

Australian Scouting Youth Event Standards

2024 Edition





Scouts
AUSTRALIA

A Scouts Australia Publication

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March 2024



Scouts Australia

Australian Scouting Youth Events Standard

Document information

Owner: National Commissioner Youth Program

Document history

Revision	Effective date	Summary of changes

Executive Summary

Major youth events are an important part of Australian Scouting. For many youth members these events are one of many highlights of their Scouting experience. Whether they happen at a local, state, national or international level, the events are there to serve a purpose – the development of knowledge, skills, experience, and capabilities in young people so they may have a positive impact in the creation of a better world.

Major events are defined under the Australian Scouting Youth Events Policy. Major events must fit with the Youth Program and achieve a fun, challenging, adventurous and inclusive experience, with known and new peers, resulting in a positive and rewarding experience for all.

The resulting documentation is the new Australian Scouting Youth Event Policy and Standard. This policy and standard have been developed to support new and emerging teams with the structure, preparation and delivery of events. It is noted that some more experienced individuals within Scouting may already be exceeding the standard with their own knowledge and delivery mechanisms. We would encourage them to use this standard as a refresher and benchmark to their own operations.

It is noted that this standard should be read in conjunction with all other national policies and procedures, as well as the policies, procedures and legislation of the host location(s). The standard is designed as 'best practice' and outlines the minimum expectations (especially regarding program) for all Tier 1 and Tier 2 Australian Scouting Youth Events.

This document allows Event Teams to add their 'style' to the event and meet the needs of local conditions, however, significant changes and variations may require approval from the relevant committee or authoriser. This body will differ between events, but may be the Branch Youth Program, National Youth Program or National Operations Committee.

This document is intended to assist in the development of the Event Manual – a document that outlines the operating procedures of each individual event. It is the responsibility of the host organising Branch or Committee to develop the Event Manual.

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Scope

The Australian Scouting Youth Event Standard sets out the best practice requirements for Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events held by Scouts Australia and its Branches.

The standard outlines the minimum expectations and requirements for an event. The standard may exceed the requirements that individual Branches have, and that State/Territory Law may specify.

Note: where State/Territory Law sets a higher standard then that law/legislation will prevail.

It is noted that this standard has been designed to be read in conjunction with all other national policies and procedures, as well as the policies, procedures and legislation of the host location(s).

Application

This document must be adhered to or exceeded for all Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events. It is recommended that Tier 3 Youth Events should reference the Australian Scouting Youth Events Standard to aspire for best practice events with the youth program embedded.

Referenced documents

Referenced documents can be found on the Key Resources page on the Scouts Australia website: <https://scouts.com.au/members/key-resources>

- Scouts Australia Australian Scouting Youth Events Policy
- Scouts Australia Child Protection Policy
- Scouts Australia Event Travel Subsidy Policy - *under discussion & drafting*
- Scouts Australia International Contingent Leaders Handbook
- Scouts Australia National Adventurous Activities Framework
- Scouts Australia National Work Health and Safety Policy and Framework
- Scouts Australia Policy and Rules
- Scouts Australia Privacy Policy
- Scouts Australia Risk Management Policy and Framework
- Scouts Australia Technology Code of Use
- Scouts Australia Vaccination Policy
- Scouts Australia Youth Program Policy

Terms, definitions and abbreviations

Adventurous Activity School – An Adventurous Activity School is a Scouts Australia endorsed event that focuses on participation, Scouting Qualifications and Nationally Recognised Training in one or more adventurous activities or outdoor pursuits. Typically, this is open to youth members and adults, and therefore is classified as an Australian Scouting Youth Event.

Asia Pacific Region (APR) - the Scouting Region in which Australia is positioned

Australian Rover Scout Moot – defined in text [here](#)

Australian Scout Jamboree – defined in text [here](#)

Australian Scouting Youth Events (previously known as major events) – are large-scale youth activities and events, where the purpose and/or framework of the event is one or more of:

- total number of attendees will be greater than 500
- include participants from more than one Unit or Group
- educational (formal or non-formal) outcomes for any youth attendees are expected to be achieved

Consumer Price Index (CPI) – a quarterly measure of inflation published by the Australian Bureau of Statistics (ABS).

Contingent – an organised group of people sharing a common feature, typically coming from the same governing locality, who form part of a larger group attending an event.

Emergency Continuity Action Plan - the document that outlines all emergency situations and the processes for the management of those emergencies

Global Goals – formerly (and also) known as the Sustainable Development Goals (SDGs), these are a plan agreed to by all world leaders through the United Nations to build a greener, fairer, better world by 2030¹. They are a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity².

Gross Domestic Product (GDP) – defined by the OECD as the standard measure of the value added created through production of goods and services in a country during a certain period

National Executive Committee (NEC) - the board of directors for Scouts Australia

National Operations Committee (NOC) - the lead decision makers for the operational side of the organisation, comprised of the National Team members and Branch Chief Commissioners

National Scout Organisation (NSO) - the entity that represents all Scouts from within one country to the World Organization of the Scout Movement (WOSM)

National Team – the Commissioner Team led by the Scouts Australia Chief Commissioner, containing lead volunteers for each of the portfolios that span the organisation

¹ <https://www.globalgoals.org/>

² <https://www.undp.org/sustainable-development-goals>

Organisation for Economic Cooperation and Development (OECD) - an international organisation that works to build better policies for better lives

Tier 1 Scouts Australia Youth Events - The flagship Scouts Australia Youth Events. Branch or National Contingents are formed to manage the attendance at these events. When held in Australia, these events are mostly hosted by a Branch on behalf of Scouts Australia.

Tier 2 Nationally Endorsed Events – Tier 2 events are Nationally Endorsed Events. These events are Branch run and hosted events that intend to invite participants from geographical locations outside of their own state or territory. This may be members from other Branches of Scouts Australia and may also include international participants. Adventurous Activity Schools are considered Tier 2 events.

Tier 3 Local Youth Events – Events not registered as a Scouts Australia Youth Event. These events are locally organised (e.g., by the Branch/Region/District/Group or Units) and do not have participants from outside of the Branch.

World Organization of the Scout Movement (WOSM) – the governing and advisory body for Scouting across the globe, representing member nations.

World Organization of the Scout Movement Youth Events – The flagship WOSM Youth Events. National Contingents are formed to manage the attendance at these events.

World Scout Moot - The World Scout Moot is a special event held every four years for Scouts aged 18-25, traditionally called Rover Scouts. Up to 5,000 young people come together to experience the unique spirit of Scouting, make new friends, and develop new skills and understanding on how to be better global citizens³.

World Scout Jamboree - A World Scout Jamboree is one of the largest outdoor educational events for youth on the planet! Tens of thousands of Scouts from all over the world come together to camp outdoors and join in fun activities where they make new friends, learn about other cultures, and develop leadership skills that will last a lifetime. This event runs every four years and is opened to Scouts between the ages of 14 and 17 from Member Organizations⁴.

³ <https://www.scout.org/what-we-do/world-scout-events/world-scout-moot>

⁴ <https://www.scout.org/what-we-do/world-scout-events/world-scout-jamboree>

Background

Youth members want events that are highly social, fun, challenging with a diversity of activities, with both new and known experiences, in new environments, undertaken with old and new peers.

Our events must embrace a model that is:

- linked to our Educational Objectives
- agile
- supports completion of the Achievement Pathways
- held regularly in a variety of locations
- youth led
- allow participants to Plan> Do> and Review> their event experience
- have purpose and defined personal intentions
- cost effective
- a positive experience for all participants
- safe
- adult leader effective (in time and numbers)
- flexible and allows youth members a wide variety of diverse events to assist personal development
- designed to be cognisant and inclusive of the changing nature and shape of volunteering and volunteer engagement in the community

Opportunities to engage in activities and events locally, nationally and internationally are increasingly appearing. Regular attendance at World Events and Scouts Aotearoa (Scouts New Zealand) activities and events complements the offerings within Branches and across Australia.

These standards have been developed to ensure a consistent approach to youth events within Scouts Australia. It outlines the minimum expectations for both Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events to ensure that events are consistent with the delivery of the program and the expectation of a fun, challenging, adventurous and inclusive experience.

Further information about the Tier 1 Event Bidding process, and application proforma, can be found in the *Bidding Guidelines for Tier 1 Australian Scouting Youth Events*⁵.

Australian Scout Jamboree

The Australian Scout Jamboree provides a large scale gathering of youth program participant members, aged 11-17 as at the event conclusion date. It is an event that allows youth members to develop socially, physically, intellectually, emotionally and spiritually and enhance character development through participation in events that are adventurous, fun, challenging and inclusive. Thus, assisting youth members to build the knowledge, skills and experience to create a better world and have experiences with their national and international communities.

Fundamental aspects of the Australia Scout Jamboree include:

- The immersion of participants in the youth program principles and elements
- All elements of the event are linked to the Scouts Australia Educational Objectives
- The event focuses on all components of the Scout Method and Outdoor Adventure Skills
- The event allows for participants to achieve parts of their Achievement Pathways if desired by them
- A positive and rewarding experience for all participants (both youth and adults)

Australian Rover Scout Moot

The Australian Rover Scout Moot provides a large scale gathering of youth program participant members and young leaders, aged 18-25 as at the event commencement date. It is an event that allows young people to develop socially, physically, intellectually, emotionally and spiritually and enhance character development through participation in events that are adventurous, fun, challenging and inclusive. Thus, assisting attendees to build the knowledge, skills and experience to create a better world and have experiences with their national and international communities.

Fundamental aspects of the Australian Rover Scout Moot include:

- The immersion of participants in the youth program principles and elements
- All elements of the event are linked to the Scouts Australia Educational Objectives
- The event focuses on all components of the Scout Method and Outdoor Adventure Skills
- The event allows for participants to achieve parts of their Achievement Pathways if desired by them
- A positive and rewarding experience for all participants (both youth and adults)

⁵ <https://scouts.com.au/wp-content/uploads/2023/06/Tier-1-Bidding-Guidelines-v0.09-fillable.docx>

Tier 2 Nationally Endorsed Events

Tier 2 events are *Tier 2 Nationally Endorsed Events*. These events are Branch run and hosted events that intend to invite participants from geographical locations outside of their own Branch. This may also include international participants. Adventurous Activity Schools, national Venturer Scout events, and other international opportunities are classified as Tier 2 events.

These events:

- Have participation endorsed by both the Branch (and/or National Scout Organisation) of membership and the host locality of the event
- Are complementary to the Scouts Australia Youth Program
- Have been granted *Tier 2 Nationally Endorsed Event* status through an application process

Within Australia, these events may be attended by Patrols and Units. For international events and opportunities, Contingents or Delegations will be formally formed.

There is no financial benefit to Scouts Australia for an event being classified as *Tier 2 Nationally Endorsed Event*.

Application and Submission Process

For an event to gain *Tier 2 Nationally Endorsed Event* status, an application must be made via the National Youth Program Support Team (youth.program.support@scouts.com.au) to facilitate a review and endorsement process.

Submissions may occur at any time. The assessment team will target a response within one month of submission, however, it is important to note that review and endorsement may take up to two months⁶. It is recommended that applications are submitted at least six months prior to the planned event.

Where an event occurs annually, the event team may choose to apply for *Tier 2 Nationally Endorsed Event* status for up to three years, and this may be granted pending the outcome of the assessment and feedback on the application.

- Further information about the *Tier 2 Nationally Endorsed Event* process can be found in the *Application Guidelines for Tier 2 Nationally Endorsed Events*⁷, including application form.

⁶ This may take longer if application is submitted in the months of December or January

⁷ <https://scouts.com.au/wp-content/uploads/2023/06/Tier-2-Event-Application-v0.12-fillable.docx>

Adventurous Activities Schools

Scouts Australia Adventurous Activities Schools are required to gain *Tier 2 Nationally Endorsed Event* status. These events are hosted by Branches and Adventurous Activity Teams, with eligible participants most frequently aged 14 years and older.

International Contingents and Delegations

International events are governed by their own frameworks.

International Contingents should reference the International Contingent Leaders Handbook⁸ for guidance on their functions and operations.

There are elements within the Australian Scouting Youth Events Standards that may supplement the content published within the International Contingent Leaders Handbook⁹.

⁸ <https://scouts.com.au/wp-content/uploads/2022/06/International-Contingent-Leader-Handbook-2022.pdf>

⁹ <https://scouts.com.au/wp-content/uploads/2022/06/International-Contingent-Leader-Handbook-2022.pdf>

Tier 3 Youth Events

Tier 3 events are *locally organised* Youth Events, organised by Patrols, Units, Groups, Districts, Regions or Branches. They are not seeking interstate or international participation and operate in line with the respective Branch operating procedures for events.

These events:

- Have participation endorsed by their regular Unit or Group
- Are complementary to the Scouts Australia Youth Program
- Have been granted approval to run in accordance with the relevant procedures in the Branch

These events may be attended by individuals, Patrols and Units.

The governance of these events is entirely entrusted to the support structures within the Branch of operation.

Fundamental Aspects of Australian Scouting Youth Events

Elements of Australian Scouting Events will have the same, or similar, Standards, irrespective of where they fit in the Tier structure.

This includes, but is not limited to participation and eligibility, planning, youth involvement and program elements.

Plan> Do> Review>

Large scale activities and events run frequently across the Scouting Movement. As much as is practical, we need to be learning from each other continuously. Plan> Do> Review> plays a critical role in Scouts Australia Youth Events and should be consistently modelled throughout the event lifespan.

Depending on the scale of the event, planning of an event may commence prior to the previous event of a comparable scale concluding. Where this is a Tier 1 event, this should be seen as an opportunity for the incoming event team, or representatives thereof, to be engaged in the remaining planning process, attend the event and participate in the review.

	Tier 1	Tier 2	Tier 3
Plan>	Must review previous three (3) event reports and recommendations	Should review previous similar event reports and recommendations Refine/define scope of event and associated activities	Should review previous similar event and be aware of learnings
Do>	Run the event! Must provide regular opportunities occur to Plan> Do> Review> throughout the event	Run the event! Should ensure regular opportunities occur to Plan> Do> Review> throughout the event	Run the event! Should ensure regular opportunities occur to Plan> Do> Review> throughout the event

	Tier 1	Tier 2	Tier 3
Review>	Must provide an event report to the following teams within six months. (NYPT, NOC, NEC).	Provide an event report to the following teams within six months. (Branch Executive, NYPT, NOC ¹⁰).	Should review the event and pass on learnings others.

Scouts Australia stipulates that within six months of the conclusion of a Tier 1 event, an event report must be provided to the following:

- National Youth Program Team, through the National Commissioner Youth Program
- National Operations Committee, through the Chief Commissioner of Australia
- National Executive Committee, through the Chair of the National Executive Committee

The post-event review and report must primarily serve the purpose of documenting the event's success stories, challenges, and issues. It is a requirement to include an analysis of what worked well and what didn't, and the financial performance of the event. A key feature of this review will be attendee feedback, likely sourced through surveys, and testimonials, to provide qualitative and quantitative input. This report provides valuable learning opportunities for the next team undertaking a similar event.

The report should be shared with the subsequent event team. This knowledge will enable them to make informed decisions, whether they choose to adopt similar approaches or explore alternative strategies.

