**Bidding Guidelines for**

**Tier 1 Australian Scouting Youth Events**

Australian Scouting Youth Events (previously referred to as Major Events) are an important part of Australian Scouting. For many youth members these events are a highlight of their Scouting experience and a major factor for continued engagement in Scouting. 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 people so they are enabled to have a beneficial impact in the creation of a better world. This should be achieved through an adventurous, fun, challenging, and inclusive program, with known and new peers, resulting in a positive and rewarding experience for all.

Australian Scouting Youth Events must:

* Be linked to our Educational Objectives
* Support completion of the Achievement Pathways
* Be inclusive
* Have purpose and defined personal intentions
* Be held regularly in a variety of locations
* Be youth led
* Be agile
* Be safe
* Incorporate Plan> Do> and Review>
* Be cost effective
* Be a positive experience for all participants
* Be flexible and allow youth members a wide variety of diverse events to assist personal development

**Tiers of Australian Scout Youth Events**

A three-tier structure sets the classification for the types of events and the level of national program oversight that is expected. Each category, or tier, represents a different style and magnitude of activity or event.

Tier 1 events, known as ***Scouts Australia Youth Events***, are the flagship Scouts Australia and World Organization of the Scout Movement (WOSM) Youth Events. Specific Branch or National Contingents are formed to manage attendance at these events.

Tier 2 events, known as ***Nationally Endorsed Events***, are Branch run events where participation is intentionally open to members from across Australia and/or other National Scout Organisations. This includes Adventurous Activity Schools and other international opportunities.

Tier 3 events are locally organised activities and events (organised by Branch/Region/District/Group or Units), not intended to be advertised widely beyond the home Branch.

**Scouts Australia Youth Events**

|  |  |
| --- | --- |
| **Australian Jamboree** | **Australian Moots** |
| Purpose:   * To provide a large scale gathering of youth members in the Scout and Venturer Scout sections from all Branches where they can develop socially, physically, intellectually, emotionally, and spiritually and enhance character development through participation in events that are adventurous, fun, challenging and inclusive with known and new peers from other Branches and other countries. 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. * Immersion of participants in the youth program principles and elements. * All elements of the event linked to Educational Objectives   + Focus on all components of the Scout Method and Outdoor Adventure Skills   + Ability to achieve parts of their Achievement Pathways journey * A positive and rewarding experience for all participants (youth and adults). | Purpose:   * To provide a large scale gathering of Rover Scouts and young adult leaders from all Branches where they can develop socially, physically, intellectually, emotionally, and spiritually and enhance character development through participation in events that are adventurous, fun, challenging and inclusive with known and new peers from other Branches and other countries. 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. * Immersion of participants in the youth program principles and elements.   + All elements of the event linked to Educational Objectives   + Focus on all components of the Scout Method and Outdoor Adventure Skills   + Ability to achieve parts of their Achievement Pathways journey * A positive and rewarding experience for all participants (youth and adults). |

***Scouts Australia Event* Bid Submissions**

Branches or a ‘Consortium of Branches’ must submit their bid to host a Scouts Australia Youth Event on the approved form.

The bid must be submitted by the last day in February five years prior to the likely event time.

To be considered, each Bid must be accompanied by proof that the submission is supported by the relevant Branch Executive/Management Committee (Board). If this is not included, then the bid will not be considered. The Board must acknowledge the undertaking of the financial risk of hosting the event.

**Event Bidding Timelines**

Five years prior to event:

February - Event bid submitted

March - Bid Assessment Team appointed

March - Presentation to National Rover Council (for Australian Rover Moots only)

March to April - Bid Assessment Team review and score bids

May - NOC Paper prepared

June/July - Presentation to NOC by Bid Team/Committee

June/July - NOC decision on host Branch

**Bid Assessment Team for Australian Jamborees**

The Bid Assessment Team will consist of the following people:

* National Commissioner Youth Program
* Deputy National Commissioner Youth Program
* Deputy Chief Commissioner Scouts Australia (Under 30)
* National Child Safety Commissioner
* Two Branch representatives (ideally one from a large Branch (NSW, QLD, VIC) and a small Branch (ACT, NT, SA, TAS, WA) (Representatives from bidding Branches will be excluded)

The bid assessment team will be appointed by National Commissioner Youth Program from a pool of suitably qualified persons who have been nominated by their respective Branch.

