



ACTIVITIES COMMITTEE PROCEDURES

and

LEADERS MANUAL

Version 1.2 – May 2022

Revision History

Revisions to this document are managed and approved in accordance with the procedure named "Maintaining Leaders Manual and templates".

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1.1	Final	25/8/2021	Julie Hainsworth	Updates made in 2016 to abolishment of Coordinator position in NPAQ office and bylaw changes approved by council on 30/6/2016. Also included is replacing NPA News with Neck of the Woods, replacing guest with non-member, updating cost where \$10 non-member fee was specified and other very minor changes. NOTE: Appendices need updating and this work is in progress.	Activities Committee and NPAQ website.
1.2	Final	19/05/2022	Len Lowry	Addition of Health Form, updated all Appendices, consistency to naming conventions, milage allowance increase, update to agree with Charter.	Activities Committee and NPAQ website.

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1. INTRODUCTION

Activities to encourage the community to experience the value of our National Parks is a core focus area for the Association. The Activities Committee and the Leaders are charged with the responsibility to deliver an interesting and broad ranging program. This manual provides a framework on which to conduct these Activities.

All Leaders associated with the conduct of our activities should read and become familiar with the advice given herein. It will be found to be a good reference if in doubt about any matter and should also help prevent Leaders from making embarrassing mistakes. You should be able to find answers to most of your questions in this manual.

2. COUNCIL BY-LAWS AND RELATED MATTERS

2.1 By-Laws - Activities Committee

1. There is hereby established a Committee of the Council, called the Activities Committee, to which the Council delegates the detailed organisation and conduct of field activities, including day walks, accommodated weekends, and extended activities and social, educational, and cultural activities. With the support of Park Rangers, activities may involve work to improve national parks and other protected areas, including but not limited to removal of rubbish and weeds, construction and maintenance of tracks and planting of suitable trees and other plants in degraded areas.
2. The Activities Committee shall hold an annual meeting at which the convenor, deputy convenor, secretary and treasurer shall be elected. The names shall be forwarded to Council for ratification.
3. A member of the Committee shall be appointed to be the liaison officer between the Council and the Committee.
4. It is convenient for the Activities Committee to operate a separate bank account to handle the numerous small transactions involved in fees paid for activities and refunds of fees where applicable. The Committee is therefore authorised by the Council to establish and operate a bank account in accordance with Rule 34(4).
5. The Committee shall transfer from its bank account to the general funds of the Association such sums as the Council may from time to time determine as contributions to the general operating overheads of the overall Association provided that the Activities Account retains a minimum of \$300 plus any money already collected to pay for an upcoming activity e.g., Extended or Weekend Activity.
6. The Committee shall, when necessary, make a recommendation to the Council in respect of signatories for the Committee's bank account, and the Activities Treasurer shall ensure that an adequate number of signatories are registered with the bank.
7. The Activities Committee is responsible for designing an interesting and broad-ranging program of Activities which are published on the Association's website and other publications.
8. The Committee shall report through its representative at Council meetings, or in writing to Council on its operations and its financial position at regular intervals but not less than quarterly.

2.2 Policy on Activities Committee Structure

The Activities Committee should comprise of a minimum of three and a maximum of eight members including Convenor, Deputy Convenor, Secretary, Treasurer, and representatives of the various interest groups that exist at any time.

All Leaders will be invited to attend the annual meeting at which the election of positions is held. Ideally, all Leaders should take a term on the Activities Committee at some stage. However, it is recognised that this may not suit some personalities and that for others external pressures could make it difficult. Never-the-less, a steady rotation of Leaders on and off the Committee is considered desirable and likely to foster new and innovative ideas.

The major positions of Convenor, Deputy Convenor, Secretary, and Treasurer should be subject to annual election. For continuity, all positions shall be held for a period of more than one year. It is desirable, but not necessary, for the Convenor to also be a member of the Council of NPAQ.

All Leaders are expected to contribute to the formulation of the annual programme in a manner determined by the Committee from time to time.

The Activities Committee and its Leaders should plan its activities to not just cater for the interests and enjoyment of existing members but at all times aim to attract new members and supporters to the Association, the Committee, and its body of Leaders.

2.3 Responsibilities of Convenor

It is desirable that the Convenor have several years of experience in conducting activities, a personality suitable for dealing with people under all circumstances, an overall knowledge of camping, walking and safety rules, and a personal desire to guide the Association's activities with a high level of success and the time to carry out various duties. Specific duties include the following and may require delegation from time to time:

1. Convene all Activities Committee meetings.
2. Contribute an Activities Report for inclusion in the Association's Annual Report.
3. When extending the Activities Program, ensure a variety of activities are offered in respect to type, length, and degree of difficulty.
4. Ensure activities are published on NPAQ website in a timely manner for access by members and non-members, and by NPAQ staff for insertion into other communications as required.
5. Ensure that planning for future extended activities is undertaken sufficiently far ahead to enable publication to members and non-members.
6. Schedule Leader training sessions as required.
7. Ensure the issue of a Leader Newsletter to keep Leaders informed on minor changes or to highlight issues.
8. Ensure that activities procedures and forms, etc, are kept up to date.
9. Generally, monitor the performance of individual Activities Leaders including attendance at Leader training sessions, and offering guidance or assistance when required.

10. Ensure that various registers are kept up to date: Such as Training, First Aid, and List of Leaders.
11. Ensure processes are in place to monitor Leader certification in First Aid, trigger renewal reminders and provide a financial subsidy to offset Leader costs in obtaining or renewing first aid certification.
12. Ensure processes are in place to maintain Activity Register containing details of all Activities including type, attendance, financial data, and receipt of Leader documentation. In doing so, ensure anomalies are followed up or discussed by the Activities Committee as appropriate.
13. Arrange for records to be kept for the following minimum times:
 - Keep for 21 years all Activities Attendance Lists (Appendix 10).
 - Keep at least one item that shows how many persons attended.
 - Keep for at least 7 years correspondence with landowners and the like for activities. Some discretion could apply here.
 - Keep for 7 years all financial sheets and reports (Appendices 7 & 8) including invoices, claims and anything else that is relevant.

2.4 Responsibilities of the Secretary

1. Seek input from Committee members and work with the Convenor to prepare for Committee meetings including production of required agenda.
2. Prepare minutes for all Activities Committee meetings.
3. Filing of minutes, agendas, and correspondence in the Committee's cloud based electronic filing system.

2.5 Responsibilities of Treasurer

1. Maintain Activities Register by pre-populating from time to time with advertised Activities.
2. Receive Leader documentation (Attendance List, Financial Statement (including expense payment dockets), Risk Management Plan, and Incident Reports ONLY) from Leaders via email and save to the Committee's electronic in-tray folder until can be processed and filed.
 - a. Do not save the Leader's report/summary if received – these are uploaded to the website by the Leader.
 - b. Do not save copy of Leader's bank receipt if provided – evidence of payment is deposit to the bank account. Leaders should chase up with their bank in the unlikely event the deposit is not credited to the NPAQ bank account.
3. Process Leader documentation:
 - a. Ensure all required documentation is received (Activity Attendance List, Financial Statement, Risk Management Plan), and follow up anything that is missing.
 - b. If an Incident Report is submitted, this should not be the first time anyone learns of this. Send a copy to the Committee's liaison person for Council with additional information as required.
 - c. Review Attendance List and Financial Statement to ensure participant numbers reconcile and cost calculations are correct.

- d. Ensure there is a valid Tax Invoice for any expense claims – exception is mileage, photocopying and phone calls.
 - e. For any Leader refunds, set up a transaction in Internet Banking, or send an email request, with supporting information, to the NPAQ Honorary Treasurer and NPAQ Accounts asking they process the refund.
 - f. Update Activities Register with financial information and to confirm what documentation has been received.
 - g. The banked yes/no flag in the Activities Register should not be updated until a credit into the bank account is sighted via online banking, bank statement or transaction list provided by NPAQ Honorary Treasurer or NPAQ Accounts.
 - h. Rename and file leader documents - filename standard is:
 YYYYMMDD_ACTIVITY NAME_DOCUMENT TYPE_LEADER NAME, where the date is the date of the Activity or the first date if a multiday Activity.
 e.g., 20160612_Coomera Circuit_Attendance List_Frank Freeman
4. Maintain Activities Committee account and manage other Leader refunds, such as subsidies for first aid qualifications.
 5. If anyone pays monies to the NPAQ office, office staff will generally bank the funds and advise Activities Treasurer.
 6. Provide updates to Leaders of fees paid direct to bank accounts for pre-paid Activities – frequency as agreed with the Leader.
 7. Arrange transfer of surplus funds from Activities accounts to General funds as required.
 8. Provide a coded financial summary to NPAQ Honorary Treasurer and NPAQ Accounts monthly.

2.6 Qualifications for NPAQ Activities Leaders

The Activities Committee may authorise a Leader to conduct an activity even if that Leader does not have all the required credentials. The qualifications listed below are desirable but may not be required for all activities. For example, fewer qualifications are needed for a "Social Walk" compared to an "off-track through walk". Before approving a Leader for any activity, it is the responsibility of the Activities Committee to ensure that the Leader has sufficient appropriate knowledge and experience to conduct that activity safely.

1. A Leader must be an employee, registered volunteer, or financial member of the Association.
2. New Leaders need to be appointed by the Activities Committee and receive ratification by Council before leading activities.
3. All Leaders must be familiar with the 'Activities Committee Procedures and Leaders Manual', read Leader Newsletters and keep abreast of material relating to activities posted on the NPAQ website.
4. Safety of both Leaders and participants is paramount. It is better to return safely than to press on to complete a planned program.
5. Leaders are expected to have a good current knowledge of all aspects of their activity. If necessary, this knowledge should be acquired by conducting a survey/reconnaissance trip.

6. Leaders should be aware of minimum carrying requirements for the activity (i.e., backpack contents) and should be able to demonstrate some navigational ability, including map reading, use of compass, location and route finding, and use of GPS.
7. Inexperienced Leaders must have undertaken at least one activity of similar level of difficulty under the tutelage of an existing Leader as mentor (also known as the Buddy System) before leading such a walk. To accompany one of the existing Leaders as offsider on walks until confidence and experience is gained, is desirable for all new Leaders and essential for inexperienced Leaders.
8. Training courses will be organised by NPAQ, or another equivalent organisation approved by NPAQ from time to time.
9. All Leaders are required to attend special training or information sessions as scheduled by the Activities Committee.
10. We are often in remote or rugged areas where the ability to self-help is vital. First Aid certification of the Leader or designated first aider is compulsory. NPAQ will accept current 'Provide First Aid' certificates from certified organisations. The cost of these first aid qualifications (Provide First Aid and CPR) will be reimbursed by the Activities Committee to the value of the fee paid by the Leader for the full 3-year certification and to the value of annual CPR renewal. The Activities Committee may organise first aid courses from time to time.
11. Leader Self Declaration must be completed and accepted by Activities Committee or Executive where escalated.
12. Incidents and injuries including minor ones are to be reported. Be familiar with the NPAQ Incident Form (See Appendix 13) and carry two copies of it in your backpack during activities.

2.7 List of Activities Leaders

Persons appointed to lead NPAQ Activities are ratified by Council as required and added to a list of Leaders and is published in the annual Activities Program. For insurance reasons, Leaders of all activities conducted by the Activities Committee must be included on the list. The list is stored in the Committee's cloud based electronic filing system.

2.8 Extended Activities

For the definition of an extended activity see Section 3.3 – Definitions. Extended Activities are the responsibility of the Activities Committee but may be delegated to a sub-committee if considered desirable. Such an Extended Activities Subcommittee should consist of experienced NPAQ members, at least one of whom should be on the Activities Committee. They (or the individual Leader if that is the case) must be willing and able to organise activities of two, three or more weeks duration in Australia. A document detailing the funding model and cash flow projections must be provided to the Activities Treasurer for referral to NPAQ Honorary Treasurer and NPAQ Accounts.

2.9 Special Interest Subcommittees

Subcommittees consist of members and supporters of the Association, at least one of whom should be a member of the Activities Committee to act as liaison. The Subcommittee is responsible for the planning, organisation and conduct of special activities for members and non-members of the Association. All plans should be

submitted to the Activities Committee when the Activities Program for the following period is to be discussed.

1. Bird Group

The Bird Group exists for the benefit of members who are interested in ornithology. Their activities should be organised by approved Leaders, at least one of whom should be on the Activities Committee. (See Appendix 15: Bird Watching Group Code of Conduct)

2. Other special interest groups.

Examples of other groups which may be active from time to time are:

- Plant Group
- Photographic Group
- Frog Group
- Kayaking Group
- Cycling Group
- Fungi Group
- Caravanning Group
- Camping Group

3. PLANNING AND CONDUCT OF ACTIVITIES

NPAQ has an enviable record of almost incident-free Activities. There is increased concern about insurance issues and public liability. This has put more pressure on NPAQ and Activities Leaders, and on the need for thorough pre-activity trips. This is to ensure that members and non-members can be adequately informed about the trip and the risks they themselves assume, that camp sites are adequate, and that where access to private property is required, suitable requests are made to landowners for permission to walk or to camp, with an assurance to the landowner of good walking and camping etiquette.

This section provides a High-Level Information and a Detailed Information about processes Leaders must consider from the initial conception of a proposed Activity through to its completion and finalisation of associated administrative tasks.

High Level Information provides:

- Overview for new or inexperienced Leaders before Detailed Information is studied.
- Reference for experienced Leaders already familiar with Activities Committee processes.

