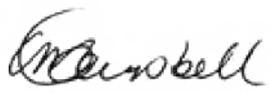


PROCEDURE

Adventurous Activities Core Conduct



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO signature	
Sponsor	Deputy Chief Commissioner (Youth & Program Support)	Originator	State Commissioner Adventurous Activities
Document type	PROCEDURE	Date of issue	28 January 2022
Document code & no.	PRO75	Version number	V 1.0
Document title	Adventurous Activities - Conduct	Due for review	January 2025

Acknowledgement

As Scouts of Australia, we acknowledge Australia’s First Nations Peoples. We acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of this land. We pay our respects to Elders past, present, and emerging. We’re grateful to do our Scouting in this country. We commit to use its resources wisely and develop our understanding of Aboriginal and Torres Strait Islander cultures. We also acknowledge any Aboriginal and Torres Strait Islander Scouts who are part of our movement today.

Contents Overview

1	Preface	3
2	Introduction	4
3	Management of Risk	6
4	Planning	8
5	Participants	12
6	Environment	14
7	Equipment and Logistics	16
8	Leadership	18
9	Conduct of Activities	25
10	Glossary	28
	Annex A – ‘What Activities Can I Run?’	31
	Annex B – Activity Plan Template	44
	Annex C – Region Map	46
	Annex D – Procedure Context and Associated Documents	47

1 Preface

- 1.1 The Deputy Chief Commissioner (Youth and Program Support) or their delegate, The State Commissioner Adventurous Activities (**SC(AdvAct)**) issues and updates **PRO75 Adventurous Activity Core Conduct Procedure ‘The Procedure’**. They also issue and update **POL36 Adventurous Activities ‘The Policy’**, and related Procedures, on behalf of the Chief Commissioner.
- 1.2 **Adventurous Activities** within NSW follow the **Australian Adventure Activity Standards (AAAS)**. They also follow the Scouts Australia **National Adventure Activities Framework (NAAF)**. Read **The Procedure** with the **AAAS** and the **AAAS Core Good Practice Guide** for further information.
- 1.3 *Annex D – Procedure Context and Related Documents* provides information about how **‘The Procedure’** fits into the Scouts NSW Policies and Australian Standards.

Formatting Standards

- 1.4 Link or reference to an external document: **External Document**
- 1.5 Defined term that in either the *Glossary* or in the text: **Defined Term**
- 1.6 Another Section in this document: *Another Section*
- 1.7 A section providing Critical Guidance: **Critical Guidance**

2 Introduction

- 2.1 Scouting is an outdoor education organisation. **Adventurous Activities (AA)** are part of the Youth Program. **The Procedure** provides the guidance for the delivery of a high-quality, safe, and effective **AA Program** to all members of Scouts NSW.
- 2.2 **AA** are typically outdoor pursuits requiring a level of skill to engage. They have inherent risks and uncontrolled hazards, usually in a natural environment. The range of activities that are covered by **The Procedure** is based on the OAS areas in the Youth Program as well as additional activities such as Archery, Flying Fox, Challenge Ropes, Boating and Motoring.
- 2.3 **The Procedure** and specific procedures for each activity discipline provide direction for planning and conducting **AA**. Adhering to **The Procedure** should ensure that an **Adventurous Activity Leader** is compliant with relevant policies, standards, and laws.
- 2.4 For example, if you are conducting a bushwalking activity, **The Procedure** and **PRO41 Bushwalking Procedure**, provide direction to plan and run a Bushwalk. There is no need to reference other policies and procedures.
- 2.5 Activities occurring within a Group's own hall or within 2km of it and remaining in an urban environment such as a walk, wide game or pioneering below 2m are not considered **AA**. This provision excludes all vertical / rope activities and vertical games.
- 2.6 To run **AA**, the **AA Leader** must be an adult member who has completed Scouting Adventure and has a minimum of a Certificate of Adult Appointment or who is a Rover.
- 2.7 Compliance with **The Policy** and **The Procedure** when conducting **AA** is mandatory for all members of Scouts NSW unless specific exemption has been granted by the Chief Commissioner or their authorised delegate.

Quick Reference Guide

- 2.8 This quick reference guide aims to provide Leaders with a minimum set of guidance to plan and run an activity.

Work out what activities you can lead – 'PLAN'

- Leaders can run activities based on their qualifications and the risk of the activity. They must also consider the conditions and the ability of the participants.
- See Annex A 'What Activities Can I Run?' for details.

Plan the Activity – 'PLAN'

- All activities need to have an **Activity Plan**. The **Activity Plan** can be simple if undertaking a low-risk activity. It may even be possible to include it on a single page if the activity is low risk. More planning is required if planning an activity with higher risk. See *Annex B – Activity Plan Template* for the template for planning **AA**. Look at *Section 4 Planning* for detail about how to complete the template.

Work out the Risks – ‘PLAN’

- All activities need to have an **Activity Risk Assessment**. For a simple activity, there should not be a need to modify the **Standard Risk Assessment**. See *Section 3 Management of Risk* for details on Risk Management.

Get Approval and Consent – ‘PLAN’

- The **Activity Plan** and **Activity Risk Assessment** must be reviewed and approved. *Annex A What Activities can I Run?* provides details on who can approve an activity. Enough time must be given to do a review. Give enough information to Parents in the **Activity Notice Forms** (E1 Pt I and II, or Operoo) for parents / guardians / caregivers to be able to provide informed consent. See *Section 4 Planning* and *Section 5 Participants* for details on approval and consent.

Prepare for the Activity – ‘Do’

- Ensure that the participants have the right equipment, know how to use it, and have the right skills. Ensure that the sorts of weather and conditions you are going to experience are understood. See *Section 5 Participants*, *6 Environment* and *7 Equipment and Logistics* for some items to be considered.

Notify and Brief – ‘Do’

- Scouts NSW needs to know what activities are being undertaken and where they are taking place. **Emergency Contacts** are required and Scouting Leadership must be informed of **AA**. Use the **Approval and Notification System (ANS)** to do this. Brief everyone who is part of the activity including the **Emergency Contacts**. See *Section 5.1 Notification* and *9.2 Briefing* for more information. See also *Section 3.8 Risk Management Conduct* for how you should brief risks on an activity.

Conduct the Activity – ‘DO’

- Brief leaders and participants. Run the plan. Keep reviewing the risks. Follow safe activity practices. Keep everyone safe. Manage incidents. See *Section 9 Conduct* for more information

Review the Activity – ‘REVIEW’

- Have an activity review with the participants and think about what worked and what didn't. Write the review up and communicate it so others can learn. If an incident or near miss occurred, log it following the process in *Section 3.13 Incidents*. If there was an equipment issue, log it. Finally, log the activity in your **Personal Logbook**. See *Section 9 Conduct* for more details.

3 Management of Risk

Requirements

- 3.1 **AA** delivered by Scouts NSW must have an approved, documented **Activity Risk Assessment**.

Risk Management Process

- 3.2 Risk management will occur throughout the planning and conduct of **AA**. Risk management incorporates experience and leading practices from inside and outside the Scouting community. **AA Leaders** will follow the following process:

During Planning

- 3.3 Obtain the published **Standard Risk Assessment** from the NSW State Website for the activity discipline. A 5 by 5 risk template will be used for all **AA**.
- 3.4 Create the **Activity Risk Assessment** by Identifying any specific hazards, risks and controls applicable to your activity.
- 3.5 Consider:
- location
 - weather and season
 - participant qualifications, experience, and skills
 - equipment
 - environment
- 3.6 Apply updates using strike-through and underline to show changes in your **Activity Risk Assessment** from the **Standard Risk Assessment**.
- 3.7 Include controls in the **Activity Plan** such as equipment identified to control hazards. For example, snake bite bandages.
- 3.8 When any residual risk rating in the **Activity Risk Assessment** (after control) is 'high', the activity must be approved by your **RC(Act)** or **SC(AdvAct)**.
- 3.9 Submit the **Activity Risk Assessment** as part of *Section 4.20 Review and Approval* and incorporate any feedback received.

During Preparation

- 3.10 Before the activity occurs, implement appropriate controls in the **Activity Risk Assessment**. This could include sourcing equipment and checking that leaders and participants have the required equipment for the activity. In addition, it could include checking qualifications and conducting skills and knowledge refreshers.

During Conduct

- 3.11 If necessary, update the **Activity Risk Assessment** and **Activity Plan** immediately before conducting the activity. Consider changes to conditions or circumstances. Brief all Leaders (including Youth Leaders) and **Emergency Contacts** on the risks and controls as part of the **Activity Briefing**. Obtain sign-off from all involved Leaders (including Youth Leaders). Brief the participants on the risks and controls prior to the commencement of the activity. Repeat the briefing at other times when it is necessary to reinforce or modify a risk or control.
- 3.12 Dynamically review and update risks and controls during the activity. Apply controls and contingencies, as necessary.
- 3.13 **If at any time, the overall risk for the activity exceeds that approved, consider adjusting or terminating the activity. Approval and consent are based on the documented risk and controls for an activity. Approval is based on the **Activity Risk Assessment** and the **Activity Plan**.**

Post Conduct

- 3.14 Review the activity with the Leaders and participants involved immediately after completion. Review risks and determine if other actions could have reduced or changed any risk likelihoods, consequences or controls. If risks changed, an incident occurred or a hazard or control that was not documented in the **Activity Risk Assessment** was identified, then provide feedback. Provide the annotated **Activity Risk Assessment** and **Activity Plan** to the **SL(Act)** for the activity discipline. Include any changes applied during the planning and conduct of your activity. Include any incident and accident information. For example, if you have conducted a canyoning activity, provide your **Activity Risk Assessment** and **Activity Plan** to the **State Leader Vertical**. Providing this information will help strengthen the **Standard Risk Assessment**. Note that this is in addition to the Scouts NSW incident reporting policy

Incidents

- 3.15 If any **Incidents** (including near misses) occurred, log them as per Scouts NSW **PRO15 Incident Reporting and Analysis Procedure** using the online workflow.
- 3.16 Follow direction of external authorities where they are notified. Retain all equipment involved in the state it was in. Take photographs, where appropriate. Document perspectives of what happened from all involved.
- 3.17 The **State AA Council** will analyse all incidents and near misses. Analysis will determine root causes of those incidents. Analysis of Incidents and near misses help us understand where we have weaknesses in our procedures.
- 3.18 Further details on handling Incidents are provided in *Section 9 Conduct*.

4 Planning

- 4.1 **AA** must be planned to a level applicable to the activity in question. A simple bushwalk in the local area on Grade 1 tracks needs less planning than a multi-day canyoning expedition. For example, the **Activity Plan** for a Joey walk on suburban streets can be included in the **Activity Notification** documentation. Where you are unsure of the level of planning required, contact your **RC(Act)** or **SL(Act)**.
- 4.2 Complete an **Activity Plan**, **Activity Risk Assessment** and **Activity Notification** documentation when delivering an **AA**.
- 4.3 Following **The Procedure** should provide the necessary evidence for external qualification and Scout Skills for participants and **AA Leaders**.

Considerations

- 4.4 **Legal and other requirements** – follow State and Commonwealth laws. Nothing in **The Procedure** and **The Policy** overrides a legal obligation.
- 4.5 **Appropriateness of Activity** – conduct activities in a manner which is both safe and appropriate to the skills, age and experience of the participants.
- 4.6 **Obtaining local information** – obtain local information to assist planning. Consider local hazards such as venomous wildlife, climatic characteristics, cultural sensitivities, reliability of mobile phone reception, access, rescue considerations and the location of the nearest hospital.
- 4.7 **Personal Data Collection and Availability** – follow relevant Scouts NSW procedures when collecting personal data. Medical information and emergency contact information must be available for the duration of the activity. Consider when the location is remote and internet access is not available. Leaders who use Operoo should download profile information before losing reception. Leaders using paper based E1s should carry a printout of the E1s or a compiled summary. The summary should have pertinent detail. Destroy documents with personal data at the conclusion of the activity. Retain an electronic record of the E1 for the relevant retention period either on Operoo or on another Scouts NSW system.
- 4.8 Refer to **POL38 Prohibited Activities Policy** for information on prohibited activities.