**Bid Assessment Team for Australian Moots**

The Bid Assessment Team will consist of the following people:

* National Commissioner Youth Program
* Deputy Chief Commissioner Scouts Australia (Under 30)
* National Rover Council Chairperson
* National Child Safety Commissioner
* Two Branch representatives, one of which must be under 30 (ideally one from a large Branch (NSW, QLD, VIC) and a small Branch (ACT, NT, SA, TAS, WA) (Representatives from bidding Branches will be excluded)

The bid assessment team will be appointed by National Commissioner Youth Program from a pool of suitably qualified persons who have been nominated by their respective Branch.

**Assessment Criteria:**

* Each extended response question (and sub-question) is scored out of 10 points and a summary will be provided as part of the paper presented to the National Operations Committee
* Each Event Organising Team bidding to host an event should also complete the self-assessment applying either a Yes, No, or N/A for each criteria statement in the assessment tool.

As a guide for prospective bidding teams, the extended responses in the attached application are the basis for the assessment. Each of these responses will be scored independently by each member of the assessment team, before being moderated collectively to provide the final assessment outcome.

The assessment team reserves the right to seek additional clarification from the respective Branch Commissioner Youth Program or Event Contact to aid in the process and may provide feedback on the application, irrespective of the outcome.

**Presentation to National Rover Council** (For Australian Rover Moots Only)

Bidding Teams will have the option of presenting to the National Rover Council in March. This is a freeform presentation but should last no longer then 10 minutes and may be followed by questions from NRC Members.

**Role of National Rover Council**

NRC should provide written comment on each of the bids outlining how they felt the Moot proposal aligns to the Youth Program in relation to the Rover Scout Section. This will be provided to the Bid Assessment Team by the 1st of April of the bid year (5 years prior to event).

**Role of International Commissioner of Australia**

The bid team should present their documents to the International Commissioner for endorsement and feedback where the intention of the event committee is to invite international participants to attend, conduct activities internationally, or to seek Asia Pacific Region status.

**Presentation to National Operations Committee**

The two highest scoring bids will be invited to present to the National Operations Committee at their mid-year meeting. This is a freeform presentation but should last no longer then 10 minutes and may be followed by questions from NOC Members.

**NOC Paper Contents**

* Overview of bids by the Bid Assessment Team
* Scoring matrix by Bid Assessment Team
* Bid documents from prospective hosts
* National Rover Council comment (for Australian Rover Moots only)
* Branch Management /Executive Committee (Board) support/endorsement letter of hosting event

**Successful Event Teams will then be notified and required to engage with a range of checkpoints with NYPT, NOC and/or NEC between approval of bid and the delivery of the event.**

**Tier 1 Australian Scouting Youth Events**

**Bid Submission Form**

This bid submission form has been structured to capture basic event details, followed by extended response criteria to be addressed covering each of the following areas:

* Overview elements, such as the event purpose and offerings
* Scout Method coverage and utilisation
* Youth Involvement engagement and intentions
* Program Elements coverage and utilisation
* Sustainability practices
* Safety in Scouting practices

The checklists below each of these extended responses provide statements and actions that an event team should consider during their planning and when compiling their application.

**Resource Documents**

Scouts Australia and the World Organization of the Scout Movement has produced several resources that will provide assistance to potential bidders. The majority of these are found on Scouts Australian Program Resources (<https://pr.scouts.com.au>) and the Scouts Australia Key Resources (<https://scouts.com.au/members/key-resources/>) websites.