Branches and sub-formations may choose to apply a resolution timeline for Tier 3 events as well.

Youth Involvement

Young people are the centre of all that we do in Scouting. They are the most critical stakeholders in the entire process, particularly when it comes to large-scale and major activities and events. Throughout all phases of a major event (including the planning phase), youth members **must** be engaged. Event teams need to be mindful of ensuring meaningful engagement and involvement of youth members.

Four criteria must be satisfied for real Youth Involvement to be in place for the event:

- Youth understand the intentions of the “project”;

¹⁰ A Tier 2 Nationally Endorsed Event report will form part of a Branch Chief Commissioner or portfolio Commissioner report. In each case, these reports should be used to identify key successes that can be replicated and key areas to explore differently so that the whole community can learn and grow with each event.

- They know who made the decisions concerning their involvement and why;
- They have a meaningful role;
- They volunteer for the project, after the project was made clear to them.

The World Scout Youth Involvement Policy¹¹ outlines:

“Youth involvement not only provides the *opportunity* and *space* for young people from diverse backgrounds to have a say in issues that affect their lives, but also the lives of others in their communities. It is also *capacity building*; it enables young people to gain the adequate skills and knowledge through which they strengthen self-confidence and learn to be responsible members of their societies.

Finally, involving young people in decision-making *motivates* them to be active citizens, and realise the *responsibility* they carry as individuals towards the community as a whole.”

All Australian Scouting Youth Events (whether they be Tier 1, Tier 2 or Tier 3), must have appropriate youth involvement embedded throughout all stages of the event lifespan. Each event will likely have a different type of youth involvement (due to the inherent nature of events being different), however, youth involvement must fit at some point on rungs 4 through 8 of Hart’s Ladder of Youth Participation. These being

- Rung 4: Youth Assigned but Informed
- Rung 5: Youth Consulted and Informed
- Rung 6: Adult Initiated, Shared Decisions with Youth
- Rung 7: Youth Initiated and Directed
- Rung 8: Youth Initiated, Shared Decisions with Adults

These five rungs describe increasing levels of involvement by young people in the decisions that affect their lives and experiences in the Scout program. Leaders and youth members should strive to raise their section’s level of youth involvement up the Ladder, in a developmentally appropriate way for their age group. Meaningful youth involvement can occur with events aimed at Joey Scouts and Cub Scouts as well as older sections.

Tier 1 Scouts Australia Youth Events must aim to have youth involvement at rung 7 and 8 of Hart’s Ladder.

It is acknowledged that there a range of other models that may be used to outline Youth Engagement and Youth Involvement. Two additional models are included in the appendices of the World Scout Youth Involvement Policy¹²: The Concept of Youth Empowerment developed by Clare Lardner; and Adam Fletcher’s Spiral of Youth Action.

¹¹ <https://learn.scout.org/resource/world-scout-youth-involvement-policy>

¹² <https://learn.scout.org/resource/world-scout-youth-involvement-policy>

More information on Youth Engagement in Australian Scouting Youth Events can be found in [Appendix B](#).

Event Team

- The event organising team includes young people under 30 as part of their team structure, which may also include members under 18 years of age.
- Young people are representative of all sections and ages who want to be and will be involved in the event as participants or as support team.
- Young people are given the opportunity to attend the event as participants, in support roles, or as members of the event organising team.
- Young people are mentored in roles and directorates on the event team.
- Young people discuss, organise and distribute communications for the event.
- The event provides different leadership opportunities for young people.

Program Planning

- Young people collate ideas for programming and consider the needs of potential participants in relation to the Achievement Pathways and inclusiveness.
- Young people consider activities and where 'Project Patrols' may need to be formed.
- Young people collate program ideas/needs and make sure there is a balance of Challenge Areas and elements of the Scout Method being addressed.
- Young people are encouraged to follow the relevant Branch policies in relation to running an activity and are supported to do so by adult leaders and members and older/ more experienced Scouts.
- Young people make sure there is a mix of Patrol activities, Project Patrol activities and Unit activities.
- Young people are supported to consider risk and are encouraged by the adults to put proper risk controls in place
- Young people consider new challenges and exciting experiences to build a diverse program
- Young people plan activities and put together appropriate notification, risk assessment and run all programmed items with mentoring occurring from adult leaders and members and older/more experienced Scouts

Unit Councils

- Units are encouraged to complete the Plan> Do> Review> cycle whilst at the event
- Young people are provided the opportunity to provide feedback on the program and activities they complete whilst at the event

- Event attendees understand a positive and enabling culture within the Unit and at the event and support all members.
- Representatives from each Patrol are part of meetings and briefings throughout the duration of the event

Ages and Participant Eligibility

There may be some variations in the eligibility criteria for each event, however the following are the minimum eligibility standards required for Scouts Australia Youth Events:

Youth participants

Youth participants must:

- Be a registered member of Scouting
- Be within the correct age bracket¹³ for the event as at the commencement and/or concluding dates for that event
- Be in good standing with their Branch or National Scout Organisation
- Have achieved the specified Outdoor Adventure Skills Stage(s) deemed appropriate for the event¹⁴¹⁵¹⁶

Please Note: There may be two different eligibility age brackets – those who are purely participants and those who are participants and supporters of the event. Careful consideration should be given to identify and specify those who are purely youth participants, in contrast to those who are youth participants and supporters of the event.

When youth program participants are engaged in an event in a supporter capacity, or both a participant and supporter capacity, it is important to ensure that they are getting something out of volunteering at the activity or event. Their experience(s) are about development and learning, with the additional benefit of skilled (or upskilling) personnel for the event, rather than personnel who are purely present for the benefit of service to the activity or event.

Adult participants

Adult participants must:

- Be a current registered member of Scouting who is in good standing

¹³ The age brackets for the Australian Scout Jamboree and Australian Rover Scout Moot are not variable. If an event wishes to vary from what is outlined in the Standards, written authority must be gained from the Chief Commissioner of Australia (Tier 1 Scouts Australia Youth Events) or the relevant Branch Chief Commissioner (Tier 2 Nationally Endorsed Events).

¹⁴ No additional nights or requirements above the nominated Stage(s) should be applied to the criteria. If additions are required, then the incorrect Stage has been nominated in your eligibility criteria.

¹⁵ Achievements in the Outdoor Adventure Skills are section agnostic. No section-specific achievements should need to be applied.

¹⁶ It is suggested that for events that are for a duration of greater than one week, attendees have achieved Outdoor Adventure Skills Camping Stage 4. The event team should consider what other prerequisites they may have for the safe conduct of the event program.

- Hold a current and valid National Police Check as endorsed by their Branch
- Hold a current Working with Children Check / Vulnerable People Check, as required by their Branch of membership
- Hold the relevant Working with Children Check / Vulnerable People Check for the host location, if that is what is required by the host state/territory law
- Have completed, within the past two years prior to the event concluding, the mandatory On-Demand training, WHS for Scouting and Child Safe Scouting
- Have completed the WOSM Safe from Harm 1: Essential Learnings online module

Adult Line Leaders

Adult Line Leaders must:

- Hold a Certificate of Proficiency (or equivalent)
- Hold an Adult Appointment
- Be a current registered member of Scouting who is in good standing
- Hold a current and valid National Police Check as endorsed by their Branch
- Hold a current Working with Children Check / Vulnerable People Check, as required by their Branch of membership
- Hold the relevant Working with Children Check / Vulnerable People Check for the host location, as required by the host state/territory law
- Have completed, within the past two years prior to the event commencing, the mandatory On-Demand training, WHS for Scouting and Child Safe Scouting
- Have completed the WOSM Safe from Harm 1: Essential Learnings online module
- Be capable of coping with greater than seven consecutive days of intense demands and rigors in an environment where they are providing support to youth and adults

Adult Unit Leaders

Adult Unit Leaders must:

- Hold a Wood Badge¹⁷
- Hold a Certificate of Proficiency (or equivalent)
- Hold an Adult Appointment
- Be a current registered member of Scouting who is in good standing
- Hold a current and valid National Police Check as endorsed by their Branch
- Hold a current Working with Children Check / Vulnerable People Check, as required by their Branch of membership
- Hold the relevant Working with Children Check / Vulnerable People Check for the host location, as required by the host state/territory law
- Have completed, within the past two years prior to the event commencing, the mandatory On-Demand training, WHS for Scouting and Child Safe Scouting
- Have completed the WOSM Safe from Harm 1: Essential Learnings online module
- Be capable of coping with greater than seven consecutive days of intense demands and rigors in an environment where they are providing support to youth and adults
- Ideally have attended another Tier 1 Scouts Australia Youth Event or Tier 2 Nationally Endorsed Event

Girl Guides Australia members

The Event Team may choose to open the event up to applications from members of Girl Guides Australia, and its respective Branches. If the event wishes to do this, a formal offer from the Chief Commissioner of Australia (Tier 1 events) or Branch Chief Commissioner (Tier 2 events) must be made to their Girl Guides Australia equivalent.

Attendees must:

- Be a registered member of Girl Guides Australia
- As a participant, be within the correct age bracket for the event as at the commencement and/or concluding dates for that event
- As an adult, be able to comply with the relevant jurisdictions' child safety requirements
- As an adult, apply for the relevant Working with Children Check / Vulnerable People Check for the host location, as required by the host state/territory law
- As an adult, complete the Girl Guides Australia equivalent to the Scouts Australia mandatory on-demand modules
- Accept and agree to abide by the WAGGGS World Policy on Safeguarding Children¹⁸
- As an adult, completed the WOSM Safe from Harm 1: Essential Learnings online module
- Be in good standing with their Branch or National Guide Association

¹⁷ It should be noted that whilst Wood Badge is specified, this is preferable rather than mandatory. It should not be the only selection criteria used to identify and select Adult Unit Leaders.

¹⁸ https://duz92c7qaoni3.cloudfront.net/documents/English_2022_WAGGGS_Safeguarding_Policy.pdf

- Have participated in a minimum number of nights of camping, as deemed appropriate for the event. This number must align to the respective programme framework for the section or sections that the event caters for.
 - The corresponding Girl Guides Australia achievement which closely aligns to the specified Outdoor Adventure Skill Stage(s) recommended for the event may be deemed appropriate

International Scouting members

The Event Team may choose to open the event up to applications from members of other National Scout Organisations (NSO). If the event wishes to do this, a formal offer from the International Commissioner of Australia must be made to their equivalent of the NSO's invited.

Attendees must:

- Be a registered member of a National Scout Organisation
- As a participant, be within the correct age bracket for the event as at the commencement and/or concluding dates for that event
- As an adult, be able to comply with child safety requirements, including completion of the WOSM Safe from Harm module(s)
- As an adult, apply for the relevant Working with Children Check / Vulnerable People Check for the host location, as required by the host state/territory law
- Be in good standing with their National Scout Organisation
- Have participated in a minimum number of nights of camping, as deemed appropriate for the event. This number must align to the respective programme framework for the section or sections that the event caters for.
 - The corresponding achievement which closely aligns to the specified Outdoor Adventure Skill Stage(s) recommended for the event may be deemed appropriate

Contingents at Events

For any Tier 1 Scouts Australia Youth Event, attendance will be facilitated through Branch and National Contingents. Additionally, other National Scout Organisations, such as New Zealand and Great Britain, may be invited as their own independent Contingent or they may choose to send members who are hosted by Australian Branches and Units.

It should be noted that where a nation is sending small numbers to events, these members will be hosted by Australian Scouting members, rather than being independent Contingents. The Scouts Australia International Commissioner, or their delegate, will be actively involved in the facilitation of these arrangements.

Tier 2 Nationally Endorsed Events may or may not involve the formation of Contingents.

Purpose and Role of Contingents

- Contingents may serve multiple purposes at events. Primarily these can be categorised as coordination, support and advocacy.
 - Coordination – logistics, supplies, transportation, people groupings
 - Support – welfare, problem solving, supplies
 - Advocacy – representing the viewpoints, pain points, and areas of delight
- Contingents should not be, nor provide, duplication of the activities and services provided by the event.
 - They may choose to run recognition events in addition to those events facilitated by the event, or in the absence of those activities facilitated by the event.

Contingent Teams

The size of a Contingent Team should be proportional to the number of attendees within the Contingent.

As a guideline, numbers should reflect:

Youth members	Contingent Team
< 350	Up to 15
351 – 500	Up to 20
501 – 1000	Up to 25
1001 – 2300	Up to 35
2301+	Up to 60

The types of roles these members fulfil need to be clarified. Consideration would need to include roles such as Contingent Leader, Deputy Contingent Leader, Welfare Director/Manager/Team, Administration Director/Manager/Team, Logistics Director/Manager/Team, etc. Guidance of team structure may be provided by the host Branch.

National Contingent

The National Team will attend the Australian Jamboree or Australian Rover Moot as a Contingent. The National Team is responsible for the displays and activities in the Scouts Australia Hub (detailed below) in addition to organising and participating in several functions during the Tier 1 Scouts Australia Youth Event.

The National Commissioner Youth Program (or delegate appointed by the Chief Commissioner of Australia) will be the Contingent Leader for the National Team. All infrastructure and some other costs associated with the planning, preparation and delivery of the Scouts Australia Headquarters and Scouts Australia Hub must be covered in the Event budget.

It is the responsibility of the Event to:

- Include the National Contingent Leader in all communications, registration procedures
- Provide access for the Contingent Leader to ordering systems; and
- Cover costs of the National Contingent Headquarters

Members of the National Team pay the relevant event fee. Contingent fees will be determined by the National Contingent Leader. The National Contingent may also produce a contingent badge for sale and swap.

International Contingents

Where international participants are attending a Tier 1 Scouts Australia Youth Event, each country will have their own contingent or country liaison. Each international contingent shall abide by the standards for Australian Contingents and will be provided with the same equipment as their Australian counterparts.

Event Unit Composition

For Australian Jamborees:

- Event Units will be assembled by Contingents;
- Each standard Unit is to consist of up to six Patrols of six Scouts;
- It is recommended that five Line Leaders and one Unit Leader oversee the organisation of the Unit and may be required to accompany Patrols from their Unit during participation in offsite activities;
- One Leader should always be on duty on site if a duty patrol stays behind; and
- It is highly encouraged that all Units should have a mix of genders within their adult Line Leader cohort with each Unit

Alternatively, for Australian Rover Scout Moots:

- Units may be assembled based on expedition choices
- It is anticipated that engagement in the core program will occur on an individual or project patrol basis.

International Participation in Australian Scouting Youth Events

International Scouting is a significant element of any Tier 1 Scouts Australia Youth Event and comprises of two aspects, international participants and promotion of international Scouting.

International Participants

For Tier 1 Scouts Australia Youth Events, the International Commissioner Scouts Australia is to notify WOSM of the event so that it will appear on all relevant World Scouting Events databases. They will also notify the Asia-Pacific Region Office of the event for communication with all Asia-Pacific Region member NSOs.

International Liaison

If international participants are part of the event, it is required that the event management team has a member dedicated to being an international liaison. This person must be a suitable person and the designate to the role requires the endorsement of the Branch International Commissioner and the International Commissioner Scouts Australia. This role is key to supporting all international participants and their Contingents.