Commercial Activities

- 4.9 For additional detail, refer to **PRO63 Commercial Activities Procedure**.
- 4.10 For commercial activities, the operator is responsible for following legal requirements related to the activity. Use reputable operators.
- 4.11 Where a commercial operator is leading an activity and conditions are hazardous, the operator will normally make the decision about whether to proceed. It may do this in consultation with the Activity Leader.
- 4.12 Responsibility for participants cannot be delegated to the commercial operator.

- 4.13 Take reasonable steps to ensure the commercial Party has:
- A suitable **Activity Plan**
 - A suitable **Activity Risk Assessment**
 - A suitable **Emergency Plan** (often incorporated in the Activity Plan)
 - Leaders with the appropriate competency to supervise the activity.
 - Policies and procedures that comply (where appropriate) with the **AAAS** and the appropriate **Good Practice Guide**.

Activity Purpose

- 4.14 Understand why we are running the **Adventurous Activity**. Who are we running the activity for and what will be achieved? Planning could consider:
- the OAS Youth Program achievement against OAS stages
 - fun and enjoyment
 - an introduction to Scouting
 - working toward externally recognised qualifications
 - developing skills in adult participants
- 4.15 For adult participants, develop the activity purpose by referring to the **National AA Framework**, workbooks, and curricula. Vocational Education and Training (VET) Outdoor Leadership unit of competency definitions can be accessed at www.training.gov.au.

Activity Plan

- 4.16 An effective **Activity Plan** allows everyone to safely enjoy themselves while meeting personal goals, group goals and challenges. Plans should consider experience from previous similar activities, together with participants' interests, skills, experience, and knowledge gained from previous similar activities. Transport and fatigue considerations associated with travel should be included. Obtaining local information and preparing a written risk assessment are two aspects of the plan.
- 4.17 The **Activity Plan** template is at *Annex B – Activity Plan Template*. **Note that the Activity Plan Template available on the NSW State Website will be the most current Template and may change from time to time.** Activity plans generated from Terrain are acceptable if they include all the requirements below. At a minimum, an **Activity Plan** should include:

Risk Management

- Incorporate the **Activity Risk Assessment** outcomes and any controls.

Planning

- Date of the activity.
- The location for the activity which may refer to grid references and supporting documents such as maps and route plans.
- The **Activity Conditions** expected for the activity. Conditions and the competence of the Participants will determine the leadership qualifications required. See *Annex A – What Activities Can I Run*.
- Required pre-activity actions.
- Outline of the purpose for the activity. Use the Youth Program ‘1’ statements and applicable adult Scout training statements to help. How will the purpose be achieved?
- Outline of the key timings for the activity including any emergency response times.
- Outline of the key safety considerations and plans for the activity. Nominate a safety officer who has responsibility for safety on the activity.
- Outline of the **Emergency Plan**. Include safe havens, exit routes, vehicle access points, **Emergency Contacts** and details for emergency services. Outline how you will respond to specific likely scenarios. For example, the plan for a snake bite when **Remote** (see *First Aid* section) could include setting off a personal locator beacon (PLB), providing emergency first aid and notifying other party members of the situation.
- Detail any other considerations including legal concerns and approvals, and Scout NSW approvals.

Participants

- The targeted participants (both **Dependant** and **Independent**). Include numbers, section information and OAS Stage Levels targeted by the activity. Detail supervision ratios.
- Medical information for participants. Include information that could require a change in the **Activity Plan** under **Reasonable Adjustment**. Outline any limits on participation by some members.
- Details of medication and allergy and anaphylaxis plans.

Environment

- Outline how the activity will occur with minimal environment impact.
- Consider how respect will be shown to cultural, environmental and historical features. Consider adjusting the activity if the activity is not suitable. This includes obtaining the correct approvals and how respect will be shown to custodians.
- Application of the seven Leave No Trace sustainability principles.
- Detail the expected weather and other conditions applicable for the activity. For example, river levels on a kayak journey.

- Determine **Triggers** that would cause a change or abandonment of the activity. For example, bushfire danger, water levels in a river, severe weather warnings, wind warnings and speeds. Determine contingency plans.

Equipment and Logistics

- Detail the group equipment and logistics requirements for the activity.
- Detail the participant equipment and clothing required for the activity. Link to a participant handout.
- Detail the communications plan. Include any UHF radio frequencies and call signs. Detail other devices such as mobile phones, satellite phones, mirrors, flares, reflective sheets, and satellite-based communication devices.

Leadership

- Name the Leaders for the activity, detail their roles and include respective qualifications relevant to the activity planned.

Adventurous Journeys

4.18 **Adventurous Journeys and any unaccompanied AA at all levels in the Youth Program are AA and The Procedure applies.** Most **Adventurous Journeys** from Scouts through to Rovers are delivered using either **Indirect** or **Remote** supervision. There is an increased risk for participants. Before conducting an Adventurous Journey with **Indirect** or **Remote Supervision**, you must:

- Carry out a 'check' activity with an **AA Guide** (or another person authorised by the RCA(Act) in the discipline of the intended journey. This includes a review of the planning documentation for the journey by the **AAG**. The **AAG** must accompany the patrol leader and, where possible, the intended journey patrol on an activity like the planned journey. Note: the check activity does not have to be of the same length, duration, or complexity as the journey. If the **AAG** has positive previous experience with the journey leader and intended patrol, that experience may be used instead of the check activity. The **AAG** may also be the mentor for the youth member leading the journey.
- As part of the check activity, or in discussion with an applicable Section Leader, the **AAG** must review the youth leader's capabilities and competence. Consider the leader's ability to conduct the activity and to lead the patrol. Consider the capabilities and composition of the patrol. Focus on patrol cohesion and group dynamics.
- Have supervising **AA Leaders** who have the qualifications as stipulated in *Annex A– 'What Activities Can I Run?'*.

Review and Approval

- 4.19 All **AA** must be reviewed and approved before the activity starts. A peer review of the planning documentation including your **Activity Plan** and **Activity Risk Assessment** should be obtained. The peer should be another person with the same, or higher level of, qualifications.
- 4.20 All Group, District and Region **AA** must be approved by the approvers indicated in *Annex A 'What Activities Can I Run?'*. Approval time for an activity is typically 7 days.
- 4.21 **Activity Approval and Notification System (ANS)** will provide the approval workflow. Use of this system (once implemented) is mandatory for all **AA**.

5 Participants

Dependant Participants

- 5.1 A **Dependant Participant** is a person under the age of 18 or is a participant who has little or no experience in the activity. They depend on the **Activity Guide** for supervision, guidance, and instruction to facilitate their safe participation in the activity.
- 5.2 All adults on **AA** with members under 18 years of age, must have a valid working with children check, a satisfactory police check, and hold an appointment (Rover, Leader or Supporter) in Scoutlink if they are participating in the activity in any capacity.
- 5.3 Refer to *Organisation and Information* for details on how a child safe environment is maintained.

Exclusion from activities

- 5.4 There may be occasions when an **AA Leader** must exclude a participant from participation in an activity. The decision to exclude is solely the responsibility of the **AA Leader**. Section Leaders present should be informed when making an exclusion decision. They should assist once the decision has been made to exclude.
- 5.5 Reasons for exclusion include (but are not limited to):
- Drug or alcohol influence
 - Injury or illness
 - Failure to follow safety directions
 - Behaving in a reckless manner and/or endangering others
 - Lack of suitable personal equipment
 - Lack of adequate fitness/physical ability
 - Cognitive impairment that precludes safe participation in the activity
 - Physical impairment that prevents safe participation in the activity
 - When supervision ratios are exceeded

- Details on activity notification do not match actual abilities or restrictions
- 5.6 Participants should select activities based on their capabilities, competence and experience. Not all activities will be suitable for all participants.
- 5.7 Where a participant has been accepted on an activity, care must be taken not to exclude a participant based on the perception of their ability. Consideration of **Reasonable Adjustment** must be made. If an **AA Leader** has concerns, they should consult with the relevant Section Leader and/or primary carers. This group should identify suitable modifications to the activity to allow for supported participation. The final decision is one for the **AA Leader**. They may, if necessary, cancel the activity.

Publicise Activity and Gain Consent

- 5.8 Advertise approved **AA** to the target participants with sufficient time to obtain informed consent from the participants or their parent/guardian/caregiver. Obtain consent must be obtained on either a paper E1 form or through an approved electronic system such as Operoo.
- 5.9 Obtain consent for all participants at least 24 hours prior to activity commencement where no cancellation penalty applies or before the time that a cancellation penalty would apply, whichever is sooner.
- 5.10 **No participant is allowed to attend an AA if they do not have appropriate consent.**
- 5.11 The **AA Leader** should ensure that Section Leaders of nominating participants are aware of the nomination to attend. The Section Leader must validate that the participant has the capability, skills, experience, and equipment to attend the activity.

Notify Activity

- 5.12 The **AA Leader** must notify all relevant parties that an activity is proceeding. Before doing so, they should check that no conditions have changed, that could impact the safety of the activity.
- 5.13 Notification is done using the E1 Part III form. In early 2022 **ANS** will replace the E1 Part III used for notification. At a minimum, the notification will be provided to:
- The Formation Leader for an activity. For example, the Group Leader for a Group activity.
 - The nominated **Primary** and **Secondary Emergency Contacts** for the activity. The **AA Leader** must check the **Emergency Contacts** are briefed prior to the activity. **Emergency Contacts** must have information on the activity including:
 - The **Activity Plan** (including the **Emergency Plan**) and **Activity Risk Assessment**
 - Participants and participant emergency contact details
 - The time at which the **Overdue Response Process** will be invoked
 - How to contact the formation leader for the activity and the relevant commissioner. In most cases, this will be the **RC(Act)**.

- The **RC(Act)** and **Region Commissioner (RC)** for the Region which is responsible for the activity.
 - The **RC(Act)** and **RC** for the Region in which the activity will occur (if different). See *Annex C – Region Map*.
 - **SC(AdvAct)** and other State Commissioners where appropriate.
 - Land holder authorities (for example National Parks) and Police as appropriate.
- 5.14 **Emergency Contacts** must provide confirmation that they understand their role, including initiating *Overdue Response Processes* if required.
- 5.15 Using **ANS** will allow for awareness of activities by the **SC(AdvAct)**, and other State Commissioners including the Chief Commissioner in case there is an accident, incident, or public enquiry. Information provided through **ANS** must include the **Activity Plan, Risk Assessment**, activity consent documentation and participant list. Where the participant list is not known at the time of **ANS** submission, it must be provided to at least the **Emergency Contacts** when finalised. These documents should provide sufficient information to allow senior stakeholders to understand the criticality of an incident, overdue situation, or an accident, and respond appropriately.
- 5.16 The **AA Leader** must load relevant activity details into Personal Locator Beacons(PLBs) when they are required.

6 Environment

- 6.1 **Triggers** are objective and measurable environment conditions that would force change to an activity. All **AA** should have a relevant **Trigger** that would determine the bounds or safety for an activity. The **Triggers** must be included in the **Activity Plan**. Changes include modifying the activity, ceasing the activity, or evacuating an area. The **AA Leader** should monitor conditions and act if a **Trigger** is reached. Consideration should be given to having access to meteorological information whilst remote. **Triggers** could include:
- Wind speed
 - Heavy or torrential rain
 - Change in river levels
 - Oceans swells and tides
 - Fire danger ratings and total fire bans
 - Temperature
 - Forecast for lightning or severe weather
 - Avalanche risk
 - Time (especially loss of day light)
- 6.2 Plan **AA** considering the climate and weather. **AA Leaders** should understand weather forecasts and synoptic charts. A good knowledge of local conditions would help with the safe conduct of an activity. **AA Leaders** should adjust their activities to address issues

such as extreme heat or cold. They should monitor for exposure related conditions such as hypothermia or hyperthermia.