**Event Overview Questions**

Please complete the following questions as best as possible. These responses can be short as they are not scored in the overall assessment of your bid for the event but will be used to provided context to the extended response questions.

|  |  |
| --- | --- |
| **1** | **Basic Details** |
| Intended Event Name  Click or tap here to enter text. | |
| Name of person to be contact about this bid, including contact details (email and phone)  Click or tap here to enter text. | |
| Intended Host Branch/s  Click or tap here to enter text. | |
| **2** | **Event Details** |
| Intended event duration  Click or tap here to enter text. | |
| Intended event dates  Click or tap here to enter text. | |
| Intended target participant audience/s   * Please provide details of any age or skills requirements to be a participant for this event.   Click or tap here to enter text. | |
| Intended target support team criteria (could be both adults and/or youth members)   * Please provide details of any age or skills requirements to be a participant for this event.   Click or tap here to enter text. | |
| Outline your anticipated personnel requirements for the delivery of this event  Click or tap here to enter text. | |
| Is this event intended to be opened to participants from other countries or organisations? If yes, please provide detail  Click or tap here to enter text. | |
| **3** | **Venue** |
| Intended host venue (if known)  Click or tap here to enter text. | |
| Aside from the primary venue listed above, what other locations do you plan to utilise for this event (if known) (please include domestic and international locations)?  Click or tap here to enter text. | |
| **4** | **Budget and Partnerships** |
| What is the proposed budget you are exploring for this event?   * Please include details about anticipated fees for attendees and the different fee structures which may be at play   Click or tap here to enter text. | |
| What partnerships are you exploring as part of the event bidding and execution process?  Click or tap here to enter text. | |
| **5** | **Recognition** |
| How will the event team engage with the Training and VET portfolios for other opportunities and outcomes that may be available at or from the event?  Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **6** | **Success** |
| What, if any, event success criteria do you have in place/have applied to this event? I.e. how do you tell if the event is successful?  Click or tap here to enter text. | |

**Extended Response Questions**

***Note:*** *Each of the extended questions, in all sections below, are important and each will be assessed against the rubric. The Assessment Team are looking to recognise your events understanding and/or possible implementation of each element. Your response could be written in long form, in dot points, or even a combination of both, it’s up to you.*

**Event Overview Assessment**

|  |
| --- |
| **Criteria** |
| Please outline the event’s aim/purpose. (Max 1000 words)  Click or tap here to enter text. |
| What is this event offering attendees? (Max 1000 words)  Click or tap here to enter text. |
| Please outline how the event links to the educational objectives of Scouts Australia. (Max 1000 words)  Click or tap here to enter text. |
| How do you propose to ensure that all attendees have opportunities for personal development? (Max 1000 words)  Click or tap here to enter text. |

**Scout Method (Program) Assessment**

The Scout Method is an essential system for achieving the educational purpose of the Scout Movement. It is defined as a system of progressive self-education. It is one method based on the interaction of equally important elements that work together as a cohesive system, and the implementation of these elements in a combined and balanced manner is what makes Scouting unique.

The Scout Method forms the “how” in Scouting. It is how we should be conducting the program and should feature in entirety in all that we do, including at events.

Eight elements make up the Scout Method. No single element is more important than another, some elements will feature more strongly through different activities and experiences. The Method should be clear in all that we do – this is a good way of us making sure what we are doing really can be defined as Scouting.

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In this section you will need to provide extended responses to all eight questions. Each response will be assessed by the Assessment Team and given a score out of 100. Review the rubric to help understand how you can best respond to the questions.