The international liaison role will ensure that the following occur to support international participants at the event:

- Management of the meeting and welcome of international participants and/or Contingents at their arrival port
- Management of the transfer of international participants and/or Contingents to the Event site from their arrival port
- Management of the transfer of international participants and/or Contingents from the Event site to their departure port
- Assist international participants and/or Contingents with acquiring equipment locally that they may need to source.

Promotion of International Scouting

At Tier 1 Scouts Australia Youth Events, promotion of International Scouting opportunities and programmes is a requirement.

In liaison with the International Commissioner Scouts Australia, activities and promotions for International Scouting must be displayed and be available at these events.

Youth Program

Educational Objectives

The event program must focus on the development of youth members through Educational Objectives. It must:

- Be planned around the four Challenge Areas – Community, Creative, Outdoors, Personal Growth
 - Scouts to be able to choose activities and decide what Challenge Areas they cover
 - Challenges need to have depth, ensuring Scouts can be challenged and learn or do something new
- Incorporate all elements of the Scout Method
 - Community Involvement
 - Learning by doing
 - Nature and the Outdoors
 - Patrol System
 - Personal Progression
 - Promise and Law
 - Symbolic Framework
 - Youth leading, adults supporting
- Be flexible to cater for the personal development journey of each youth participant
- Engage members to Plan> Do> Review> through all elements of the event experience
- Incorporate Youth Leading, Adults Supporting
- Regularly review activities, experiences and procedures based on the SPICES
- Engage with the local community
- Address Global Goal objectives and/or targets
- Be adventurous, fun, challenging and inclusive!

It may:

- Support progression in one or more Outdoor Adventure Skills
- Support the development of Special Interest Area achievements
- Include key WOSM initiatives of the time

The program for the event should be co-constructed with youth members, and the attendees should have the opportunity to be part of their selection of activities at the event.

Scout Method

Each Australian Youth Scouting Event is expected to have the following in relation to the Scout Method.

Community Involvement

- Opportunities to complete activities within the local community (and be seen) are part of the intended program
- Opportunities to complete activities as a part of the local community are part of the intended program
- Community leaders and members have been invited to visit the event
- Long-term positive contributions to the community have been established as part of the event
- There is a diversity of community groups who have been engaged with as part of the event
- Opportunities to explore community diversity are part of the event program

Learning by Doing

- The program enables hands-on learning for the attendees
- The program encourages development of skills across multiple activity areas and types
- The program provides practical and engaging experiences for young people
- The program provides equal opportunity of inclusion and participation by those with a range of abilities or disabilities.
- The program provides opportunities for attendees to reflect on their own learning experiences
- The program provides new experiences and learning environments for attendees
- The program provides for opportunities to try and not guarantee success

Nature and the Outdoors

- Opportunities to connect regularly with nature and understand our impact on it are part of the program
- Activities are in places where minimal environmental impact can be facilitated
- Activity locations are selected to encourage connection and appreciation of nature
- Opportunities are provided to facilitate learning about sustainability and sustainable practices
- The program provides opportunities for understanding health and wellbeing in the natural environment

Patrol System

- The structure of the event is conducive to patrol-based engagement and activities
- The event program enables patrols to be formed and take responsibility for their programs
- The event program encourages the use of “home” and “project” patrols to support engagement in activity planning and participation
- The event provides structure and support to empower leadership opportunities within patrols where more experienced Scouts facilitate learning for less experienced Scouts through the activities that they run
- The event encourages building a sense of belonging within patrols
- The event encourages all members of patrols to be heard and contribute to the success of the activities and event

Personal Progression

- The event provides opportunities for personal growth
- The event provides opportunities to advance in their Achievement Pathways
- The event encourages goal setting and progress towards development in areas of interest
- The event provides opportunities for self-selection and self-direction
- The program supports individuals to achieve in their own way
- The program provides diverse and inclusive activities so everyone can achieve success
- The program encourages everyone to learn new skills and achieve success

Promise and Law

- The program provides opportunities for reflection
- The Scout Promise and Law underpin the codes and behaviours we require at the event
- The Scout Promise and Law are used as a resource to support reflection
- All attendees are encouraged to call out behaviours and actions inconsistent with the Scout Promise and Law
- Program options are evaluated based on the values of Scouting, and how the experience and the provider align to these values

Symbolic Framework

- The program provides opportunities for uniqueness
- The event is themed appropriately to represent the uniqueness of the event and its opportunities
- The event promotes opportunity for creativity
- The event recognises traditions appropriate to the location and the event
- The event delivers special and memorable ceremonies and celebrations
- The event promotes the symbolic framework(s) of the ages the event caters for

Youth Leading, Adults Supporting

- Young people are involved in the delivery of the program
- Young people are given opportunities to further their abilities to lead and drive the program
- Adult leaders support young people to explore ideas and opportunities during the event
- The event has an established Unit Council that operates throughout the duration of the event
- Every element of the event offers opportunities for youth leading youth

Program Elements

Each Australian Scouting Youth Event is expected to be connected to the Program Elements.

Program Essentials

- The event program facilitates opportunities for some attendees to gain assists and leads, aligned to the definitions for the respective Milestone assists and leads
- The event program facilitates activities and opportunities in each of the four Challenge Areas – Community, Creative, Outdoors, Personal Growth
- Activities / opportunities are clearly labelled with their relevant Challenge Area
- The event communicates rationale for any minimum participation criteria in relation to Milestones
- The event provides opportunities for review of achievements and advancement
- The event program promotes Patrol nomination/selection of activities
- The event program promotes individual nomination/selection of activities
- Participate, assist and lead opportunities are incorporated with the Program Essentials throughout the event program

Outdoor Adventure Skills

- The event program facilitates opportunities for attendees to advance/extend their skills in one or more streams of the Outdoor Adventure Skills, with advancement opportunities predetermined by the event program team
- The event communicates minimum participation criteria for the event, based on Outdoor Adventure Skills
- The event program facilitates opportunities for youth mentoring youth in Outdoor Adventure Skills
- The event program promotes choice for young people to engage with Outdoor Adventure Skills how they desire
- The event program promotes individual nomination/selection of activities
- Activities / opportunities are clearly labelled with their relevant Outdoor Adventure Skills
- The event program facilitates opportunities for two-down mentorship within activities containing the Outdoor Adventure Skills

Special Interest Areas

- The event program promotes goal setting for all attendees
- The event program promotes choice for young people to engage with Special Interest Areas how they desire

- Activities / opportunities are clearly labelled with their relevant Special Interest Area opportunities
- The event program promotes review of experiences and development
- The event program promotes individual nomination/selection of activities
- The event program features activities / options related to all six of the Special Interest Areas
- The event program provides inspiration for further exploration and development as it relates to the Special Interest Areas post-event¹⁹

World Organisation of the Scout Movement (WOSM) Initiatives

- The event program promotes the opportunities available through international Scouting
- The event program offers the opportunities to explore the WOSM Initiatives
- The event program promotes community engagement, involvement and contributions
- The event program provides inspiration for further exploration and development as it relates to the WOSM initiatives post-event

Global Goals

- The event program promotes actions reflective of a sustainable future
- The event program promotes community engagement, involvement and contributions
- The event program provides opportunities for attendees to contribute to making a change / making a difference in the lives of others
- The event program provides inspiration for further exploration and development as it relates to sustainability and the Global Goals post-event

¹⁹ It cannot be assumed that a Special Interest Area project will be completed as part of the event

Program Scheduling and Structure

Whilst a rotational and prescribed base structure may suit timetabling better than a free-choice format, a youth led program requires participants to be able to select what they engage in.

- This may be scaffolded, with timetabled opportunities in a range of different zones, however, would then require the participants to be able to choose which parts of the zone they engage with.

Some of the larger events may provide opportunities (compulsory or optional) to engage in activities beyond the physical boundaries of the main site.

- Scheduling these offerings may require additional planning and should be considered in the light of the educational value and offerings.
 - If the offsite experience is purely for fun, then we need to consider why we have added it to the program of the event. This noted, fun is an important element of the program and having an activity that is designed to “let off steam” in a fun and inclusive way should not automatically be discounted.

Organisational Structure (Event Team)

Identifying the right team and talent for the event is a careful balancing act. What skills do we require on the team? Who needs to be mentored? Who needs support? Who has the capacity to mentor or support?

For Tier 1 Australian Scouting Youth Events, the following structure for event management should be put in place:

- Event Chief Director – must be appointed 3–4 years before event commencement.
- Event/Camp Chief – the ceremonial leader of the event. This may be a youth member, the Branch Chief Commissioner or anyone selected by the host Branch²⁰
- Organising/Executive Committee
 - The National Commissioner Youth Program (or nominee) should be an ex officio member of the Organising/Executive Committee, with the responsibility for keeping the National Youth Program Team informed, and as appropriate involved, in the organisation of the *Tier 1 Australian Scouting Youth Event*.
 - Within the event management team there must be a lead for risk management, a lead for health and welfare, and a lead for emergency management. These roles do not definitively need to be direct reports to the Chief Director, but are key roles that need to be staffed and included in the complete planning process
 - Other team lead requirements are at the discretion of the Camp Chief and/or Chief Director, however, should factor in the purpose of the event and requirements for the event.
- Youth roles – complementing adult roles on organising/executive committee and a core youth consultative Unit (e.g., “design squad”, “dream patrol”). Equally, if young people have taken on the roles on the organising/executive Committee, there may be adult roles that are created to enable suitable mentors to be accessible to the planning, discussions and decision-making.
- Contingent Leaders – it is recommended these members should be appointed by Branches/countries at least 2.5 - 3 years prior to the event. A clear role description and support framework, including training program, should be made available to the individual if they are interested and/or require upskilling.
 - Additionally, the appointment of a Deputy Contingent Leader capable of taking over the leadership or providing leadership if the team needs to divide for unforeseen circumstances (e.g. a contingency or emergency response needs to be enacted), should be highly encouraged.

²⁰ This role is ceremonial. In the event key decisions need to be made, inclusion in the decision-making tree is influenced by the primary role held by an individual, not their event role as Camp Chief.

- Once appointed, the meeting of Contingent Leaders with the core Event Team may be referenced as a steering committee or consultative committee. This will form part of the stakeholder engagement and management in the preparation, delivery and review of the event.

Tier 2 Nationally Endorsed Events may choose to follow a similar structure, on the recommendation of their Branch. In this scenario, the Branch Commissioner Youth Program (or equivalent) would take the place of the National Commissioner Youth Program, fulfilling the duties to keep the National Youth Program Team informed as appropriate.

It is recommended that consideration be given to where following responsibilities (listed alphabetically) are positioned:

- Administration
- Camping
- Catering
- Child Safety
- Diversity and Inclusion
- Emergency Management and Business/Event Continuity
- Entertainment
- Finance
- Health Support
- Human Resources / Personnel
- International
- Logistics
- Marketing & Promotions
- Operations
- Partnerships and Sponsorship
- Program Activities
- Program Scheduling
- Registration & Application
- Risk Management
- Service Catering
- Sites & Services
- Transport
- Unit Catering
- Welfare Support

Irrespective of the structures in place, position descriptions for roles should set out clear roles, reporting lines and responsibilities for all teams and team members. Where there are one or more people collaborating in a portfolio, it's recommended that tasks are divided up in an equitable way from the point of establishment, or the point of division of the portfolio, whichever comes first.

For Tier 1 Scouts Australia Youth Events, it is highly recommended that a Business Manager be appointed or employed to support the Event management team. A frequent point of support may be in the financial area, with a role to ensure a clear financial picture is always available and that the accounts are finalised by the published deadline. This individual will act as a project manager in the context of the event.

Every effort should be made to ensure that there are members of the Event Management Team (both youth and adults) who have not been involved in the organisation of an Australian Scouting Youth Event before. This supports succession planning and continuous learning and upskilling.

Event Staffing

Consideration needs to be given as to how to best staff the event. Make sure that not only are there enough staff to support the event operations, but also that those staff are working in meaningful positions, are recognised for their efforts and feel as though they have been able to contribute not only to the overall operations of the event, but also to the outcomes of the event for youth members.

As events are designed, be cognisant and inclusive of the changing nature and shape of volunteering and volunteer engagement in the community. This could have some sizeable ramifications for events if not designed accordingly.

- An attendee at an event expects scheduled time off
 - How can a sample of the participant experience for the supporters of an event be factored in?
 - What plans need to be put in place for relaxation zones? How will this be guaranteed to be an inclusive environment within these?
 - Event staff should have access to different offerings for recreation and relaxation on their days off that is off the event site – this may include activities such as organised tours and self-directed sightseeing in the local area.
- Not all prospective attendees can commit to extended lengths of time
 - What is the suitability of the event for flexible volunteering in support teams?
 - Plan for contingencies should attendees suddenly be unavailable for multiple reasons. Is there back up support factored in to your planning?
 - Can the event facilitate the effective inclusion of short-term volunteering?
 - e.g. Day Workers
 - What is the participant experience if they can only attend for short periods of time?

It is important to promote a culture where all parties feel comfortable with asking questions, bouncing ideas off each other, or even moving around roles and responsibilities throughout the process.

Personnel Management

Management of staffing and people at an event can be a difficult task that can be a major factor in the success of the event. The event management team will aim to ensure the following with personnel management:

- Allocate event support staff as necessary to all activities and service areas.
- Have in place key support staff skilled at making on the spot decisions at critical moments.
- Strive to ensure that event support staff skills and preferences are considered when allocating roles.
- All event support staff have details, information and expectations provided to them before the commencement of the event.
- Dedicated event support team welfare support is to be available for all event support team members, regardless of role of contingent. This may be provided in liaison with contingent welfare where this exists.
- A clear dispute resolution procedure and process is developed and communicated to all event support team members.
- Clear communication channels to be established with contingents, where contingents exist, for feedback about event support staff not performing or showing up to their allocated role.

More information about Event Staffing can be found at [Appendix C](#).

Opportunity for Skill Development and Recognition

Australian Scouting Youth Events provide members (both youth and adult) with the opportunity to continue their lifelong learning journey with additional skill development.

Scouting as a movement is a non-formal education opportunity, providing structured and unstructured opportunities to learn and apply skills for the development of individuals, teams, and the movement. The event program should provide ample opportunity for skill development.

Informal learning opportunities often occur at Australian Scouting Youth Events for both youth and adult members. Informal learning is often referred to as 'learning by experience', or in a Scouting context, as *learning by doing!*

Non-formal learning opportunities also often occur at Australian Scouting Youth Events for both youth and adult members.

Some ways that Australian Scouting Youth Events can ensure that participants are actively engaging in learning opportunities include:

- Frameworks to support recording skills and experiences should be provided for all attendees, whether they are participants or supporters.
- Reflection and reflective practices should be embedded into the schedule of the event, not just in the Review> phase, enabling introspection and opportunities to recognise personal development and growth
- Encourage creativity in all activities

Learning outcomes include but are not limited to:

- The completion of Adult Training & Development courses (e.g., Scouting Essentials) at the event.
- Completion of Adventurous Activities training leading to Outdoor Adventure Skills achievements, qualifications under the National Adventurous Activities Framework, and/or Vocational Education and Training competencies via Scouts Australia Institute of Training.
- Completion of Event Management competencies via Scouts Australia Institute of Training for those on the event team.
- Professional Development for adult Leaders – this could be short sessions on topics such as behaviour management, running a Unit, mentoring other adult Leaders.
- Character Development courses or ongoing practical training for youth members.

