the wharf at the port of discharge.
    - (vi) TT-Line cannot accept any cartridge or shell that has been modified or tampered with. This includes the addition of a projectile to a primed case.
  - (c) **Declaration and supporting documentation**
    - (i) Passengers wishing to transport Firearms and/or ammunition must complete and submit the Carriage of Firearms and Ammunition Declaration Form at least 24 hours prior to departure. Download the [Firearm and ammunition declaration form here](#). For passengers attending a registered event, please download and complete the [Firearm and ammunition \(exemptions\) declaration form here](#). Forms may be submitted to [declarations@spiritoftasmania.com.au](mailto:declarations@spiritoftasmania.com.au) or posted to Spirit of Tasmania, Terminal Services, PO Box 168E, East Devonport, Tas 7310.
    - (ii) A Passenger must declare (at a minimum) that:

- (A) They are in possession of a valid Firearms licence which will be available for inspection when travelling;
  - (B) The ammunition being transported is for personal use;
  - (C) The maximum amount of ammunition being transported is no more than 250 rounds or 10kg in total (whichever limit is reached first);
  - (D) The ammunition has been purchased from a recognised dealer;
  - (E) The ammunition being carried is Class 1.4S and falls under the UN category of UN 0012 and 0014; and
  - (F) The ammunition has not been tampered with or altered since purchase.
- (iii) All supporting permits, licenses and other documentation must be available to us for inspection at check-in.
- (d) Passengers with Firearms and ammunition must check-in at least two hours prior to departure time to allow sufficient time for processing. We may refuse to transport you, your Firearms and ammunition and any other accompanied items if you are late.
- (e) Surrendering your Firearms and ammunition
- (i) Passengers must ensure that Firearms and ammunition are packed separately to allow for storage in separate locations for the duration of the Voyage.
  - (ii) Passengers must ensure that Firearms and ammunition are secured and stored in a manner so as to ensure that they are safe to travel. Specifically, Firearms are not to be loaded and magazines and/or bolts must not be fitted.
  - (iii) All Firearms and ammunition must be surrendered to us at a security screening point prior to boarding. The surrendered Firearms and/or ammunition will be placed by you at your own risk into our approved storage unit for the duration of the Voyage.
- (f) All Firearms and/or ammunition must be collected from us immediately after arrival and disembarkation at the port of destination. You must provide photo identification and a baggage claim ticket stub to claim your Firearms and/or ammunition.

#### 4. SPECIAL CONDITION D: Vehicles

- 4.1 This Special Condition D applies to any Passengers taking Private Vehicles on the Vessel. 4.2 Accompanied vehicle fare
- (a) If you wish to sail with your Private Vehicle, you must book an accompanied Vehicle fare.
  - (b) You understand and acknowledge that the accompanied Vehicle fare is only available to Private Vehicles.
  - (c) If your Vehicle does not match the definition of a Private Vehicle, please contact us to make a freight enquiry.
- 4.3 Vehicle type, length and height
- (a) You must correctly declare the type of Private Vehicle at the time of booking.
  - (b) It is important that you measure your Private Vehicle accurately because there are limited spaces available – particularly, spaces for high Vehicles. In measuring your Vehicle, you acknowledge and agree that:
    - (i) The length of your Private Vehicle includes any attached objects, such as a bike rack, towbar, nudge bar, rear tyre, drawbar, trailer, caravan, etc.; and
    - (ii) The height of your Private Vehicle means the tallest point of your Private Vehicle and includes roof racks, Baggage, bikes, trailers, towed boats, caravans, etc.
- NOTE: You must take into account the length and height that the Private Vehicle will be at the time of sailing – that is, when it is fully packed and loaded.
- (c) You warrant that you have accurately declared the type, length and height of your Private Vehicle.
  - (d) We may check or measure your Private Vehicle to ensure that it meets the specifications that you have provided to us. If you have incorrectly stated the type, height or length of your Private Vehicle you agree that we may:
    - (i) Require you to amend your booking subject to availability of a suitable space on the Vessel and section 5.7 of the Conditions of Carriage;
    - (ii) Refuse to transport the Private Vehicle; or
    - (iii) If possible and if time permits, ask you to move any item that is causing the excess height or length (for example, Baggage in roof trays, bikes on bike racks, etc.).
- 4.4 Loading and unloading
- (a) You or your driver (who must also be a Passenger) are responsible for the safe driving, parking and handling of your Private Vehicle while on board the Vessel or in the terminal.
  - (b) You must ensure the Private Vehicle is in a fit condition for transport by the Vessel and all loose parts are adequately secured.
  - (c) Passengers must follow our instructions when loading and unloading Private Vehicles. Once you are directed to park your Private Vehicle then Passengers must:
    - (i) Engage the Vehicle's parking brake and either (for manual transmission) leave the Vehicle in gear or (for automatic transmission) leave the transmission in the "P" position before leaving the Vehicle;
    - (ii) Secure all personal belongings and Baggage in/on the Private Vehicle;
    - (iii) Ensure that any alarms or movement sensors are disabled; and

- (iv) Proceed directly to the public areas of the Vessel and not return to the Vehicle deck until directed by us.
  - (d) We may require Private Vehicles to be left on the Vehicle deck unlocked with ignition keys in place. You must abide by this requirement if we ask you to do so.
- 4.5 Vehicle deck
- (a) Passengers must take any belongings and Baggage that they require from their Private Vehicle before the commencement of the Voyage – this includes any medication and carry-on Baggage.
  - (b) Passengers are not permitted to access or remain in the Vehicle decks for any reason while the Vessel is at sea. This includes visiting your Private Vehicle, Baggage or animals (except as provided in clause 2.5 of this Special Condition).
  - (c) If you attempt to gain access to the Vehicle decks after the Voyage commences, we may restrain you or confine you to a cabin or other controlled area, land you at any port or place or otherwise deal with you as we reasonably see fit.