*At this early stage of planning not all events may address all criteria. Please respond to each component honestly – we value honesty over meeting tick box criteria.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Community Involvement** | | | |
| Detail how Community Involvement will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 1.1 | Opportunities to complete activities within the local community (and be seen) are part of the intended program |  |  |  |
| 1.2 | Opportunities to complete activities as a part of the local community are part of the intended program |  |  |  |
| 1.3 | Community leaders and members have been invited to visit the event |  |  |  |
| 1.4 | Long-term positive contributions to the community have been established as part of the event |  |  |  |
| 1.5 | There is a diversity of community groups who have been engaged with as part of the event |  |  |  |
| 1.6 | Opportunities to explore community diversity are part of the event program |  |  |  |
|  | | | | |
| **2** | **Learning by doing** | | | |
| Detail how Learning by Doing will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 2.1 | The program enables hands-on learning for the attendees |  |  |  |
| 2.2 | The program encourages development of skills across multiple activity areas and types |  |  |  |
| 2.3 | The program provides practical and engaging experiences for young people |  |  |  |
| 2.4 | The program provides opportunities for attendees to reflect on their own learning experiences |  |  |  |
| 2.5 | The program provides new experiences and learning environments for attendees |  |  |  |
| 2.6 | The program provides for opportunities to try and not guarantee success |  |  |  |
|  | | | | |
| **3** | **Nature and the Outdoors** | | | |
| Detail how Nature and the Outdoors will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 3.1 | Opportunities to connect regularly with nature and understand our impact on it are part of the program |  |  |  |
| 3.2 | Activities are in places where minimal environmental impact can be facilitated |  |  |  |
| 3.3 | Activity locations are selected to encourage connection and appreciation of nature |  |  |  |
| 3.4 | Opportunities are provided to facilitate learning about sustainability and sustainable practices |  |  |  |
| 3.5 | The program provides opportunities for understanding health and wellbeing in the natural environment |  |  |  |
|  | | | | |
| **4** | **Patrol System** | | | |
| Detail how the Patrol System will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 4.1 | The structure of the event is conducive to patrol-based engagement and activities |  |  |  |
| 4.2 | The event program enables patrols to be formed and take responsibility for their programs |  |  |  |
| 4.3 | The event program encourages the use of “home” and “project” patrols to support engagement in activity planning and participation |  |  |  |
| 4.4 | 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 |  |  |  |
| 4.5 | The event encourages building a sense of belonging within patrols |  |  |  |
| 4.6 | The event encourages all members of patrols to be heard and contribute to the success of the activities and event |  |  |  |
|  | | | | |
| **5** | **Personal Progression** | | | |
| Detail how Personal Progression will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 5.1 | The event provides opportunities for personal growth |  |  |  |
| 5.2 | The event provides opportunities to advance in their Achievement Pathways |  |  |  |
| 5.3 | The event encourages goal setting and progress towards development in areas of interest |  |  |  |
| 5.4 | The event provides opportunities for self-selection and self-direction |  |  |  |
| 5.5 | The program supports individuals to achieve in their own way |  |  |  |
| 5.6 | The program provides diverse and inclusive activities so everyone can achieve success |  |  |  |
| 5.7 | The program encourages everyone to learn new skills and achieve success |  |  |  |
|  | | | | |
| **6** | **Promise and Law** | | | |
| Detail how Promise and Law will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 6.1 | The program provides opportunities for reflection |  |  |  |
| 6.2 | The Scout Promise and Law underpin the codes and behaviours we expect at the event |  |  |  |
| 6.3 | The Scout Promise and Law are used as a resource to support reflection |  |  |  |
| 6.4 | All attendees are encouraged to call out behaviours and actions inconsistent with the Scout Promise and Law |  |  |  |
| 6.5 | Program options are evaluated based on the values of Scouting, and how the experience and the provider align to these values |  |  |  |
|  | | | | |
| **7** | **Symbolic Framework** | | | |
| Detail how Symbolic Framework will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 7.1 | The program provides opportunities for uniqueness |  |  |  |
| 7.2 | The event is themed appropriately to represent the uniqueness of the event and its opportunities |  |  |  |
| 7.3 | The event promotes opportunity for creativity |  |  |  |
| 7.4 | The event recognises traditions appropriate to the location and the event |  |  |  |
| 7.5 | The event delivers special and memorable ceremonies and celebrations |  |  |  |
| 7.6 | The event promotes the symbolic framework(s) of the ages the event caters for |  |  |  |
|  | | | | |
| **8** | **Youth Leading, Adults Supporting** | | | |
| Detail how Youth Leading, Adults Supporting will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 8.1 | Young people are involved in the delivery of the program |  |  |  |
| 8.2 | Young people are given opportunities to further their abilities to lead and drive the program |  |  |  |
| 8.3 | Adult leaders support young people to explore ideas and opportunities during the event |  |  |  |
| 8.4 | The event has an established Unit Council that operates throughout the duration of the event |  |  |  |
|  | | | | |

**Youth Involvement in Event Planning Assessment**

Young people are the centre of all that we do in Scouting. They are the most critical stakeholders in the entire process, and especially when it comes to large-scale activities and Australian Scouting Youth Events.