- 6.3 Plan **AA** considering protection from the weather and in particular, sun safety. Participant gear lists must include as mandatory items:
- sun appropriate clothing including: hats, long sleeve shirts, sunglasses, and sunscreen
 - water proof rain jackets /pants
 - thermals and layered clothing for cold.
- 6.4 Plan breaks with shade in mind especially for younger participants. Include additional equipment such as a tarpaulin where there is insufficient natural shade or shelter.
- 6.5 Follow all landholder and regulatory direction on bushfire conditions, bushfire risks and land access after bushfires. **AA** are prohibited when bushfire fire danger risks are Severe or above in the **AA** area. Consider the bushfire conditions, weather anticipated, the degree of remoteness and ability to exit the activity area where the fire danger is rated High or above. Approvers must determine if the activity should continue.
- 6.6 Australian trees tend to lose branches. This is more likely after a fire, heavy rain, drought, or in high winds. **AA Leaders** should consider tree safety when planning camp sites, activities, rest stops, and emergency plans.
- 6.7 Camp fires, if required, must be small and aim to minimise the impact on the environment.
- 6.8 Respect wildlife and the natural environment. Observe wildlife from a distance and give them space. Do not feed wildlife.
- 6.9 Comply with all directions from landowners.
- 6.10 Plan **AA** using the seven Leave No Trace sustainability principles.
- Plan ahead and prepare
 - Travel and camp on durable surfaces
 - Dispose of waste properly
 - Leave what you find
 - Minimise the impact of fire
 - Respect wildlife
 - Be considerate of your hosts and other visitors

7 Equipment and Logistics

- 7.1 Sufficient water must be carried on all **AA**. Planning should determine the right amount of water to be carried. Calculate the amount of water taking into consideration weather conditions, expected water sources, activity intensity, and event duration. Carry water purification on all **AA** where sufficient potable water is not available. Carry additional water containers if water sources are not near campsites or arrange for delivery of water to the participants. Take care not to pollute drinking water sources. Toilet and wash at least 100 m from water sources (including drinking water, creeks, rivers, lakes etc), campsites and tracks. All water collected from a natural water source is to be purified before drinking.
- 7.2 **AA Leaders** should plan appropriate menus for activities. Provide guidance to participants on appropriate food and calorie budgets. Include guidance on how food should be prepared and stored prior to and during an activity. Carry contingency food (typically an additional half to full day of food) on overnight **Remote** activities. Monitor participant food handling, cooking, and storage as well as general hygiene.
- 7.3 Equipment requirements and guidance for activity disciplines are documented in the activity discipline procedures.
- 7.4 Inform participants of the type and quality of equipment they should bring. Note anticipated weather conditions and seasonal factors.
- 7.5 Section Leaders must check that a participant has the correct equipment. Total weight for packs should be no more than 20% of the body weight of a participant. Be careful not to sacrifice essential clothing for a few grammes of weight.
- 7.6 Specify group equipment in the **Activity Plan**.
- 7.7 Use and maintain equipment according to the manufacturer's recommendations. Equipment must meet recognised standards where such standards exist. Where the operating manual is no longer available, seek advice from an **Activity Guide** regarding appropriate maintenance.
- 7.8 Participants may have their own equipment. Participants should ensure their equipment is in working order. The **AA Leader** must check that the participant's equipment is suitable for the activity and well maintained. Participants remain responsible for and maintaining their equipment.
- 7.9 The **AA Leaders** must check that participants can use equipment in accordance with manufacturer's instructions.
- 7.10 Where a fault is identified with an item of equipment owned by Scouts NSW, raise a maintenance report. Send the report to the person responsible for maintaining that equipment. In most cases, an email is sufficient to document the equipment fault. Include details of the fault, what you were doing when the fault occurred and any impact due to the failure.
- 7.11 Carry appropriate navigation equipment. The **AA Leader** must carry and be competent in and carry appropriate non-electronic means of navigation.

- 7.12 Have available and ready for use communication equipment suitable for the location (for example, mobile phone, radio, PLB, etc). A PLB or EPIRB is to be carried on all **Remote Activities**. **Remote Activities** are more than one hour from emergency response. When using a mobile phone as an emergency communications and location device, check that there will be reliable coverage for the duration of the activity.

First Aid

- 7.13 A suitable first aid kit must be available for the activity. Individual participants must bring any personal medications, sufficient for the duration. They must notify the **AA Leader** that they are taking those medications on arrival. Individuals should carry a first aid kit where practical. The owner of the first aid kit is responsible for keeping the contents up to date.
- 7.14 An **AA Leader** or a member of the activity group must have a level of first aid training appropriate to the activity. The factors that determine the level of first aid training and support include the:
- Size of the group
 - Age and characteristics of the participants
 - Remoteness of activity
 - Ease of contact for emergency services and likely response times
 - Nature and severity of likely injuries
- 7.15 The **AA Leader** must be aware of any medical issues that could impact the activity. Specific parent/guardian consent is required to provide pain and other simple medications on activities.
- 7.16 The following approach for determining remoteness (distance and time from emergency response) is as follows. This will dictate the level of First Aid training, or other measures, that should be taken by the **AA Leader**. The time limits are guidelines only, and **AA Leaders** must consider risk.
- **Urban** –applies in parks and urban areas easily accessible by emergency services. Distance from roads with vehicular access should be no more than 15 to 30 minutes walking time. At least one person on the activity should have Provide First Aid and able to care for someone who is unconscious or choking, treat for shock, manage bleeding, and provide CPR.
 - **Standard** –any situation where access to professional medical care is less than 1 hours from roads with vehicular access. **AA Leaders** must have Provide First Aid or have a member in the group who has Provide First Aid.
 - **Remote** –any situation where access to professional medical care is greater than 1 hour from roads with vehicular access. At least one person must have the Wilderness First Aid Skill Set where access to professional medical care is greater than 4 hours. A PLB must be carried in remote situations where other forms of communication like mobile phone is not possible.

Transport

- 7.17 Follow all laws and regulations concerning transportation to and from an activity location. Where possible, public transport and carpooling should be used to reduce the impact on the environment.
- 7.18 Refer to *PROC02 Youth Protection* for additional guidance on transportation.

8 Leadership

- 8.1 Refer to **The Policy** for details of roles and responsibilities involved in the management of **AA** within NSW. These roles include the **Regional Commissioners for Activities (RC(Act))**, the various **State Leaders for Activities (SL(Act))**, and the **State Commissioner for AA (SC(AdvAct))**.
- 8.2 There must be a single suitably qualified member of the Scout Association listed as being **'in charge'** of an **AA**. Multiple people can be nominated as **AA Leaders** on an **AA**. The Leader **'In Charge'** is equivalent to the Responsible person in the *NAAF* and *AAAS*.
- 8.3 **AA Leader** – An adult or youth member of Scouts NSW whose role is to lead **AA**. This person will hold Scouts NSW recognised **AA** skills and qualifications. This role is identical to the Activity Leader role in the *NAAF* and the *AAAS*. The **AA Leader** is responsible for:
- Planning the activity including developing an **Activity Plan**.
 - Developing an **Activity Risk Assessment**.
 - Obtaining review and approval for the activity.
 - Obtaining parental informed consent for Youth participants.
 - Briefing activity participants before starting the activity.
 - Conducting the activity in accordance with **The Policy**, **The Procedure**, other applicable procedures, **Practice Guides** and **Practice Notes**.
 - Carrying out and documenting a review of the activity after its completion.
- 8.4 **Youth Led** – the Program provides for Youth members to plan and lead activities and are expected to carry out appropriate responsibilities of an **AA Leader** under the direction and guidance of an **AA Leader**. The **AA Leader** retains a duty of care for the Youth member and any other **Dependant Participants** involved in the **AA**.
- 8.5 **Adventurous Activity Guide** – a member of Scouts NSW who holds the units required for an **Adventurous Activity Guide** in the *NAAF*. Ideally, they hold at least a SIS30619 Certificate III in Outdoor Leadership (until July 2022 a Certificate III in Outdoor Recreation is equivalent). They must have a Certificate of Adult Appointment (unless they are a Rover) and possess a capability to mentor and motivate youth members. They must be appointed as a NSW **AA Guide** by the **SC(AdvAct)**. Certain higher risk activities must be **Directly Supervised** by an **Activity Guide** who acts as the **AA Leader 'in charge'**.
- 8.6 **Adventurous Activities Assistant Guide** – an adult or youth member who is progressing on a journey to become a **Guide**. Holds the units required for an **Assistant Guide** in the

NAAF. Ideally, they hold at least a SIS20419 Cert II in Outdoor Recreation. They should have sound leadership skills. Appointed by **SC(AdvAct)**. Acts as an **AA Leader** under the supervision of an **Adventurous Activity Guide**. An **Adventurous Activity Assistant Guide** will be paired with a mentor **Guide** to assist in their development.

- 8.7 **Activity Specialist** – An **Adventurous Activity Guide** who holds higher level units in various activities. They should hold at least a SIS40619 Certificate IV in Outdoor Leadership. Appointed by **SC(AdvAct)**.
- 8.8 **Activity Leader** – a member of Scouts NSW who is overall ‘in charge’ of an Activity. This could be the person ‘in charge’ of organising an *overall* activity. The **AA Leader** may oversee the *specific* **Adventurous Activity**. The **AA Leader** could be the **Activity Leader**. The **Activity Leader** does not need to be an **AA Leader**.
- 8.9 **Subject Matter Expert (SME)** – A person considered an expert, based on skills, qualifications, and experience. They need not be members of Scouts NSW. They must have a valid WWCC. They work under the supervision of a Scouts NSW Leader.
- 8.10 **Section Leader** – A Leader in the context of **The Procedure** with a Certificate of Adult Appointment. They provide ancillary supervision for **Dependant** participants, and emergency response support. They need not have activity skills. They are responsible for the conduct of Youth members in their care. They are to:
- Provide a reasonable level of supervision to participants during activities.
 - Exercise a duty of care towards participants.
 - Follow direction from the qualified **AA Leader**.
 - Initiate an emergency response as required, appropriate to skills and experience.
 - Not assume responsibility for technical aspects of the activity.

Ratios and party sizes

- 8.11 The appropriate ratio of leaders to participants varies depending on the activity context. This is determined through the risk assessment process based on considerations such as:
- Level of difficulty and skills required.
 - Type of activity.
 - Anticipated environmental conditions, remoteness, and duration.
 - Weather conditions and forecasts.
 - Prior experience of leaders and participants.
 - Requirements from landowners and managers.
 - Availability of communications and access.
 - Environmental sustainability.
 - Gender balance and ‘2 deep’ leadership.
 - Redundancy in the event of leader incapacitation.

- 8.12 Specific guidance on ratios for activity disciplines is included in the following discipline procedures.
- PRO41 Bushwalking Procedure
 - PRO76 Bushcraft Procedure
 - PRO74 Vertical Procedure
 - PRO77 Aquatics Procedure
 - PRO78 Paddling Procedure
 - PRO13 Boating Procedure
 - PRO33 Alpine Procedure
 - PRO80 Cycling Procedure
 - PRO79 Flying Fox Procedure
 - PRO81 Motoring Procedure
 - PRO82 Archery procedure
- 8.13 Additional youth sections party size restrictions are detailed in the *Organisation and Information Handbook*. These apply to the Joey and Cub unit only.
- 8.14 The **AA Leader** must ensure that maximum numbers do not exceed requirements set by land holders and managers.

Qualifications and Skill Currency

- 8.15 An **AA Leader** may only lead an activity for which they have qualifications. Refer to *Annexure A – ‘What Activities Can I Run?’* which includes a mapping of activities, activity conditions, and participant competencies to Leader qualifications. These matrices have been developed from the *National Adventurous Activities Framework (NAAF)*.
- 8.16 Refer to **The Policy** for details on how skills and qualifications are gained, assessed, and kept current including skills refresh obligations. All **AA** must be logged in a **Personal Logbook**.

Supervision

- 8.17 The level of supervision and leader qualifications on an **AA** varies based on the context of the activity and the level of competence of participants. A leader’s qualifications are recorded in *Scoutlink*. There are three levels of supervision:

Direct Supervision

- 8.18 The **AA Leader** can supervise, guide and instruct directly within minutes. Specific guidance is provided in the Discipline Procedures. Most **AA** will be supervised directly.
- 8.19 Details of which activities can be supervised directly are included in *Annex A – ‘What Activities Can I Run?’*.