Detailed Information provides:

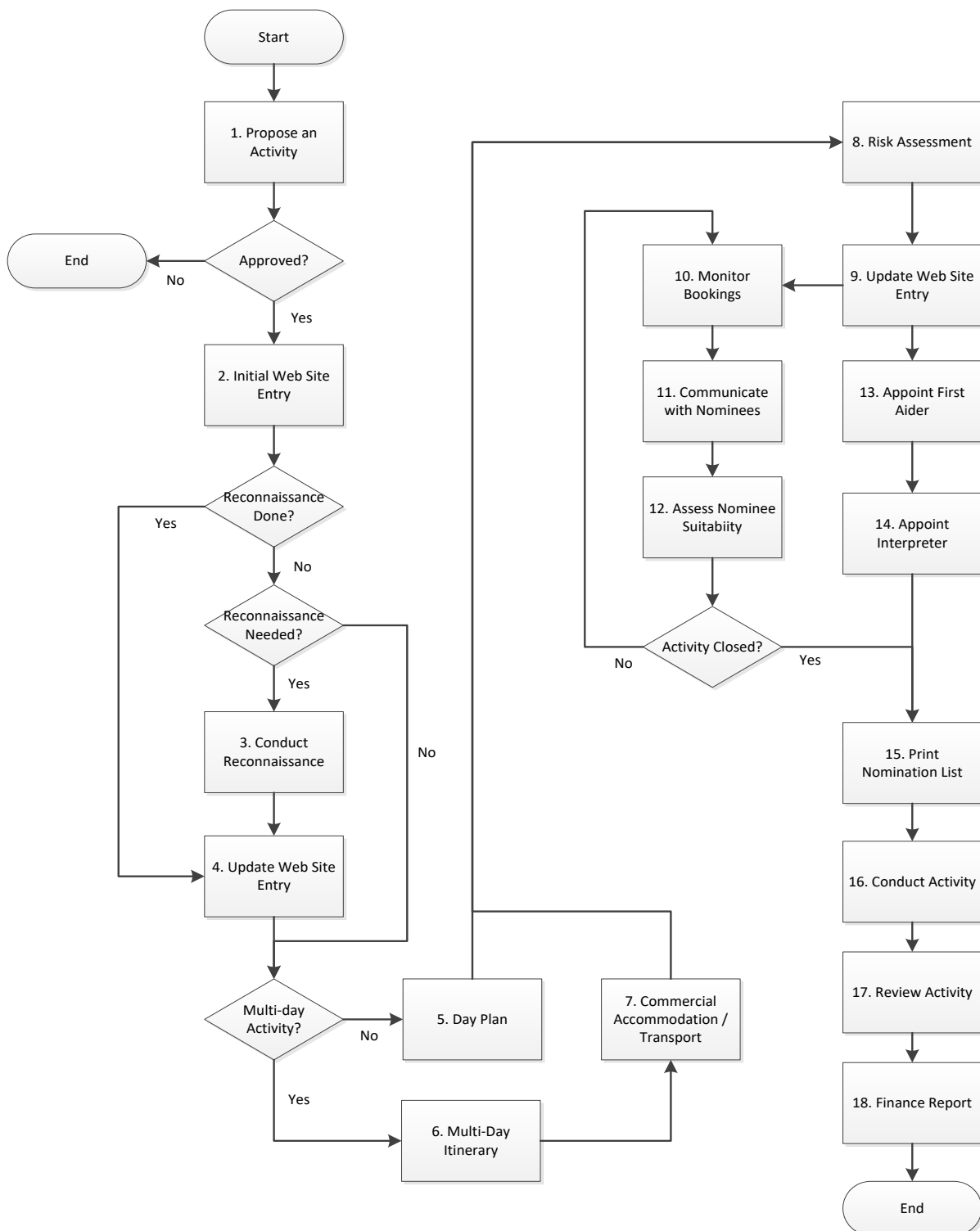
- Useful resource for experienced Leaders wanting detailed information on specific processes.
- Complete guide for new and inexperienced Leaders, when supplemented with Leader mentoring.

3.1 High Level Information

This provides an overview for new and inexperienced Leaders or a quick reference for experienced Leaders already familiar with the Activities Committee processes. Leaders must also be familiar with the Detailed Information as relevant for the Activity they are leading.

The following Flow Chart illustrates the main processes a Leader must consider from the conception of an Activity to its execution and completion of administrative tasks. It is supported by an explanation for each process in the form of high-level dot points.

High Level Flow Chart



High Level Flow Chart Notes

1. Propose activity for Plan

- Nominate a proposed activity to the Activities Committee for ratification and long-term planning.
- Outline should include brief description and proposed grading, timing, and date.

2. Initial website entry

- As per **Walk Leader Documentation** enter as much detail for the new activity onto the website as is possible.
- Include photographs, at least one is mandatory.

3. Conduct Reconnaissance or Survey Trip

- Reconnaissance should be conducted for day activities that are new to the Leader or may have changed significantly.
- Consider own safety and never conduct alone.

4. Update Website Entry

Update information on website with:

- New and additional information gained on reconnaissance.
- Revised activity grading if this has changed.
- Recent photographs.

5. Day Plan

When producing plan, consider:

- Route and timings.
- Points of interest or history to be shared with participants.
- Supporting tools (i.e., brochures, photographs, maps).
- Book NPAQ equipment required.
- Refreshments – water requirement, morning tea, lunch and afternoon tea.
- Logical points for rest breaks.
- Directions and options for parking or car-pooling.
- Clothing and footwear requirements, including special requirements such as gaiters, leg/arm/eye protection.
- Communication plan for when contact will be made with nominees, and when information and instructions will be communicated.
- Risk Management Plan including the addition of additional risks/mitigation strategies. (See Appendix 12: Risk Analysis).

6. Multi-Day Itinerary

When producing an Itinerary, include:

- Start and end points for each day, including distance walked/travelled.
- Accommodation.
- Attractions, experiences and highlights for each day.
- Catering arrangements.
- Including timings if appropriate.
- Risk Management Plan including the addition of additional risks/mitigation strategies. (See Appendix 12: Risk Analysis).

7. Commercial Arrangements

- Arrange all necessary accommodation and group transport.
- Pay any deposits and maintain records for the Financial Reporting.

8. Risk Assessment

- Finalise a **Risk Assessment Plan** (see Appendix 12: Risk Analysis) and maintain ready for the Activity. If any significant risks are identified ensure that a plan is in place to minimise these risks.
- Carry this plan with you on the Activity.

9. Update Website Entry

- As per 4 above.

10. Monitor Bookings

- Monitor nominees via website.

11. Communicate with Nominees

- Contact nominees as per Communication Plan.
- This may include putting nominees in contact with each other to organise car-pooling.
- Suggest and give necessary details, but Leaders should not organise car-pooling as this has insurance implications.

12. Assess Nominee Suitability

- If nominee is unknown, contact them to clarify previous experience and capability to participate in the activity.
- Enquire about non-members to ensure they are suitable for the activity.
- Seek advice from other Leaders they have walked with if required.
- If nominee is assessed as not capable, agree this with nominee where possible.
- Leaders have the right to refuse a nomination if they have reason to doubt the ability of the person concerned to complete the activity. This should be referred to the Convenor.

13. Appoint First Aider

- A qualified first aider must participate in all activities.
- This might be you if your qualifications are current.
- If not, source a qualified First Aider from NPAQ members to undertake this responsibility.
- Even if you are qualified, the activity grading and capability of nominees may determine a second first aider is appointed.
- Ensure the appointed first aider has and will carry an adequate first aid kit. (See Appendix 16).

14. Appoint Interpreter

- Points of interest or history may warrant a dedicated interpreter.
- This might be you.

15. Print Activity Attendance List

- Prior to the walk print off Activity Attendance List as per Appendix 10.
- Familiarise yourself with name of nominees who don't want their photos taken.
- Familiarise yourself with names of nominees who reported medical conditions.

16. Conduct Activity

- Consider your own wellbeing and share your medical condition with another in the group.
- Cross check participants with Activity Attendance List.
- Identify extra participants, add to printed Activity Attendance List, and obtain sign-off of disclaimer.
- Discretely enquire about medical conditions for any extra participants who did not nominate.
- Contact missing nominees to clarify if running late or not coming.
- Collect fees as applicable.
- Read disclaimer to the group, even if they have accepted on-line.
- Provide an overview of proposed route, walk grading, fitness requirements and highlight any known dangers, risk or difficulties and safety precautions.
- Examples of risks to be explained would include walking near cliff edges, rock hopping and/or scrambling, and slippery rocks.
- Offer to discuss privately any health problems a participant may wish to discuss privately.
- Appoint a responsible tail ender, and ensure participants know not to leave the track without notifying the Leader or tail ender.
- Perform head count before commencing activity, and from time to time during activity.
- Monitor participants physical comfort levels.
- Take photographs of the group (being conscious of those who don't want their photographs used in NPAQ publications) and flora, fauna, and points of interest.

17. Activity Report

- Write a report detailing number of participants and membership status.
- Complete activity report on website.
- Upload photographs.
- Upload GPS files or other information.

18. Activity Documentation & Reporting

- Bank proceeds as soon as possible and within 14 days.
- Within 14 days complete a Financial Statement, and email to Activities Treasurer along with scanned receipts (if applicable), Activity Attendance List, Risk Management Plan, and Incident Reports (if applicable).
- In the event an incident occurs, you should alert the Convenor as soon as possible – immediately if serious or at the conclusion of the Activity if non-serious. The Incident Report should be submitted to the President for discussion by Council at your earliest convenience and made a priority over other documentation.

3.2 Detailed Information

The following is a more detailed guide for Leaders on some planning processes and the conduct of activities.

Reconnaissance or Survey Trip

1. Selection of camp site: Consider access by vehicles, adequate area for the number of participants camping and expected number of vehicles, water, advisability of open fires, tree cover, hygiene areas. This latter must receive careful selection. Pit toilets may have to be constructed at some campsites. Other relevant details such as evacuation, communications, and GPS coverage should also be considered.
2. Permission to camp: Essential if site on private property. Locating owner may take time and trouble but must be done. Some reluctance may be expected but if the aims and objects of the NPAQ are given plus an assurance of clean camping and sensible walking etiquette, permission is usually given. Offer to have the owner inspect the camp site before leaving. If camp site is in National Park or Forestry Reserve, obtain any necessary permit for camping or road travel from Queensland Parks and Wildlife Service or other relevant Department. Also decide how camp fees will be paid or collected.

NOTE: Obtain full name, mailing address and phone number of all persons (landowners, lessees, QPWS, and other Departmental personnel, etc.) should later contact prove necessary prior to the activity.

3. Detailed road directions: Distance from nearest township, main road, or prominent feature are recorded. Allowances need to be made for variations in odometer readings. Gates to be left as found. Note difficult sections and consider wet weather access. Are 4WD vehicles required? Directions to camp sites or walk starting points on private property should not be published (See note in Preparation of Activity Details for website, and in 'Protected' and 'Neck of the Woods').
4. Survey of Walks: The Leader should do the proposed walks to check on current feasibility, and to grade them. (See Appendix 3: Guide to Walk Gradings.) If an extra-long, hard or over-night trip or climbing is involved during a weekend or extended activity, alternative easier walks should be considered for members not wishing to participate in the main walk. To achieve this, the Leader may have to enlist help from another Leader. When large numbers nominate for a weekend, another Leader may be required to do an alternative walk or the same 'walk in reverse' or starting say half to one hour later. Decide if number restrictions should apply to weekends or day walks for safety considerations or to comply with NPAQ policy on minimal impact bushwalking.

NOTE: Problems can arise in locating suitable campsites or negotiating access to private property. So, the initial survey should be done at least two months ahead of the time for details to be ready for publication. Then if problems have occurred or the original venue changed, time is still available for further surveys.

In some cases, it may be necessary to repeat the trip shortly before the activity to check condition of track or access road, level of water in creek crossings, timing of morning tea and lunch stops, etc. For day walks on track or in areas personally known to the Leader, this single later survey trip may be sufficient.

5. Transport arrangements: If all transport is by private vehicles, no further arrangements need to be made at this stage.
If boat or coach is required, then obtain quotes. (See Appendix 2: Method of Costing for Coach, Boat, or Other Forms of Group Transport). Note date, departure time and place, destination, return time, route, gear stowage at depot, and any other relevant details for participants.
6. Expenses claim: Keep track of distance driven, phone calls and other expenses incurred, for expenses claim. (See p18, Post Activity 2, Survey Trip Costs) The Activities Treasurer prefers to receive the bulk of large claims early, even before the activity. Then if any refund to participants is required, the involved major costs are already known. Make any additional claims after the activity.
7. Publication of details: Check the timetable of deadline dates for publication in 'Protected' and 'Neck of the Woods', and have survey done, details written, and published on the website well before the closing date.
8. Bird Group Activities: These are generally less strenuous and shorter than other activities. They may not always require reconnaissance or survey investigations, but nomination and reporting procedures apply as for all other activities.

Publishing Activity on website, and in 'Protected' and 'Neck of the Woods'

The information on the website and the article on the activity in 'Protected' and 'Neck of the Woods' should be designed both to attract members to the activity, and to provide necessary details for those attending. It should be prepared by the Activities Leader for the trip, unless otherwise arranged. It is the Leader's responsibility to publish basic information to the website and if done well this will provide sufficient information for the 'Protected' and 'Neck of the Woods' Editor to prepare the article in time for the appropriate issue of 'Protected' and 'Neck of the Woods'; the Leader should not have to be chased up for it. A mandatory photograph is required to illustrate the announcement on the website. Please consider this and have a suitable photo to upload. Other points are specifically requested on the website template, but the following points should be considered for inclusion:

1. Location of National Park or area to nearest town, approximate distance from Brisbane.
2. Reason for visit (Wildflowers, new National Park, Scenic Features, etc.)
3. Description of area and probable walking trips. If a National Park, give prominence to the features and name. Give walk grading for each day walk with additional information where possible. (See Appendix 3: Activity Grading Guide). Consider that for weekends, some people may wish to attend for one day walk only, so give enough information (e.g., which walks on which days, and starting time from camp).
4. Camp site - Any special details, hygiene arrangements, availability of water, fire precautions. Note if there is a time limit on how early people may arrive at the camp site, or by which time they must leave at the end.
5. Road directions - In most instances detailed road directions to camp sites or walk starting points on private property should not be published on the website. This is to prevent the public who have access to the NPAQ website and individuals who may have access to 'Protected' and 'Neck of the Woods' from abusing the permission negotiated for the NPAQ group.

However, road directions to National Parks or other public starting points can be published. Directions should start from some easily identifiable place, and lead people with confidence to the campsite or walk starting point.

If road directions need to be printed and available for distribution, do this now, and email a copy to nominees.

6. Travel Details may need to be stated, e.g., timetables for departure, whether 4WD is required, carpooling arrangements, boat trips, etc.
7. Nomination Fees are payable by all persons attending an activity including non-members and Leaders. The Nomination Fee will consist of the NPAQ Fee plus any other costs such as camp fees, hire costs, etc. (Refer Section 3.3 for Definitions)

For day walks including bird and social walks, the NPAQ Fee for members and non-members is \$5 and will be paid direct to the Leader at the start of the walk.