The Youth Program should be created by young people, not have it created for them. This means that the development and implementation of the program is based on the active participation of young people, as they are the main agents of their self- development.

Throughout all phases of Australian Scouting Youth Events (including the planning phase), we need to be mindful of ensuring meaningful engagement and involvement of youth members.

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In this section you will need to provide extended responses to all eight questions. Each response will be assessed by the Assessment Team and given a score out of 100. Review the rubric to help understand how you can best respond to the questions.

*At this early stage of planning not all events may address all criteria. Please respond to each component honestly – we value honesty over meeting tick box criteria.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Event Team** | | | |
| How will youth members be involved in the Event Team? (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 1.1 | The event organising team includes youth members as part of their team structure |  |  |  |
| 1.2 | Youth members are representative of all sections and ages who will be involved in the event as participants or as support team |  |  |  |
| 1.3 | Youth members are given the opportunity to attend the event as participants, in support roles, or as members of the event organising team |  |  |  |
| 1.4 | Youth members are mentored in roles and directorates on the event team |  |  |  |
| 1.5 | Youth members discuss, organise and distribute communications for the event |  |  |  |
| 1.6 | The event provides different leadership opportunities for young people |  |  |  |
|  | | | | |
| **2** | **Program Planning** | | | |
| Detail how youth members will be involved in the planning of the program for the event (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 2.1 | Youth members collate ideas for programming and consider the needs of potential participants in relation to the Achievement Pathways and inclusiveness |  |  |  |
| 2.2 | Youth members consider activities and where ‘Project Patrols’ may need to be formed |  |  |  |
| 2.3 | Youth members collates program ideas/needs and make sure there is a balance of Challenge Areas and elements of the Scout Method being addressed |  |  |  |
| 2.4 | Youth members 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 |  |  |  |
| 2.5 | Youth members make sure there is a mix of Patrol activities, Project Patrol activities and Unit activities |  |  |  |
| 2.6 | Youth members are supported to consider risk and are encouraged by the adults to put proper risk controls in place |  |  |  |
| 2.7 | Youth members consider risk and are encouraged by the adults to put proper risk controls in place |  |  |  |
| 2.8 | Youth members consider new challenges and exciting experiences to build a diverse program |  |  |  |
| 2.9 | Youth members plan for all 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 |  |  |  |
|  | | | | |
| **3** | **Unit Councils** | | | |
| How will Unit Councils be incorporated into the event? (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 3.1 | Units are encouraged to complete the Plan> Do> Review> cycle whilst at the event |  |  |  |
| 3.2 | Young people are provided the opportunity to provide feedback on the program and activities they complete whilst at the event |  |  |  |
| 3.3 | Event attendees have an understanding of a positive and enabling culture within the Unit and at the event and support all members. |  |  |  |
| 3.4 | Representatives from each Patrol are part of meetings and briefings throughout the duration of the event |  |  |  |
|  | | | | |

**Program Elements Assessment**

The Scouting journey should be a continuous flow, focusing on an individual’s personal progression throughout the movement, and should be extended to large scale events and activities. We should always encourage Scouts to pursue new challenges and experiences by progressing to the next section.

While new experiences are a focus, the one program model makes sure it’s all familiar – each section uses the patrol system, the language is the same, the Achievement Pathways have common features, and the Scouting community is always welcoming.

All activities and events that are run by and for youth members should be reflective of the Scouting program offered in Australia.

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In this section you will need to provide extended responses to all eight questions. Each response will be assessed by the Assessment Team and given a score out of 100. Review the rubric to help understand how you can best respond to the questions.