Indirect Supervision

- 8.20 The **AA Leader** is in the vicinity but is unable to intervene for up to one hour. For example, they are trailing the participants or are in a nearby camp in radio contact. Use **Indirect Supervision** only where the competence of the **AA Leader** and participants is sufficient to conduct the activity safely. The **Activity Risk Assessment** must demonstrate such competence.
- 8.21 Where using **Indirect Supervision**, you must include details on the activity notification (E1, Operoo or equivalent) to allow informed consent.
- 8.22 Before using **Indirect Supervision**, the **AA Leader** must:
- Have considered all relevant risks and controls in the **Activity Risk Assessment**.
 - Confirm that all participants have the necessary training and competence.
 - Confirm all participants can conduct the activity safely and apply any emergency or safety procedures.
 - Confirm that all participants are appropriately equipped.
 - Set clear boundaries for the participants including boundaries associated with geography and behaviour.
 - Establish clear communication channels between the participants and the **AA Leader**.
 - Track progress of the activity. Consider electronically tracking Youth parties.
 - Establish a clear point and time when the activity must complete.
 - Establish clear arrangements for adjusting the activity dynamically if safety cannot be maintained.
- 8.23 Details of which activities can be supervised indirectly, and required leadership qualifications, are included in *Annex A – ‘What Activities Can I Run?’*.
- 8.24 Adventurous Journeys are examples of **AA** which may have **Indirect Supervision**.

Remote Supervision

- 8.25 The **AA Leader** is not in the vicinity and is unable to intervene for between 1 and 12 hours. Use **Remote Supervision** only where the competence of the **AA Leader** and participants is sufficient to conduct the activity safely. The **Activity Risk Assessment** and **Activity Plan** must demonstrate such competence.
- 8.26 Where using **Remote Supervision** you must include details on the activity notification (E1, Operoo or equivalent) to allow informed consent.
- 8.27 Before using **Remote Supervision**, the **AA Leader** must:
- Have considered all relevant risks and risk mitigation in the **Activity Risk Assessment**.
 - Confirm that all participants have the necessary training and competence for the planned activity.

- Confirm that participants can conduct the activity safely and apply any emergency or safety procedures.
- Confirm that all participants are appropriately equipped.
- Set clear boundaries for the participants.
- Ensure participants understand activity difficult and any challenges they may face.
- Establish clear communication channels between the participants and the **AA Leader**.
- Ensure the party carries emergency communication equipment including PLBs when outside mobile coverage.
- Track progress of the activity and the party electronically and monitor the well-being of each member of the party.
- Establish a clear point and time when the activity must complete.
- Establish clear arrangements for adjusting the activity if safety cannot be maintained.
- Obtain approval for **Remote Supervision** from the **RC(Act)**.

8.28 The **RC(Act)** will only consider approval for **Remote Supervision** after considering the **Activity Plan** and **Activity Risk Assessment**.

8.29 Considerations in establishing **Remote Supervision** may include:

- Setting start and finish times and locations and the processes to communicate status.
- Establishing clear geographic boundaries.
- Documenting required and prohibited activities.
- Explaining responsibilities that the party is accepting.
- Detailing how and when the remote supervisor can contact the party and vice versa. This may not be the **AA Leader**.
- Identifying an active means available to track the party progress and location.
- Documenting steps and **Triggers** which might see a pause in **Remote Supervision**.

8.30 Adventurous Journeys are examples of **AA** which may be remotely supervised. Activities led by youth members, where no adults will be present or in the vicinity and thus cannot response within 1 hour, would have **Remote Supervision**. Remote supervision is prohibited for some **AA** due to the risks involved. Details are in *Annex A – ‘What Activities Can I Run?’*.

State Organisation

- 8.31 The **State AA Council** will govern **AA** in NSW. This body includes the **RC(Act)s**, **SL(Act)s**, **SC(AdvAct)**, and Youth representation chaired by the **SC(AdvAct)**. This council meets monthly and is responsible for:
- Safe conduct of **AA** in NSW.
 - Establishing and delivering the **NSW AA Program** including coordination and cooperation between Regions.
 - Organising and arranging training. Training includes regular safety and rescue skills refresh training and core capability training. For example, activity planning and risk assessment.
 - Building and maintaining the **NSW AA Leader Capability**.
 - Developing and maintaining **AA** policies, procedures, and **Practice Guides**.
 - Promulgating urgent **Practice Notes**.
 - Oversight of the **Discipline Activity Councils**.
- 8.32 **Discipline Activity Councils** will govern specific disciplines in NSW. **Activity Councils** will include the **SL(Act)** for that discipline, **Activity Specialists** in that discipline, Youth representation, and **Guide** representatives from each Region and sub-discipline. Chaired by the **SL(Act)**. Councils will be established for:
- Bushwalking
 - Bushcraft and Camping
 - Vertical
 - Cycling
 - Alpine
 - Aquatics
 - Boating
 - Paddling
 - Motoring
 - Archery
 - Flying Fox
 - Other **AA** when required
- 8.33 These councils meet monthly and are responsible for:
- Safety of activities in the respective discipline
 - Creating, maintaining, and publishing **Practice Guides** and the **Standard Risk Assessment**.
 - Drafting specific **Practice Notes** on important topics.

- Revising incident and accident data from Scouts and outside the movement.
- Determining required changes to policies, procedures, guides, techniques, equipment, risk, and other practices.
- Liaising with Industry and other external bodies to identify and apply leading practice.
- Liaising with colleagues from other Branches to identify ways to increase the opportunity for NSW Youth.
- Establishing and running regular skills workshops (which may be online) to broaden and deepen the skills, and consistency of application of those skills, for **Guides** in NSW.
- Organising and running regular safety and skills days.
- Updating workbooks and other learning materials to support capability development.
- Creating a broader **Activity Team** in that discipline. Help that team deliver activities on the **AA Program**. Nurture and develop skills of members of that team.

8.34 A discipline **Activity Team** is the inclusive and supportive group of all **Guides, Assistant Guides** and other members who have an interest in a particular discipline looking to develop and mentor skills and capabilities. There is one **Activity Team** for each discipline listed above. **Activity Teams** are open to all members who have a desire to deliver the **AA Program** to the Youth of NSW.

Procedures, Guides, and Notes

- 8.35 **The Procedure** provides core guidance for planning and conducting **AA** in NSW. It does not include the specifics for each activity discipline which is in specific **Discipline Procedures**. Each **Discipline Procedure** includes the same sections as **The Procedure**, allowing for an easy collection of considerations for each specific activity. **Safe Activity Practices**, outline the steps and actions to maintain safety on an activity are included in the **Discipline Procedures**. **Safe Activity Practices** are similar to safe working practices in a commercial setting.
- 8.36 **Practice Guides** provide further information which will guide activity planning and conduct. These guides may provide detailed technical information and technique guidance.
- 8.37 **Practice Notes** are issued when there is an urgent need to communicate a change to **The Policy, The Procedure** or **Discipline Procedures**. They may have varied applicability, compliance requirements, and currency. **Practice Notes** have the same authority as policy and procedure. **Practice Notes** will be typically short (one page) and cover a single topic. **SC(AdvAct)** will issue **Practice Notes**. Several variations of **Practice Notes** are anticipated:
- **Safety:** When there is a requirement to issue urgent and mandatory guidance. This includes safety concerns that if unaddressed could lead to significant injury or death. **Safety Practice Notes** will have a red and white striped border at the top and bottom of the note

- **Caution:** When there is a requirement to issue cautionary advice. This includes issues which if not addressed could see an impact on an activity or equipment but does not fall into the **Safety** category. **Caution Practice Notes** will have a black and yellow striped border at the top and bottom of the note.
- **General:** For all other advice. **General Practice Notes** will not have a border.

9 Conduct of Activities

- 9.1 Prior to the specific activity, the **AA Leader** shall monitor local conditions. Use sources such as the Bureau of Meteorology (BOM) and Rural Fire Services (RFS). If conditions predicted on the day meet **Triggers**, the **AA Leader** shall decide whether to cancel the activity or to substitute with a less hazardous activity or safer location.

Briefing

- 9.2 Immediately before commencement of **AA**, the **AA Leader** must conduct an activity briefing. Brief all Leaders and participants on the activity. Where possible, include **Emergency Contacts** at this or a previous briefing. This briefing must include an overview of the risks and identification of any changes required to the **Activity Risk Assessment**. It should also:
- Outline the activity.
 - Outline and obtain agreement for accepting all roles and responsibilities by all Leaders.
 - Detail what participants will do and what is expected of them.
 - Discuss any site-specific concerns, safety considerations, **Safe Activity Practices**, and emergency responses with Leaders present.
 - Outline how to respond to incidents and emergencies.
 - Discuss any planned equipment and techniques and ensure that all Leaders understand these elements.
 - Detail any communication systems and calls or terminology.
- 9.3 All Leaders must sign that they understand the **Activity Risk Assessment** and **Activity Plan** and their respective roles before commencing an activity.
- 9.4 For commercially run activities, the **AA Leader** is responsible for confirming that the operator will provide the safety briefing for the activity.
- 9.5 The **AA Leader** is responsible for briefing all participants. The briefing must include details of the activity, Leader roles, risks and any safety considerations for the activity and the activity site.
- 9.6 Briefings should continue through the activity to reinforce key points and controls. This keeps information fresh in the minds of participants. For example, brief critical points on river crossing when you are about to cross a river.

Conduct

- 9.7 The **AA Leader** is responsible for running the activity as per the plan. Specifically, all leaders on an activity must:
- Apply appropriate technical skills and knowledge.
 - Provide reasonable levels of supervision for **Dependant Participants** during the activity.
 - Exercise duty of care to all participants.
 - Establish and maintain rapport with participants, maintain the well-being of participants and others in the group.
 - Evaluate participants against OAS Level 'I' Statements. Where possible, communicate these achievements to the Section Leader of each participant. The **AA Leader** can be recorded as the verifier for an OAS Level 'I' Statements.
 - Continue to evaluate risks and adjust controls.
 - Monitor fatigue and overload in the party. Increased fatigue leads to an increased risk of an incident. Share loads, take breaks, and monitor participants closely.
 - Monitor weather, conditions, and **Triggers** during the activity and adjust the activity as appropriate. For example, there may be floods or bushfires along the route that could present hazards or prevent movement. On some occasions it might be safer to remain in place. If this happens, notify the **Emergency Contact**.
 - For commercially-run activities, the operator generally will monitor conditions. The **Activity Leader** will need to monitor conditions for aspects not within the operator's control. For example, travel arrangements.
 - Handle situations where judgement calls are required to solve situations and problems and maintain safety.
 - Delegate responsibility to others and include Youth Members in decision making as appropriate. Consider the principle of 'Youth Leading, Adult Supporting'. Utilise the patrol system to organise participants.
 - Respond rapidly and effectively to emergencies, including the provision of first aid and notification to management.
 - Maintain two-deep leadership on **AA** wherever practicable. In scenarios where it is unavoidable to split the group into smaller entities; for example, into multiple kayaks or walkers spread out along a trail; the principle of two-deep leadership applies to the group. The leaders shall arrange the activity so that all individuals are within general eyesight of one another as much as possible.
- 9.8 All reasonable attempts should be made to provide participants with prior notice of any changes or cancellation. There will be occasions where the event must be cancelled at late notice due to unacceptable safety risk. Safety must be considered over any inconveniences or disappointments that arise because of cancellation or substitution.

- 9.9 After an activity, the **AA Leader** must conduct an activity review with all participants. Consideration should be given to surveying participants and leaders following significant events. The survey should gauge participant satisfaction and the achievement of learning outcomes.

