**Activity Plan**

|  |
| --- |
| [Title] |
| **Date** | Click or tap to enter a date. to Click or tap to enter a date. |
| **Start Location** |  |
| **Finish Location** |  |
| **Youth Section** |
| [ ]  Joeys | [ ]  Cubs | [ ]  Scouts | [ ]  Venturers | [ ]  Rovers |
| **Challenge Area** | [ ] **CREATIVE** | [ ] **COMMUNITY** | [ ] **OUTDOORS** | [ ] **PERSONAL GROWTH** |
| **SPICES Objective** | [ ] **SOCIAL** | [ ] **PHYSICAL** | [ ] **INTELLECTUAL** | [ ] **CHARACTER** | [ ] **EMOTIONAL** | [ ] **SPIRITUAL** |
| **OAS** | [ ]  BUSHCRAFT | [ ]  BUSHWALKING | [ ]  CAMPING |
| [ ]  AQUATICS | [ ]  PADDLING  | [ ]  CYCLING |
| [ ]  BOATING  | [ ]  VERTICAL | [ ]  ALPINE |
| [ ]  SURVIVAL  | [ ]  PIONEERING  | [ ]  CANOEING  |
| **Document Summary** |
| [ ]  C5 – Event Approval | [ ]  F31 – Risk Assessment | [ ]  QBSI Chapter 11 | [ ]  Insurance Certificates | [ ]  Operoo Participation | [ ]  Operoo Medical Info | [ ]  Weather Forecast | [ ]  Map Routes |
| [ ]  C4 – Notification  | [ ]  C2 – Interstate  | [ ]  Standard Activity Plans | [ ]  Static Risk Assessments | [ ]  Activity Programs | [ ]  Land Permissions | [ ]  Tax Invoices | [ ]  Info Brochures |
| **Child Safe Scouting Officer (CSSO)** | *CYM-STD-01 Child Safe Scouting Program Delivery Standard* | **Required** [ ]  |
| Primary Designated Officer |  |
| CSSO Formation |  |
| Phone Number |  |
| **Purpose** |
|  |
| **Goals** |
|  |
| **Participant Summary** |
|  |

# **Program Day 1**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Resources** |
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Notes:

# **Program Day 2**

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| --- | --- | --- |
| **Time** | **Activity** | **Resources** |
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Notes:

# **Program Day 3**

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| --- | --- | --- |
| **Time** | **Activity** | **Resources** |
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Notes:

**Patrol Leader Roles**

|  |  |
| --- | --- |
| **Patrol Leader** | **Tasks** |
| Patrol Leader 1 |  |
| Patrol Leader 2 |  |
| Patrol Leader 3 |  |
| Patrol Leader 4 |  |

**Activity Equipment**

|  |
| --- |
| **Group Equipment** |
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| --- |
| **Personal Equipment** |
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| --- |
| It is imperative that Youth Members **PACK THEIR OWN BAG**, so that they know what is in their bag and where it is |

**Physical Environment**

|  |  |  |
| --- | --- | --- |
| **Water & Facilities** | **Notes** | **Availability** |
| Drinking Water |  |[ ]
| Toilets |  |[ ]
| Showers |  |[ ]

|  |
| --- |
| **Characteristics** |
| *Environment* |  |
| *Cultural* |  |
| *Heritage* |  |

**Map**

Resources: [Google Maps](https://www.google.com/maps) | [Google Earth](https://earth.google.com/) | [QTopo](https://qtopo.information.qld.gov.au/) | [AllTrails](https://www.alltrails.com/)



**Expected Weather Conditions**

## Climate Data for Month of

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mean****Max****Temp** | **Mean****Min****Temp** | **Mean****9am****Temp** | **Mean****9am****Humidity** | **Mean****9am****Wind Speed** | **Mean****3pm****Temp** | **Mean 3pm****Humidity** | **Mean 3pm****Wind Speed** | **Mean****Rainfall (mm)** | **Mean****Rain****Days** | **Mean daily sunshine (hours)** |
|  |  |  |  |  |  |  |  |  |  |  |
| Source | <http://www.bom.gov.au/climate/averages/tables/cw_040214.shtml>  |