*At this early stage of planning not all events may address all criteria. Please respond to each component honestly – we value honesty over meeting tick box criteria.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Program Essentials** |  |  | |  | |
| Detail how Program Essentials will feature in your event. (Max 1000 words)  *Include how ‘Participate, Assist, Lead’ will be incorporated with Program Essentials in your event.*  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 1.1 | The event program facilitates opportunities for some attendees to gain assists and leads |  | |  | |  |
| 1.2 | The event program facilitates activities and opportunities in each of the four Challenge Areas – Community, Creative, Outdoors, Personal Growth |  | |  | |  |
| 1.3 | Activities / opportunities are clearly labelled with their relevant Challenge Area |  | |  | |  |
| 1.4 | The event communicates rationale for any minimum participation criteria in relation to Milestones |  | |  | |  |
| 1.5 | The event provides opportunities for review of achievements and advancement |  | |  | |  |
| 1.6 | The event program promotes Patrol nomination/selection of activities |  | |  | |  |
| 1.7 | The event program promotes individual nomination/selection of activities |  | |  | |  |
| 1.8 | Participate, assist and lead opportunities are incorporated with the Program Essentials throughout the event program |  | |  | |  |
|  | | | | | | |
| **2** | **Outdoor Adventure Skills** | | | | | |
| Detail how Outdoor Adventure Skills will feature in your event. (Max 1000 words)  *Include how two-down mentorship is incorporated with Outdoor Adventure Skills in your event*  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 2.1 | The event program facilitates opportunities for attendees to advance/extend their skills in one or more streams of the Outdoor Adventure Skills |  | |  | |  |
| 2.2 | The event communicates minimum participation criteria for the event, based on Outdoor Adventure Skills |  | |  | |  |
| 2.3 | The event program facilitates opportunities for two-down mentorship within activities containing the Outdoor Adventure Skills |  | |  | |  |
| 2.4 | The event program promotes choice for young people to engage with Outdoor Adventure Skills how they desire |  | |  | |  |
| 2.5 | The event program promotes individual nomination/selection of activities |  | |  | |  |
| 2.6 | Activities / opportunities are clearly labelled with their relevant Outdoor Adventure Skills |  | |  | |  |
|  | | | | | | |
| **3** | **Special Interest Areas** | | | | | |
| Detail how Special Interest Areas will feature in your event. (Max 1000 words)  *Include how you plan to assist youth members to goal set in Special Interest Areas for/at your event*  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 3.1 | The event program promotes goal setting for all attendees |  | |  | |  |
| 3.2 | The event program promotes choice for young people to engage with Special Interest Areas how they desire |  | |  | |  |
| 3.3 | Activities / opportunities are clearly labelled with their relevant Special Interest Area opportunities |  | |  | |  |
| 3.4 | The event program promotes review of experiences and development |  | |  | |  |
| 3.5 | The event program promotes individual nomination/selection of activities |  | |  | |  |
| 3.6 | The event program features activities / options related to all six of the Special Interest Areas |  | |  | |  |
| 3.7 | The event program provides inspiration for further exploration and development as it relates to the Special Interest Areas post-event |  | |  | |  |
|  | | | | | | |
| **4** | **World Organization of the Scout Movement (WOSM) Initiatives** | | | | | |
| Detail how WOSM Initiatives will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 4.1 | The event program promotes the opportunities available through international Scouting |  | |  | |  |
| 4.2 | The event program offers the opportunities to explore the WOSM Initiatives |  | |  | |  |
| 4.3 | The event program promotes community engagement, involvement and contributions |  | |  | |  |
| 4.4 | The event program provides inspiration for further exploration and development as it relates to the WOSM initiatives post-event |  | |  | |  |
|  | | | | | | |
| **5** | **Sustainable Development Goals** | | | | | |
| Detail how Sustainable Development Goals will feature in your event. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 5.1 | The event program promotes actions reflective of a sustainable future |  | |  | |  |
| 5.2 | The event program promotes community engagement, involvement and contributions |  | |  | |  |
| 5.3 | The event program provides opportunities for attendees to contribute to making a change / making a difference in the lives of others |  | |  | |  |
| 5.4 | The event program provides inspiration for further exploration and development as it relates to sustainability and the sustainable development goals post-event |  | |  | |  |
|  | | | | | | |

**Sustainable Events Assessment**

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.