Scouts Australia Registered Training Organisation (RTO) - Scouts Australia Institute of Training (SAIT)

At Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events, the Scouts Australia Institute of Training should have a visible presence and workspace to help successfully facilitate the achievement of formal Units of Competence at the event.

- Completion of Adventurous Activities training leading to Vocational Education and Training competencies
- Completion of Event Management competencies for those on the event team
- Completion of Volunteer Coordination competencies for those in leadership roles at the event and/or on the event team
- Opportunity to engage with conversation regarding completion of other Vocational Education and Training (VET) opportunities based on informal and non-formal learning experiences gained through Scouting

Consideration should be given to engaging Scouts Australia Institute of Training (SAIT) and Branch VET/Training Commissioners early in the event planning process to explore avenues for formal learning outcomes to be achieved and recognised.

- Tier 1 Scouts Australia Youth Events – contact to be made to the SAIT Leadership Team, nominally through the SAIT Principal
- Tier 2 Nationally Endorsed Events – contact to be made to the Branch VET Commissioner (or equivalent) who may request assistance and/or delegate contact to SAIT nationally
- Tier 3 Events – if desired, contact the Branch VET Commissioner who will coordinate and liaise with local-based Assessors accordingly

To successfully facilitate the achievement of formal Units of Competence, a visible workspace will be required. It is anticipated that attendance of Assessors will form part of the process required to enable formal recognition to occur at the event. Support in the form of shelter, power, tables, chairs and internet are likely to be common requests. At Tier 1 events, this will likely need to be in a different space to the Scouts Australia Headquarters and Scouts Australia Hub, depending on the event site layout.

Formal learning outcomes should be made available to all eligible participants should they wish to obtain these outcomes.

Recognition

Recognition processes at Australian Scouting Youth Events are multifactorial in nature and can be best put into three categories: recognition at event, recognition of those who contribute at the event and recognition of those who made the event happen.

Recognition at Event

Recognition of contributions made at the time of the event is important. This should occur in a variety of ways, both formal and informal. Types of recognition at Australian Scouting Youth Events should include the following (but are certainly not limited to).

- A fun function for all Patrol Leaders
- A function for all Service Leaders
- Certificates of Appreciation for all adults supporting the event
- Daily shoutouts of people doing awesome things (both youth members and adult supporters)
- Recognition of those who contribute above and beyond to the event outside their designated role (for example: the person who steps into a situation, develops a strategy and solution for the situation and leads a team to achieve a goal that adds benefit to the overall event).
- Post event, the nomination of Adult Recognition Awards

Unit Councils and participants should also be encouraged to recognise their peers at an event through formal and informal ways.

At Tier 1 Scouts Australia Youth Events, consideration should be given to organising functions recognising achievements outside of the event. This is consistent with practices at World Scouting events. Functions could include the following (but are certainly not limited to):

- A function for all Venturer Scout Peak Award achievers in attendance at the event
- A function for all Scout Peak Award achievers in attendance at the event
- A function for all leaders who have achieved the Wood Badge who are in attendance at the event

Event Award

Events may choose to have an Event Award to recognise participants who have actively participated in the entirety of the event program.

Recognition of those who contribute at the event

A critical component of a successful event is ensuring that recognition occurs of those who have contributed to the running of the event. Thought must be given as to how the event will recognise the following cohorts.

- Those who contribute at the event (e.g., service leaders, adult Unit leaders)

- Those who made the event happen (e.g., organising committee, sponsors, other external support)
- Those who made a unique but important contribution to ensure that the event was able to occur even if they do not attend (e.g., event advisors, those who answer last minute calls to assist in specialist capacities, external contractors, benefactors)

Validation of a persons' skills and experiences should also factor in recognition processes at events. This recognition can be as simple as ensuring that a person is allocated a service leader role in an area that they have a specialist skillset and that they wish to work in (e.g., Adventurous Activities).

Safety

The safety and wellbeing of young people in our care is our number one concern and priority. As a thriving, modern organisation, Scouting strives to be vigilant in identifying and eradicating child abuse. Notwithstanding the forgoing, the creation of a safe activity environment through the management of hazards and their associated risks has always been at the core of the programs Scouts Australia delivers for young people.

Child Safety and Protection

All Australian Scouting Youth Events must abide by the **Scouts Australia Child Protection Policy**²¹ and the respective Branch Child Protection Policy for the individual member and the host Branch (where different). Scouts Australia is committed to an environment of ZERO TOLERANCE toward bullying, neglect and emotional, physical, psychological or sexual abuse of any kind.

All members should already be living by their Promise and Law. Additionally, adults should already be adhering to the Adult Code of Ethics, Adult Code of Conduct and other expectations outlined in the Mutual Agreement. This includes mandatory completion of the relevant On Demand modules prior to event attendance.

Prior to the event application phase, Event Organising Teams may develop a code of conduct that they request all members to commit to and sign prior to the event. This may be informed by:

- Anti-discrimination laws (federal and/or state)
- Anti-harassment policies and procedures
- Child Protection principles
- Privacy regulations (federal and/or state)
- Safe Scouting principles
- Scout Promise and Law
- Smoking and alcohol policies
- Specific State/Territory laws

Each event should have a Code of Conduct that has been developed specifically for the event, by participants attending that event. This might be a specific Youth Patrol that has been involved in the planning, or it might be established when the Patrol or Unit Leaders (youth) meet on the first day of the event.

A suggested structure for this Code of Conduct is:

- Category 1: Behaviour that we want to see

²¹ <https://scouts.com.au/wp-content/uploads/2021/12/National-Child-Protection-Policy-V1.8.pdf>

- Category 2: Behaviour that needs permission
- Category 3: Behaviour that is inappropriate
- Category 4: Behaviour that is harmful or unsafe

A dedicated Child Safety Team must be accessible for the purpose and duration of the event. This may be part of the Event Welfare Team, or independent of this team.

Behaviour and conduct at all events must comply with the current Health & Safety and Child Protection policies and legislation for the host locality. In some cases, host Branches may need to educate participants (youth and adults) on these laws.

Personal Protection

Safety extends to the clothing we wear when conducting and participating in activities. Key principles that need to be included in planning and communications include:

- Sun smart guidelines for the host Branch must be met in relation to suitable clothing, hats and use of sunscreen;
- Clothing must be appropriate for the activities and reflect the values of Scouting;
- Clothing (especially footwear) must meet event Health and Safety requirements²²; and
- Dress standards apply to all event participants.

The Event Team, in consultation with the Contingents where applicable, should determine expectations for suitable attire for the duration of the event. This might include:

- Appropriate clothing for activities
- Representation and visibility of Scouting in public locations
- Practicality of expectations
- Variations needed for specific activities
- Expectations for Opening and Closing Ceremonies
- Travel requirements

The Event Team may choose to delegate one or more of these items to Contingents to determine their own parameters, however, minimum expectations must be communicated by the Event Team.

Fatigue Management

Fatigue management is a critical part of event planning. Long hours and little sleep are relatively common practices at large-scale activities. The operations of vehicles, regardless of whether they are motorised or not, when individuals are fatigued is a high risk. The event should ensure they have (at minimum) a fatigue management procedure in place. This may be the application of a standard Branch policy, or it may be event specific.

²² Event Health and Safety requirements are likely to be derived from the more restrictive of the National and relevant State/Territory legislation and the standard (safe) operating procedures for activities.

Health and Welfare

Health and Welfare forms a critical part of the Scout organisation's duty of care to registered members, including event attendees. As a result, as events grow larger in scale and/or significance, additional rigor is required to support health and welfare.

Vaccinations

As part of the duty of care to all participants, Event Teams should refer to the Scouts Australia Vaccination Policy for up-to-date guidance regarding vaccinations.

Health and Welfare Teams

All health and welfare teams should have appropriately qualified staff and adhere to any State/Territory law. The size and professional make-up of these teams are likely to be dictated by the event size and activities. For example, a Tier 1 Scouts Australia Youth Event is likely to require a dedicated medical centre with professional healthcare staff as well as a first aid response, whereas a Tier 2 Nationally Endorsed Event may only need a first aid response.

All Tier 1 and Tier 2 events should have a dedicated first aid response as well as a welfare response. The number of participants will dictate the size of these teams, and in the case of first aid, any State/Territory legislation must be adhered to.

Where Contingents exist, they must also ensure that they have a dedicated Health and Welfare team. It is suggested that there is always a minimum of two dedicated Health and Welfare Contingent members. Where Contingent numbers exceed 100, it is suggested that for every 100 there is one additional dedicated Health and Welfare person. This team will be supported by the Event Health and Welfare team. It is critical that the Contingent Health and Welfare team is integrated into the Event Health and Welfare team to ensure a consistent and collaborative response to health and welfare across the event.

Welfare

For Tier 1 Scouts Australia Youth Events it is important that the event has a dedicated Event Welfare Team. This team will support Contingent Welfare Teams and ensure that welfare services are available for service leaders and the event organising team.

Staff on the Welfare Teams should have a Mental Health First Aid qualification (and in the case of providing youth welfare, Youth Mental Health First Aid) as a minimum.

The event should have structures that support the resolution of incidents at the appropriate level, Table 1 provides examples.

Table 1. Welfare Incident Levels and Responsibilities

Level	Description	Examples	Unit	Contingent	Event	Child Safety
1	Management of the incident within the Unit	Minor behavioural incidents Breaches of the Unit Code				
2	Management of the incident with support of the Contingent welfare team	Moderate behavioural incidents Behaviour that continues after Unit management support				
3	Management of the incident with the support of the Event welfare team	Severe behavioural incidents Breaches of the Event Code Behaviour that continues despite Contingent and Unit intervention Issues that arise involving members from multiple Contingents				
4	Child Safety, Safe from Harm and Notifiable / Reportable incidents	Harm or abuse of a child Inappropriate behaviour with children Allegations of grooming or racism				

An expectation is that teams will support each other when required. For example, an incident within a Unit may require support of the Contingent or Event welfare teams.

Documentation Requirements

Documentation is critical in the health and welfare space. Any documentation must be compliant with State/Territory requirements for medical and healthcare record-keeping, must be accurate and kept confidential and secure.

All documentation must be kept confidential and secure. It is imperative that the host location (Branch) and/or Scouts Australia have a copy of all documented incidents and reports for future investigative purposes.

It is suggested that a confidential area within the Event Management System should be utilised to journal and document all incidents.

Notifiable Welfare Incidents

Certain types of incidents trigger escalation processes,

- *Physical or Sexual Assault*
- *Mental Health requiring medical/Police intervention*
- *Any incident where a person no longer feels safe*

These types of incidents require referral to the respective State/Territory authorities as well as the event organising committee. Well-documented systems need to be in place and known to all for escalation of any reportable incident, including the required timelines regarding notification.

Each incident must be well documented as it may cross jurisdictional boundaries and require reporting under multiple schemes and frameworks.

Most Branches of The Scout Association of Australia, including Scouts Australia as an entity, form part of the Reportable Conduct Scheme within their respective state or territory. Host Branches should develop and publish processes to comply with these reporting requirements.

Health and Medical

For Tier 1 Scouts Australia Youth Events it is important that the event has a dedicated Event Health and Medical Team. This team will ensure that first aid, health and medical services are available for participants, service leaders and the event organising team.

- It is suggested that a mobile response team should be embedded in the Event Health and Medical Team
- It is recommended that every Unit at the event has at least one First Aid qualified leader

Staff on the Health and Medical Teams must have a First Aid qualification as a minimum. Members working in the medical services must have Australian Health Practitioner Regulation Agency (AHPRA) registration. The lead in each service must be a registered and practicing health practitioner in the stream of service.

The event should have structures that support the resolution of incidents at the appropriate level, Table 2 provides examples.

Table 2. Medical Incident Levels and Responsibilities

Level	Description	Examples	Individual	Patrol	Unit	First Aid or Medical Team	Offsite or External Agency
1:	Involves management at the site of the incident	<p>Minor cuts and grazes</p> <p>Simple bites and scratches</p> <p>Minor burns (scalds)</p> <p>Sprained joints (e.g., wrists, knees)</p>					

Level	Description	Examples	Individual	Patrol	Unit	First Aid or Medical Team	Offsite or External Agency
2:	Involves initial first aid management at the site then referral to the onsite first aid centre for ongoing assessment, management and referral.						
3:	Involves initial management at the event First Aid/Medical Centre or by on-site medical staff (assisted by Contingent team staff)	Ongoing wound dressings Management of infectious diseases (e.g., gastro)					
4:	An incident requiring transport from site and treatment off site (either via ambulance or other means) or a critical, life-threatening incident requiring immediate medical attention and transport from site in an ambulance	Cardiac Arrest Chest Pain Stroke Fractures Confirmed Anaphylaxis					

Documentation Requirements

Documentation is critical in the health and welfare space. Any documentation must be compliant with State/Territory requirements for medical and healthcare record-keeping, must be accurate and kept confidential and secure.

All documentation must be kept confidential and secure. It is imperative that the host location (Branch) and/or Scouts Australia have a copy of all documented incidents and reports for future investigative purposes.

It is suggested that a confidential area within the Event Management System should be utilised to journal and document all incidents.

Notifiable Health Incidents

Certain types of incidents trigger escalation processes,

- *Death of a participant*
- *Serious injury or illness of a participant*
- *Participant diagnosed at the event with a 'nationally notifiable disease'*
- *Outbreak of a communicable, contagious disease (e.g., gastroenteritis).*

These types of incidents require referral to the respective State/Territory authorities as well as the event organising committee. Each incident must be well documented as it may cross jurisdictional boundaries and require reporting under multiple schemes and frameworks.

Most Branches of The Scout Association of Australia, including Scouts Australia as an entity, form part of the Reportable Conduct Scheme within their respective state or territory. Host Branches should develop and publish processes to comply with these reporting requirements.

Risk Management

The Scouts Australia Risk Management Policy and Framework and the National Health and Safety (WHS) Policy and Framework should be read and referred to when developing and creating risk management plans, strategies and matrix for Australian Scouting Youth Events. All risk management documentation, policies and procedures must adhere to the Scouts Australia Risk Management Policy and Framework and the National Work Health and Safety (WHS) Policy and Framework.

All Australian Scouting Youth Events **MUST** have comprehensive risk management documentation, procedures and reporting processes for not only the Event in its entirety but also for individual activities within. Approval of risk management plans and assessments must be approved by the following:

- Tier 1 – Scouts Australia Youth Events: The National Risk Management Committee
- Tier 2 – Nationally Endorsed Events: The appropriate Scout Branch risk management committee and shared with the National Risk Management Committee
- Tier 3 – Local Events: The appropriate Scout Branch

Within three (3) months of the event, 'After Action Risk Reports' and a final event risk management report are required to be submitted to the State/Branch and the applicable risk management committee dependent on event Tier classification.

The Scouts Australia Risk Management Policy and Framework must be referred to when completing a risk assessment for an Australian Scouting Youth Event.

It is encouraged that organisers should engage in specialist support from paid or volunteer risk management staff within the appropriate Branch when developing risk plans for Australian Scouting Youth Events.