**Activity Team**

|  |  |  |
| --- | --- | --- |
| **Name**  | **Scout Role**  | **Qualifications**  |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |

|  |  |
| --- | --- |
| **Scout Role** | **Description** |
| Activity Guide | The Activity Guide is a uniformed Adult Member holding an Adventurous Guide-level qualification from Scouts Queensland to supervise an Adventurous Activity. |
| Section Leader | The Section Leader is a uniformed Adult Member acting as the Leader-In-Charge of a Youth Section. |
| Leader | The Leader is a uniformed Adult Member. |
| Activity Leader | The Activity Leader is the Adult or Youth Member in charge of the general supervision of an activity. |
| Patrol Leader | The Patrol Leader is a Youth Member in charge of a patrol. |
| First Aider | The First Aider is any Adult or Youth Member qualified to deliver first aid on an activity. |
| Scout | The Scout is any Youth Member participant of the activity. |

**Contacts & Communications**

|  |  |
| --- | --- |
| **Communication Methods** | **To Bring** |
| Mobile Phone | [ ]  Yes | [ ]  No  |
| Mobile Phone in waterproof case | [ ]  Yes | [ ]  No  |
| Two-Way Radios | [ ]  Yes | [ ]  No  |
| Personal Locator Beacon (PLB) | [ ]  Yes | [ ]  No  |
| Emergency Position Indication Radio Beacon (EPIRB) | [ ]  Yes | [ ]  No  |

|  |  |
| --- | --- |
| **Name**  | **Number**  |
| [Activity Leader name & number – replace with contact] |  |
|  |  |
|  |  |
| Joe “Night Owl” Kan (GL) | 0481 513 767 |
| Zac “Stitch” Bambrick (DC)  | 0423 948 041 |
| Laurie “Tarcoola” Cole (RC)  | 0408 455 637  |
| Scouts Queensland Branch Duty Person (Emergency Option 9) | 07 3870 7000 |
| Youth - Queensland Children's Hospital, 501 Stanley St, South Brisbane, QLD 4101 | 07 3068 1111 |
| Adults - Princess Alexandra Hospital Emergency Department (adults), 199 Ipswich Road, Woolloongabba QLD 4102 | 07 3176 2111 |
| Emergency  | 000 (and 112 from mobile)  |

**Activity Checklist**

|  |  |
| --- | --- |
| **Medical** | **Complete** |
| Participants’ Medical Operoo information up to date |[ ]
| Leaders to confirm in pre-briefing if there are any conditions (or behaviours) to note |[ ]
| Leaders downloaded Operoo Medical Information |[ ]
| **Permissions** | **Complete** |
| Property Permissions obtained |[ ]
| Received Operoo Explicit Participant Permissions provided* Unanswered Operoo permission forms are considered “declined”
 |[ ]
| **On-Site** | **Complete** |
| Activity Documentation are available or accessible |[ ]
| Assistant Pre-Briefing* Complete SRM-FOR-01 ASK Tool and returned to GL
* Confirm weather forecast or schedule changes
* Review participants’ medical conditions
 |[ ]
| Safety Briefing* Consider all risk assessment mitigation strategies
 |[ ]

**Incident Reporting – Quick Reference**

Refer to the full *SRM-STD-02 Incident Reporting Standard* provided to you when this activity was approved or on Document Central. This is provided to you as a quick reference.

|  |  |
| --- | --- |
| **Incident type**  | **Witness/Leader in charge of activity report to**  |
| A Notifiable Incident | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours)  |
| A known or suspected incident of Child Sexual Abuse refer (QBSI 10.1 – B.9.5)  | Queensland Police by telephoning Police Link 131 444, then telephone the Branch support office  |
| An incident that involves significant loss of Scout property (fire, storm, theft etc.)  | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours) |
| An incident that is drawing (or likely to draw) negative media attention  | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours)  |

The Scout activity reporting line typically takes the following form:

* Incident – Youth Leader – Section Leader – Group Leader – District Commissioner – Region Commissioner – Chief Commissioner; or
* Incident – Youth Leader - Activity Leader – Commissioner Responsible for Activity – District Commissioner – Region Commissioner – Chief Commissioner

|  |  |
| --- | --- |
| **Online Incident Report** | <https://scoutsqld.com.au/online-incident-reporting/>  |
| **Child Safety Incident or Allegation Report** | <https://scoutsqld.com.au/child-safety-incident-report/>  |