For all other activities (weekends, through walks, and extended activities) the NPAQ Fee for members and non-members is \$2.00 per person per day and must be paid when nominating. Additional charges such as accommodation, camp fees, meals and transport should be added if they are intended to be paid in bulk by the Leader. This may be with an NPAQ cheque if the Leader does not want to temporarily use personal money - (contact Activities Treasurer). Other extraneous fees such as entry fees may be added at the discretion of the Leader or paid individually by those attending.

For extended activities, the fees may be paid in instalments with a substantial initial deposit upon nomination to cover any upfront costs NPAQ may need to commit to.

NPAQ Fees are not charged to children under 18 years, but they do pay all additional charges.

The preferred payment is via direct debit from nominee's bank account. If payment via credit card is required, the nominee should contact the NPAQ office to make the payment.

For the notice on the website and in 'Protected' and 'Neck of the Woods', the Leader is to advise what fees are payable upon nomination and what extra fees will apply upon arrival including who to pay and method of payment.

Affiliated Organisations:

- If camped in their own group, they should pay applicable fees to their own association.
- If they attend as a member of our group, they should pay fees applicable to NPAQ.

8. Method and timing of nominations. All nominations should be made via the website. If this is achieved the Activity Attendance List can be generated from the website and all signatories and acceptances of the terms and conditions of the activity as well as the acceptance of the Disclaimer is covered and does not need to be done on the day. For day walks, Leaders may wish to specify cut-off times before or after a certain date for acceptance of nominations.
9. Limit on numbers. For one day activities, Leaders may decide on a maximum number of participants, based on safety, time constraints, or in awareness of minimal impact bushwalking procedures. A maximum of 8 might be appropriate in sensitive areas, but a minimum of 4 is NPAQ policy. With fewer than 4 (including the Leader), the trip should be cancelled.

10. For other activities there may be a maximum to be considered due to limited campsite availability, capacity of coach or boat if relevant, or other restrictions.
 - a. In setting limits, Leaders should expect a few places for public website nominations at the last minute. However, Leaders should still exercise discretion as to who they accept on walks depending on the ability of the new member concerned.
11. Extra notes to be provided on possible adverse weather, fire hazards, sunburn, mosquitoes, leeches, slippery tracks or tracks on cliff edges or exposed rock faces, the need to carry water, swimsuits, or any other information likely to be relevant. Gaiters are recommended for off-track walks.
12. Activities Leader – Leaders should exercise common sense if publishing their own contact details on the website. It is encouraged to just advise your name on the website and then in the response email to nominees advise them that you will contact them with the final meeting location and your contact details. This process prevents people turning up without nominating.
13. Emergency contact - In some cases it may be possible to specify the name and phone number of a person not attending the activity who will be able to relay information about contacting participants in cases of emergencies. Obviously, such a person must consent beforehand, and must have full details of trip location and contact procedures. (See Appendix 11: Emergency Contact Officer).
14. Maps – Name, publisher, and scale of relevant maps. Any maps bought with NPAQ funds should be returned to the Office after the activity.
15. Pre-existing Medical Condition. On extended activities, members should be advised to submit details of any pre-existing medical conditions to the Leader, in a sealed envelope to be opened only by the Leader. The Leader should read this information immediately (keeping it confidential) so there are no surprises at a later date. Then she/he will have been forewarned should an emergency actually occur. This information should preferably be supplied on the NPAQ Health Form (see Appendix 17: Health Form). In extreme circumstances, the member should be advised by telephone and email not to go on the trip and refused a place. A copy of the email and a report on the discussion should be submitted with the Leader's Report.

General Meeting Preceding Activity

1. Be prepared to give a brief talk about the activity. If nominations are still open, highlight the attractions. Detail any variations from the information published on the website, 'Protected' and 'Neck of the Woods'. Ask people to see you after the meeting for nominations, payments, road directions, transport, etc.
2. This is your chance to suggest (but do not arrange) car-pooling by advising who else has nominated; otherwise, phone-calls are necessary later.
3. Encourage potential participants to formally nominate via the website.

Prior to Activity

1. Monitor nominations on the website regularly. Talk to any member/participant you do not know, and enquire about any non-members, to get some idea of their experience and suitability for the walk. Draw attention to major hazards, special requirements, etc. Check whether they require or can offer transport and keep a record of suburbs and phone numbers to facilitate arrangement of carpooling.

Once the trip is full, it is still worth recording contact details for a few more people in case anyone else pulls out.

2. For weekends, monitor nominations on the website regularly. An Activity Attendance List is prepared by the Leader and should be taken on the activity to record and check attendance (see Appendix 10).
3. Leaders have the right to refuse a nomination if they have reason to doubt the ability of the person concerned to complete an activity / walk safely.
4. Obtain details of past visits to the same area as it may provide interesting information that if passed on to members will make the activity a more interesting one.
5. If it has been a long time since the Leader has contacted the private property owner or private campsite owner, she/he should verify the booking.
6. Suggest and give necessary details but do not arrange carpooling.
7. If payment to a private campsite is required, arrange with the Activities Treasurer to have a suitable cheque made out, and take it with you. Similarly, if payment for camping is required in advance, obtain cheque and post it. Allow plenty of time for this process to be approved and executed by NPAQ Honorary Treasurer and NPAQ Accounts.
8. Collect signs, toilets, toilet tents, shower tent / mat, GPS and PLB etc. as required from the storage area at the office. It is the Leader's responsibility to arrange pick up and return of items. (See Appendix 14 for list of available items.)
9. The Activity Leader must investigate the mobile phone coverage in the walk area and decide whether to take CB radios, GPS and PLB equipment. The Activity Leader should be familiar with the operation of this equipment and test the equipment before departure and carry backup batteries.

Actual Activity

Leaders should not forget about their own well-being and consider sharing any medical condition they might have with another member in the group in case they need to be looked after themselves if the unforeseen should happen. Leaders are to ensure that at least one person present on the activity has first aid qualifications. Leaders are also encouraged under the Buddy System to give guidance to new Leaders and members with leadership aspirations.

1. The Leader must be able to arrive early. If this is not possible for a weekend, a suitable nominated member should be deputised to arrive early at the campsite to take the Leader's place till his/her arrival.
2. Activity Attendance List / Disclaimer. Ensure that each person has either nominated via the website and / or signs the disclaimer on the Activity Attendance List (Appendix 10) as soon as possible after arrival at the activity. Children's names must also appear on the list and signed by parent or guardian. Each person need only sign once for a weekend or longer activity. Once signed by all present, the Leader will then read out the disclaimer from the top of the form (in case not everyone has read it as they should). Non-members and new members should be directed to read the disclaimer. At the start of each walk, whether it is a day activity or a walk from a base camp, the Leader must explain the proposed route, walk grading, fitness requirements, detail any known dangers, risks or difficulties, and safety precautions or (as for example on an extended activity where the area is also unknown to the Leader) remind participants that the walk is exploratory with

unknown conditions, and point out that the Leader will sign at the bottom to indicate that this has been done.

Examples of risks to be explained would include walking near cliff edges, uneven ground conditions, need for rock hopping and/or scrambling, slippery rocks, and lightning injury in storms. At the same time, remind people to take enough water, sunscreen, leech repellent, warm weather gear, etc, as appropriate. Also indicate to all present that if anybody is concerned about any health problem that might affect their ability to undertake the activity, they may wish to discuss it privately with the Leader at the outset.

Finally remind participants of the disclaimer they have signed and suggest that if anyone is not happy or has concerns about what is proposed, they should consider pulling out there and then. At the end of the activity, the Leader signs the bottom of the Activity Attendance List.

3. The Leader should identify any people not already known to her/him and introduce any new members and non-members to other members. At appropriate times, pass on to members details of past visits by NPAQ and any other interesting facts known.
4. Appoint a reliable tailender for each walk (or each part of the walk). Inform participants they should not leave the track or the route for any reason without telling the tailender. Within the group, people should always keep the person in front within sight or call ahead for the Leader to slow down. The Leader should attempt to have at least two people present who are familiar with the route to be taken.
5. Collect any money owing. For day walks this will usually be the NPAQ Fee (\$5 cash). For weekends, the Nomination Fee should have been paid before the start of the activity or (if not) paid to the Leader at the activity site.
6. Try to ensure participants abide by walking rules especially in relation to minimum impact. Advise and explain as appropriate.
7. Remind passengers that it is recommended to offer some payment to their drivers, to defray the costs of fuel etc. For insurance reasons, pay at the termination of the ride.
8. In addition, there are other requirements of a Leader at campsites:
 - Before participants arrive, place direction signs as required. These could include signs at turns on 'the route in' and signs defining the limits of the campsite, and toilet areas if no pit or other toilets are available. Remember to collect signs later. If the Leader deputises someone else to do this, make sure in advance that person knows exactly where to place signs.
 - Come prepared to dig pit toilets, if need be, and set these up. A shovel and crowbar may be needed. At the end of the camp, fill in, then clean and repack toilet seats, tents etc.
 - Keep an eye open to ensure participants abide by camping rules, in relation to campfires, rubbish disposal, hygiene, etc. Explain and advise as appropriate.
 - During the weekend, help where necessary, especially during wet weather. Visit all tents or vans occasionally.
 - Before departing camp, check all fires are out, any soil or grass is replaced, that no rubbish is left, and the area is left clean. If property owner is interested,

check over camp site with him or her. The Leader should normally be the last to leave the campsite.

9. Photography: From time-to-time NPAQ produces promotional material and runs campaigns to raise our profile. Sometimes, this may involve using photographs (or video) taken from our activities which include members and non-members. Because of the nature of our activities, we presume that participants are happy to be in photographs. If a nominee indicated in their registration that they do not wish to be photographed – please ensure that this wish is complied with, try to take photos of other participants, and arrange any “group” photos appropriately.

Post Activity

1. Money collected by the Leader should be transferred to the Activities bank account as soon as possible. Also, any NPAQ equipment taken should be returned as soon as practicable.
2. Survey Trip Costs or any expenses necessarily incurred during the preparation and conduct of an activity are to be declared (so that there is a record of what it costs to run activities). Items should be listed in the financial statement, and may include vehicle running costs, telephone calls, postage, photocopying, etc. Vehicle running costs are paid at 40 cents/ kilometre. If 4WD is necessary or likely to be required, the rate is 50 cents/kilometre. For special or extenuating circumstances, such as extended activities, different rates may be appropriate, especially if the extra cost is built into the activity fee.

It is preferred that Leaders make a claim for these costs, but it is recognised that some may prefer that it be seen as a donation in which case the refund cheque can be endorsed accordingly. Reimbursement is usually by a bank transfer to the Leaders bank account or if under \$20 may be deducted from cash proceeds of activities fees. For Weekend or Extended Activities, all monies taken by the Leader is to be banked to the Activities Account and a claim then made by the Leader for expenses.

Members' refunds up to \$5 may be paid by cash but those more than \$5 should be paid by Activities Committee via bank transfer. (See Appendix 6: Refund policy.) If any payment more than \$5 is made by cash, a signed receipt must be obtained. It is the job of the Activities Leader to balance the account at the end, in consultation, if necessary, with the Activities Treasurer.

3. Reports – NPAQ website: www.npaq.org.au has under the ‘Past Activities’ section some of our reports. The report on the activity should be made via the section in the Leaders’ Area of the website. Follow the instructions.
4. The report should be finalised within two weeks. Activity Attendance List, Risk Management Plan and the Financial statement along with any other paperwork, should be scanned or photographed and be sent to the Activities Treasurer. Leaders may download the latest versions of all manual forms from the website at <https://npaq.org.au/walk-leaders-area/>

Report any damage or problems (e.g., fallen trees, landslips, erosion, feral animals, trail bikes, etc.) noticed within National Parks to QPWS.

Your comments should be passed on to Departmental staff as the Park Rangers cannot be everywhere at all times. Unless we do our bit to preserve our NP estate, increasing and unlawful usage will degrade what we consider to be our recreational backyard.

Damage and repairs to NPAQ equipment should be attended to.

Accidents, injury, and even minor incidents should be reported at this time or earlier if serious. Details should be mentioned in the report and annotated on the Activity Attendance List. It would be wise also to recontact the people involved before completing the report. See Insurance Cover and Liability.

If flora, fauna or other experts are on the trip, ask if they would contribute a bird list, wildflower list or other relevant information. These should be attached to the report as Excel files – a place is provided.

Anyone wishing to add a GPS file of the route may do this as well – this is potentially very useful for future activities.

5. If good photos are included and reporting is done well then there should be no need for the Leader to complete any further report.
6. If access or camping was on private property, write to the property owner with thanks for permission to camp, walk, etc. If there are other people to thank, do so.

Equipment and Gear

All gear and equipment are the responsibility of the Activities Convenor and is stored in the office. It is the Leader's responsibility to arrange pickup and return of items as required. (See Appendix 14: Activities Equipment List). On pick up, Leaders should check that all components are intact and again before return. Items taken and returned are to be noted in the records book which is located with the equipment. Batteries are to be removed from electronic equipment.

Costing of Extended Activities

The costs of Extended Activities should be fully recovered.

Extended Activities usually entail a greater variety of costs than day walks or weekends. In addition to the obvious costs such as accommodation, transport, meals, and NPAQ Fees, the Leader should include the cost of the reconnaissance or survey trip (vehicle kilometres, accommodation and meals, photocopying, phone calls, postage and stationery, all as incurred individually or by the office), trip folders, maps, entry fees, boat cruises, and Extended Activity share of insurance costs. Bank merchant fees are also to be charged to those paying by credit card.

It is also important to add a contingency amount of, say 10% (or other appropriate amount), to cater for unexpected increases in charges or extra activities added during the trip. Any unused part of the contingency is then refunded at the end of the trip.

Of the NPAQ Fee, the contribution to general funds (see Appendix 1) provides some income to NPAQ for the Extended Activities share of publication of 'Protected' and 'Neck of the Woods', and miscellaneous office costs such as photocopying, postage, stationery, phone and bank charges which are not otherwise directly charged to participants. The remainder is used to pay to NPAQ the Extended Activity's share of the un-recouped part of insurance premiums, bank fees, and sundry expenses. Any surplus which is usually small recognises the effort made by Leaders on members' behalf in arranging the activity.