Risk Management Plan

A comprehensive risk management plan must be developed for each aspect of an Australian Scouting Youth Event. This is to:

- Minimise the risk of injury and/or harm to all those on site and at offsite activities²³
- Assist in gaining the appropriate insurance cover for the event if required
- Ensure all legislated safety requirements have been addressed.

Safety Briefings and Information

Pertinent safety information, including evacuation procedures, must be included in all event materials and be accessible to all on site.

²³ All offsite third-party commercial locations should be included in the Risk Management Plan, including their third-party liability insurance.

Safety briefings should be conducted with all event support team staff, adult leaders, youth leaders and relevant stakeholders at the beginning of the event and when required during the event.

Site Safety Rules

Site safety rules may be developed by an event management team to mitigate risks around an event site, and any satellite sites. These rules must be clearly communicated to all attendees prior to the event, reinforced during the event and monitored for compliance during the event.

Notifiable Incidents

Notifiable Incidents must be notified to the relevant State/Territory regulator by the event risk manager immediately after becoming aware of the event. Notifiable Incidents may include the following:

- Death
- Amputation
- Serious head or eye injuries
- Spinal injury
- Loss of bodily function
- Serious laceration
- Explosions
- Electric shock
- Uncontrolled escape of gas
- Collapse of a structure
- Collapse of an excavation

Emergency Management

Emergency Management is a critical aspect of any Australian Scouting Youth Event.

For Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events, it is recommended that there is a designated person or team responsible for the event Emergency Management and Continuity Action Plan. This person may or may not be part of the primary event organising team, however, needs to know the Emergency Management Act for the host or operating location. They should be able and willing to influence and respect the external chains of command that may apply following the activation of the Emergency Management and Continuity Action Plan.

An Emergency Management and Continuity Action Plan is the document that outlines all emergency situations and the processes for the management of those emergencies. This can include but is not limited to infrastructure failure, weather events, etc. The Emergency Management and Continuity Action Plan must include trigger points for escalation plans, communication plans and continuity plans (especially for data, infrastructure failure, etc.).

An Emergency Management and Continuity Action Plan must be developed for all Tier 1 Scout Australia Youth Events and Tier 2 Nationally Endorsed Events. This must be approved by the Event Chief Director and Risk Manager.

It is recommended, that at a minimum, Tier 3 events have an evacuation and contingency plan. Contingency planning is a critical component to running a successful Australian Scout Youth Event.

An Emergency Management and Continuity Action Plan is usually developed for the event; however, an Emergency Management and Continuity Action Plan must be developed for all International Contingents attending the equivalent of a Tier 1 Scouts Australia Youth Events or Tier 2 Nationally Endorsed Events.

Event Emergency Management and Continuity Action Plans must meet and adhere to any overarching Australian or State/Territory Laws or guidelines. At a minimum an Emergency Management and Continuity Action Plans must cover the following topics:

- Version Control
- Plan Objective/Purpose
- Event Overview
- Site Overview
- Summary of potential emergency risks
- Local emergency numbers (includes emergency services and utilities)
- Liaison links and arrangements with key emergency services personnel (Police, Fire, Ambulance, SES) and onsite / offsite security

- Event teams with responsibilities included in the ECAP
- Outline of Key Event roles (relevant to the ECAP)
- Emergency Evacuation procedure (off site)
- Emergency Evacuation procedure (on site)
- Shelter-in-place plan
- Essential services failure (water, sewerage, electricity)
- Loss of ICT services
- Data systems failures
- Emergency management of incidents (must list each potential major incident)
- Incident reporting, including medical, welfare and child safety/safe from harm incidents
- Communications (covering in-event communications and external communications in the event of an emergency)
- Briefing Points for evacuation and relocation
- Contingency planning for changes to activities, campsites and infrastructure failure (including ICT and data systems failures)
- Contingency planning for key role coverage
- Testing of the plan and training of key stakeholders prior to the event

Marketing and Promotions

Every event wants to attract the greatest number of attendees as feasible for the site they are utilising. Equally, events provide immense opportunities for partnerships and external stakeholder relationships, if facilitated well. This relies on a detailed, and solid, Marketing, Engagement and Sponsorship Plan, developed early in the planning process. These may even be three distinct but related plans.

As these plans develop, ensure all identified stakeholders are catered to, noting these will continue to evolve throughout the planning and execution of the event.

Channels for communication:

Media

The event should consider how they handle media enquiries in the lead up to, throughout, and following the event

- Should any media enquiries and responses should be directed to a contact point?
- Should young people and adults talking to the media be coordinated through a contact point?
- Can any attendee talk to the media?

Social Media

At the events discretion the event may establish their own social media channels but should consider what existing channels could be used or repurposed.

Any event social media should be integrated into the relevant national and Branch channels for the delivery of the event and be operated in conjunction with these channels.

Website

- Events may wish to create their own site, or pages on the relevant national or Branch website.
 - It is recommended that Tier 1 Scouts Australia Youth Events use a standard format, such as <https://www.ajYYYY.com.au> or <https://www.armYYYY.com.au>
- All sites should have a link back to the host Branch web page.
- The event team should provide a link to Branches and the National Team that can be used for promotion.

Collateral

- Should be targeted to the prospective attendees.
- Think sustainably and think engagement!
- Target the audience using the appropriate mediums for the age group. What will be the most effective for the prospective attendee is not necessarily what is the most comfortable for the event team.

Site Delivery / Postal Address

- To support the delivery of items prior to and during the event, a delivery and/or postal address is required.

Any digital communication and systems should be operating in adherence to the Technology Code of Use, any existing service agreements and comply with cyber-security protocols and practices.

Open Days and Site Visitors

Opportunities to share the event with others may be factored into the event program and schedule. These may be advertised for internal and external stakeholders, including current families, prospective members, partners and sponsors and the broader community.

Consideration should be given to:

- Overnight visitors would not normally be allowed without Event Team approval.
- Day visitors must comply with the relevant jurisdictions' regulations regarding child protection. This may include the need for adult visitors to have a Working with Children Check or Working with Vulnerable Persons Check.
- A registration system that provides capacity for check in and check out processes and procedures to record arrivals and departures from site

Merchandise

Events

Events may choose to have event specific merchandise. Youth members should play a part of the development of merchandise. Items may include (but not limited to) the following:

- Badge
 - An event badge may be produced as a blanket badge or a uniform badge. If the badge is to be worn on the uniform, it must be no larger than 75mm x 75mm, and must have the approval of the relevant Chief Commissioner
 - Tier 1 approver: Chief Commissioner of Australia
 - Tier 2 approver: Branch Chief Commissioner
- Hat
- Scarf
- Shirt

Contingents

Contingents may choose to include merchandise as part of their contingent fees. This is a decision that should be made with significant consideration of the cost implications and youth members should be consulted on the items and design.

Sustainability

Events and Contingents should consider the sustainability of the merchandise items.

Partnerships and Sponsorships

Consideration must be given as to what the Event Organising Committee will need and can sustain.

The Event Organising Committee must know what they can and cannot obtain from the Scouting movement and therefore where they will need external support to run, or supplement, the event. They must understand the benefits and implications of external support. In some scenarios, there may be existing (and/or long-term) partnerships which can be called upon, whilst in other cases, event-specific, one-off support may be required.

It takes a long time to get (and have) partners and sponsors on board with any event. This is not an overnight process. It is never too early to contact companies. Some companies have 5-to-10-year strategic marketing plans, and the event needs to be in the partners plans! This is why it is critical that liaison with the relevant Branch and National teams and offices occurs. Not everyone will know every existing partnership, relationship or sponsorship arrangement, but while preparing for the event, we don't want to compromise other opportunities, even if that doesn't always immediately benefit the event.

Not all sponsorships and partnerships will be the same – some may be product-related, others financial-related, and some may be donation of services. Knowing who has the ultimate decision-making accountability in relation to sponsorship of the event is critical – this may be defined in the Branch delegations of authority and associated policies.

It is important to find companies that are aligned with Scouting values, as the movement brand and reputation could be at stake.

Sustainability

A sustainable event is one designed, organised and implemented in a way that minimises potential negative impacts and leaves a beneficial legacy for the host community and all involved.

The sustainability of Scouting events should be an integral part of event management. It should be reflected in taking high-impact decisions (such as venue selection) and low-impact decisions (such as event souvenir considerations) and everything in between.

The World Organization of the Scout Movement (WOSM) recommends adopting the following four principles:

- Plan ahead
- Reduce first, compensate second
- Think local (and seasonal)
- Raise awareness and empowerment

The Scouts Australia Sustainability Strategy highlights the need for:

- locally sourced and sustainably produced food
- waste minimisation
- resource efficiency
- sustainable practices embedded
- minimal environmental impact
- environmental recovery, if any, that needs to be facilitated post-event

The event location is not the only component that should consider sustainability. The Global Goals call for action across all elements of our lives. Event activities, as well as practices, should take into consideration locally appropriate targets in line with the 17 Global Goals. As Scouting members, we need to role model sustainable actions and activities through all that we do.

As a movement committed to creating a better world, sustainability practices are an important component for all events.

Events, regardless of their size, have a social, economic, and environmental impact on the community in which the event takes place. A sustainable event takes these elements into account and aims at minimising the negative impact, while also working towards increasing the positive one.

Scouts Australia continues to embed action for sustainable development, with accepted practices in place to improve inclusion in Scouting programs, move to more positive environmental impacts, and provide leadership as an organisation that embraces the diversity of our society.

Event Site

There are some basic principles that must be included in the consideration, planning, delivery and review of event sites.

The host Branch will be responsible for ensuring that:

- the event site is secure in terms of all aspects of personal safety
- the event has adequate and reasonable accessible facilities for able and disabled people throughout the site and activity areas.
- the site, site preparation and site rehabilitation and all aspects of the operation of the event comply with all applicable Commonwealth, State and Local Government laws and regulations.

Additionally,

- An emergency continuity action plan must be developed with evacuation procedures.
 - Every member of the organising and delivery team, including people in leadership roles on-site and off-site, should have a copy and/or have access to a copy of the plan.
- Careful consideration needs to occur into the layout of an event, particularly Tier 1 Scouts Australia Youth Events.
 - How the event site is laid out can lead to the success, or even failure, of the event.
- The event site must be appropriate in size, access and terrain for accessibility and the planned activities.

Event Approvals

Depending on the chosen site, additional controls, parameters and permissions may need to be sought and confirmed for the event to proceed.

This includes, but is not limited to:

- Liaison with Local Government Authority or State/Territory Authority
 - Noise restrictions, activity restrictions, light pollution, sound pollution, environmental overlays and environmental impacts are all known variables when exploring the locality of the site
- Liaison with site owners / managers
 - Access restrictions, access routes, vehicles on site, site operational restrictions, environmental overlays
- Notifications and responsibilities
 - Sound notifications, light notifications, effect notifications, hours of operation, purpose of the event, numbers on site, transport/movement
- Working with partners and stakeholders
 - Purpose of the partnership, who needs to authorise actions, delegations of authority, points of contact, responsibilities of each partner/party

Site Requirements

The chosen site must be able to not only house the participants and activities planned but must also provide or support the infrastructure necessary to run the event.

For Tier 1 Scouts Australia Youth Events, at least one prospective site must be identified and included as part of the bid process. This does not have to be a site that has been secured, but a timeline of decision-making processes to securing a site must be outlined.

Previous event recommendations should be factored in when deciding about an appropriate event site.

The chosen site should factor in the following:

- Appropriate access to emergency services and health infrastructure.
 - The nearest facilities and services, and their capabilities, must be outlined in the overall Event Operations Plan, Health & Welfare Operations Plan and Emergency Management and Continuity Action Plan.
- A site should have the appropriate technological infrastructure to support the number of participants on site and the technological needs of running the event.
 - Benefits include ensuring digital communication is the preferred method of communication (reducing paper waste). Allows participants to keep in contact with outside of event commitments (e.g., work).
- Distance and time travel from nearest major transport hubs such as major airports, train stations etc.
- Distance and time travel for off-site activities/expeditions
- Adequate space for on-site activities and camping
- Space for a dedicated night entertainment space/stage
- Space for Listening Ear²⁴ / sensory time-out options
- Acceptance and accommodation of assistance animals on site
- Space for long term and short-term parking
- Space for administration and headquarters
- Space for medical centre
- Space for a transport hub and holding area
- Infrastructure requirements (both permanent and temporary) - will what is already on the site suffice? What else is required? How will infrastructure impact on the event site layout?

²⁴ Listening Ear is the term used for a space where people can come for a quiet and confidential conversation where they can be heard. This space is often used to mitigate and triage welfare issues and responses.

- Shelter and shade – what options are currently there? What needs to be added to ensure that there is enough shelter and shade for the number of participants on site?

Event Layout - "Town Planning Concept"

When planning the event site layout, it is important to consider the location of where everything is positioned. Poor placement of areas on the site can lead to an experience for participants that they may not be happy with (e.g., the event stage being in the centre of the event, impacting on the ability to sleep in the camping areas).

It is important that the event site layout encourages community, interaction with others and the following should be considered carefully as part of the Town Planning Concept.

- The location of activities and distance required to travel to them on foot
- The locations of camping areas
- Creating a site layout that encourages community and interaction with others from outside the home Unit and Patrol (Villages, Hubs etc). These have shared services and shared activities
- Direction of noise travel
- Proximity of activities and camping to facilities
- Location of support services (e.g., first aid, welfare, Hub/Village HQ)
- Access roads and pathways
- Location of water, sullage and waste disposal – particularly in the camping area
- Permanent infrastructure – if the site has permanent infrastructure, consider what it is being used for and if this has impacts on the rest of the site layout
- Relaxation spaces (such as Support Team Retreats) and chill-out/calm spaces and the location of these
- The location of an area for participants to observe and participate in their faith

Site Facilities

There are minimum expectations regarding facilities, especially for a multi-night camp based in the same locality. These may be documented in the format of camping standards that all sites and attendees are expected to meet.

- Fresh (drinking) water must be available on a ratio of a one tap per six Units.
- Sullage (wastewater disposal) points are required at a ratio of one point per six Units.
- Shower and toilet facilities must meet local child protection, health and safety requirements in relation to any ratio requirements for facilities to attendees, and for cleaning (at least twice per day).
- Facilities must ensure the privacy of users, and accessibility facilities must be suitably located to service the needs of attendees (non-gendered requirements, physical accessibility, etc.).
- Cultural/Religious requirements: prayer areas (interreligious observance area), washing facilities etc

- Waste and recycling facilities
- Dining facilities if needing to cater for service leaders
- Food distribution facilities
- Gender Diversity – accommodation, activities, changerooms, showering and toileting facilities should all be considered with the perspective of appropriate spaces and privacy considerations
- Workspaces for those volunteers who may also have to work whilst on site (e.g., Business centre with internet connectivity)
- Power infrastructure
- Internet and communications infrastructure
- Local, and State/Territory Public Health legislation.