## 5. SPECIAL CONDITION E:

### 5.1 Refusal of Carriage

- (a) Even if you have a Ticket and a confirmed reservation, we may refuse to carry you, your Baggage and any Vehicle if any of the following circumstances have occurred or we reasonably believe will occur:
  - (i) If carrying you your Baggage and any Vehicle may put the safety of the Vessel or the safety or health of any person on the Vessel in danger or at risk
  - (ii) If you have used threatening, abusive or insulting words towards a Passenger, our shore staff or a member of the crew of the Vessel or otherwise behaved in an unacceptable manner
  - (iii) If you have damaged any property of any Passenger or of TT-Line either on board the Vessel or prior to or after the Voyage
  - (iv) If carrying you, your Baggage or any Vehicle may materially and reasonably affect the comfort of any person on the Vessel
  - (v) If carrying you will contravene or be inconsistent with any Public Health Requirements or Legislative Requirements
  - (vi) If you have refused to allow a security check to be carried out on you, your Baggage or any Vehicle
  - (vii) You do not appear to have all necessary documents relevant to the Voyage
  - (viii) If you fail to comply with any applicable Public Health Requirements, Legislative Requirements or these Conditions of Carriage
  - (ix) If you fail to complete the check-in process by the Check-In Deadline
  - (x) If you have not obeyed any instructions of our shore staff or a member of the crew of the Vessel relating to safety, health or security
  - (xi) If you refuse to answer any questions at Check-In to ensure the health and wellbeing of all passengers and staff (including in relation to the COVID-19 pandemic)
  - (xii) If you refuse to undertake a body temperature test upon reasonable request at Check-In
  - (xiii) If you are, or we reasonably suspect that you are, drunk or under the influence of alcohol or drugs
  - (xiv) If you are, or we reasonably believe you are, in unlawful possession of drugs
  - (xv) If your mental or physical state is a danger or risk to you, the Vessel or any person on-board
  - (xvi) If you have committed a criminal offence during the check-in or boarding processes or on board the Vessel
  - (xvii) If you have deliberately interfered with a member of our shore staff or the crew of the Vessel carrying out their duties
  - (xviii) If you have put the safety of either the Vessel or any person on it in danger
  - (xix) If you have committed any misconduct or any breach of these Conditions of Carriage on a previous Voyage and we have reason to believe that such conduct may be repeated
  - (xx) If you cannot prove you are the person specified on the Ticket on which you wish to travel
  - (xxi) If you have refused to allow us to copy your identity documents
  - (xxii) If you have refused to give your identity documents to a member of our shore staff or the crew of the Vessel when we have asked you to do so
  - (xxiii) If you have refused to comply with any reasonable request or direction by our shore staff or crew of the Vessel
  - (xxiv) Because your Ticket:
    - is not paid for
    - has been reported lost or stolen
    - has been transferred
    - has been acquired unlawfully
    - has been acquired from someone other than us or an Authorised Agent
    - contains an alteration which has not been made by us or an Authorised Agent
    - is spoiled, torn or damaged or has otherwise been tampered with, or is counterfeit or otherwise invalid.

In any of the situations in this 5.1, we may remove you from a sailing, even after you have boarded, without any liability on our part, and cancel any subsequent sailings on the Ticket. For the avoidance of doubt, if any of these situations occur, you will not be entitled to a refund of your Ticket or to transfer your Ticket to another sailing.

5.2 Notice of Refusal to Carry You

We will be entitled to refuse to carry you, your Baggage and any Vehicle if we have notified you in writing that we will not carry you on our Vessel. The notice will give details of the period for which it will apply and will ask you not to buy a Ticket or ask or allow anyone to do so for you. If you try to travel while the notice is in force, we will refuse to carry you and you will be entitled to a fare refund minus our reasonable administration fee and may be subject to a further period of non-carriage.

5.3 Conduct During Sailing

(a) Obey Directions

To maximise passenger comfort, safety and security, you must comply with the following requirements and all other reasonable directions of any crew member on your sailing with us, when on board:

Smoking is only allowed in designated areas

If you drink alcohol, drink only in moderation and only alcohol served on your voyage with us as part of our bar service

Do not behave in a manner to which other Passengers may reasonably object.

We may also ask you not to operate any electronic devices, laser products or transmitting devices, remote or radio controlled toys that could interfere with the comfort of other passengers or the safety and security of the Vessel. If you fail to comply with our requests, we may retain the device until the end of the sailing.

(b) Control of Passengers

We will take all reasonable steps to maintain the comfort, safety and security of all Passengers. If we reasonably consider it necessary, we may restrain you, for example if you:

- (i) conduct yourself so as to endanger the safety of the Vessel or any person on board;
- (ii) obstruct, or fail to comply with any direction of any crew member (iv) commit any criminal act,
- (iii) behave in a manner to which other Passengers may reasonably object
- (iv) interfere with a crew member who is performing his or her duties on board the Vessel
- (v) tamper or interfere with the Vessel or any equipment on the Vessel.

In addition, you may be refused further carriage with us. You may also be prosecuted for offences committed on board the Vessel.

5.4 Diversion Costs Caused by Unacceptable Behaviour

If we delay or divert the Vessel to an unscheduled destination as a result of your failure to comply with any of the requirements set out in these Conditions of Carriage, you must pay us all reasonable costs in connection with the diversion.