Walking and Camping Rules

For harmonious, safe and enjoyable camping and walking, also to preserve the good name of NPAQ with landowners and the public, it is **essential** that certain requirements be observed on all activities.

Members should be familiar with the following requirements when on activities, and non-members must be instructed on these rules.

NOTE: Members and non-members are required to be bound by these rules and the by-laws of the Association. All participants in activities organised by the National Parks Association of Queensland (NPAQ) participate at their own risk and are responsible for their own safety. NPAQ accepts no responsibility for any injury that participants may suffer as a result of their participation in activities organised by NPAQ. NPAQ, its Councillors, Activities Committee Organisers and Leaders are not liable in respect of any injury to the person or loss or damage to property, howsoever caused, as a result of participating in the activities organised by NPAQ.

1. All activities are organised by the Activities Committee, which is appointed by the Council of NPAQ for that purpose.
2. It is expected that all persons participating in activities give full co-operation to the Activities Leader or deputy.
3. Participants under 18 years attending activities must be accompanied by a responsible adult member. Permission in writing for that young person to participate must be signed by a parent or guardian and received by the Leader before the start of the activity.
4. Flora **MUST NOT** be picked whether in a National Park or other area. (This means any plant material, not just flowers!). Native fauna should not be disturbed.
5. Take care not to damage fences. Go through, under or climb only at a strong post. Leave gates as found. First through should see that the last knows how to leave them. (This also applies to vehicles in convoy too.) Give any stock on private property a wide berth, particularly if they are spooked. Frightened cattle may jump fences, doing damage to the fences or themselves, or may end up in paddocks with no water access. Property owners may justifiably refuse further bushwalking access if such things happen.
6. When climbing, take extra care that stones and boulders are not dislodged onto following persons. However, do remove any existing hazards and place in a secure position.
7. When walking in the bush it is the following person's responsibility to keep clear of the one in front and of branches swinging back, etc.
8. Any members who wish to explore apart from organised walks **MUST** advise the Activities Leader and should have at least four in the group. The Activities Committee is not to be held responsible for any person becoming lost or be expected to form any search party.
9. It is each person's responsibility to assess his or her capability to take part in and complete any walk. The Activities Leader will give his or her assessment of the walk conditions prior to departure. Should a person be unable to proceed, make sure the Leader knows so a return to camp or other suitable assistance can be arranged.
10. Small First Aid Kits should be carried by each person or group on all activities. Don't rely on others for medication, Band-Aids, etc. (See Appendix 16: Personal Bushwalking First Aid Kits). Similarly, ample food and water, cold and wet weather gear must always be carried. A functioning torch is strongly recommended. Special consideration to emergency gear should be given for overnight or through-walks. Gaiters are recommended for off-track walks.

11. Children must be supervised while camping and walking, and parents or accompanying guardians must accept responsibility for compliance with NPAQ rules.
12. To enable the NPAQ to return as welcome guests on private and public property, cleanliness of campsites and hygiene areas is top priority. It will be strictly enforced by Activities Leaders. Obvious breaches could mean the participant would be unwelcome on future activities.
13. Personal hygiene is very important. If pit toilets or other facilities are not available, check for the areas allocated to men and women in the campsite. If you need to go bush while on a walk, select an area at least 100 metres away from tracks, water courses and drainage channels. Bury all human waste with soil at least 15 cm deep. Take a small trowel or similar instrument for the purpose. Toilet paper should be carried out – press-seal bags are ideal. Tampons, disposable nappies, and similar items should also be carried out, not left anywhere in the bush. Again, take press-seal plastic bags with you.
14. Soap, shampoo and detergent must not be used in or near streams or streambeds. Wash well away from any stream. Most streams nowadays are, unfortunately, likely to be contaminated so drinking water should be treated, boiled, or preferably carried from home.
15. All campsites must be left clean and tidy. No rubbish must be left anywhere, which includes rest spots during walks. Tins, bottles, plastic containers, eggshells, food peelings, ALL rubbish brought to camp must be taken out again.
16. Respect the privacy of others. Don't camp right beside another person or group without asking. Sometimes space is being kept for later arrivals who are family or friends of campers.
17. As vehicles may be required at times for travel to and from the campsite to a walking area, or in an emergency, make sure all vehicles have access through the campsite.
18. Sound carries in the bush especially at night. NO NOISE in camp area after 10 pm or before 6.30 am. Should you wish to talk or sing, go well away from the camp.
19. Campfires should not generally be used unless there are constructed fireplaces and wood provided. It is preferable to have above ground fire drums on private property and in campgrounds if permitted. Wood, even dead wood on the ground, should not be gathered for burning. If fireplaces and wood are provided, take special care to ensure your fire is totally extinguished and cold before leaving. Take gas or other burners for cooking and heating water.
20. Cancellation of an activity nomination must be received by the Leader by the closing date for nominations, if any refund is to be claimed. Any refund not claimed within three months of the activity becomes the property of NPAQ.
21. Road directions are as accurate as possible but due to road works, odometer reading differences, etc, checks should be made at reference points. Road conditions must be accepted as found and no responsibility is taken by NPAQ for mishaps or damage or recent changes to the roads.
22. All matters relating to Activities should be directed to Activities Committee members, preferably by email.
23. Non-members are welcome on activities but should be encouraged to join NPAQ if desirous of attending regular activities. Certain activities may be restricted to financial members due to limits on transport, accommodation, or other reasons.

24. The Council of the Association or Activities Committee accepts no responsibility for damage or loss to members or non-members or to their property, regardless of the cause, when participating on any activity.
25. Medical Condition: It is advisable for individual and group safety that any participant with a medical problem, such as allergies, asthma, etc. which may affect their fitness, should advise the Leader when nominating for the activity.

Insurance Cover and Liability

NPAQ has always operated trips on the basis of "participation at your own risk" and will continue to do so. However, there are legal risks for which we have four insurance policies:

- Directors and Officers Liability Insurance
- Business Insurance (office contents)
- Public and Product Liability Insurance
- Personal Accident Insurance

Of these, only the last three are relevant to Activities. Note that our insurance does not cover in any way the owners of private property – they should have their own. As is true of all insurance policies, the fine print contains conditions too numerous to repeat here but the following covers many of the main points:

Office Contents Insurance

Activities equipment stored in the office is covered but there is currently no cover once taken out of the office. In any event, because the value of our equipment is small, the policy excess on claims renders it of little use.

Public and Product Liability Insurance

This policy is the one that places restrictions and conditions on the extent of our activities and precautions that we must take so that cover is not jeopardised. Its purpose is to help protect NPAQ in the event that somebody tries to sue for damages arising out of activities conducted by NPAQ and in particular relates to volunteers which would include Activities Leaders.

Restrictions and conditions:

1. Excludes all guided walks with "extreme" activities including abseiling.
2. Excludes rock climbing, abseiling, canyoning, caving, white-water activities, and activities conducted in the snow.
3. Does not cover liability in respect of personal injury or property damage in connection with:
 - a) go-karting, mechanical rides, horse and camel rides, air castles and/or slides, pyrotechnic displays, bungee jumping, rock climbing, rope activities, adventure activities.
 - b) performance, sport, game, contest, display involving athletic, acrobatic, military, or equestrian skill.
 - c) activities of stall holders or exhibitors.
 - d) storage and sale of alcoholic drinks, etc.
4. Must use an Indemnity and Release Form that has been approved by a qualified legal practitioner, and it must be completed by all attending. For minors, this form is to be signed by a parent or guardian.
5. The signed Indemnity and Release Form to be submitted with any claim.
6. Strict adherence to all warning signs relating to swimming, other water activities, and/or proximity to crocodiles.

7. Helmets manufactured to relevant Australian Standards to be always worn in relation to riding of bicycles, motorcycles, and animals.
8. Lifejackets manufactured to relevant Australian Standards to be worn at all times in relation to canoeing, kayaking, rafting, jet skiing, catamaran sailing, and any other water-based activity where required by laws and regulations and the transporting vessel must be safe for its intended purpose.

Precautions:

1. Leaders to note that the use of the Indemnity and Release Form is of paramount importance if a beach water activity is not in a patrolled beach area.
2. Any equipment provided by NPAQ to participants in activities must be inspected for its condition and safety prior to use. It would be prudent to also inspect and enforce use of any personal equipment used by participants.

Personal Accident Insurance

This policy provides limited cover 24 hours per day for Volunteers including Leaders in the event of an accident while performing work on behalf of the Association. As well as cover while actually performing voluntary work, the time while commuting from home to the workplace may be included. There is a Capital (lump sum) Benefit, a Weekly Accident Benefit, and additional cover for Non-Medicare Medical Expenses, but no Sickness Benefit.

Terrorism, acts of war, and criminal acts are among the many exclusions. There is no benefit if you are over age 80 and no weekly benefit if retired (i.e., not actually in the workforce). There is no such cover for other members.

The Capital Benefit includes Death, Permanent Total Disablement, and a range of other serious injuries like Paraplegia and Total loss of Sight, etc.

The Weekly Accident Benefit is paid while off normal paid employment for up to 52 weeks but may be reduced by certain amounts received from other sources.

Any compensation for Non-Medicare Medical Expenses (e.g., broken teeth, Taxi to attend physio, home help, meals on wheels, lawn mowing) is reduced by payments received from Private Health Insurers and other statutory schemes and is limited to 75% of medical expenses incurred up to the policy limit. Payment is not paid for pre-existing medical conditions or medical gap fees.

It should be noted that this policy also covers workers (read volunteers) and Leaders who attend FMR training sessions. (In this case, Activities Committee Policy requires that a NPAQ Leader be present so that our Activity Attendance List can be signed by our members who attend).

Activities Liability Documentation

Because of the above, we need to have the right documentation in place. NPAQ sought and is following legal advice. Briefly, we have:

1. "Disclaimer Clause" to the Camping and Walking Rules, the Activity Nomination Form, and the Activity Attendance List. This states that everyone participates at their own risk and is responsible for his/her own safety, with NPAQ and its officers/ Leaders accepting no responsibility or liability.
2. An "Execution Clause" to the Activity Attendance Lists, which must be signed by the participants. The presence of the Disclaimer Clause in the Rules and Nomination Form is legally significant in that it gives notice to the participant, who then signs the

Activity Attendance List before the trip starts. Selecting the box on the online nomination to say that the participants understand the conditions is also equivalent to a signature.

3. A statement by the Leader on the Activity Attendance List that the disclaimer and walk details were explained prior to the trip commencing. Courts should then accept that participants were adequately forewarned.

Leader's Duties - what Leaders must do

1. Activity Nomination Form
Nominations are only accepted on the Activity Nomination Form on the NPAQ website which includes the disclaimer clause wording and execution clause.
2. Activity Attendance List
Ensure all participants (including the Activity Leader) appear on the Activity Attendance List and have signed and have heard your explanations. "Participants" mean all persons who attend the activity, whether they take part in the activity or not.

For weekends and extended activities, any participants who have not nominated online should sign as soon as possible after the start of the activity. Leaders must ensure that for each walk during the activity, full information is given at the start, since they must sign at the foot of the Activity Attendance List that they have done so. Ensure Activity Attendance List is signed by the Leader before the end of the activity.

3. Trip Report
Leader's report must record details of any incident causing an injury (even minor ones), or which could lead to a claim now or in the future. If any participant declined to sign the disclaimer for any reason, they should not be allowed to partake in the activity, and this should of course be noted as well.
4. Conduct of Activity
Remember you have a duty of care - be particularly careful of overseas visitors and or people deciding to pull out early and not complete the trip. Read out the disclaimer from the top of the Activity Attendance List.

3.3 Definitions

NPAQ Fee

The fee may also be referred to as the Activities Fee. This is income to the Activities Committee to cover Leader expenses, purchase and maintain equipment, and contribute to the cost of first aid courses, and other training events.

Nomination Fee

This is the total fee required for an activity that is to be paid to NPAQ. This will include the NPAQ Fee plus where required other fees and costs such as but not limited to camp fees, accommodation costs, boat hire, etc. Often, the total fee will be required to be paid at the time of nomination. One exception is for extended activities where an initial deposit is paid with the nomination followed by further payment(s) during the period prior to commencement of the activity.

Extended Activities

An extended activity is any activity of duration exceeding five days. Activities of two to five days duration are categorised as weekends.

4. APPENDICES

Appendix 1: Transfer of Activities funds to NPAQ General Funds

The Activities Committee contributes to general funds as requested by Council or at other periods as determined by the Activities Committee, to cover various costs including part payment of the cost of activities, sections of the website and material in 'Protected' and 'Neck of the Woods'.






The fees retained by the Activities Committee go towards meeting Leader's expenses, accident insurance, equipment purchases, bank fees, Activities Program, training courses, etc., except as stated elsewhere for Extended Activities.

Appendix 2: Costing Coach, Boat & Other Forms of Group Transport

1. Obtain quotes from at least two sources if possible.
2. For day charter, ask about hourly rates and/ or total cost or minimum or maximum time and/ or distance. If transport is required one way only, check whether empty running is the same cost or less than loaded running. Make sure the quote includes the services of a driver.
3. For overnight charters, check the cost of parked time for the transport as well. Ascertain what is required for driver accommodation and meals. If the group is being accommodated, the driver is usually afforded the same accommodation as the members but check whether complimentary accommodation may be available for the driver. If the group is camping, check that the driver is aware of this and is prepared with tent and other gear, or is prepared to sleep in the coach, if suitable. All such conditions should be in writing.
4. To calculate the cost per person, allowance needs to be made for leeway should full capacity not be obtained. It is better to make a refund if the capacity is full, rather than have to extract extra money later if not. Hence divide the total charter cost by the number of persons if full, and then divide that figure by three-quarters. (i.e. \$300 divided by 10 people divided by $\frac{3}{4}$ = \$40pp). On extended activities, it is wise to have a few seats spare so that passengers can spread out or sit alone if desired, lie down if unwell, or use the space for soft gear stowage.