Camping and Unit Site specifications

For Tier 1 Scouts Australia Youth Events, there are likely to be two prospective models of camping:

- Where camping in Units (e.g., Australian Jamboree), sites must be able to hold a Unit of a maximum of 40 members, including fully compliant camp kitchen (if necessary). This is likely to equate to a minimum size of 600 square meters for each site.
 - Camp Kitchens must comply with all guidelines relevant to the event location, and/or the standards for their Branch (whichever is higher), including:
 - Fire safety expectations;
 - Risk Management;
 - Storage of food; and
 - Work Health & Safety Legislation
 - Public Health Legislation
- Where camping as individuals or Patrols (e.g., Australian Rover Scout Moot),
 - Rows: sites must be suitably arranged such that accessible pathways exist every 10 tents, and no more than two tents deep between each pathway
 - Clusters: sites must enable communities of no fewer than four tents, and no more than 10 tents between accessible pathways, setup in a cul-de-sac style arrangement

Functional elements of camping and site preparation include:

- Within reason, sites are suitably allocated to any Unit with participants who have additional needs or require modifications based on physical limitations.
 - Contingent and Event Teams need to be aware of local and national anti-discrimination regulations
- Units may choose to erect fencing and gateways for their site, although they need to be mindful of emergency vehicle access requirements.

- Hand washing and sanitation facilities are available and accessible on each site.
- It is expected that camping will occur in inclusive communities, with site allocations to be communicated well in advance of the event.
- Units will need to be self-sufficient for power and lighting sources, with the use of batteries and solar highly encouraged.
- Areas will be dedicated for event team camping, inclusive of all attendees fulfilling a functional service or support role, irrespective of their appointment.
- It is highly recommended for site security and welfare purposes that a Line Leader remains at or around the Unit site at all times.
- The Event will provide basic provisions to Units on arrival to meet the welfare needs of participants

Commonly,

- The event will communicate expectations regarding what is provided by the event and what Units must supply for themselves in the lead up to the event. This will always occur with sufficient time to source materials.
- The event will communicate any relevant campsite and housekeeping guidelines, including but not limited to:
 - Airing of sleeping gear
 - Camp expectations for cleanliness
 - Handwashing guidelines
 - Provision of clothes washing facilities
 - The use of generators
- Site specific minimal impact guidance will be provided to all Units, where available, whilst camp site areas are pre-assessed for impact from and/or of vegetation.
- It is the responsibility of the event team to ensure adjustments to site locations and sizes due to environmental impacts have been communicated to attendees, and especially those impacted.
- The event team must factor into event planning additional, unallocated sites, as a contingency should relocation and/or reallocation of some intended sites need to occur.

On-site activities

The event program, whether it is on-site, off-site or both, can make or break an event. Whilst young people are likely to attend for the social elements, if they don't, or can't, have fun and develop whilst participating then there is little purpose for the event to occur. This is why we need to make sure that young people are actively involved in the design of the event.

- Consideration needs to occur as to where the activities are placed and grouped together.
 - Are they easily accessible?
- The purpose and theming of the event will also guide the development of on-site activities

- On-site activities should cater for a variety of interests
- On-site activities need to be linked to the Achievement Pathways and Educational Objectives
- Consideration needs to be given to how on-site activities are accessed by participants.
 - Are they allowed to show up when they want? How will this be managed?
 - Will participants be allocated activities at certain times and days?
 - Are there participant number limitations?
 - How long does each activity/session go for?

Off-Site Activities

Similar to on-site activities, careful thought and planning must go into the off-site activities, including overnight and expedition style offerings.

- Where are the activities placed and are they grouped together?
 - Are they easily accessible?
- The purpose and theming of the event will guide the development of off-site activities
- Off-site activities should cater for a variety of interests
- Off-site activities need to be linked to the Achievement Pathways and Educational Objectives
- Consideration needs to be given to how off-site activities are accessed by participants.
 - Are there number limitations?
 - Do they need to spend a set amount of time at the offsite activity?
 - How do they access the off-site activity?
 - What modes of transport are required to facilitate the activities?
 - Are participants allowed to show up when they want?
 - Will participants be allocated activities at certain times and days?
 - Are there pre-requisites, or specific skills needed by a participant, to be confirmed or completed prior to being able to engage with a specific activity?

Ceremonies

For the opening and closing of a major national Scouting event, it is appropriate to use one or more of the following members of Scouting:

- Chief Scout of Australia (Governor General);
- President of Scouts Australia;
- Chief Scout of host branch (generally State Governor);
- Chief Commissioner of Australia; and
- Patrons or Ambassadors.

Branches may choose to adopt similar philosophies for Tier 2 Nationally Endorsed Events, and for their own events.

It is highly recommended that engagement with the local Indigenous councils occur, and invites are extended for involvement in the event.

In its simplest form, this might be an invitation to conduct or facilitate a Welcome to Country or an Acknowledgement of Country at the opening ceremony, but it could be a whole lot more.

Protocols

- Invites for all but the host Governor must be sent through Scouts Australia, most commonly via the National Support Team.
- It is important that requests are submitted with plenty of time.
- For Tier 1 Scouts Australia Youth Events, the Chief Commissioner of Scouts Australia must be involved in hosting any national (or international) dignitaries.
- Scouts Australia can provide a list of all protocols for hosting these dignitaries.

Closing Ceremony

During the Closing Ceremony of Tier 1 Scouts Australia Youth Events, the current host Branch will present the relevant symbolic item to the new host Branch.

- For Australian Jamborees, this is the Jamboree Flag
- For Australian Rover Scout Moots, this is the Moot Mace

The next Event hosts then have an opportunity to promote the next Tier 1 Scouts Australia Youth Events. Upcoming international events and opportunities may also be promoted at this ceremony.

Entertainment at Events

Creative and Performing Arts feature as part of the Special Interest Areas within the Achievement Pathways. Opportunities for young people to extend themselves in this area can be magnified when they are appropriately engaged in event planning and event teams.

- Australian Scouting Youth Events can provide an opportunity to bring together the various Scout Shows from around the country to perform at the event.
- It can be a special event for the audience, cast and crew.
- It is up to each Event to determine if there will be an event Gang Show or, other involvement of Performing Arts teams during the event. Consideration should be given to how long prior to the event they are engaged.

Contingent Headquarters

Contingent Headquarters should NOT be overly large, in the centre of the event, or detract from the main points of the events. Young people and the on-site activities are the centre of the event. Contingent Headquarters should be a place for Contingent teams to carry out work and for people to go for Contingent support and queries.

Enough space must be allowed for each Contingent to carry out confidential functions, such as welfare.

Some guiding principles regarding Contingent Headquarters:

- It is a space used for administration, welfare and camping of the contingent team.
- It requires power and communication.
- Preferably, all Contingents are located adjacent to each other.
- Space for Contingents will be dependent on the size of the campsite.
- Infrastructure costs for items not identified in the Contingent Event Supplies (below) are the responsibility of the Contingent

Some events may not require vast set-ups for Contingent Headquarters, instead adopting a “hot desk” model, where the same shared space can be utilised by all Contingents. It is most probable that Australian Jamborees will require all Contingents to have their own space, whilst Australian Rover Scout Moots are more likely to operate with a shared space.

Australian Jamboree Contingent Event Supplies

The Event Team will provide for each Contingent:

- Office space – one 6m x 3m secure building
- Induction process
- Marquee – one 10m x 10m
- Flooring to fit marquee
- Camping site that meets both the needs of the Contingent and the event site
- Telephone and internet services
- Power supply to central location
- Amenities in close proximity
- Nearby water and sullage

Larger Contingents may negotiate a second office building and larger marquee. All other requirements must be purchased through the event supply system.

Contingent Team Site Access

At least 12 months prior to the event, the Event Team will inform all Contingents with details relevant to advance and rear parties, especially regarding:

- Access to the property
- Availability of accommodation
- Provision of catering, including any associated costs
- Access to supply and goods ordered

Support Team Retreats

- This space needs to be inclusive, therefore should be open to all Support Team members, regardless of whether they are attending in a dual role of participant and supporter, or are a member aged between 15 and 25 who are attending purely as a supporter at the event.
- This space needs to provide a safe area for relaxation, fun and networking with others.
- It should not be defined as only a Leader Retreat and must not only cater for those 18+.

Catering

An event cannot run without food! Hungry youth and hungry adults achieve nothing.

Depending on the style of event, the structures surrounding catering will be different. There may be multiple models running simultaneously. Awareness of allergens, anaphylaxis and cultural needs should be embedded in the planning.

In a model where food is being prepared and served at a Unit level, or in the camping area, it is likely that there will be a supermarket-style arrangement. This may be as simple as a food distribution space, or as complex as “stores” that provide the ability to choose items for a personalised menu, based on a budget.

- Food distribution may be centralised, or it may run in multiple hubs, such as sub-camp headquarters, across the site. Either way, appropriate refrigeration and storage in line with Public Health Legislation is needed to ensure a successful event.
- Personalised menus enable Units to ‘purchase’ food based on the specific needs of their Unit members. There is always the risk of a lack of supplies being available when needed, or an excess of stock when orders have had to accommodate the potential of an occurrence or need rather than based on known information.
 - It is most probable that Units would need to nominate their menu prior to the event to support appropriate sourcing of produce.

Another catering and food supply model is using dining marquees and catering hubs. These may look quite different between events, despite being based on the same principles.

- Dining marquees are areas where attendees can be served their meal by a catering team. These areas are set up with tables and chairs to enable meals to be consumed in a dedicated space. Dining marquees may also be a location for the collection of pre-packaged meals.
- Catering hubs are centralised locations where food and meals are available for attendees. Attendees may have options in their food selection, with multiple stalls or caterers clustered together in an area. Areas for consuming food are centralised, with shared tables and chairs in the space, fed by multiple venues.

Irrespective of the structure of the catering, there will always be staff rostered at activities or in services during mealtimes. Plans should be developed to ensure that all staff can be fed, whether on-duty or off-duty. This may include having:

- extended trading hours
- a venue that is accessible 24-7
- food delivery to specific hubs or roles

With the same intent, there will be off-site programmed activities that may be delayed in their return to site. A strategy to ensure these members can be fed, regardless of when they arrive back on site, should also be prepared.

Nutrition

When organising food supplies and catering for events, take into consideration the demands of the event program to ensure sufficient calorie replacement based on the environmental conditions, especially weather, and planned activities.

Considerations might include:

- Suitable quantities of carbohydrates
- Fresh food and vegetables with each meal
- Protein availability
- Protein substitutes
- Carbohydrate substitutes
- Dietary needs of the cohort, based on allergies and intolerances
- Dietary needs of the cohort, based on cultural and religious requirements
- Sources of hydration
- Hydration supplements

It is not always possible to control all factors, however, ensuring that meals and snacks are supporting suitable replenishment of calories, and addressing the hunger, will make for happier participants and event teams!

Scouts Australia Hub

As part of all Tier 1 Scouts Australia Youth Events a display of current and future offerings and opportunities is required. This should occur in a dedicated space, which includes:

- Provision of a marquee to support display and administration
- Provisions for the National Contingent Headquarters – this is additional to the display area
- A space to engage in open conversations and forums, including the ability to host functions throughout the event

The Scouts Australia Hub will be coordinated by the National Commissioner Youth Program, or delegate. All infrastructure and some other costs associated with the planning, preparation and delivery of the Scouts Australia Hub must be covered in the Event budget.

At a minimum, this would represent:

- As for all other Contingents at an Australian Jamboree, the event should provide for the National Contingent:
 - Office space – one 6m x 3m secure building
 - Marquee – one 10m x 10m (or equivalent building space)
 - Flooring to fit marquee
 - Camping site that meets both the needs of the Contingent and the event site
 - Telephone and internet services
 - Power supply to central location
 - Amenities in close proximity
 - Nearby water and sullage
 - Induction process
- In addition, the Scouts Australia Hub will require:
 - Marquee – one 10m x 10m (or equivalent building space)
 - Flooring to fit marquee
 - Office space – one 6m x 3m secure building
 - Nearby water and sullage
 - Telephone and internet services
 - Power supply to central location
 - Refrigerator and/or freezer
 - Minimum 12 chairs
 - Minimum 6 tables

Variance and confirmation of the required infrastructure with the National Contingent Leader should occur during the planning phase.

Transport and Logistics

Transport both during the event and to/from the event are critical. Consideration needs to be given to the following:

- How are participants going to get to/from the event? Is parking (both long-term and short-term) required?
 - What vehicles are remaining onsite, and where are the keys being stored?
- What transportation is required during the event? (e.g., are participants heading offsite to activities etc).
- What transportation is required if a contingency needs to be enacted or an emergency occurs?
- What transportation is required within the event site? Vehicle movements should be minimised on site.
 - Consider the needs of the event versus the wants of team members – is the vehicle/mode of transport a requirement, or is it simply being requested to minimise the distances or times needed for moving between locations on site?
 - Modes of transport, aside from walking, may include:
 - Bicycles
 - Buggies/Golf Buggies/Golf Cars
 - Cars/Vans
 - Scooters

Event Traffic Management

Consideration should be given to creating an Event Traffic Management Plan. This plan should have the following five stages included in it as well as strategies to minimise vehicle movements on the event site.

- Phase 1: Pre-Event
- Phase 2: Arrivals
- Phase 3: Event
- Phase 4: Departure
- Phase 5: Post Event

An event license / permit system may be instigated to support knowing who is permitted to drive on site and what vehicles may be driven.

Site Set-Up and Pack-Up

- Transport of infrastructure, goods and services and equipment to and from the event site needs to be considered.

Heavy Machinery

It is common for heavy machinery that requires specialised licensing to be in use throughout the event, and especially in the set-up and pack-up. This includes, but is not limited to:

- forklifts
- boom lifts/scissor lifts
- trucks (of various sizes)

It is highly recommended that the usage of these items is minimised during the event program operations when most attendees are on-site. It is known that using these machines is often unavoidable, and in those circumstances appropriate escorting practices should be followed.

Administration

Data and Systems Management

All data and systems management must comply with relevant legislation as well as the Scouts Australia Privacy Policy and Scouts Australia Technology Code of Use. Adherence to the Business Services Agreements in place between Scouts Australia and each Branch should be part of this process. A suitable data backup system must also be in place.

A personnel and event database will be used to conduct Scouts Australia Youth Events. For Tier 1 Scouts Australia Youth Events, this should be a common database across all Branches. This database will be used for the data management of the following:

- Registration information
- Application information
- Medical and dietary information
- Repository of all documentation
- Logistics system
- Financial Management

An event management system must be used to conduct Tier 1 Scouts Australia Youth Events. This event management system must include the integration of:

- Budget, including cash flow
- Supply chain and logistics
- Purchase Orders
- Receipt of goods
- Invoices
- Asset management and disposal
- Key milestones in primary delivery tasks

The data from Tier 1 Scouts Australia Youth Events is the property of the Scout Association of Australia, and all records must be handed over to Scouts Australia at the conclusion of the event.

All reports including departmental reports must be handed to the next event organiser. This should include any computer software used in the planning.

At their request, Tier 2 Nationally Endorsed Events may gain access to the same national systems utilised for Tier 1 Scouts Australia Youth Events.

This will be at the choice of the event and is not a requirement for Tier 2 Nationally Endorsed Event status.

Identification of Participants, Staff, Contractors and Visitors

Tier 1 Scouts Australia Youth Events and Tier 2 Nationally Endorsed Events must have an identification tag or wristband. Tier 3 Local Events must consider how they can identify their participants and staff easily.