Incidents

- 9.10 All incidents and near misses must be logged. Use the on-line tool available through the Scouts NSW website in line with Scouts NSW *PRO15 Incident Reporting and Analysis*.
- 9.11 The **AA Leader** is responsible for logging incidents. Incidents can arise outside of the **AA Leader's** knowledge so anybody may complete an on-line incident report.
- 9.12 Whenever on-line access is not available, for example due to remoteness, complete the on-line logging as soon as practical. If a paper form is used to report the incident initially, that information must then be re-entered on the on-line system once access becomes available.
- 9.13 If a serious incident occurs, call your **Formation Leader, RC(Act)** and/or **SC(AdvAct)** as soon as possible once the initial situation is under control. This person, **Responsible Leadership**, will escalate the matter to the appropriate level of Scouts NSW management. Serious incidents typically endanger life or include injuries that require admission to a hospital as an inpatient for immediate treatment or emergency care. Cease the activity at least temporarily, to preserve the scene and equipment for possible investigation. If appropriate, ask witnesses to write down what they witnessed. Continue to liaise with **Responsible Leadership** as necessary to plan a course of action.
- 9.14 *Scouts NSW Privacy policy* and *Social Media Policy* apply to any incidents. Members should seek guidance before communicating outside of this policy and avoid speaking with the media.

Overdue Process

- 9.15 If a party has not returned by the time indicated in the activity **Notification Forms**, the **Emergency Contact** should:
- Attempt to contact the **AA Leader** through all available communications devices. If contact is made, determine when the party will return and if there are any concerns. Communicate updated information on return date/time to participant emergency contacts and the relevant **Formation Leader** and activity commissioner (**Responsible Leadership**).
 - If contact cannot be made, the **Emergency Contact** should contact the **Formation Leader** and the relevant activity commissioner and seek their support. Continue to keep the participant emergency contacts informed.
 - The relevant activity commissioner and **Formation Leader** should determine the appropriate next steps and support for the **Emergency Contacts**. This could include contacting and briefing relevant authorities including emergency services and management. One of **Responsible Leadership** should assume responsibility as the coordinator for managing the overdue situation.

- The **Emergency Contact** will retain management of communication with participant emergency contacts.

9.16 Follow the steps in the *Overdue Parties Procedure*.

Activity Review

- 9.17 An **Activity Review** should conclude an activity. Depending on the activity, this could be as simple as an email. For a more complex activity, write a more significant document. Elements that should be considered in an Activity Review include:
- Adequacy of the **Activity Plan** and any suggested improvements
 - Suitability of the **Activity Risk Assessment** and any suggested changes to the **Standard Risk Assessment**.
 - Achievement of any set learning objectives for the Youth Participants. Documentation of individual 'I' statements for communication to Section Leaders.
 - Complete reporting and follow-up of any Incidents or near misses that occurred on the activity.
- 9.18 Conduct a survey of participants perceptions of the **AA** at the conclusion of the activity.
- 9.19 Collect all activity documentation and submit them to the **SL(Act)** for archiving. This ensures that documentation is available for other leaders in the future.
- 9.20 Provide details to participants so that they can add specifics to their **Personal Logbooks**.
- 9.21 **Activity Councils** will consider **Activity Reviews** and determine how to incorporate any lessons learned into future activities.

10 Glossary

- 10.1 **Activity Briefing** – A comprehensive brief on the activity before it commences. Includes the Leaders and Participants (usually delivered separately). It should ensure that the **Activity Plan** and **Activity Risk Assessment** is well understood by all involved Leaders. The **Activity Briefing** should also detail any risks previously not identified are captured and addressed. It should ensure that roles are understood and that everyone understands the activity objectives, equipment, and techniques.
- 10.2 **Activity Notification** – Historically, the E1 Parts I to III documentation but increasingly, provided through electronic means such as Operoo and Folio **ANS**.
- 10.3 **Activity Plan** – A document that outlines how an activity will run and may include details such as: location, emergency response, participant roles, logistics, communications, transportation, weather, and budgets.
- 10.4 **Activity Risk Assessment** – The specific risk assessment for an activity which is developed by adjusting the **Standard Risk Assessment** considering the context of the activity.
- 10.5 **Adventurous Activities (AA)** – typically outdoor pursuits requiring a level of skill to engage. An activity which has inherent risks and uncontrolled hazards, usually in a natural

environment. The range of activities that are covered by **The Procedure** and related procedures are based on the OAS areas in the Program as well as, but not exclusively, Archery, Flying Fox, Challenge Ropes and Motoring.

- 10.6 **Adventurous Activity Leader Capability** – the total set of all Leaders who have developed or are developing activity qualifications.
- 10.7 **Adventurous Activity Program** – the program of all activities above Group level in NSW. Addresses needs across all activity disciplines, Sections, Regions, and from OAS Stages 1 through 9. Communicated as a single calendar and open to participation from all members in NSW.
- 10.8 A **Dependant Participant** is a person who is under the age of 18 or is a participant who has little or no experience in the activity. They depend on the **Activity Guide** for supervision, guidance, and instruction to facilitate their safe participation in the activity.
- 10.9 **Emergency Contact** – an adult member of Scouting who is the nominated person responsible for providing safety watch over an **Adventurous Activity**. This person is responsible for communication with stakeholders and declaring any emergency responses if contact is not possible with the **Adventurous Activity Leader** or the party is overdue.
- 10.10 **Independent Participant** – A person with enough skills and knowledge to safely participate in an adventurous activity without dependence on an **Adventurous Activity Leader**. This person understands and acknowledges inherent risk and assumes responsibility for their own safety and welfare.
- 10.11 **Personal Activity Logbook** – An individual’s record detailing involvement in **Adventurous Activities**. The logbook helps demonstrate currency. It can be a variety of formats but must contain dates, type of activity, participant’s role, list other participants, activity descriptions and a validation contact. All experience within Scouting must be recorded. Experience gained externally to Scouting, should be recorded.
- 10.12 **Practice Guide** – A collection of current leading and standard practices, approved equipment and techniques for a specific discipline which should be reviewed and applied subject to a specific activity. Is expected to be updated quarterly and is practice guidance for the conduct of adventurous activities. It may include both mandatory and suggested elements.
- 10.13 **Practice Note** – A short, typically urgent, communication on a single topic that is required guidance to all **Adventurous Activity Leaders**.
- 10.14 **Reasonable Adjustment** - changes made to enable a participant to participate on an equal basis safely and productively as others. To determine whether an adjustment is considered ‘reasonable’, the **Adventurous Activity Leader** must consider the need for the change with the expense or effort involved in making the change and the impact on other participants. If an adjustment requires a disproportionately high expenditure or disruption, it is not likely to be reasonable.
- 10.15 **Responsible Leadership** – the leadership who must be notified in an emergency or overdue event or if an incident or accident occurs and who must take appropriate actions in the event of an accident, incident, or overdue situation.

- 10.16 **Standard Risk Assessment** – a risk assessment developed based on consideration of leading practice understanding of the key typical risks on a specific activity discipline. Considers what are the recommended mitigations and approaches.

Annex A – ‘What Activities Can I Run?’

This annex provides guidance to Leaders on the **AA** they can run. It includes consideration of the conditions, participant’s competence and leader qualifications and experience. The matrices indicate the supervision methods allowed. Also included is the approver for such an activity which will be encoded in Folio **ANS**. The matrices are the starting point for an **AA Leader** planning their activity. A modification of the restrictions in these matrices is possible on the approval of the nominated approver.

Where this is especially important is when considering the party competence. Whilst the guided *Participant Competence* might be OAS Stage 4 and above, it may be permissible to build a party; that includes some Stage 3 participants. If doing so, consider including some Stage 5 participants who have the additional skills required to support the Stage 3 participants. Additionally, if the activity planned aims to build skills along the OAS pathway and the **AA Leader** has higher skills than that in the matrix and participant ratios are low, it may be possible to have Youth with lower capability in the party. In all cases, carry out a risk assessment and discuss with the nominated approver.

Further, the **AA Leader** may look to other methods to gauge participant competence where a new Youth member does not have any OAS progression recorded. Such methods may include age and section but should always be backed up by a discussion with the participants to understand their capabilities.

Where there is a Youth party under **Indirect Supervision**, consideration of first aid skills in the party is critical, at least two Youth Members must hold a first aid qualification. Likewise, as part of risk assessment consider whether key rescue skills (for example deep water rescue) are mastered and ensure these skills are in the Youth party in the right quantity.

Some activities may require a combination of disciplines. For example, a bushwalk into a remote canyon would need to comply with both the Bushwalking and Canyoning matrices.

Discipline Procedures include significant detail on how to conduct AA safely and should be referenced with these matrices.

The matrices are designed for delivery of **AA** to Youth Sections. Where adults are attending, the AA Leader must ensure they have adequate competence.

Several activities allow for the carriage of non-active participants or passengers. These participants are not subject to the Minimum Participant Qualification requirement.

Qualifications are indicating using the **NAAF**. To assist leaders who have qualification in the old framework, the following mapping guideline is provided:

- ‘Scouting Adventure’ is generally equivalent to the ‘BOS’
- Safe Participant is generally equivalent to L1
- Trained Participant is generally equivalent to L2 or L3
- Guide remains Guide

Mapping can be confirmed in Scoutlink

To help with mapping OAS to Adult qualifications, the following mapping is provided:

- OAS Stage 1 to 4 generally maps to Novice to Safe Participant
- OAS Stage 4 to 6 generally maps to Trained Participant
- OAS Stage 5 to 9 maps variously to Assistant Guide, Guide and Activity Specialist

Bushcraft

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Bushcraft	Basic Bushcraft	Introductory Bushcraft Skills, no construction > 2 M in height, participants remain on the ground at all times, chariots excepted	None	Minimum requirements as detailed in section 2.6	Formation Leader	Prohibited			Prohibited		
	Pioneering	Basic Pioneering, constructions up to 5m in height, participants remain on the ground at all times, chariots excepted	OAS Bushcraft Stage 3	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Bushcraft Stage 3	Trained Participant Pioneering	Formation Leader	Prohibited		
		Intermediate Pioneering, over 5M, participants may be in structure, belays if participants over 2M above ground	OAS Pioneering Stage 4	Trained Participant Pioneering	Formation Leader	OAS Pioneering Stage 5	Guide Pioneering	Formation Leader	Prohibited		
		Complex Pioneering, natural constructed materials	OAS Pioneering Stage 6	Guide Pioneering	RC(Act)	OAS Pioneering Stage 7	Guide Pioneering	RC(Act)	Prohibited		
	Survival	Basic Survival	OAS Bushcraft Stage 3	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Bushcraft Stage 3	Trained Participant Survival	Formation Leader	Prohibited		
		Intermediate Survival	OAS Survival Stage 5	Minimum requirements as detailed in section 2.6	RC(Act)	OAS Survival Stage 5	Guide Survival	RC(Act)	Prohibited		
		Complex Survival	OAS Survival Stage 8	Guide Survival	RC(Act)	OAS Survival Stage 8	Guide Survival	RC(Act)	Prohibited		

Notes:

- Survival skills are common across many disciplines.
- Lightweight camping skills are included in other disciplines.
- Fixed camping is a Sectional responsibility not within **AA**.