Appendix 3: Activity Grading Guide

Activities Grading Guide

	Very Easy  White Circle	Easy  Green Circle	Intermediate  Blue Square	Difficult  Single Black Diamond	Extreme  Double Black Diamond
Description	Likely to be a path or fire road or wide track with a gentle gradient, smooth surface and free of obstacles. Frequent encounters are likely with other walkers, cyclists, runners or horse riders.	Likely to be a combination of fire road or single path or open terrain with gentle gradient, smooth surface and relatively free from unavoidable obstacles. Short sections may exceed these criteria. Frequent encounters are likely with other walkers, cyclists, runners or horse riders.	Likely to be single width track with moderate gradients for extended distances, with variable surface and obstacles.	Likely to be challenging single width track or undefined, with steep gradients, variable surface and many obstacles.	Extremely difficult trails will incorporate very steep gradients, highly variable surface and unavoidable severe obstacles. Bushwalking will require some ropes.
Suitable For	Beginners, small children, parents with prams, elderly, novice cyclists.	Beginners, young children, slower walkers, cyclists with off-road skills and sturdy bikes.	Experienced bushwalkers or mountain bikers with good skills. Not suitable for most beginners.	Experienced walkers or mountain bikers with very good skills. Walkers need good equipment and cyclists need quality machines. Participants should be known and accepted by the other group members and the leader.	Highly experienced walkers or bikers with excellent skills and high quality equipment. Team must have walked or ridden with each other previously.
Fitness Level	Most people in good health	Most people in good health able to walk for up to 2 hours without a long break	A good standard of fitness. Ability to complete prolonged climbs without rest.	High level of fitness and endurance.	Higher level of fitness and excellent stamina.
Track Type	At least two people can travel side by side. (Australian Walking Track Grade 1)	Shoulder width or greater. Any off-track sections will be in keeping with general description. (Australian Walking Track Grade 2)	At least shoulder width, possible sections with steep drop off the track. Any off-track sections will be in keeping with general description. (Australian Walking Track Grade 3)	Significant sections narrow, steep or undefined. (Australian Walking Track Grade 4)	Large sections narrow, steep or undefined. (Australian Walking Track Grade 5)
Track Surface and Obstacles	Hardened, with no challenging features.	Mostly firm and stable. Track may have obstacles such as logs, roots, and rocks. In general there will be no or minimal scrub.	Possible sections of rocky or loose tread. Track will have obstacles such as logs, roots, and large rocks may necessitate some scrambling. Track may involve minor scrub, scunge or rainforest.	Variable and challenging. Unavoidable obstacles such as logs, roots, rocks, drop offs, exposure, and expect to involve scrambling.	Widely variable and unpredictable. Expect large, committing and unavoidable obstacles.
Track Gradient	Shallow climbs or descents.	Climbs and descents are mostly shallow, but track may include some moderately steep sections.	Mostly moderate gradients but some steep sections.	Contains steep to very steep descents and climbs.	Expect prolonged steep loose and rocky descents and climbs

List of Suggested Gradings for Typical Walks

NOTE: these are suggestions, and may be open to dispute, especially where conditions change. The distance should also be indicated when giving the grading.

Walk	Grading
<u>Lamington NP:</u>	
Daves Creek Circuit	Easy – Green
Ships Stern Circuit	Intermediate – Blue
Bushrangers Cave - Wagawn & return	Difficult – Black
O'Reillys to Binna Burra	Intermediate - Blue
Westray's Grave	Intermediate - Blue
Blue Pool - Box Forest	Intermediate - Blue
Illinbah Circuit (creek crossings)	Intermediate – Blue
Fountain Falls from O'Reillys (off track)	Difficult - Black

Walk	Grading
<u>South East Qld Peaks:</u>	
Buchanans Fort	Intermediate – Blue
Mt Edwards	Intermediate - Blue
Mt Greville	Intermediate – Blue
Flinders Peak	Intermediate - Blue
Mt Maroon (north approach)	Intermediate - Blue
Mt Glennie	Difficult - Black
Mt Barney - South East ridge	Difficult - Black
Mt Barney - Mezzanine ridge or North ridge	Extreme – Double Black
Mt Barney - Eagles ridge, East peak	Extreme – Double Black
Knapps Peak	Intermediate - Blue
Lower Portals to Upper Portals rock hop	Difficult - Black
Mt May	Intermediate - Blue
Montserrat Lookout	Intermediate - Blue
<u>Springbrook:</u>	
Warrie Circuit and Pinnacle	Intermediate - Blue
Mt Cougal	Intermediate - Blue
<u>Main Range:</u>	
Mt Mitchell	Easy - Green
Sylvesters Lookout to Mt Castle	Intermediate - Blue
Lincoln Wreck from Emu Creek	Difficult - Black
<u>Sunshine Coast:</u>	
Noosa National Park	Easy - Green
Mt Tibrogargan	Difficult - Black
<u>Other:</u>	
Mt Warning graded track	Intermediate - Blue
<u>Social Walks:</u>	
Slaughter Falls	Very Easy White
Toohey Forest Main Paths	Very Easy White

Appendix 4: Bushfire Safety and Survival

NOTE: Reprinted with permission from The Queensland Fire and Rescue Authority Rural Fire Service.

Bushfires in Australia have claimed many lives - lives so tragically lost that may have been easily avoided by a simple understanding of what to do in a bushfire.

Most bushfire victims should have suffered no more than a few minor burns, nose and throat irritation and perhaps a slight headache. Instead, some die because they have either panicked or ignored taking a few basic safety precautions.

A fear of fire is probably the most widely spread phobia of humans. The unexplainable panic that arises when people have found or imagined themselves in danger of being trapped by fire, has led to the abandonment of common sense. Panic, in most cases, has led to individual and multiple deaths when comparative safety was near at hand.

To avoid such tragedies, everyone who lives in or visits the grass and bush lands that make up such a large percentage of our country should make themselves familiar with a few simple facts about the dangers of bush and grass fires. They should be aware of the rules of conduct that may greatly multiply their chances of survival under even the most critical fire conditions.

Three important rules you must observe when faced with a fire:

1. Always remain calm. Don't panic. (Panic is infectious, drains physical and nervous energy and clouds your judgement.)
2. Always protect yourself from radiant heat.
3. Keep low and/or stay in cleared areas.

Radiated Heat

Heat effects from various sources are experienced by persons trapped in a fire, and each contributes to the risk of injury or death. Means of minimising the effects of these individual sources of heat should be understood and applied if chances of survival are to be improved.

Radiated heat is the greatest killer. Only a small percentage of those people who die in bushfires are, in fact, burnt to death. The majority collapse due to the effects of radiated heat before the flames actually reach them.

The temperature at the face of a low-intensity fire will be around 1000 degrees C, and the heat level rises sharply as fire intensity increases. In a grass fire, a person would be subjected to the extreme radiated heat for about 30 seconds, but in high-intensity bushfire, the danger period would be 3-4 minutes or longer.

Protection from radiated heat is the major factor in survival in bushfires. No means of avoiding radiated heat should ever be rejected. At such times, any idea of personal hygiene may have to be temporarily abandoned: rolling in the mud and slush of a pigsty may not be clean, but it is preferable to extensive skin grafts and perhaps fatal injuries from burns.

Wind-borne heat

The main convection current rises above a fire, but air is heated as the wind blows the fire forward, and this hot air has the effect of pre-heating objects in advance of the fire. The feeling of heat or strong smell of smoke in the air is an immediate indication that the fire is near, and it's time to take safety precautions before the real emergency occurs.

Body temperature will rise whenever there is a tendency to panic. Mental coolness (no panic) means physical coolness and this is important. Vigorous activities also cause the body temperature to rise; therefore the necessity to conserve energy by deliberately controlling your actions is important.

Being trapped by a bush or grass fire generally occurs under one of three circumstances:

- on foot
- in a vehicle
- in a house or building

When fire threatens or appears to threaten, there is no cause or reason for panic. It is essential for the person to remain calm and assess the position and situation in a logical manner. Certain measures can be taken to improve your chances before fire arrives. If on foot, employ one of the safety measures listed:

1. Stay with companions. Don't worry others by disappearing. Don't wander off alone.
2. Never try to escape from an approaching fire by running uphill. Fire travels faster uphill.

It is always best to move across the face of a hill out of the way of the fire.

3. Don't panic, as this drains your energy and affects your thinking.
4. Run only when absolutely necessary and only if your chances of escape are clear.
5. Seek shelter in a creek, waterhole, dam, in-ground earth tank, muddy area or swamp at the side away from the fire. Wet or plaster the exposed parts of the body with mud to keep it moist. Do not climb into elevated tanks as this water heats rapidly and collapse can occur within a few minutes. (A person almost totally immersed in warm water at 44 degrees C reaches a stage of collapse in approximately 3 minutes.)
6. If no water is available take refuge behind a raised object (a rock, log or tree stump) in a cleared area. A slight hollow in the ground is also sufficient in a bare area (e.g. wheel ruts).
7. If there is no suitable safe location available, seek shelter in the barest area away from heavy quantity of fuel; cover exposed skin with dirt or dust or clothing or any available protection. Lie face downwards with boots towards the fire.
8. Notify NPAQ Emergency Contact Officer and advise them of the proposed plan to avoid the bushfire.

Appendix 5: Lightning Safety

South-east Queensland has a higher incidence of lightning strikes than most of the rest of Australia, particularly around Minto Crags. It is the step voltage that causes a problem if you are beside a lightning strike (as opposed to a direct hit). Horses and cows are more likely to die than humans because of the larger distance between their legs.

The following information was provided by Professor Mat Darveniza during his talk at the NPAQ General Meeting on 19 October 2001.

1. Before the Walk

Consult the weather forecast for the region, and if a thunderstorm is expected, select a walk which can be completed before the onset of the storm.

2. During the Storm

Wherever possible, keep a lookout for the development of thunderstorm clouds in the region. Once thunder can be heard, keep estimating the distance to the lightning activity by counting the time interval between seeing the lightning flash and hearing the thunder. The time-to-thunder provides an estimate of the distance to the lightning activity, e.g.

3 seconds = 1 kilometre

5 seconds = 1.7 kilometre

15 seconds = 5 kilometres

30 seconds = 10 kilometres

If there is a good line of sight to the thunderstorm, reasonable estimates of distance can be made up to 10 km.

3. When should you endeavour to get away from Exposed Locations and seek shelter in Safer Locations?

Data from lightning location systems shows that the distance between successive lightning strikes from a single thunderstorm cell rarely exceeds about 4 km (time-to-thunder 12 seconds).

This suggests that you should get away from exposed situations whenever the time-to-thunder is less than 15 seconds.

4. What are Safe Locations?

Safe places during thunderstorms are:

- Inside a metal-skinned car or vehicle, keep completely inside.
- Inside a substantial building but keep away from outside windows. Do not handle appliances connected to outside electrical conductors, i.e., do not use a telephone, a modem-connected computer, a hand-operated electrical appliance or touch a TV or radio set particularly if connected to an outside aerial.

If the above locations are not readily accessible, find a hollow or a low-level location away from tall trees, crouch low, keep your shoes on and your feet together. If in a group, don't crowd together.

5. What to do if the Thunderstorm is above you and Lightning Strikes are nearby, i.e. Time-to-thunder is less than 5 seconds.

This might happen if you were not able to take the action suggested in 3 above, and this is quite possible if you are out on a walk involving distances of over 15 km. Now, all you can do is to minimise the risk of being struck by lightning. You should try to:

1. Get away from high ground – if possible, leave the top of a mountain range or ridge.
2. If you are on a range or ridge, get away the top edges of a cliff or an escarpment. Lookouts are usually at such locations, so get away from lookouts.

3. Keep away from large trees, particularly those located near a cliff edge or an escarpment. If you are in a forest and so cannot avoid being near to trees:-
 - Choose to be near small trees rather than tall trees.
 - Try to stay a distance of more than your height from the nearest tree trunk.
4. If with a group of walkers, keep at least 5 metres apart. Do not walk in pairs or in closely packed groups when lightning strikes are all around you.
5. If you have found a somewhat safer location (as above) it is better to stop walking, to remain in a crouched position keeping your feet together or sit with your feet tucked in close to your body and wait till the thunderstorm cell has passed from your location (it should be safe to move again when the time-to-thunder exceeds 10 seconds).

6. What to do if one of your Party is struck by Lightning

It is most unlikely that a second lightning strike will occur immediately to the same spot.

The total lightning discharge for a single strike only lasts a maximum of 1 to 2 seconds.

Therefore, it is safe to touch an injured person immediately after the strike.

You should:

a. Begin first-aid immediately

- If there is no heartbeat and no breathing, give mouth-to-mouth resuscitation to the victim and apply cardiac massage.
- If there is a heartbeat but no breathing, give mouth-to-mouth resuscitation only.
- Be prepared to continue the cardio-pulmonary resuscitation for a long time.
- Even if it apparently unsuccessful, keep the CPR going until medical help arrives.

b. Seek Help as soon as possible, but only when it is safe to do so.

- It is obviously not wise to send someone for help if that person has to move into or through a very exposed location.

7. General Lightning Protection

The precautions described above apply to any outdoors situation. Australian Standard AS1768 (Reference 1) sets out detailed guidelines for the general protection of persons and property from hazards from exposure to lightning.

Reference 2 also provides more general information about lightning protection and medical treatment.

8. References

1. 'Lightning Protection', Australian Standard NZS/AS1768-1991, Standards Australia.
2. Andrews, Cooper, Darveniza and Mackerras, 'Lightning Injuries – Electrical, Medical and Legal Aspects', CRC Press, Boca Raton, Florida, 1992 (distributed by D A Books, Australia).

Appendix 6: Refund Policy

Day Activities

Generally, the activity fee is paid at the start of the activity, so refunds are not relevant. However, for activities where money is payable in advance, such as boat trips, the policy is the same as for weekends.

Weekend Activities

1. Before (and including) the closing of nominations
A member unable to attend an activity may receive a refund of the activity fee and other required deposits provided the Activity Leader is notified by the closing date.
2. After the closing date but before the activity
Provided the Activity Leader is notified before the activity, consideration will be given to a refund, but this depends on the financial status of the activity. When money has been paid in advance for campsites, transport, catering or other facilities, this may be non-returnable. The standard activity fee is not refunded.

No refund will be made to members or non-members who just don't turn up.

Any money not claimed three months after an activity is not refundable.

Extended Activities

Policy on refunds for extended activities is defined in the information provided for each particular activity. However generally it is based on similar considerations to those for weekend activities.

Appendix 7: Financial Statement – Day Activity

Two versions of the Financial Statement for day activities are available in the Leader area of the website.

- One version is PDF and should be downloaded / printed and completed in pen.
- The other is Microsoft Excel and should be downloaded and completed electronically. It includes logic to automatically calculate totals in the form.