By 2025, Scouts Australia will have embedded 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.

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In this section you will need to provide extended responses to all eight questions. Each response will be assessed by the Assessment Team and given a score out of 100. Review the rubric to help understand how you can best respond to the questions.

*At this early stage of planning not all events may address all criteria. Please respond to each component honestly – we value honesty over meeting tick box criteria.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Planning** | | | | | |
| Detail your event’s Sustainability Commitment and how is will it be incorporated into your event planning. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 1.1 | The full event team has been briefed about the sustainability measures outlined in your Sustainability Commitment and feel empowered to contribute to achieving them. |  | |  | |  |
| 1.2 | A baseline calculation of the estimated CO2 emissions has been performed. |  | |  | |  |
| 1.3 | The event is planned for climate neutral hosting of necessary digital services for the event (e.g., participants database, document servers, event app, website). |  | |  | |  |
|  | | | | | | |
| **2** | **Venue** | | | | | |
| Detail your venue’s environmental/sustainability policy. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 2.1 | The venue has an environmental/sustainability policy and implements it. |  | |  | |  |
| 2.2 | The venue uses renewable energy. |  | |  | |  |
| 2.3 | The venue is energy-efficient (i.e., maximises use of daylight, has energy-efficient appliances and lighting). |  | |  | |  |
| 2.4 | The venue has water-saving systems in place (e.g., low- flow taps and showers, low-flush toilets). |  | |  | |  |
| 2.5 | The venue has a wastewater treatment system in place or is connected to the municipal wastewater treatment system. |  | |  | |  |
| 2.6 | The venue location has taken into account the travel distance and method required by participants. |  | |  | |  |
| 2.7 | The venue is well-connected with the accommodation sites |  | |  | |  |
|  | | | | | | |
| **3** | **Food / Catering** | | | | | |
| Detail your events food and catering plans. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 3.1 | Food is sourced locally and is seasonal. |  | |  | |  |
| 3.2 | The menu contains vegetarian options. |  | |  | |  |
| 3.3 | Meals are served on reusable plates and with reusable cutlery (e.g. dilly bag, mess kit, etc.) |  | |  | |  |
| 3.4 | Food leftovers (untouched) are redirected to food banks or similar. |  | |  | |  |
| 3.5 | Water is served from the tap/in jugs with glasses/from large dispensers (or similar arrangements, as long as they avoid individual plastic bottles). |  | |  | |  |
| 3.6 | Coffee/tea etc is served in reusable cups. |  | |  | |  |
| 3.7 | The contracted caterer (if applicable) has an environmental policy in place. |  | |  | |  |
|  | | | | | | |
| **4** | **Waste** | | | | | |
| Detail your event waste management plan. (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 4.1 | Waste from the event will be recycled |  | |  | |  |
| 4.2 | Food waste will be composted |  | |  | |  |
| 4.3 | Waste separation is done at the venue with clearly marked bins for different waste streams and recyclables. |  | |  | |  |
| 4.4 | Paper-smart logic is applied reducing the use of paper and moving to digital forms of sharing information |  | |  | |  |
| 4.5 | Reusable branding used throughout event |  | |  | |  |
|  | | | | | | |
| **5** | **Program** |  |  | |  | |
| How will sustainable practices education be incorporated into the event? (Max 1000 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 5.1 | Participants are offered educational opportunities to learn about sustainability (specific measures implemented for this event but more broadly as well). |  | |  | |  |
| 5.2 | 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). |  | |  | |  |
|  | | | | | | |
| **6** | **Monitoring, Evaluation and Reporting** | | | | | |
| How will your event monitor, evaluate and report on your sustainability commitment? (Max 500 words)  Click or tap here to enter text. | | | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | | | |
| Yes | | No | | N/A |
| 6.1 | The event planning team regularly reviews the progress on implementing sustainability measures and acts adequately where follow-up and improvements are needed. |  | |  | |  |
|  | | | | | | |

**Safety in Scouting Assessment**

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.