Identification tags or wristbands at minimum must include:

- Name
- Photo²⁵
- Event ID number
- Role
- Unit number
- Coding for dietary, medical and allergies which also maintains confidentiality
- If the event is operating with a barcode sign in/sign out system, this also needs to be on the identification tag or band

Consideration should be given as to how identification tags or wristbands differentiate between participants, event management team, event support team, visitors and contractors. A simple way of making this differentiation is by using different colours for different categories – whether printed on a tag or as a lanyard.

The ability to replace lost or faulty tags throughout the event is required. Additionally, the appropriate infrastructure will be required to support any scanning of attendees onsite and offsite, where that is occurring at the event.

Assistance Animals

The safety of our members is our first priority.

Assistance animals come in many different species and breeds. Many of the sites used for large scale activities and events do not typically welcome and host domestic animals.

Registered and trained assistance animals that have passed the owner's home state or territory Public Access Test are welcomed. This testing process ensures that the animal is suitable to accompany and support the owner-handler as they participate in the community. A public transport pass to confirm authorised status may be required to be presented. It is the responsibility of the owner to provide the necessary credentials prior to the start of the event.

The animal must be registered to attend the event. The event organisers must be notified upon application, or at the first possible opportunity following the allocation of an authorised and credentialed assistance animal, that an attendee will be accompanied by an animal.

²⁵ A photo should be included on the application and any sign in/sign out system that is technology driven. If using ID cards, then the photo should appear on the card. If using wristbands, the photo will only display on the system.

A member with a disability, or diagnosed condition, who is accompanied by an assistance animal will be allowed access to premises that are open to the public, unless otherwise excluded by law. If an assistance animal is excluded by law from the premises, we will ensure that other measures are available to enable a person with a disability to obtain, use or benefit from our services, goods or facilities.

Contingents will need to make their own inquiries regarding the ability of Assistance Animals to travel with the Contingent and what additional conditions/restrictions may apply.

It is within the parameters of the event and movement to advise all attendees of the presence of assistance animals, taking into consideration the needs of all attendees, including those with animal allergies.

Event Materials

A number of publications will be required to ensure clear communication to all event participants.

These may be required before, during and after the event and must be:

- Written for the intended audience
- Distributed, where possible, before the event
- Reflect the theme of the event
- Highlight relevant information for the intended audience
- Be accessible to all

Consideration needs to be given as to ensuring event publications are published, distributed and disposed of in a sustainable manner.

For Tier 1 Scouts Australia Youth Events, the following event materials must be developed and distributed.

- Event Handbook with pertinent information including program information (some of which below may be incorporated into an Event Handbook)
- Leader/Support Team Handbook
- Youth Leadership Handbook
- Catering Guide – including menu and recipes (depending on the type of catering chosen)
- Event Contact Directory
- Emergency and Evacuation information
- Map
- Visitors Guide

This is by no means an exhaustive list – each event should develop publications that are relevant to their event.

Tier 2 Nationally Endorsed Events and Tier 3 Local Events are encouraged to carefully consider what event publications they require and methods for communication that will best suit the needs of their event.

Applications

All Contingents to Tier 1 Scouts Australia Youth Events will use the same Event Management System for participants to apply to attend. The application form must include the following in addition to the collection of pertinent personal information.

- Medical, allergy and dietary information with associated management plans loaded if required.
- Photographic Permissions Clause
- Permission for participation in high adventure activities
- Emergency contact details
- Contingent specific details

Tier 2 Nationally Endorsed Events should consider utilising a similar Event Management System as Tier 1 Scouts Australia Youth Events. Tier 3 Local Events need to consider how the application process will work and how this information will be captured and stored.

Lost Property

Consideration must be given to developing a system and procedure for the collection and distribution of lost property. This process should be communicated to all attendees prior to the event and during the event.

Financials

Budgets and Finance

A zero-based budget, including an appropriate level of contingency, is to be prepared for all **Tier 1 Australian Scouting Youth Events**.

Accounting Procedures

The Australian Accounting Standards must be followed for all events.

Special attention needs to be considered for:

- Capital vs Expenses;
- Limits on amounts treated as expense as against capital;
- Treatment of Goods in Kind;
- Establishment of a register of Goods in Kind and allocation;
- Procedure regarding Sale / Auction of Goods after event;
- Procedure regarding Allocation of Goods to Branches, etc; and
- GST application and treatment

Procedures regarding the financial reporting for Tier 1 Scouts Australia Youth Events throughout the preparation, delivery and review of the event will be shared.

As a guideline:

- Financials to be presented to the National Executive Committee must first have been approved by the National Finance Committee
- Interim accounts indicating all income, including all material, donations and sponsorship (cash and in-kind), will be presented to the National Executive Committee meeting within four months following the conclusion of the Event.
- Final audited accounts are to be presented to the National Executive Committee meeting within six months of the conclusion of the event.

Calculation of the “true” profit/loss of the event must include any benefits to the Host Branch running the event.

Host Branch Annual Accounts

The Annual Accounts for the host Branch for the subject year should include the result of the Event.

Notes on the accounts should indicate:

- The **Event** income (including sponsorship as above)
- The **Event** expenditure
- The resulting surplus (or loss)
- The distribution made in accordance with below – refer to [Event Surplus](#)

Budget Considerations

For all *Tier 1 Scouts Australia Youth Events*:

- In addition to the budget items associated with the operating costs and incomes of the *Event* the budget should contain provision for:
 - A travel subsidy allowance as per the Scouts Australia Travel Subsidy Policy
 - A contribution to the Australian Scout Development Fund
 - A contribution²⁶ to the Asia Pacific Region, **if** Asia Pacific status is granted.
 - A contribution of 1% adult and youth member event fees is to be paid to The Scouts Association of Australia (General funds)
- The detailed budget including the Event fee, schedule for fee payments and the fee refund policy should be presented to the National Executive Committee for approval in such time as to enable the fee structure to be published **at least 18 months prior** to the *Event* commencement.
 - A person nominated by the host Branch is required to report in detail to at least two of the NEC meetings prior to the *Event* on both the physical and financial aspects of the *Event*.
 - Event updates will be a standing item for all National Operations Committee meetings
 - National Operations Committee reports will be presented in writing as part of the distribution of National Operations Committee papers prior to each meeting
 - All financial reports must be presented to the National Finance Committee one month before the nominated National Executive Committee meeting
 - The final audited accounts, with substance approved by the Chair, Finance Sub-Committee (indicating all income including all material, donations and sponsorship cash and kind) will be presented to the National Executive Committee meeting within six (6) months of the Event concluding.

Model Planning Budget

Experience has shown over past Tier 1 Scouts Australia Youth Events, based on participant fees only, that the broad allocation of expenses should be within a few percentage points of the following:

- Administration 20%;
- Catering 22%;
- Sites and Services 28%;
- Program 20%;
- Contingency 5%, and
- Surplus 5%

²⁶ As at [insert date here] this is US\$1 per attendee paying fees (adults and young people).

The contingency factor should not be expended until the commencement of the Event. In any case, there should be 80% of the contingency intact at the commencement of the event.

Event Surplus

For calculating **Event** surplus (or loss), sponsorship income will include:

- All cash donations, and
- Gifts “in kind” of value greater than \$10,000 (indexed by CPI from the date of NOC event approval) which will be valued at the cost shown in the approved budget;
- but will exclude;
 - Trade discounts;
 - Other gifts “in kind” which were never included in the Event budget

Any surplus arising from the conduct of the Event is to be distributed as follows:

- the greater of (a) \$150,000 (adjusted by CPI from January 2025) and/or (b) 5% of the participant fees (youth and adults) to the Host Branch.
- the first \$150,000 (indexed by CPI from the date of NOC event approval) to the Host Branch

Of the remainder

- 50% to the Host organising Branch
- 50% to be paid to Scouts Australia Major Events Reserve Fund

Insurance

Insurance is a critical item when staging an event. A variety of insurance policies are required to ensure the safety and wellbeing of participants, suppliers, directors, all Branches and Scouts Australia.

The event will not underwrite any losses incurred by those who fail to take out adequate insurance cover.

Contingent Insurance

It is the responsibility of the Event Organisers to actively encourage all Branches/Contingents to have appropriate insurance cover to meet local legislation.

Contingents must also organise their own event cancellation insurance which includes travel insurance, disaster insurance, refund insurance, etc.

Public Liability Insurance

The Event must have public liability insurance to a suitable level. Insurance can be organised by the Event Organisers, or, if possible, provided by Branches. Consideration must be given to overseas

Contingents, visitors or incidents that may occur offsite. All policies need to be extended to indemnify Scouts Australia.

Personal Accident Insurance

All participants must be covered by adequate Personal Accident Insurance. In some exceptional circumstances, individuals may need to seek their own coverage due to Branch insurance policy limitations. Impacted individuals will be notified by their Branch.

Property, Property in Transit and Directors and Officers Liability

Every contingent and Tier 1 Scouts Australia Youth Event must have adequate insurance to cover

- All property; and
- Event Directors.

Professional Indemnity Insurance

In some circumstances, members will be working in a volunteer capacity in a role that overlaps with their professional practices. Professional Indemnity Insurance may be required to cover these members should an incident occur where they provide advice that an individual later wishes to dispute.

Other Insurance

The Event Team, in conjunction with the host Branch, needs to also consider

- Event cancellation insurance including delay insurance;
- Insurance to cover medical practitioners working as volunteers;
- That all product and service suppliers have the correct level of Public/Products liability insurance and make this available for scrutiny; and
- Appropriate cover for adventurous activities. If these are covered by Branch policies, these must be checked to ensure all activities will be covered by each Branch.

Insurance for International Contingents and attendees

International contingents and attendees must have adequate and appropriate travel insurance as well as “normal” insurances necessary for a contingent. The Event will not underwrite any losses incurred by an international contingent who fail to take out adequate insurance.

Goods and Services Tax (GST)

The Branch hosting the event may nominate for GST exemption. This should be included as part of the budgeting and expenditure process.

Events have previously been GST free activities. Application for GST exemption must occur for every Australian Scouting Youth Event. It is the responsibility of the host Branch to organise exemption from the Australian Taxation Office. This can be a lengthy procedure. It is recommended that the application process commences immediately after the previous equivalent event.

Funding

A “seed” fund for Events is to be made available from Scouts Australia to the Host Event Organising Executive Committee up to three years prior to the scheduled commencement of a ***Tier 1 Australian Scouting Youth Event***. It is expected that the “seed” funding would be repaid to Scouts Australia by the Host Branch within three months of the conclusion of the ***Event***.

Major Events Reserve Fund

A Major Events Reserve Fund has been established by the NEC

- This fund provides “seed” funding for Major Events. Funds can be made available to the host Branch, up to three years prior to the scheduled commencement of the Major Event
- It is expected that the “seed” funding would be repaid, with interest, to the Major Events Reserve at least six months prior to the conduct of the Major Event.
- Should a Major Event make a loss, particularly through circumstances outside of the control of the Host Branch, the Branch may apply for recompense for all, or part of that loss, to the NEC via the National Finance Committee. The amount of compensation approved by the NEC will be dependent on the funds available in the Major Events Reserve Fund and the circumstances of the loss.
- Non-compliance with the Major Events Policy will jeopardise an application for assistance from the Fund.

Fees

For Tier 1 Scouts Australia Youth Events, the Event Fee is based on the Event budget as approved by the host Branch and National Executive Committee.

Fees

- Participant fee (event and role-dependent, this may be Scouts, Venturer Scouts, Rover Scouts):
 - Based on catering, accommodation and activities.
- Supporter fee (event and role-dependent, this may be Venturer Scouts, Rover Scouts, Leaders, Other Adults):
 - Based on catering and accommodation no activity levy.
- International Participants:
 - Using modified WOSM scale for event participation:
 - A, B and C class countries: both adults and youth pay the Supporter fee.
 - D class countries pay the same fee as Australian participants.
 - This category list is based on the GDP of member countries and therefore regularly changes. The most up-to-date list should be sourced for the time that the event is to occur.
- Day Workers:
 - A Day worker is defined as a person affiliated with Scouting who having willingly consented to a Police Check provides services to the Jamboree on a part-time basis.
 - Day workers will pay a basic fee to cover costs of shirt and other Jamboree apparel plus meals and general facility expenses.

Attendees and Contingents

All participants for Tier 1 Scouts Australia Youth Events must apply through their Branch, National or International Contingent. The Event Organisers will not accept applications directly from youth members, leaders or other interested participants.

Event Fee

For Tier 1 Scouts Australia Youth Events, the fee will include the following minimum requirements for all participants:

- Event scarf;
- Event shirt;
- Event badge;

- Identity tag;
- Appropriate handbooks; and
- Meals, activities, admission fees, camping fees and other items indicated throughout this manual.

Contingent Fee

Contingent fees may cover the following expenses:

- Promotion and Marketing of the Event;
- Transport to and from the Event;
- Administration expenses;
- Pre-Event camps;
- Unit expenses;
- Specialist camping equipment;
- Souvenirs and clothing; and
- Welfare and other contingent responsibilities at the Event.

To ensure the lowest possible fee for participants it is critical Contingents minimise their fees. The CPI increase between events should be considered when determining fees.

Payment and Withdrawal Schedule

A payment and withdrawal schedule will be determined by:

- the Event, in conjunction with the NEC, for Tier 1 Scouts Australia Youth Events
- the Event, in conjunction with the Branch, for Tier 2 Nationally Endorsed Events
- the Event for Tier 3 Events

Tier 1 Scouts Australia Youth Events - final settling of any amounts owing

The total fee payable to the Event Organisers by Contingents will be based on the actual number of Participants attending the Jamboree including late applicants less any approved late withdrawals (includes relevant withdrawal fee).

Balances will be payable (together with any other monies owing for goods and services supplied) prior to the Contingent departing the Event site.

Appendix A Tier 1 Scouts Australia Youth Events Schedule

The Australian Scout Jamboree and Bid Years will now occur on the following schedule.

Event Year	Bid Year/Letter of Offer	Host location	Host Branch
2025	N/A	Maryborough, Queensland	Scouts Queensland
2029	2024		New South Wales (pending acceptance of offer)
2033	2028		
2037	2032		
2041	2036		

The Australian Rover Scout Moot and Bid Years will now occur on the following schedule.