This is a completed example

FINANCIAL STATEMENT - DAY ACTIVITY

ACTIVITY NAME	Albert River Circuit
ACTIVITY DATE	Saturday, 22 February 2014
LEADER	Albert & Anna Smith

Attendance	Members	<input type="text" value="10"/>	Non-members	<input type="text" value="4"/>	Children	<input type="text" value="2"/>
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INCOME

10	members @ \$5 per person	\$50.00
4	non-members @ \$5 per person	\$20.00
2	children (under 18) @ \$0 per person	\$0.00
TOTAL INCOME		\$70.00

EXPENSES

Fuel costs for Reconnaissance or Survey Trip only

OR	Number of km in a conventional vehicle @ 40c/km	40	\$16.00
	Number of km in a 4WD vehicle <i>if required</i> @ 50c/km		\$0.00

Other Leader expenses

Phone calls	\$2.00	
TOTAL EXPENSES		\$18.00

SUMMARY

	NET GAIN	\$52.00
Refund claimed by Leader	\$18.00	
Refund entitlement not claimed, and so donated by Leader		
Amount paid to BSB 124-001 Account 1201 8942	\$52.00	

Signature	A. Smith	Date	23 February, 2014
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Appendix 8: Financial Statement – Multi-Day Activity

Two versions of the Financial Statement for multi-day activities are available in the Leader area of the website.

- One version is PDF and should be downloaded / printed when a Leader elects to complete the statement in pen.
- The other is a Microsoft Excel file and should be downloaded and completed electronically. It includes logic to automatically calculate totals in the form.

Please see completed example on
the following page.

FINANCIAL STATEMENT - MULTI-DAY ACTIVITY

ACTIVITY NAME Happy Wanderer Adventure

ACTIVITY DATES

Start Date Wednesday, 1 January 2014

End Date Friday, 10 January 2014

Total Days 10

LEADER Elizabeth and Eric Thompson

Attendance **Adults** 11 **Guests** 2 **Children** 0

INCOME *Activity fees paid to NPAQ Office*

12	people times	10	days @ rate of	\$2.00	\$240.00	
10	people times	9	days @ rate of	\$25.00	\$2,250.00	<i>(Cabin pp)</i>
2	people times	9	days @ rate of	\$5.00	\$90.00	<i>(Camping pp)</i>
Total Income paid to Office						\$2,580.00

Income paid to Leader

Late nominee Bill Jones for 9 nights in cabin (ie \$25/night)	\$225.00
Late nominee Bill Jones activity fee (ie \$2/day)	\$20.00
Total Income paid to Leader	
\$245.00	
TOTAL INCOME	
\$2,825.00	

EXPENSES *Costs paid by NPAQ Office*

Deposit for cabins	\$500.00
Camping fee deposit	\$10.00
Balance for cabins incl. Bill Jones & \$80 for Camping	\$2,055.00
Total expenses paid by NPAQ	
\$2,565.00	

Fuel costs for Reconnaissance or Survey Trip only

Number of km in a conventional vehicle @ 40c/km	100	\$40.00
Number of km in a 4WD vehicle <i>if required</i> @ 50c/km	16	\$8.00

OR

Other Leader expenses

Postage	\$1.20
Maps	\$6.00
Competition prize	\$5.00
Camping Fee @ \$10 pn x 2 nights (pre-outing)	\$20.00
Total expenses incurred by Leader	
\$80.20	
TOTAL EXPENSES	
\$2,645.20	

SUMMARY

	ACTIVITY NET GAIN
	\$179.80
Surplus Leader Position	
\$164.80	
Refund claimed by Leader	\$72.20
Refund entitlement not claimed, and so donated by Leader	\$8.00
Amount paid to BSB 124-001 Account 1201 8942	\$245.00

Signature E. Thompson	Date 15 January 2014
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Appendix 9: Walk Leader Website Manual



INTRODUCTION TO THE WALK LEADERS AREA ON THE NEW NPAQ WEBSITE

29/01/2021

To create an activity on the website, click on **Walk leaders' area** in the bottom green banner on the Homepage and login. Your email address is your username and you will need a password which can be obtained from the staff member, NPAQ Operations. For this software an Activity is referred to as an Event. Once logged in with your temporary password you can visit **Profile** on the left side to reset your password to something you will remember. Scroll halfway down the page to **Account Management** and click **Generate Password**. You can then delete this password and type in your own password that you will remember. Remember to save the changes by scrolling to the bottom and clicking the **Save** button.

Once logged into the system watch the 10 minute training video of how to create an event: <https://drive.google.com/file/d/13qwCB69ljCAgV2hkzSV9s8v6xG4zhRWv/view>.

You will need to watch this video several times as the presenter moves very quickly through the various modules.

If you need help you can contact Len Lowry.

To add a new Event

It is suggested that you type up your Event in a text document (i.e. Word) with all the details and use Copy and Paste to add your Event to the application. *See sample headings (in **Bold**) in EXAMPLE A on Page 45.*

After logging in, the **Dashboard** page is displayed, click **Events** in left hand column, click on **Add New Event** and type in the Event name in the **Add title** box at the top of the screen and then go to right hand side column under **Categories** and tick Event type i.e., **Social, Bird Watching** etc.

Type in the details of your Event in the text box to give adequate information to sell your Event. Add specific information Where to Meet and What to Bring at the end of this text.

To add images, scroll down the page to the **Featured Gallery** button on right hand side of screen and click on **Select Image** button. The Select Image Gallery page will appear with the images preloaded to the NPAQ website. We can select from the preloaded images that have been loaded to the NPAQ system or/and upload our own images from our computer. Click on the preloaded images and the selected images should be highlighted with a tick in top right-hand corner of the image. When selecting your own images from your computer, it is suggested that the image is less than 200kb and use the drag and drop method to move your image to the Feature Gallery box.

If you want to bring images from the NPAQ preloaded images and images from your computer it will need to be done in two steps. Firstly, select the images from the preloaded NPAQ images and then click on **Edit Selection**. Now drag and drop your images from your computer to the Featured Gallery box and click **Set Featured Gallery** button, bottom right corner. Click on the **Arrange Image** button in the bottom right-hand corner of the screen. Your selected images are displayed in the Edit Gallery box and the order can be arranged by drag and drop to your preferred order. This step can require a bit of practise by selecting each image to get the correct order. You can only drag and drop images forward to a forward position in the line of images. You can use the **Reverse** button to change the order of the images. When satisfied, click on the **Set Featured Gallery** button.

Now scroll down to the **Event Details** box. In **Event Details** type in details to describe your Event under:-

Payment Amount:

Walk Leaders Name:

Grading:

Phone Number:

Email:

Start Date/Time:

End Date/Time:

Capacity:

Recurrence: (i.e., applies to Boombana Revegetation)

Include/Exclude Occurrence: (i.e., applies to Boombana Revegetation)

Venue:

For the location of the Event, select from the **Venue** drop down menu which has some locations of previous NPAQ Venues. All the old Venues from the previous system have been UPDATED or DELETED for the Venues in the new system. Where the exact Venue location could be determined, a new location map was generated. Where it was not possible to determine the meeting point for an activity, the venue name was deleted, (e.g., Main Range National Park was not precise). This will require leaders to generate a new Venue and location map for places we have visited in the past. *See **To add a new Venue** later in this instruction.*

If you have been able to pick a Venue from the drop-down list, click on the **Save Draft** button in top right corner. Now click on the **Preview** button to see how the Event will look like published on the website. If you are happy with the look and details, return to the **Dashboard/Events/All Events**, tick your Event box and click the **Publish** button.

To add a new Venue. Click on the “+” symbol near the Venue box and type in your new Venue Name, (actual house number) Street Address, City, State/Province, Postcode and Country. An example would be *639 Gold Creek Road Brookfield Queensland 4069 Australia* for an activity at Gold Creek Reservoir. This detailed address is useful for registrants who may be using a GPS to navigate to your activity. Your new Venue map should appear in a box below your address information.

When leaders are creating Venues, for the name of the Venue, put only the name (do not use a comma, i.e. between street and the suburb). See below screenshot for the Venue name of NPAQ Office; then fill out the address. Now the system will generate a map to locate the Venue. Sometimes the location of the blue location pin is not exactly correct. To fix this, pick up the blue location pin and move/drag it (see red square below). If you have the exact GPS coordinates from Google Maps or your hand-held GPS, enter the exact GPS coordinates (see red square area below – edit the GPS coordinates and it will move the blue pin). GPS coordinates are to be in decimals of a degree. Click on the blue **Update Venue** button on the right-hand side. Doing so does not change the address information you have entered.

- Dashboard
- Flatsome
- Posts
- Publication Issues
- News & Campaigns
- Events
- All Events
- Add New
- Categories
- Tags
- Mail Content
- Venues
- Calendar View
- Extensions
- Portfolio
- Media
- Forms 1
- Pages
- Comments 1

Edit Venue [Add New Venue](#)

This theme recommends the following plugins: [Contact Form 7](#), [Nextend Social Login](#), [Unlimited Sidebars Woosidebars](#) and [YITH WooCommerce Wishlist](#).
[Begin installing plugins](#) | [Dismiss this notice](#)

NPAQ offices

Permalink: <https://npaq.org.au/events/venues/npaq-offices-unit-10-36-fi> [Get Link](#) [View Venue](#)

Venue Location

Address:

City:

State / Province:

Post Code:

Country:

Latitude/Longitude:



Another example of Edit Venue:

S

npaq.org.au/wp-admin/edit.php?post_type=event&page=venues&action=edit&

Apps NPAQ - Home Administration Login Log In < National Pa... Finance MailChimp

National Parks Association of Queensland Flatsome 2 1 + New View Venue 1

Dashboard Flatsome Posts Publication Issues News & Campaigns **Events** All Events Add New Categories Tags Mail Content Venues Calendar View Extensions Portfolio

Edit Venue [Add New Venue](#)

This theme recommends the following plugins: [Contact Form 7](#), [Nextend Social Login](#), [Unlimited Sidebars Woo](#)
[Begin installing plugins](#) | [Dismiss this notice](#)

Bird Hide, Buckleys Hole Conservation Park

Permalink: <https://npaq.org.au/events/venues/bird-hide-buckleys-hole-> [Get Link](#) [View Venue](#)

Venue Location

Address:

City:

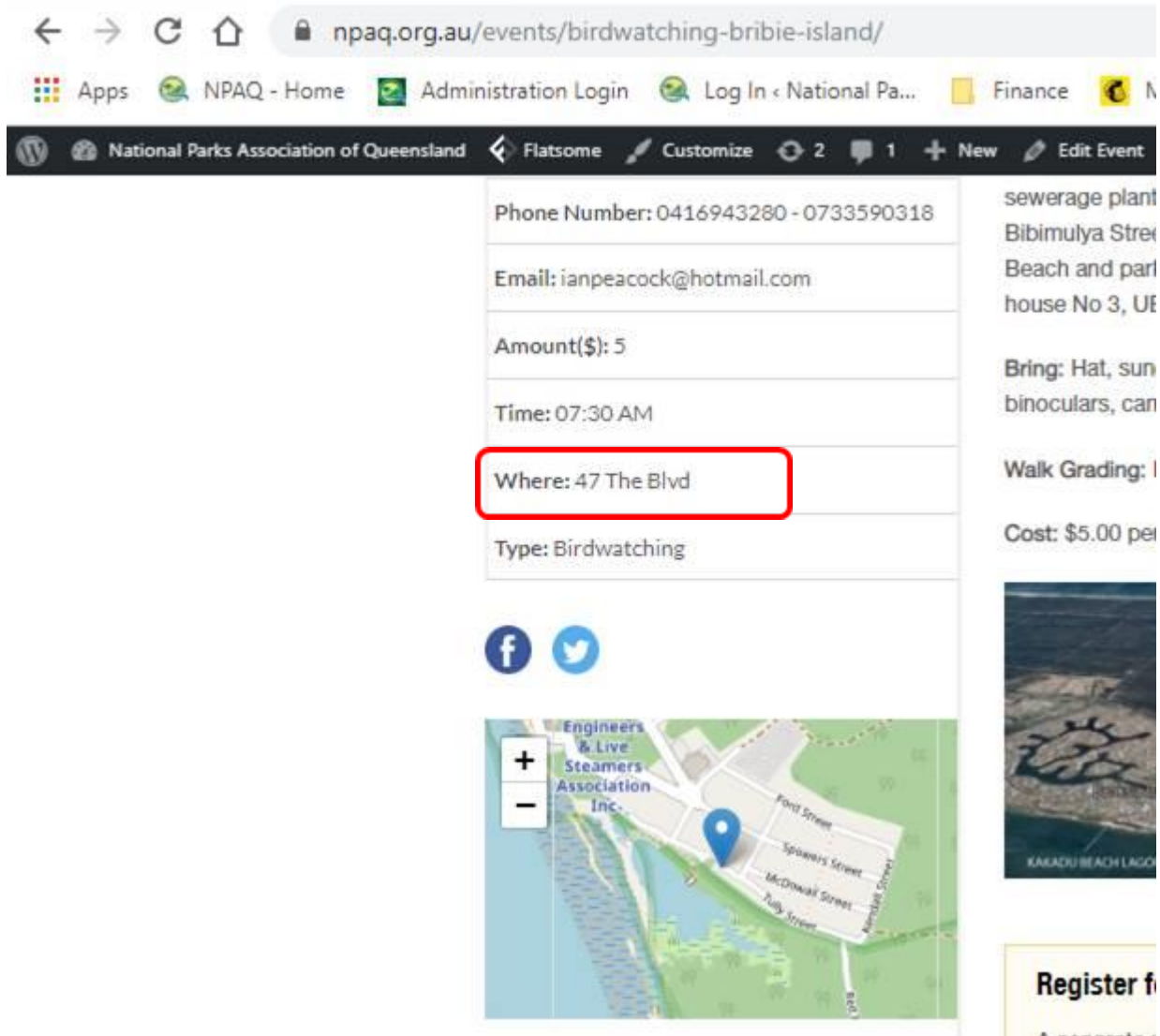
State / Province:

Post Code:

Country:

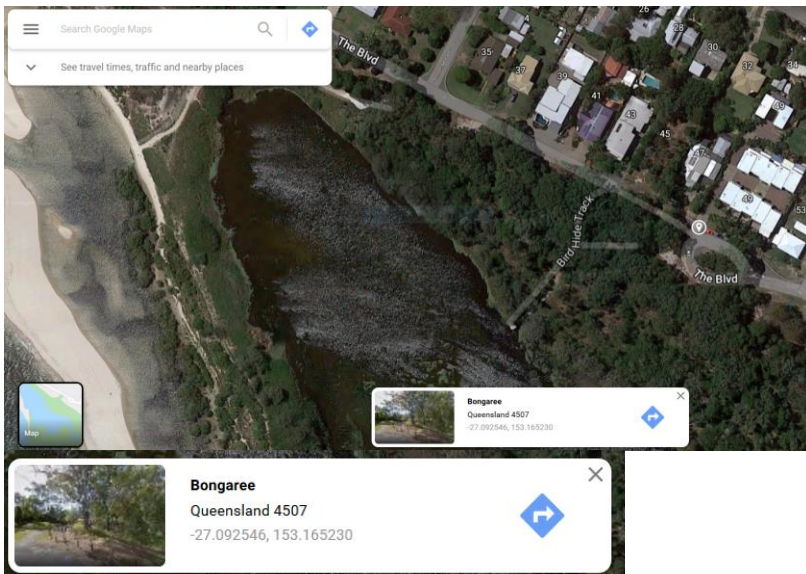
Latitude/Longitude: -27.092646,153.165187

The complete address needs to be shown. If for an Event, under **Where**, it shows only the street name like this:

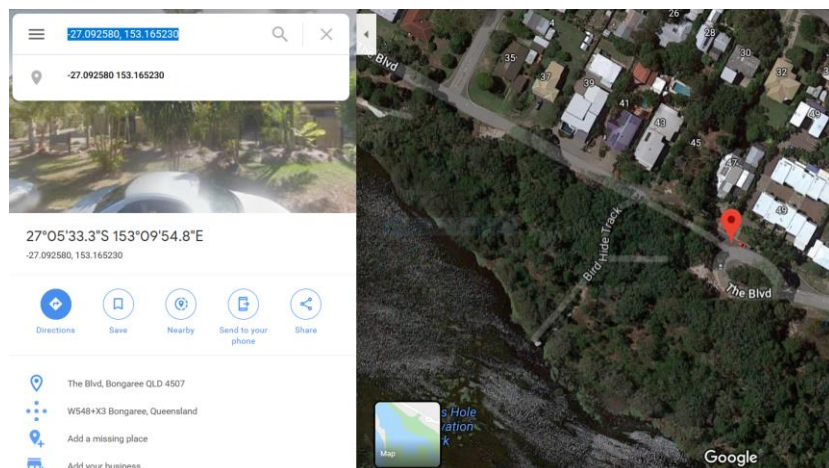


This is not enough information for someone to actually find where to go. It needs to show the Venue name, Address, City, State. So in this case, it would look like this: Bird Hide Buckleys Hole Conservation Park 47 The Blvd Bellara Qld

To get the correct Latitude/Longitude to paste into the venue: Go to Google Maps Website. Select **Satellite Map**, bottom left corner. Pan to your activity meeting location and place the cursor over this location. A new window appears at the top of the page with latitude/longitude decimal degrees. At this stage these values cannot be copied.



Place cursor on the latitude/longitude decimal degrees and the colour changes to blue, now click latitude/longitude decimal degrees. This will now insert information in the left side window.



The latitude/longitude decimal degrees can now be highlighted with the cursor and click the right mouse button to allow Copy of the coordinates. Go to your event (**Events – All Events** or **Events – Create New**). Scroll to **Venue** and select the Venue you have just created. Paste the coordinates in the field provided. Hit **Add New Venue** button, right hand side of screen.

Edit/Trash/View past and/or the just Published Event. To make corrections to your published Event, go to **Events** and then **All Events** list and tick your Event's box and click **Edit** or click on the **Edit Event** button on the top toolbar to make changes and when complete click the **Update** button in the right-hand column.

Deleting an Event from the website due to a Cancellation of an Event. We have the facility to take down a Published Event in the case of a cancellation, impending bad weather or insufficient registrants. All walk leaders have the ability to delete Events. Go to **Events, All Events** then hover over the Event to be deleted and click **Trash** (which shows in red).

To get a List of Registrants for an Event. A list of registrants can be obtained by going to the Dashboard and clicking on Event Customers, the Order List box opens and then click on All Events box. Scroll down the list of Events and highlight your Event then click on the Filter button. A list of registrants is created which can be exported to an Excel spreadsheet, click on the **Export as CSV** button on the top right. Click on Excel spreadsheet file, bottom left of screen. The Excel spreadsheet can be manipulated to your needs and printed for your Event.

<input type="checkbox"/>	Name	E-mail	Phone	Event Name	Address	City	Country	Event Price(AUD)	Create Date
<input type="checkbox"/>	John Roos	john.a.roos@bigpond.com	32062946	Social Walk - Gold Creek Reservoir	34 riesling st thornlands	redland city	AU	\$5 Pay to the leader on the day	2020-09-16 00:36:14
<input type="checkbox"/>	Annette Peacock	ianpeacock@hotmail.com	0416943280	Social Walk - Gold Creek Reservoir	23 Clement St	Aspley	AU	\$5 Pay to the leader on the day	2020-09-10 05:23:09
<input type="checkbox"/>	Ian Peacock	ianpeacock@hotmail.com	0416943280	Social Walk - Gold Creek Reservoir	23 Clement St	Aspley	AU	\$5 Pay to the leader on the day	2020-09-10 05:21:20
<input type="checkbox"/>	Frank Freeman	frank_fr@bigpond.net.au	+61427655514	Social Walk - Gold Creek Reservoir	34 Reading Drive	Alexandra Hills	AU	\$5 Pay to the leader on the day	2020-09-06 03:46:03
<input type="checkbox"/>	Jennifer Axtell	jennyaxtell@gmail.com	0418266696	Social Walk - Gold Creek Reservoir	19 Aitcheson Rd	Kobbie Creek	AU	\$5 Pay to the leader on the day	2020-09-01 06:51:16
<input type="checkbox"/>	Carole & Phil Castle	Cazzachast6@hotmail.com	38782123	Social Walk - Gold Creek Reservoir	36 Merrilyn St	Chapel Hill	AU	\$5 Pay to the leader on the day	2020-08-31 06:16:36
<input type="checkbox"/>	Leonard & Laurelle Lowry	onthewallaby@live.com.au	0428335572	Social Walk - Gold Creek Reservoir	15 Francisca Street	Everton Hills	AU	\$5 Pay to the leader on the day	2020-08-25 04:46:22
<input type="checkbox"/>	Nola Bosch	nolabosch@yahoo.com.au	0409725683	Social Walk - Gold Creek Reservoir	6 Raymond Street	Tully	AU	\$5 Pay to the leader on the day	2020-08-22 00:48:05
<input type="checkbox"/>	Lorna	ljwill@bigpond.net.au	07 3378 9539	Social Walk - Gold Creek Reservoir	49 Donatello Street, Fig Tree Pocket	Brisbane	AU	\$5 Pay to the leader on the day	2020-08-21 06:00:17
<input type="checkbox"/>	Laurelle Lowry	Laurelleann@outlook.c	0480153617	Social Walk - Gold	15 Francisca Street	Everton Hills	AU	\$5 Pay to the leader on	2020-08-18 06:06:08

event_customer_20...csv Show all

Note the Filter function is not available on a mobile device as the WordPress software that the developers used cannot perform this function. It may be available with future updates to the WordPress software. In the meantime, the Filter function will be hidden on mobile devices.

Data Entry for Past activities (report after activity). There is a link at the bottom in the green banner on the Home page for Past activities. Alternatively, you can enter

<https://npag.org.au/past-events/>

To add the report and/or images for a past Event, login to the website and go to that Event (go to Events, All Events and scroll to or search for the Event). Tick the Event box and edit that Event by copy and paste the report above or below the existing text for that Event or delete the existing text so only the new report is shown. To add images, use the same process when the Event was created. To upload images go to Media, Add New and upload images and choose those images when in the page for that Event.

Walk leader's documents. Go to <https://npag.org.au/walk-leaders-area/> . Note that this is not a secure page as anyone who has this link can see the forms on this directory. This is not clickable anywhere on the website so you could not just stumble onto it as you would need the link to access it.

Household membership with only one email address. One of the advantages to this application is that several registrants can register for an Event with the same email address.

EXAMPLE A

Item Name 2021 Twilight Celebration

Location Name Leslie Patrick Park, Everton Hills

Description This year we will celebrate on the north side of Brisbane at Everton Hills. As this is also Valentine's Day, you may wish to treat yourself or a loved one to an evening out. We are hoping for a balmy afternoon as we stroll west along Kedron Brook. If you prefer, you may wish to sit and chat with old or new friends or explore the creek in the immediate vicinity. We have a contingency plan if it decides to "rain on our party". The program will follow the tried and tested format of a walk, nibbles and bubbly/juice and a hearty snack with dessert. If you have dietary requests, please advise the leaders.

What to bring Folding chair.

Directions Enter the park near 122 Olearia Street West, Everton Hills. UBD map 118 F19

Meet near the All Abilities Playground, Leslie Patrick Park.

Nominations Please nominate your intention to join us as soon as possible via the NPAQ website. Due to our unpredictable Covid-19 life, we are asking that you do not pay until the 5 February 2021. If you are unable to register on the website, contact the leader. Nominations close on Friday, 5 February 2021

This activity and food preparation will be conducted in keeping with the Health Department's current Covid-19 guidelines regarding social distancing and good hygiene practices.

Date Sunday, 14 February 2021

Capacity 40

Event Start Time 3:00pm **Event Finish Time** 7:00pm

Walk Leaders Name Len and Laurelle Lowry

Email onthewallaby@live.com.au

Phone 0428 335 572

Event Type Social

Main Photo P77copy.jpg **Photo 1** P78copy.jpg **Photo 2** P76copy.jpg

Walk Grading Easy (3 kilometres return on level pathway)

Amount \$16.00 per person (includes \$5 per person NPAQ fee) payable to the NPAQ Office by cheque or by bank transfer before the event. Bank details are BSB: 124-001 Account: 1201 8942 with - Your surnameTwilight – as the reference on the bank deposit form.

GPS coordinates -27.39621, 152.96467

Appendix 10: Activity Attendance List

ACTIVITY ATTENDANCE LIST

ACTIVITY: _____

DATE: _____ LEADER: _____

All Participants in activities organised by the National Parks Association of Queensland Incorporated (NPAQ) participate at their own risk and are responsible for their own safety. NPAQ accepts no responsibility for any injury that participants may suffer as a result of their participation in activities organised by NPAQ. NPAQ, its Councillors, Activities Committee Organisers and Leaders are not liable in respect of any injury to the person or loss or damage to property, howsoever caused, as a result of participating in the activities organised by NPAQ.

This activity will be conducted in keeping with Queensland Government’s COVID-19 directions at the time of the activity. Please do not attend this activity if you have been feeling unwell with COVID-19 related symptoms in the 7-day period before this activity.

I have read the above disclaimer or had it read to me, with an explanation from the leader about risks and conditions to expect including the proposed route, walk grading, fitness requirements and safety precautions, or that the walk was exploratory, with uncertain conditions and understand its effect, that photographs may be taken and used for promotional purposes, and my signature so attests.

#	NAME (PRINTED)	PHONE: HOME (H) WORK (W)	EMERGENCY PHONE NO.	SIGNATURE	MEMBER (Yes/no)	FEE PAID (yes/no)	AGREE TO FACE PHOTO (yes/no)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

The disclaimer was explained to participants at the start of the activity.

LEADER: DATE:

Appendix 11: Emergency Contact Officer

The Activities Committee encourages Leaders to appoint a person who can be contacted in case of emergencies during an activity. This person will be known as an Emergency Contact Officer (ECO). The most suitable person would be a Leader who is not involved in the activity and available for the duration of the activity as all Leaders have knowledge of the procedures to be followed in the case of an emergency.

In this regard, all current members of the Activities Committee have agreed to act as the ECO if available. They are:

Frank Freeman (Convenor) - Mobile: 0427 655 514

Mary Anne Ryan (Secretary) – Mobile: 0436 393 999

Ian Peacock (Co-ordinator Bird Outings) Mobile: 0416 943 280

Len Lowry (Committee Member) Mobile: 0428 335 572

Laurelle Lowry (Treasurer) Mobile: 0480 153 617

Once agreement is reached with the ECO, the Activity Leader should advise all registered participants for the activity, the name and phone number of the ECO.

In the event of an emergency or in the event of a late arrival home, the Activity Leader will contact the ECO, if possible, to let him or her know what is happening. The Activity Leader should advise the ECO of the situation, suspected injuries sustained and the emergency service/s required or simply the later time participants are expected to arrive home.

If relatives or house-mates are concerned that participants do not arrive home when expected, they should phone the ECO for information.

What an Activity Leader must do once another leader has agreed to be the ECO for that activity:

- Provide the ECO with the name and date of walk together with expected time of return.
- Provide the ECO with a list of participants and their details the day before the activity commences. A copy of the Excel spreadsheet is suggested. The ECO should access this on the website if more details are required.
- Advise the name and contact number of the ECO to participants.
- Notify the ECO of any last-minute changes to the activity or participants before leaving home.
- Notify the ECO on return; - This is important.
- The Activity Leader should assess the situation thoroughly before contacting the ECO with the details to ensure the information is as complete as possible. To assist with this, the Activity Leader should carry two Incident Report Forms in his/her pack and refer to one before contacting the ECO.

For participants, the contact phone number for the ECO should be left with family and friends before leaving home. Of course, we hope there will never be any need to use it.

There may be some minimal risk activities where an ECO is unnecessary.

Appendix 12: Risk Analysis

Following is a copy of the Risk Management Plan template to be downloaded and modified by the Leader as required for an activity.

Risk Management Plan

Activity Description
Start Time.....Date.....Expected Finish Time.....Date.....
Location.....

Aim

To effectively manage any incident, emergency or evacuation that may occur during the activity.

Standard Safety Procedures

Activity Leaders and participants are advised to carry whistles and the standard emergency signal is three whistle blasts at one-second intervals. Any participant hearing this signal or encountering a fellow participant in distress is required to abandon their activity and render appropriate assistance.