Bushwalking

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Bushwalking		Grade 1 (tracked environment) day or local urban areas / parks in residential areas (day or night)	None	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Bushwalking Stage 3	Trained Participant (Tracked)	Formation Leader	OAS Bushwalking Stage 4	Guide (Tracked)	RC(Act)
		Grade 1 night / Grade 2 or 3 tracks daytime (tracked environment) - no overnight camping	None	Safe Participant (Tracked)	Formation Leader	OAS Bushwalking Stage 4	Guide (Tracked)	RC(Act)	OAS Bushwalking Stage 4	Guide (Tracked)	RC(Act)
		Grade 1 - 3 daytime tracked environment) with overnight camping	None	Trained Participant (Tracked)	Formation Leader	OAS Bushwalking Stage 4	Guide (Tracked)	RC(Act)	OAS Bushwalking Stage 4	Guide (Tracked)	RC(Act)
		Grade 4 tracks (difficult tracked environment) or night time Grades 2 to 3	OAS Bushwalking Stage 3	Trained Participant (Difficult Tracked)	Formation Leader	OAS Bushwalking Stage 4	Guide (Difficult Tracked)	RC(Act)	OAS Bushwalking Stage 4	Guide (Difficult Tracked)	RC(Act)
		Grade 5 (extremely difficult tracked environment) or Untracked	OAS Bushwalking Stage 5	Activity Specialist (Extremely Difficult Tracked and Un-tracked)	RC(Act)	OAS Bushwalking Stage 6	Activity Specialist (Extremely Difficult Tracked and Un-tracked)	SC(AdvAct)	OAS Bushwalking Stage 6	Activity Specialist (Extremely Difficult Tracked and Un-tracked)	SC(AdvAct)

Notes:

- River crossings require holding the Cross Rivers Unit as the minimum qualification for **Direct** and **Indirect Supervision**. A river is defined as a stream over knee deep and with flow sufficient to unbalance a person.
- Grading here refer to the Australian Walking Track Grading System (AWTGS) and not to classifications under AS2156.1-2001. Where a walk is rated under AS2156 as Class 1-5, this can be treated as the same Grade level. For Class 6, this can be treated as Grade 5.
- Daytime is defined as taking place entirely between hours of sunrise and sunset. Night-time is defined as any part of a hike taking place between hours of sunset and sunrise

Alpine

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Alpine	Downhill Skiing and Snowboarding	Within Resort Boundaries	None	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Alpine Stage 3	Minimum requirements as detailed in section 2.6	Formation Leader	Prohibited		
	Cross Country Skiing	Day trips, Patrolled Areas	None	Trained Participant Cross Country Skiing - Daytime Patrolled	Formation Leader	OAS Alpine Stage 4	Guide Cross Country Skiing - Daytime Patrolled	Formation Leader	Prohibited		
		Overnight trips or Unpatrolled areas	OAS Cross Country Skiing Stage 4	Guide Cross Country Skiing - Overnight or Unpatrolled	RC(Act)	OAS Cross Country Skiing Stage 6	Guide Cross Country Skiing - Overnight or Unpatrolled	RC(Act)	Prohibited		
	Snow Shoe	Day trips, Patrolled Areas	None	Trained Participant Snow Shoeing	Formation Leader	OAS Alpine Stage 3	Trained Participant Snow Shoeing	Formation Leader	Prohibited		
		Day trips, Unpatrolled Areas	OAS Alpine Stage 3	Guide Snow Shoeing	RC(Act)	OAS Snow Camping and Hiking Stage 4	Guide Snow Shoeing	RC(Act)	Prohibited		
		Overnight trips	OAS Snow Camping and Hiking Stage 4	Guide Snow Shoeing	RC(Act)	OAS Snow Camping and Hiking Stage 6	Activity Specialist Snow Shoeing	RC(Act)	Prohibited		

Notes:

- Alpine disciplines contain an additional level of risk. Approvers may require additional qualifications for leaders depending on the activity (e.g. navigation in Extremely Difficult Untracked Terrain).

Cycling

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Cycling	On Road	Cycle Paths, wide low gradient well graded fire trails, suburban, very easy (white) tracks	None	Minimum requirements as detailed in Section 2.6	Formation Leader	OAS Cycling Stage 3	Trained Participant Cycling (On Road or Off Road)	Formation Leader	OAS Cycle Touring Stage 4	Guide Cycling (On Road)	RC(Act)
		On Road with Light to Moderate Traffic and Easy Terrain, within 30 minutes of support	None	Trained Participant Cycling (On Road)	Formation Leader	OAS Cycle Touring Stage 4	Guide Cycling (On Road)	RC(Act)	OAS Cycle Touring Stage 4	Guide Cycling (On Road)	RC(Act)
		On Road with Moderate Traffic and Moderate Terrain	OAS Cycle Touring Stage 4	Guide Cycling (On Road)	Formation Leader	OAS Cycle Touring Stage 5	Activity Specialist Cycling (On Road)	RC(Act)	OAS Cycle Touring Stage 5	Activity Specialist Cycling (On Road)	RC(Act)
		On Road, Moderate to Heavy Traffic, Moderate to Difficult Terrain	OAS Cycle Touring Stage 6	Activity Specialist Cycling (On Road)	SC(AdvAct)	Prohibited			Prohibited		
	Off Road	Off Road, Easy Trails, Roads and Tracks with Minimal to no traffic, BMX tracks, within 30 minutes of support (Green)	None	Trained Participant Cycling (Off Road)	Formation Leader	OAS Mountain Biking Stage 4	Guide Cycling (Off Road)	RC(Act)	OAS Mountain Biking Stage 4	Guide Cycling (Off Road)	RC(Act)
		Off Road, Intermediate Trails, BMX tracks, Roads and Tracks (Blue)	OAS Mountain Biking Stage 4	Guide Cycling (Off Road)	Formation Leader	OAS Mountain Biking Stage 5	Activity Specialist Cycling (Off Road)	RC(Act)	OAS Mountain Biking Stage 5	Activity Specialist Cycling (Off Road)	RC(Act)
		Off Road, Difficult Trails, Roads and Tracks (Black)	OAS Mountain Biking Stage 6	Activity Specialist Cycling (Off Road)	SC(AdvAct)	Prohibited			Prohibited		

Notes:

- Supported overnight camping (ride to a location with an established camp or cached equipment) may be conducted within this approval matrix.
- Unsupported overnight camping (carry own gear) requires additional RC(Act) approval.

Vertical

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Vertical	Abseiling	Artificial	None	Guide Abseiling - Single Pitch Artificial Surfaces	RC(Act)	Prohibited			Prohibited		
		Natural (Single Pitch)	None	Guide Abseiling - Single Pitch Natural Surfaces	RC(Act)	Prohibited			Prohibited		
		Natural (Multi Pitch)	OAS Abseiling Stage 6	Guide Abseiling - Multi Pitch Natural Surfaces	RC(Act)	Prohibited			Prohibited		
	Canyoning (Horizontal & Vertical)	Horizontal Canyoning (no ropes or climbs)	None	Guide Canyoning - Easy to Intermediate	RC(Act)	Prohibited			Prohibited		
		Easy to Intermediate (Vertical)	OAS Abseiling Stage 4	Guide Canyoning - Easy to Intermediate	RC(Act)	Prohibited			Prohibited		
		Intermediate to Advanced (Vertical)	OAS Canyoning Stage 6	Guide Canyoning - Intermediate to Advanced	RC(Act)	Prohibited			Prohibited		
	Caving (Horizontal & Vertical)	Easy (Horizontal - no ropes or climbs)	None	Guide Caving	RC(Act)	Prohibited			Prohibited		
		Vertical Caving	OAS Abseiling Stage 4	Guide Caving	RC(Act)	Prohibited			Prohibited		
	Climbing (Top Rope)	Top Rope (Artificial)	None	Guide Top Rope Climbing - Artificial Surfaces	RC(Act)	Prohibited			Prohibited		
		Top Rope (Natural)	None	Guide Top Rope Climbing - Natural Surfaces	RC(Act)	Prohibited			Prohibited		
	Climbing (Lead)	Lead Climbing Single Pitch	OAS Climbing Stage 7	Guide Climbing Lead - Single Pitch	RC(Act)	Prohibited			Prohibited		
		Lead Climbing Multi Pitch	OAS Climbing Stage 8	Guide Climbing Lead - Multi Pitch	SC(AdvAct)	Prohibited			Prohibited		

Notes:

- Multi-pitch (abseil, Canyon, Cave) - progress is made by using more than one pitch and where belay systems must be established mid-route. It includes where insufficient space between the landing of one pitch and the take-off of the next requires the establishment of a belay for the safety of participants.
- This matrix represents the lead climbing qualifications for traditional climbing (I.e. placing protection). Sport Lead Climbing can proceed with a lower participant qualification (Climbing Stage 5).

Aquatics

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Aquatics	Swimming	Patrolled Beach or Swimming Pool with lifeguard	None	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Aquatics Stage 3	Minimum requirements as detailed in section 2.6	Formation Leader	OAS Aquatics Stage 3	Minimum requirements as detailed in section 2.6	Formation Leader
		Unpatrolled environments (flat water)	None	Trained Participant Core Program + Basic Water Rescues	Formation Leader	OAS Lifesaving Stage 4	Trained Participant Core Program + Basic Water Rescues	RC(Act)	Prohibited		
		Unpatrolled environments (surf)	None	Trained Participant Core Program + Basic Surf Rescues	RC(Act)	OAS Lifesaving Stage 4	Trained Participant Core Program + Basic Water Rescues	RC(Act)	Prohibited		
	Snorkelling	Patrolled Beach, Swimming Pool with lifeguard	None	Safe Participant (Snorkelling)	Formation Leader	OAS Snorkelling Stage 4	Guide Snorkelling	RC(Act)	Prohibited		
		Unpatrolled environments (flat water)	None	Trained Participant (Snorkelling)	Formation Leader	OAS Snorkelling Stage 4	Guide Snorkelling	RC(Act)	Prohibited		
		Unpatrolled environments (open, current, waves)	None	Trained Participant (Snorkelling)	RC(Act)	Prohibited			Prohibited		
	Surfing	Small waves, basic manoeuvres	None	Trained Participant (Surfing - Basic)	Formation Leader	OAS Surfing Stage 4	Guide (Surfing - Basic)	RC(Act)	Prohibited		
		Larger waves, intermediate manoeuvres	None	Trained Participant (Surfing - Intermediate to Advanced)	Formation Leader	OAS Surfing Stage 7	Guide (Surfing - Intermediate to Advanced)	RC(Act)	Prohibited		

Notes:

- For activities in unpatrolled areas - where Joey's, Cubs or Scouts are present, there must be TWO qualified leaders, both always equipped with a lifeline on guard.

		Direct Supervision			Indirect Supervision			Remote Supervision	
 Aquatics	Scuba Diving (SDI Qualified)	Learn to Dive	None - Minimum suggested age 12	SDI Open Water Instructor	State Leader (Aquatics)	Prohibited			Prohibited
		Open Water - No Overhead environment - No Staged Decompression (Max 18m)	Open Water Scuba Diver	Guide Scuba Diving	State Leader (Aquatics)	Open Water Scuba Diver	Guide Scuba Diving	State Leader (Aquatics)	Prohibited
		Open Water - No Overhead environment - No Staged Decompression (Max 30m / 21m for Junior)	Advanced Adventure Diver	Guide Scuba Diving	State Leader (Aquatics)	Advanced Adventure Diver	Guide Scuba Diving	State Leader (Aquatics)	Prohibited
		Open Water - No Overhead environment - No Staged Decompression (Max 40m)	Deep Diver Speciality and minimum age 15	Guide Scuba Diving	State Leader (Aquatics)	Deep Diver Speciality and minimum age 15	Guide Scuba Diving	State Leader (Aquatics)	Prohibited
	Scuba Diving (BSAC qualified and current member of BSAC)	Learn to Dive	None - Minimum suggested age 12	BSAC Open Water Instructor	State Leader (Aquatics)	Prohibited			Prohibited
		Open Water - No Overhead environment - No Staged Decompression (Max 20m)	Ocean Diver	Guide Scuba Diving	State Leader (Aquatics)	Ocean Diver	Guide Scuba Diving	BSAC Branch Diving Officer	Prohibited
		Open Water Staged or No Staged Decompression (Max 35m)	Sport Diver and minimum age 14	Guide Scuba Diving	State Leader (Aquatics)	Sport Diver and minimum age 14	Guide Scuba Diving	BSAC Branch Diving Officer	Prohibited
		Staged or No Staged Decompression (Max 50m)	Dive Leader	Guide Scuba Diving	State Leader (Aquatics)	Dive Leader	Guide Scuba Diving	BSAC Branch Diving Officer	Prohibited

Notes:

- For Scuba Diving, Scouts NSW issues qualifications through BSAC, TDI and SDI. Scouts NSW will recognise other Scuba qualifications. For other recreational diving qualifications, divers may dive to the accepted equivalent of BSAC (where membership of BSAC is held) or SDI - subject to the restrictions of both SDI/BSAC and of qualification held e.g. a PADI Junior Open Water Diver may dive as per the SDI Junior open water diver but will also be depth limited as per the PADI qualification to a depth of 12 metres. Check with State Leader (Aquatics) to confirm equivalence.