Event Year	Bid Year/Letter of Offer	Host location	Host Branch
2027	2023	TBA	TBA (note: slightly different bid timeframe due to change in policy, standards and processes)
2031	2025		
2035	2030		
2039	2035		
2043	2038		

Appendix B Scouts Australia and Harts Ladder



GPS
The Guide to Youth Programme in Scouting



SCOUTS
Creating a Better World

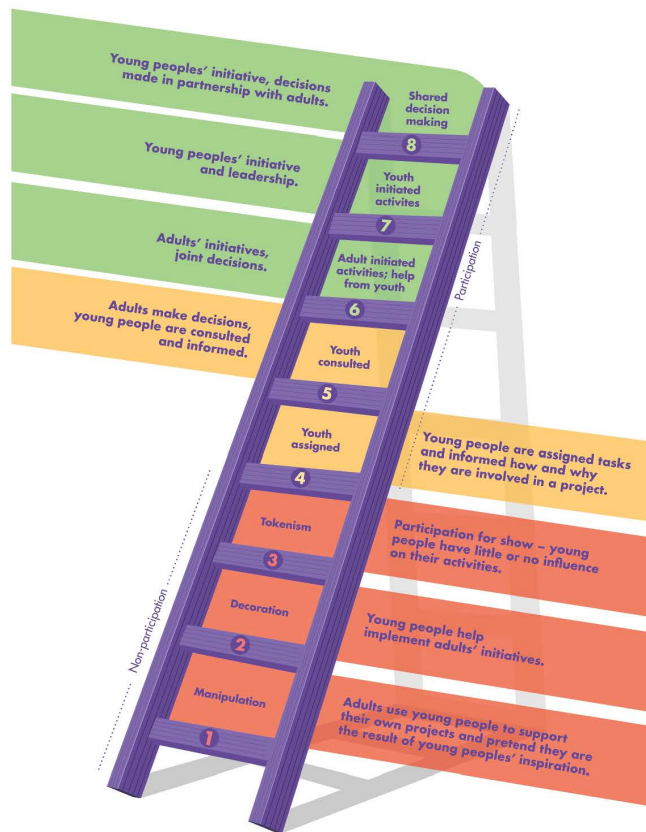


Fig.5

Rung 4: Youth Assigned, But Informed – When roles are created for young people that are important, both functionally and symbolically. They are given responsibility and freedom to take on

these roles, and often the young person takes some pride in the work they have done, contributing to the overall goal.

Youth are often selected to take on the role of ushering a VIP around an event. They become tour guide and event expert. Although this can be an example of Tokenism, if youth are given the support and freedom to develop the role in a way that suits them, that they understand the importance of the role before volunteering, and that they have expert knowledge of the event, then they are far more involved.

Rung 5: Youth Consulted and Informed – Young people sometimes work as consultants for adults planning a program or activity. This can occur in a manner that genuinely involves the young person. The “project” is designed and run by adults, but youth understand the process, their opinions are treated seriously, and they are given feedback and further opportunities to refine plans.

The event team involves their Unit/Patrol Leaders in planning their event programs. The event Unit Council meets regularly and consistently, and members understand that they are expected to bring along ideas for the program, including Achievement Pathways needs. If Leaders take these ideas, develop a program, and assign responsibilities, including to Patrol Leaders, then this is level 5 on the Ladder. The program is shared with Unit/Patrol Leaders for feedback, before it is published.

Rung 6: Adult Initiated, Shared Decisions with Youth – Although the projects at this level are initiated by adults, and tend to remain in the hands of adults, planning and decision making is shared with young people.

There are many councils that are made up of Leaders, that are in place to support the delivery of the youth program in different ways. In some places, event teams are involving youth members as permanent and equal members of the council/team. Their appointment to the team has been an open call, and often by election by their peers. The team has been reorganised in a way that encourages young members to be able to safely share their opinion on matters, and contribute to the team's planning and reviewing.

Rung 7: Youth Initiated and Directed – When adults stand back and let youth, often working in Patrols, go about planning and running their own game, activity, event, or big adventure. Adults allow youth to make mistakes and resolve problems themselves, and know when to step in to offer their support.

In many Scout Units, the entire term program is left in the hands of Patrol and Unit Leaders. The Unit Council meets regularly to Plan> and Review> their programs, and use adult Leaders as support for guidance, for ideas, for risk management, and to help access resources. As a Movement that prides itself in the development of leadership in young people, this example offers a very strong commitment to the Scout Method, where Learning-By-Doing and Youth Leading, Adults Supporting are stand-out elements. In a culture like this, it is ok to make mistakes, and when youth Review> their activities, their learnings from their mistakes are embedded.

The Rover Scout program operates almost entirely at this rung. A Rover Adviser, the only non-youth member in a Rover Scout Unit, observes the operation of a Unit and its members, and is able to regulate their own input. If things are going well, the Adviser stands back and enjoys seeing Rover Scouts flourish. When something is not going well, they look for the right time to offer support, and help resolve problems.

Rung 8: Youth Initiated, Shared Decisions with Adults – Contemporary language calls this intergenerational dialogue and describes an environment where an inclusive mix of younger and older people work together to achieve a goal. It is an environment where the wisdom and experience of older generations are in balance with the enthusiasm and alternative thinking of younger generations.

An example of Rung 8 is the operation of Youth Councils. Youth Council members apply to join the Council, and there may be a selection process. They develop topics of their own, or may be asked to investigate a particular topic by another youth or adult. They will research and discuss the topic amongst themselves, and often with adult topic experts. Any recommendations are provided to the Council's leadership group to then work with key decision makers, often a mixture of younger and older members, to discuss the recommendations, make a decision, and to develop implementation plans. The leadership group provides feedback to the Council, which might include asking for recommendations to be refined for further consideration. Everyone has equal voice and respects the input of everyone else.

An event example of this is a Rover Scout Moot. Rover Scouts form the organising committee for the event, working with peers and other adults to develop the event and working on all elements of the event, from logistics to finance to program and everything in between!

Appendix C Event Staffing

When persons are engaged in meaningful work that matches their skill set, they are more likely to be engaged in the work they are doing, show up to do their role and strive to be their best self when partaking in their role.

Thought needs to be given to how best support not only the staffing requirements of the event, but also balance the needs and expectations of the support team staff who are volunteering their time to be there. It should be acknowledged that some persons may only be able to contribute to the event at a certain time of each day, for only a few days or for the full time. The event should strive to accommodate support team volunteers in whatever capacity they have to support the event.

What do we do if we have more staff qualified in one area, and not enough in another?

An example of this is when more volunteer event staff would like, and are appropriately skilled, to lead adventurous activities but not enough staff have volunteered to assist with site security or sites and services.

In a case such as this, thought should be given to exploring staffing models that include job share options and rotation through job areas throughout the event.

Flexible Event Staffing – Venturer Scouts and Rover Scouts

A hybrid model for youth members as Event Staff at Australian Scouting Youth Events sees Venturer Scouts and Rover Scouts being able to be Event Staff as well as a participant in the Event.

Benefits of a hybrid model can include the provision of formal learning outcomes to youth members, as well as provide opportunity for adult and youth members to lead and mentor other youth members.

There are numerous ways a hybrid model could work for Venturer Scouts and Rover Scouts. Some of the ways a hybrid model has previously been implemented include (but are certainly not limited to):

- Half day work/half day participant
- Half event work/half event participant (e.g. 5 days of work for 5 days as a participant)
- Working as expedition staff – gaining qualifications in the process – and then being able to attend on-site as a participant.
 - Attending an expedition as a participant, and then working during the on-site phase – gaining qualifications in the process.

Appendix D Mentoring Youth for Event Roles

One of the event directors is a young and enthusiastic Scouting member, how can they be helped and supported?

Mentoring people into roles at large-scale or far-reaching activities and events requires focus and dedication from all involved. It is ultimately no different to any other mentoring role, where the mentor and mentee need to establish a good working relationship, and it is the role of the mentor to supplement, coach and support the mentee in their learning and leadership journey. This should be looked at no differently whether the mentee is a young person or an adult!

Firstly, let's look at recruitment! Who gets the opportunity to try their hand as a young person in a leadership role at events?

- Opportunities in Scouting need to be advertised openly – this is not about selective recruitment processes, but rather gathering interest for skills and talents to be identified and observed.
- Advertise through a range of channels and mediums – the leader bulletin will only reach the leaders, and maybe their children!
- Identify different pathways to get the message out to a range of stakeholders and target audiences.
- Complete an audit of applications – is it a coincidence that all applicants are related to an adult leader in the movement? Are all applicants known from experience on Branch-based committees and councils? How can we mitigate this occurrence and expand the pool of talent through these opportunities?

Great! A young person has been appointed! Now what?

The event team needs to identify suitable candidates to mentor any inexperienced team members, whether these are adults or young people. These candidates may or may not have previously been appointed to this team but are likely to be known to members of the team. Any candidates should be contacted to gauge their interest, and together with the inexperienced member mentors then appointed. It may be plausible that one inexperienced member has multiple mentors, and likewise, one mentor may be mentoring multiple mentees.

Mentoring is built on a range of principles. The following list is not exhaustive:

- Clarity – being clear in understanding the role of the mentor, and the role of the mentee.
- Agreement – goals need to be mutually set and put in writing. Be realistic. The mentee will do the 'heavy lifting'. This agreement should be reviewed periodically by the mentor and mentee.
- Relationships – be a colleague first and an expert second. Be open, warm, not intimidating. Listen, listen, listen, and listen again, the mentee's questions and concerns need an appropriate, considered, and thoughtful response.
- Time limits – these should be applied particularly to goals set, they should not be open-ended.
- High engagement and performance – expect this. Most beneficial mentoring is based on mutual learning, active engagement, and striving to attain a goal.
- Dependency – at the beginning there will be a greater dependency, but it will move towards 'independence' as mentoring, support, and encouragement of the mentee occurs, and expressed belief in their ability as it develops occurs.
- Recognition – encouragement, and appreciation go a long way. Praise work well done and help to find alternative paths for things not working as well.
- Open-minded – cultural differences, gender, and different ideas and opinions provide challenges. Maintain communication and discuss things openly.
- Example – a mentor will be seen as a role model for everything by many others, not just the mentee. Behaviour and deportment must be exemplary.

- Teach – by example and encouragement show colleagues how to become a mentor.

Checking in with the team, and with the young person, regularly is important. This is not just pre-engagement, but also during and for at least the duration of the wrap and reporting period post-event. An event is only as good as the team that produces it – if there are fractures, then what might be at risk with the event?

The young person is unlikely to know what they are missing – an experienced mentor will work with them to identify gaps, and fill gaps, accordingly. This is not always about the young person completing each task, but rather learning to delegate to their team appropriately. Equally, it may require significant prompting and education regarding timelines and 'hidden' tasks. As an adult supporting and mentoring a young person, think about the experiences they have previously had, and use shared knowledge from these experiences as a basis on which to scaffold additional skills and knowledge.

Consider if there are tasks that the young person is not able to (legally) complete. Where we have youth members under 18 filling roles, are there particular actions that they cannot do, or require an adult to supervise or co-sign? Whilst these may be few and far between, we must consider the delegations of authority and any legal parameters that surround actions taken by members. Think about how to ensure they are empowered to deliver, even if there are challenges that need to be navigated due to age or experience.

- The value in a mentor-mentee relationship should be multi-directional.
- Consider what can be learned from each other throughout the process, and remember that although close bonds may be formed, there is an unspoken power dynamic which features, and all involved need to be mindful of this.

Appendix E Child Safe Scouting

Considerations for Events

Event Child Safe Teams should have a plan that detail how the event will ensure the safety of all attendees, including:

- The event has a Child Safety procedure that is consistent with the Scouts Australia Child Protection Policy
- The event has a published Child Safety procedure that complies with the host State/Territory laws and legislation.
- Adults attending the event have read and accepted the Code of Conduct and Code of Ethics for Adults in Scouting as part of the application process.
- An event Unit Code has been developed by youth members attending the event, which is inclusive to all, promotes positive/engaging behaviour within the Units and event, and outlines the expectations and standards of all members and is distributed to all youth participants and parents/carers.
- The event Unit Code is defined in accessible and appropriate language which contains and defines:
 - Behaviour that we would like to see
 - Behaviour that is sometimes appropriate
 - Behaviour that is not appropriate
 - Behaviour that is harmful or unsafe
- The event has a documented Incident Triage process that has been circulated to all attending contingents prior to the event
- The event has a communication plan for any additional requirements needing to be met by adult attendees

Outline the strategies intended to use to ensure the event has a positive and enabling culture across all Units and activities.

- Our event has a dedicated Child Safety Team for the duration of the event to handle and respond to child safety incidents
- Prior to event commencement, or within 24 hours of arriving on site, the event hosts a forum for each youth Unit Leaders/Patrol Leaders (youth delegates) to confirm the event Unit Code and expectations (including behaviour management).
- Ensure all youth members partake in a child safety briefing and have the right to be safe and feel safe.
- Ensure that all adults, contractors and visitors undertake a child safe briefing. This could be face to face, online with an acknowledgement or a read & sign form
- Event Unit Councils are empowered to enact the event Unit Code
- Scouts hold each other accountable for their actions
- Attendees aged 18 or over know that as adults they must also maintain the standards outlined by the Scouts Australia Code of Ethics and Code of Conduct
- All attendees know that they are role models to their peers and to the community, acting and encouraging positive behaviour
- Scouts understand that they may be seen as people in leadership positions by other members, and the implications this may have on the behaviours they exhibit and role model
- All attendees are empowered to hold each other accountable for their actions
- Scouts feel safe in approaching and talking to adults and older section youth members about behaviour and issues that they can see or have experienced

- All attendees are aware of, and attentive to, organisational processes for escalating safety concerns
- All attendees are aware of how to access further support for themselves when supporting others
- The cultural and spiritual needs of attendees are considered and respected

Appendix F Sustainability

Each Australian Scouting Youth Event should be targeting the following objectives:

Detail the event's Sustainability Commitment and how it will be incorporated into the event planning

- The full event team has been briefed about the sustainability measures outlined in the Sustainability Commitment and feel empowered to contribute to achieving them.
- A baseline calculation of the estimated CO2 emissions has been performed.
- The event is planned for climate neutral hosting of necessary digital services for the event (e.g., participants database, document servers, event app, website).

Detail the venue's environmental/sustainability policy

- The venue has an environmental/sustainability policy and implements it.
- The venue uses renewable energy.
- The venue is energy-efficient (i.e., maximises use of daylight, has energy-efficient appliances and lighting).
- The venue has water-saving systems in place (e.g., low-flow taps and showers, low-flush toilets).
- The venue has a wastewater treatment system in place or is connected to the municipal wastewater treatment system.
- The venue location has taken into account the travel distance and method required by participants.
- The venue is well-connected with the accommodation sites

Detail the events food and catering plans

- Food is sourced locally and is seasonal.
- The menu contains vegetarian options.
- Meals are served on reusable plates and with reusable cutlery (e.g. dilly bag, mess kit, etc.)
- Food leftovers (untouched) are redirected to food banks or similar.
- Water is served from the tap/in jugs with glasses/from large dispensers (or similar arrangements, as long as they avoid individual plastic bottles).
- Coffee/tea etc is served in reusable cups.
- The contracted caterer (if applicable) has an environmental policy in place.

Detail the event waste management plan

- Waste from the event will be recycled
- Food waste will be composted
- Waste separation is done at the venue with clearly marked bins for different waste streams and recyclables.

- Paper-smart logic is applied reducing the use of paper and moving to digital forms of sharing information
- Reusable branding used throughout event

Detail how sustainable practices education will be incorporated into the event

- Participants are offered educational opportunities to learn about sustainability (specific measures implemented for this event but more broadly as well).
- Participants are empowered to take responsibility for implementing sustainability measures at the event and know clearly how to contribute (e.g., bringing their own water bottle and cutlery, recycling during the event).

The event will monitor, evaluate and report on the sustainability commitment

- The event planning team regularly reviews the progress on implementing sustainability measures and acts adequately where follow-up and improvements are needed.





**Australian Scouting
Youth Events Standards**

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