Behaviour and conduct at all events must comply with the current Health & Safety and Child Protection policies and legislation for the host locality.

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*At this early stage of planning not all events may address all criteria. Please respond to each component honestly – we value honesty over meeting tick box criteria.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Policies, Procedures & Guidelines** | | | |
| Detail how your event will ensure the safety of all attendees? (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 1.1 | The event has a Child Safety procedure that is consistent with the Scouts Australia Child Protection Policy |  |  |  |
| 1.2 | The event has a published Child Safety procedure that complies with the host State/Territory laws and legislation. |  |  |  |
| 1.3 | 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. |  |  |  |
| 1.4 | 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. |  |  |  |
| 1.5 | 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 not acceptable |  |  |  |
| 1.6 | The event has a documented Incident Triage process that has been circulated to all attending contingents prior to the event |  |  |  |
| 1.7 | The event has a communication plan for any additional requirements needing to be met by adult attendees |  |  |  |
|  | | | | |
| **2** | **Practices** | | | |
| Outline the strategies you intend to use to ensure the event has a positive and enabling culture across all Units and activities. (Max 1000 words)  Click or tap here to enter text. | | | | |
| *Consider the following as part of your response:* | | Answer  *(self-assessment)* | | |
| Yes | No | N/A |
| 2.1 | Our event has a dedicated Child Safety Team for the duration of the event to handle and respond to child safety incidents |  |  |  |
| 2.2 | 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). |  |  |  |
| 2.3 | Ensure all youth members partake in a child safety briefing and have the right to be safe and feel safe. |  |  |  |
| 2.4 | 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 |  |  |  |
| 2.5 | Event Unit Councils are empowered to enact the event Unit Code |  |  |  |
| 2.6 | Scouts hold each other accountable for their actions |  |  |  |
| 2.7 | 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 |  |  |  |
| 2.8 | All attendees know that they are role models to their peers and to the community, acting and encouraging positive behaviour |  |  |  |
| 2.9 | 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 |  |  |  |
| 2.10 | All attendees are empowered to hold each other accountable for their actions |  |  |  |
| 2.11 | 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 |  |  |  |
| 2.12 | All attendees are aware of, and attentive to, organisational processes for escalating safety concerns |  |  |  |
| 2.13 | All attendees are aware of how to access further support for themselves when supporting others |  |  |  |
| 2.14 | The cultural and spiritual needs of attendees are considered and respected |  |  |  |
|  | | | | |

**Event Operations Assessment**

While finite details of the events operations will likely not be developed as yet, the Assessment Team is keen to understand the philosophy and intentions of how some aspects of the event will be managed.

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In this section you will need to provide extended responses to all eight questions. Each response will be assessed by the Assessment Team and given a score out of 100. Review the rubric to help understand how you can best respond to the questions.

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|  |  |
| --- | --- |
| **1** | **Medical/Welfare** |
| How do you intend to provide Medical/First Aid services during your event. (Max 1000 words)  Click or tap here to enter text. | |
| How do you intend to provide Welfare services during your event. (Max 1000 words)  Click or tap here to enter text. | |
| **2** | **Camping and Site** |
| How do you intend to select your primary site? (Max 1000 words)  Click or tap here to enter text. | |
| How do you intend to set up camping and accommodation for your event. (Max 1000 words)  Click or tap here to enter text. | |
| **3** | **Catering** |
| How do you intend to manage catering and food supply for your event? (Max 1000 words)  Click or tap here to enter text. | |
| **4** | **Risk and Emergency Management** |
| How will Emergency Management be managed for your event? (Max 1000 words)  Click or tap here to enter text. | |
| How do you intend to manage risk and safety during your event (Max 1000 words)  Click or tap here to enter text. | |

On behalf of Scouts Australia, we would like to thank you for the work you put into running your events.

We thank you for considering bidding to host a Tier 1 Scouts Australia Youth Event, and recognise the opportunities you continue to provide to the young people in Scouting in Australia.

Should you have any questions whilst completing your application, please contact the National Youth Program Team for assistance.