Boating

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Boating	Windsurfing	Smooth Water & Light Wind Conditions	OAS Boating Stage 3	Guide Windsurfing	Formation Leader	OAS Windsurfing Stage 6	Guide Windsurfing	RC(Act)	Prohibited		
		Conditions Greater Than - Smooth Water & Light Wind Conditions	OAS Windsurfing Stage 4	Guide Windsurfing	RC(Act)	OAS Windsurfing Stage 6	Guide Windsurfing	RC(Act)	Prohibited		
	Small Boat Sailing	Smooth Water & Light to Moderate Wind Conditions	OAS Boating Stage 3	Guide Sailing - Smooth and Partially smooth conditions	Formation Leader	OAS Sailing Stage 4	Guide Sailing - Smooth and Partially smooth conditions	RC(Act)	Prohibited		
		Partially Smooth Water & Moderate To Fresh Wind Conditions	OAS Sailing Stage 5	Activity Specialist Sailing - Smooth and Partially smooth conditions	RC(Act)	OAS Sailing Stage 6	Activity Specialist Sailing - Smooth and Partially smooth conditions	RC(Act)	Prohibited		
		Open Coastal Water & Moderate Wind Conditions	OAS Sailing Stage 7	Guide Sailing - Open Coastal	SC(AdvAct)	Prohibited			Prohibited		
	Power Boat Operations	Enclosed Water (day)	Safe Participant Power Boating	Trained Participant Powe Boating	Formation Leader	Safe Participant Power Boating	Trained Participant Power Boating	Formation Leader	Prohibited		
		Enclosed Water (night)	Trained Participant Power Boating	Guide Power Boating	Formation Leader	Trained Participant Power Boating	Guide Power Boating	RC(Act)	Prohibited		
		Open Water <2nm from shore (day)	Trained Participant Power Boating	Guide Power Boating	RC(Act)	Trained Participant Power Boating	Guide Power Boating	RC(Act)	Prohibited		
	Personal Water Craft Operations	Enclosed Water (day)	Safe Participant Personal Watercraft	Trained Participant Powe Personal Watercraft	Formation Leader	Safe Participant Personal Watercraft	Trained Participant Powe Personal Watercraft	Formation Leader	Prohibited		
		Open Water <2nm from shore (day)	Trained Participant Personal Watercraft	Guide Power Personal Watercraft	RC(Act)	Trained Participant Personal Watercraft	Guide Power Personal Watercraft	RC(Act)	Prohibited		

Paddling

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Direct Supervision	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Paddling	Canoe	inland flatwater areas such as small lakes, dams and rivers in less than moderate wind conditions, where the current is less than one knot, within 400 metres of shore	None	Trained Participant (Canoeing Flat Water)	Formation Leader	OAS Paddling Stage 3	Guide (Canoeing Flat Water)	Formation Leader	OAS Canoeing Stage 5	Guide (Canoeing Flat Water)	RC(Act)
		rivers, up to grade 1, and on large open bodies of water such as lakes or dams	None	Guide (Canoeing Flat Water)	Formation Leader	OAS Canoeing Stage 4	Guide (Canoeing Flat Water)	RC(Act)	OAS Canoeing Stage 6	Guide (Canoeing Flat Water)	RC(Act)
		White water, up to Grade 2 Rivers	OAS Canoeing Stage 4	Guide (Canoeing White Water G2)	RC(Act)	OAS Canoeing Stage 7	Guide (Canoeing Moving Water)	RC(Act)	Prohibited		
		White water, Grade 3	OAS Canoeing Stage 7	Activity Specialist (Canoe White Water G2)	SC(AdvAct)	Prohibited			Prohibited		
	Kayak	inland flatwater areas such as small lakes, dams and rivers in less than moderate wind conditions, where the current is less than one knot, within 400 metres of shore	None	Trained Participant (Kayaking Flat Water)	Formation Leader	OAS Paddling Stage 3	Guide (Kayaking Flat Water)	Formation Leader	OAS Kayaking Stage 5	Guide (Kayaking Flat Water)	RC(Act)
		rivers, up to grade 1, and on large open bodies of water such as lakes or dams	None	Guide (Kayaking Flat Water)	Formation Leader	OAS Kayaking Stage 4	Guide (Kayaking Flat Water)	RC(Act)	OAS Kayaking Stage 6	Guide (Kayaking Flat Water)	RC(Act)
		White water, up to Grade 2 Rivers	OAS Kayaking Stage 4	Guide (Kayaking White Water G2)	RC(Act)	OAS Kayaking Stage 7	Guide (Kayaking Moving Water)	RC(Act)	Prohibited		
		White water, Grade 3	OAS Kayaking Stage 7	Activity Specialist (Kayak White Water G2)	SC(AdvAct)	Prohibited			Prohibited		

			Direct Supervision			Indirect Supervision			Remote Supervision
 Paddling	Sea Kayaking	Enclosed Waters	OAS Paddling Stage 3	Trained Participant (Sea Kayaking - Enclosed Waters)	RC(Act)	OAS Sea Kayaking Stage 5	Guide (Sea Kayaking - Enclosed Waters)	RC(Act)	Prohibited
		Sheltered Coastal Waters	OAS Sea Kayaking Stage 5	Guide (Sea Kayaking - Sheltered and Exposed Waters)	RC(Act)	OAS Sea Kayaking Stage 7	Activity Specialist (Sea Kayaking - Sheltered and Exposed Waters)	SC(AdvAct)	Prohibited
	Stand Up Paddle Board	Inland Flat Water	None	Trained Participant (Stand Up Paddleboard - Flat Water)	Formation Leader	OAS Paddling Stage 3	Guide (Stand Up Paddleboard - Flat Water)	Formation Leader	Prohibited
		Small Waves	Safe Participant Stand-up Paddle (Inland Flat)	Trained Participant (Stand Up Paddleboard - Small Waves)	RC(Act)	Trained Participant Stand-up Paddle (Small Waves)	Guide (Stand Up Paddleboard - Small Waves)	RC(Act)	Prohibited
		Sheltered Coastal Waters	Safe Participant Stand-up Paddle (Small Waves)	Guide (Stand Up Paddleboard - Sheltered Coastal)	RC(Act)	Prohibited			Prohibited

Other Activities

Activity Domain	Activity	Conditions	Direct Supervision			Indirect Supervision			Remote Supervision		
			Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required	Minimum Participant Qualification	Minimum Adventurous Activity Leader Qualification	Approval Required
 Other Areas	Archery	All	None	Guide Archery	Formation Leader	Prohibited			Prohibited		
	Four Wheel Driving	Single Vehicle activity support only	Current Motor Vehicle Drivers Licence	Current Motor Vehicle Drivers Licence and Four Wheel Driving Guide Trained Participant	Formation Leader	Prohibited			Prohibited		
		Single Vehicle Single Day 4WD tour or specific activity	Current Motor Vehicle Drivers Licence and 4WD Trained Participant	Four Wheel Driving Guide	Formation Leader	Prohibited			Prohibited		
		Multiple Day 4WD Activity of Any Type	Current Motor Vehicle Drivers Licence and 4WD Trained Participant	Four Wheel Driving Guide	RC(Act)	Prohibited			Prohibited		
		4WD in regional or remote areas or where advanced recovery is "Likely" or "Almost Certain"	Current Motor Vehicle Drivers Licence and 4WD Trained Participant	Four Wheel Driving Guide - Ratio of 3 x 4WD TP to 1 Guide or Assistant Guide	RC(Act)	Prohibited			Prohibited		
	Flying Fox	Construction of temporary structures	Minimum Age 18 Years	Flying Fox Advanced Guide, Operations and Construction of Temporary Structures	RC(Act)	Prohibited			Prohibited		
		Operation of Permanent Structures	Minimum Age 18 Years	Flying Fox Guide Operations	RC(Act)	Prohibited			Prohibited		
		Operation of Temporary Structures	Minimum Age 18 Years	Flying Fox Advanced Guide, Operations and Construction of Temporary Structures	RC(Act)	Prohibited			Prohibited		
		Participation in Flying Fox Activities	None	Flying Fox Guide Operations	RC(Act)	Prohibited			Prohibited		

Annex B – Activity Plan Template

NSW Adventurous Activities – Activity Plan Template

<replace with name of activity>

Planning	Group or Formation	<what is the formal name of the Group or Formation?>
	Concept	<what is the activity hoping to achieve?.>
	Date	<when will the activity occur? Start date to end date.>
	Location and Route	<location of the activity. Include grid references, links to route maps and route plans. May need multiple maps to show transport and other concerns. For remote Activities, include a detailed route map with grid references,>
	Pre-activity Actions	<what do we need to do before we have the activity?>
	Educational Purpose	<Outline why we are doing this activity. What is the educational benefit? What sort of benefit or objective do we want to achieve?>
	Timing	<What are the key timings for the activity? Start time, end time, any others in the middle and what is the time that we initiate Overdue Protocols?>
	Safety	<What are the key safety consideration and what are the plans in the case of an incident? Who is the nominated Safety Officer for the activity? First aid plans and qualifications? What safety equipment are you carrying?>
	Emergency Plan	<Details for hospitals and police. Detail out the possible situations that could occur and how you plan to respond. Be very specific here. When would you trigger a PLB? Exit routes and access points. Where have you left vehicles? Include the registration number if known. What is the overdue notification time? Who is the emergency contact and what are their contact details? What will help people find you: tent and pack colours, paddle craft colours etc.>
	Approvals	<Detail any approval from landowners and who the approver is from Scouts NSW.>
Participants	Participants	<Who are the participants? What sections, what OAS levels? What are the participant ratios?>
	Medical	<Detail any participant with medical issues. Specifically detail out plans for allergies and anaphylaxis.>
	COVID	<Detail out the COVID action plan.?>
		10.17
		10.18
		10.19
		10.20

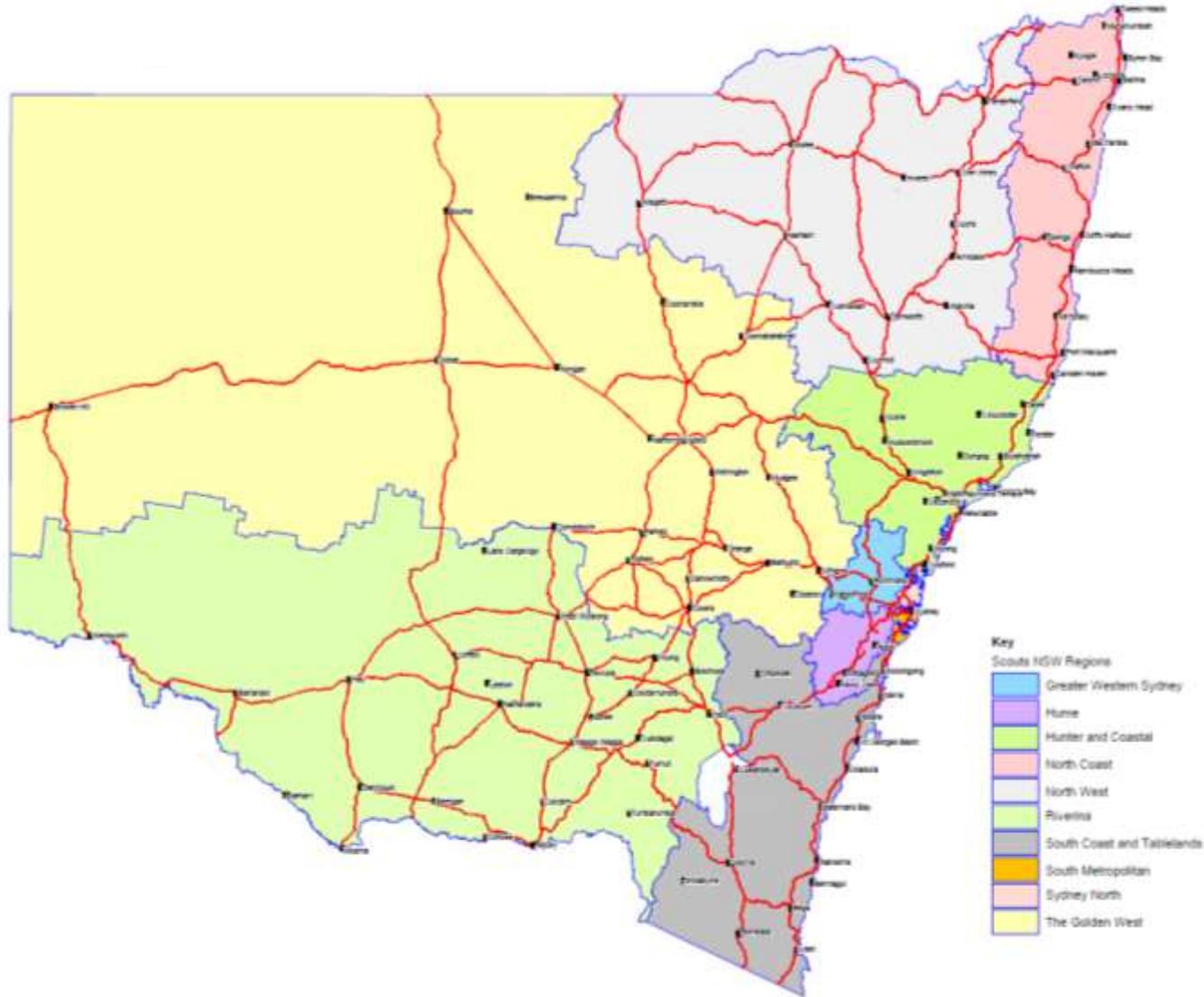
Environment	Reasonable Adjustment	<p><Where there is a participant who has a disability, outline how the activity is going to be modified to provide an opportunity to include this participant or include sufficient evidence that such an adjustment is not reasonable.></p> <p>10.21</p> <p>10.22</p>
	Minimum Environmental Impact	<Detail out plans to minimise the impact on the environment. Consider the 7 no trace principles.>
	Weather	<What is the anticipated weather for the activity? Include expected synoptic charts and rain fall considerations.>
	Triggers	<List all the Triggers which will cause a change in the activity and what will happen if one occurs. Be especially clear on cancelation Triggers.>
Equipment	Group Equipment	<List out the Group equipment and why you are taking it.>
	Participant Equipment	<Link to a gear list of all the gear a participant is expected to bring along.>
	Menu Plan	<Detail the menu and food requirements for the trip. Include water and purification methods.>
	Transport	<What is the plan for getting to the location and back?>
	Comms	<List out the comms equipment, frequencies, callsigns. What emergency comms equipment is being carried, how are the PLBs setup? Put in the PLB Hex number if you are carrying one and contact numbers.>
Leadership	Leaders	<Who are the leaders coming along? Who is the Leader in charge?>
	Qualifications	<What are the qualifications of the leadership group.>
	Roles	<What are the specific roles each leader will play?>

Prepared by: <name>

Qualification: <Leader or Guide?>

Date: <date of preparation>

Annex C – Region Map



Annex D – Procedure Context and Related Documents

Several National Policies are directly referenced and elaborated on, by **The Policy** and **The Procedure**. These National and related NSW Branch Policies have priority in the event of any conflict between them and **The Policy**, **The Procedure** and its related Procedures. **The Policy**, **The Procedure** and Procedures can be read in conjunction with these National and associated NSW Branch Policies:

The *National Adventurous Activities Framework (NAAF)* which outlines how the *Australian Adventure Activity Standards (AAAS)*, and *Good Practice Guides (GPG)* will be implemented in Scouts Australia as well as defining roles and setting authorities for the delivery of activities.

The *National Risk Management Policy* and the *NSW Branch Risk Management Policy* which outline the philosophy for risk management in Scouts Australia and NSW.

The *National Workplace Health and Safety Policy* and the *NSW Branch Workplace Health and Safety Policy* which further elaborate on the management of risk and the treatment of incidents and accidents.

National Policy and Rules and the *NSW Organisation and Information Handbook* which outline how Scouts in NSW is run.

Where there is a conflict between **The Policy** and **The Procedure**, **The Policy** takes precedence.

Some duplication from the National Policies may occur to maintain context.

Given the significant changes introduced with **The Procedure**, it will be reviewed and updated no later than July 2022 to incorporate feedback and adjustments including to the *NAAF*.

Links to External Documents

The following are links to external documents:

- The *Australian Adventure Activity Standards (AAAS)*, and *Good Practice Guides (GPG)* can be accessed here: <https://australianaas.org.au/>
- The *National Adventurous Activity Framework (NAAF)* can be accessed here: <https://scouts.com.au/wp-content/uploads/2020/12/NAAF-National-Adventurous-Activities-Framework-v10-Release-Dec-2020.pdf>
- The various National and NSW Branch risk management policies can be accessed here: <https://scouts.com.au/wp-content/uploads/2020/12/Scouts-Australia-Risk-Management-Policy.pdf> and <https://www.nsw.scouts.com.au/wp-content/uploads/2020/09/National-Risk-Management-Policy-and-Framework-MAGPIE3.pdf>
- The various National and NSW Branch WHS policies can be accessed here: <https://www.nsw.scouts.com.au/wp-content/uploads/2018/07/2017-NOVEMBER-National-WHS-Policy-5.2.docx> and <https://www.nsw.scouts.com.au/wp-content/uploads/PDFs/WHS/PRO18%20WHS%20Risk%20Management%20v%201.0.pdf>

- **National Policy and Rules** can be accessed here: <https://scouts.com.au/wp-content/uploads/2021/07/POLICY-AND-RULES-2020-10th-Edition-Revised-July-2021.pdf>
- **NSW Branch Organisation and Information Handbook** can be accessed here: https://www.nsw.scouts.com.au/wp-content/uploads/2020/10/ScoutsNSW_OrganisationAndInformationHandbook_29072021v6.pdf

Procedure Architecture

The following diagram outlines the various Standards, Guides, Policies and Procedures which govern **AA** in NSW.

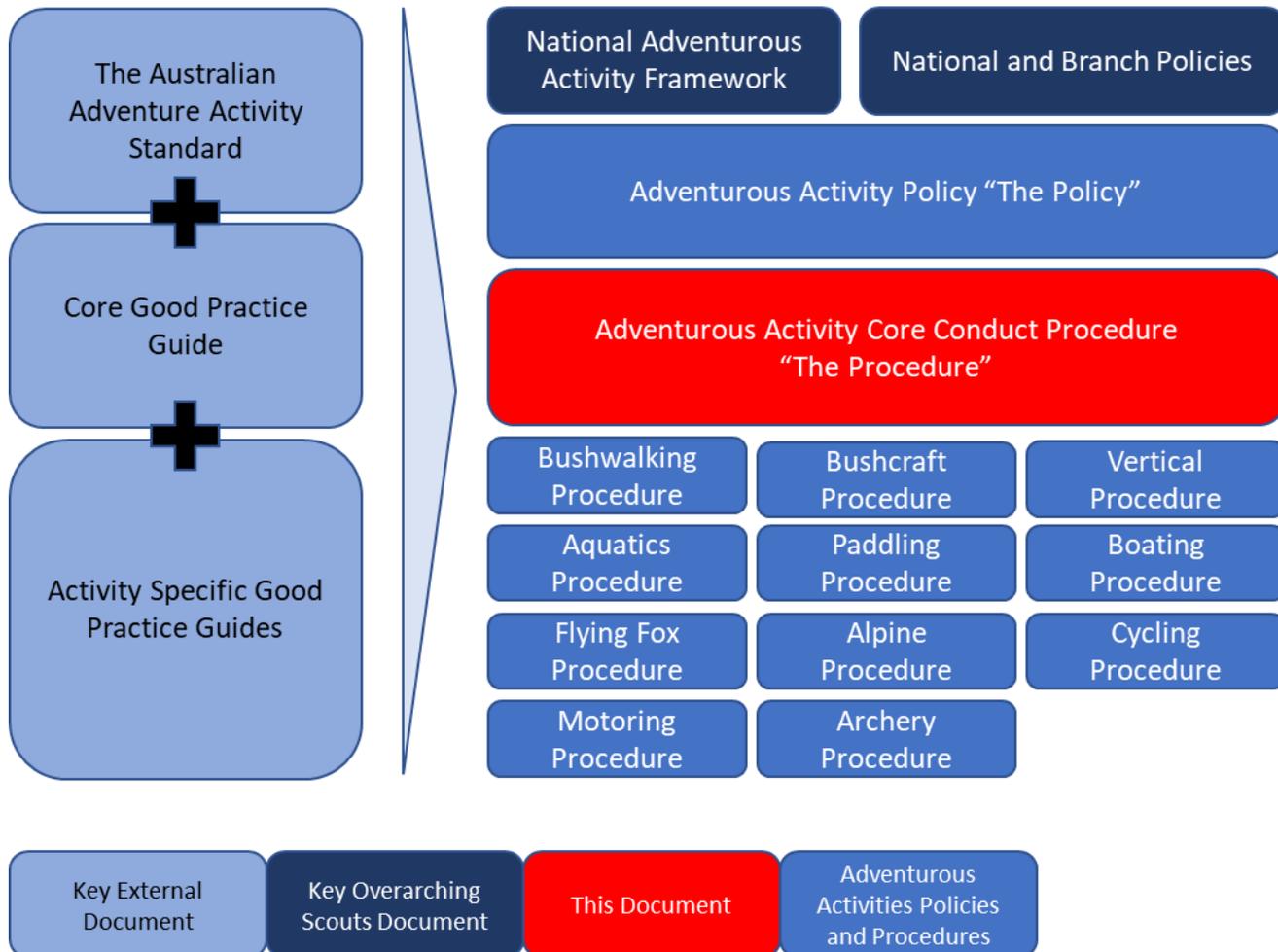


Table of Contents

Acknowledgement	2
Contents Overview	2
1 Preface	3
Formatting Standards	3
2 Introduction	4
Quick Reference Guide	4
Work out what activities you can lead – ‘PLAN’.....	4
Plan the Activity – ‘PLAN’.....	4
Work out the Risks – ‘PLAN’.....	5
Get Approval and Consent – ‘PLAN’.....	5
Prepare for the Activity – ‘Do’.....	5
Notify and Brief – ‘Do’.....	5
Conduct the Activity – ‘DO’.....	5
Review the Activity – ‘REVIEW’.....	5
3 Management of Risk	6
Requirements	6
Risk Management Process	6
During Planning.....	6
During Preparation.....	6
During Conduct.....	7
Post Conduct.....	7
Incidents	7
4 Planning	8
Considerations	8
Commercial Activities	8
Activity Purpose	9
Activity Plan	9
Risk Management.....	9
Planning.....	10
Participants.....	10
Environment.....	10
Equipment and Logistics.....	11
Leadership.....	11
Adventurous Journeys	11
Review and Approval	12
5 Participants	12
Dependant Participants	12
Exclusion from activities	12
Publicise Activity and Gain Consent	13
Notify Activity	13
6 Environment	14
7 Equipment and Logistics	16
First Aid	17

Transport.....18

8 Leadership.....18

Ratios and party sizes19

Qualifications and Skill Currency20

Supervision.....20

 Direct Supervision 20

 Indirect Supervision 21

 Remote Supervision..... 21

State Organisation.....23

Procedures, Guides, and Notes24

9 Conduct of Activities25

Briefing.....25

Conduct26

Incidents.....27

Overdue Process.....27

Activity Review.....28

10 Glossary.....28

Annex A – ‘What Activities Can I Run?’31

Bushcraft33

Bushwalking34

Alpine35

Cycling36

Vertical37

Aquatics38

Boating40

Paddling41

Other Activities.....43

Annex B – Activity Plan Template44

Annex C – Region Map.....46

Annex D – Procedure Context and Associated Documents47

Links to External Documents47

Procedure Architecture49

Table of Contents50