The Activity Organiser/Leader will maintain a written record of information received and action taken in relation to safety incidents and accidents. (Refer to Incident Report Form). These records will be made available to the Queensland Police Service should a full-scale search under their control be required. Copies will also be sent to NPAQ Office. The Activity Organiser/Leader has the authority to cancel an activity in the event of extreme weather conditions, wet or dry or even an extreme fire hazard warning.

Emergency Equipment

The Activity Organiser/Leader will have the following items also available:

- First Aid kit
- Maps of the area
- Mobile phone where coverage exists
- At least two torches suitable for use in the bush at night
- PLB for remote activities

Communications and Contacts

For all bushwalking/paddling/cycling activities a responsible contact will be given details of the route, start and expected return time of the group.

Mobile phone communications are possible, although not assured, from the camp area and throughout much of the activity areas.

If required, emergency services will operate on their own respective communication channels for Incident Control.

Emergency Contacts

Police	000
Ambulance	000
Fire Brigade	000

General Site Safety for Camps

- Electrical Leads and cables are to be run off the ground or where there is no pedestrian traffic.
- Signage to be weighed with sandbags or pegs.
- All freestanding tents and umbrellas to be weighed down with sandbags or pegs.
- Sunscreen and water are available to all members and guests.
- Public areas to be inspected for sharp and dangerous items pre-participant arrival.
- Cleaning or repair to public areas and facilities to be arranged with the relevant asset owner.

Risk Action Plan

Hazard/Issue Identified	Potential Outcome	Controls for Leader to implement	Reference/Guidance
First Aid	Lack of timely first aid for injury or illness	Appoint First Aider (a Qualified first aider must be in attendance as part of the group) Locate nearby medical facilities and contact numbers Ensure First Aid Kit is available on site or is carried	
Storms	Lightning strikes Hail Rain/Flood	<ul style="list-style-type: none"> Ensure information on Storm Warnings is checked 24 hours and 1 hour prior to the activity Monitor weather condition during the activity Inspect track/facility conditions prior to the activity Monitor track/facility conditions during the activity Take shelter out of gullies/depressions during storms Outdoor activities to be stopped if local thunderstorms appear (defined as being when the interval between lightning flash and thunder is 3 seconds or less and lightning occurs once per minute or more) 	BOM Weather warnings www.bom.gov.au
Fire	Injury Loss of Property	<ul style="list-style-type: none"> No Smoking policy No open fires Monitor Fire Warnings prior the activity 	Contact local Fire Station
Falling Timber post fire/windy conditions	Injury	<ul style="list-style-type: none"> Tracks through any burnt area to be assessed for potential risk Abandon/shorten activity if wind strength increases unexpectedly & dramatically Wait in cleared area (if possible) for wind to pass 	
Temperature	Heat Exhaustion Sunburn Dehydration	<ul style="list-style-type: none"> Cancel the activity if temperature exceeds 35 degrees Celsius Ensure information on sun protection is sent to participants Ensure water is available at the location Advise participants to BYO water 	BOM Weather Observations www.bom.gov.au
Conflict	Abuse, attack, emotional upset	Erect activity signage at activity area access points when applicable Ensure Leader has agreed on route with participants During outdoor activities, monitor participants for signs of physical distress	
Traffic	Various types of injury	<ul style="list-style-type: none"> Ensure high traffic areas are avoided where possible Avoid walking on public roads Minimise road crossings 	
Lost Participants	Injury	<ul style="list-style-type: none"> Records to be kept of participants (Attendance Register to be carried) Group sizes to be kept to manageable number or split up into separate groups Leader and tail end to be in place for all walking/cycling activities and maintain contact with all participants CB Radios for extended outings between vehicles Ensure responsible party is aware of proposed start and return times. Should the group be late, or an individual become separated a primary search is to be organised by allocating areas on the map to be patrolled. This procedure will continue for at least 2 hours. If after that time people are still missing, then Emergency Services will be alerted. 	Police SES 132 500
Local Hazards	Injury	Obtain a briefing from the venue manager on emergency evacuation procedures and any special site hazards or conditions Check for local restrictions before entering National Parks	Contact local Authority, NPRSR http://www.nprsr.qld.gov.au/park-alerts/index.php
Water Hazards - Water Crossings	Injury/death	Take particular care in crossing waterways – apply proper techniques for safe crossing, - cross in shallow, slow flowing areas Do not enter fast flowing water Encourage participants to walk through waterways and not “rock hop” Avoid “rock-hopping” along waterways – walk on bank if possible Contact local authorities for latest information	
Water Hazards –In waterholes / streams	Injury/death	Do not enter strong flowing streams to swim Always expect & look for submerged obstacles in waterholes– logs/rocks Walk into water – do not dive Check for snakes especially in warm weather Post a “lookout” to “count heads” Contact local authorities for latest information	
Water Hazards – At the beach \ in surf	Injury/death	Swim at patrolled beaches Swim between the flags Check for rips before entering the water Check for stingrays / sharks before entering the water Raise hand to signal lifesavers if in difficulty or notice someone in difficulty Obey directions given by life savers and emergency personnel Contact local authorities for latest information	Check with lifesavers if concerned before entering the water
Tripping Hazards, slippery/ unstable track conditions, loose rocks	Falls Injury	Advise group of the potential for these hazards to exist Alert participants as hazards present Guide group around/through hazard if considered necessary; e.g., detour On steep climbs with loose rocks, have participants ascend individually while trailing members wait in a safe place. On steep descents with loose rocks, have participants descend individually then wait in a safe place while trailing members descend	
Tree Fall across track	Loss of track/direction Injury	Check with ranger for track condition and known hazards Negotiate tree fall by safest route possible taking into account the ability of individual participants – assist where necessary Ensure track is picked up after tree fall is negotiated	Known information
Landslip across track	Fall Injury	Check with ranger for track condition and known hazards Negotiate landslip by safest route possible taking into account the ability of individual participants – assist where necessary Turn back if unsafe to negotiate around the damaged section of the track	Known information

Hazard/Issue Identified	Potential Outcome	Controls for Leader to implement	Reference/Guidance
Dangerous Flora – stinging tree, nettles, poisonous leaves/sap, etc	Allergic reaction Anaphylactic shock	Advise participants of known dangerous flora in the area Point out examples as they occur during the activity Check with participants for known allergies to these plants Ask participants for location of Epi Pen if carried	Flora Guide for area if available
Dangerous Fauna – snakes, birds, insects, etc	Bites/wounds Envenomation Allergic reaction Anaphylactic Shock	Advise participants of known dangerous fauna in the area Point out examples as they occur during the activity Treat all fauna with care – avoid disturbing Give snakes/potentially dangerous fauna a wide berth Apply first aid if bitten Contact emergency services if necessary – this may require ceasing the activity and having some participants walk out until communications is obtained Check with participants for known allergies to fauna – ticks, insects Ask participants for location of Epi Pen if carried	Fauna Guide for area
Traffic Hazards – Walking along/crossing roads	Injury/death Vehicle crash	Walk on the right side of the road facing oncoming traffic Look both ways and listen for traffic before crossing roads.	
Covid-19	Contraction Mild illness Serious Illness Death	Ensure the website post advertising activities during the pandemic includes the following statement: <i>“This activity will be conducted in keeping with Queensland Government’s COVID-19 directions at the time of the activity. Please do not attend this activity if you have been feeling unwell with COVID-19 related symptoms in the 7-day period before this activity.”</i> During the activity pre-briefing remind participants to practise: <ul style="list-style-type: none"> • Social Distancing Good hygiene practices – And, if they are feeling unwell, they should not be here.	https://www.australia.gov.au/ https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19 https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/social-distancing

Specific Hazards identified with this Activity

Hazards	Control measure
.....
.....
.....
.....
.....
.....

Leader

Name:

Signature:

Date:

Appendix 13: Incident Report

Leaders must carry at least two copies of the following incident report form with them on activities.

In case of any incident which requires medical or first aid treatment, or any situation where an activity participant is injured or fails to comply with reasonable directions from the Leader then an incident report must be completed.

The Incident Report form should be completed and forwarded to the Office as soon as possible. In serious situations the Activities Convenor and the Emergency Contact Officer should be notified as immediately as practicable.

In an Emergency Situation, follow the instructions on the form, i.e., call 000 or local police.



NPAQ Incident Report form

Danger, Response, Send for Help, Airway, Breathing, Circulation, Defibrillation

In an emergency, call 000 or 112 (mobiles)

Date of Incident:		Time of Incident:	
Activity Title:			
Activity Leader:			
Activity Location: (exact location – map, map datum & map coordinates)			
Number in party (TOTAL):	Experienced:	Intermediate:	Inexperienced:
Trip Emergency Contact person:			
Trip Emergency Contact person phone number:			
Person completing Incident Report:			

Person Requiring Assistance:

Name:		Male:	Female:
Address:			
Emergency contact (1):		Emergency contact (2):	
Emergency contact (1) Phone:		Emergency contact (2) Phone:	

Details of Incident: (circle relevant conditions)

Delay	Lost party	Injury	Snake/ Insect bite	Illness	Fall	Unconscious	Hyperthermia (high body temp)	Hypothermia (low body temp)	Other
Primary Injury/Situation:									
Secondary Injury(ies):									
Witness/es details:									

Overall Condition of person: (circle relevant conditions)

Good	Fair	Poor	Serious	Critical
Any additional information:				

Action Taken:

First Aid	CPR	Immobilised	Stabilised	Search	Party Sent for Assistance
Details of action taken:					

Party sent for Assistance: (if required)

Date:	Time:	Number in party:
Assistance party leader:		
Contact number:		
Names in assistance party:		

Further Assistance Required:

First Aid	Medical	Medication (Personal)	Personnel (Search/Rescue/Recovery)
Details:			

Conditions at Incident location:

Terrain at Site of Incident (circle all relevant conditions):							
Open	Watercourse	Closed Canopy	Open Canopy	Rocky	Steep	Ridge	Mountain
General Description:							
Weather Conditions at Time of Incident (circle all relevant conditions):							
Warm	Sunny	Windy	Foggy	Cloudy	Rainy	Cool	Cold
Additional Information:							

Planned Action: (go to *Planned Action* page for further details)

Remain at Site	Evacuate
----------------	----------

Other:

Where was person taken for further treatment (if any):
What was the final outcome of the incident:
What actions were taken immediately following the incident to prevent recurrence:
Describe any long-term action required, to prevent a recurrence/any other lessons learned:

Emergency Contacts: **000** or **112 (mob)** for Police, Ambulance, Fire and Rescue**Secondary Contacts:****NPAQ Contacts**

Name	Position	Contact no.
Frank Freeman	Activities Convenor	0427 655 514
Laurelle Lowry	Activities Treasurer	0480 153 617
Susanne Cooper	NPAQ President	0423 783 022
Samantha Smith	Operations Manager	0416 813 105
NPAQ Office		07 3367 0878

Federation Mountain Rescue Contacts

Name	Mobile	Home
Doug McDonald (President)	0428 462 950	07 3395 1367
Peter Rollings (Secretary)	0448 817 575	07 3287 6837
Judy Moody-Stuart (Treasurer)	0408 874 315	07 3206 8787

PLANNED ACTION – Remain at Site: (Items you need to consider, if you decide to stay)

Equipment (quantity) available at Site of incident:

First Aid Kits	Tents	Sleeping Bags	Torches	Stoves & Fuel	Food	Water	Ropes
Other Equipment:							

Requirements at site of incident:

(Food/water/tents/matches/warm clothing/ etc. & quantity)

Control Base Camp location:

(Map, Map Datum, Map Co-ordinates, Address and /or Directions)

PLANNED ACTION – Evacuation: (Items you need to consider, if you decide to evacuate)

Evacuation Plan:

Walking Out	Carrying Out	Stretcher	Ambulance	Helicopter	Other
Additional information:					

Evacuation to:

Track	Road	Track Junction	Shelter	Natural Feature	Other
Additional information:					

Additional information (include best route to return and additional info on situation):


~~~~~

**REVIEW**

|                  |       |
|------------------|-------|
| Reviewed by:     | Date: |
| Comments:        |       |
|                  |       |
|                  |       |
| Action Required: |       |
|                  |       |
|                  |       |

## Appendix 14: Activities Equipment List

All items of equipment are stored in the NPAQ Office – either in the grey metal cabinet in the Office Storeroom or in the shed in the carpark.

Items taken and returned are to be noted in the records book which is located in the grey metal cabinet with the equipment. If necessary, contact Activities Committee Convenor for assistance.

### In the Grey Metal Cabinet in the Office Storeroom:

1 x Personal Locator Beacon with instructions for use \*\*\*  
1 x Portable Voice Amplifier System - BeltPac Microphone (Loud Hailer) xxx  
1 x GPS Garmin 95912675 with instructions for use xxx  
1 x GPS Garmin 36885958 with instructions for use xxx  
1 x GPS Magellan 315 xxx  
1 x GPS Garmin E-Trek10 xxx  
1 set of NPAQ Song Books

\*\*\* Follow battery and functionality checks and procedures before use.

xxx Take batteries out and store loose with the item when returning to the Office. Replace spent batteries as necessary. Check for completeness and cleanliness.

### In Shed in Carpark:

1 x NPAQ Banner (flag type)  
2 x Navy toilet tents, pegs and ropes  
2 x Wooden toilet frames within green carry bags  
1 x Hoop type folding shower tent  
1 x Plastic shower mat (green)

Check for completeness and clean and dry all items before returning to storage.

## **Appendix 15: Bird Watching Group Code of Conduct**

NOTE: The following is based on 'Guidelines on Recreational Bird Watching' adopted by Birds Australia.

All birdwatchers have a responsibility to be fully aware of their activities. There is a need to avoid causing any negative impacts on the birds they are watching, and where possible to contribute to the future wellbeing of the birds and their environment.

1. Members should always act in a manner that will not endanger birds or other wildlife.
  - Do not disturb birds in any way while observing or photographing.
  - Avoid chasing or repeatedly flushing birds.
  - Keep an appropriate distance from nests.
  - Use recordings and other methods of attracting birds sparingly.
2. Members should not cause any harm to the environment.
  - Stay on existing roads and tracks.
  - Avoid trampling vegetation.
3. Members should always respect the rights of others.
  - Respect the privacy and property of others by not trespassing.
  - Ask permission to enter private land.
  - Observe all laws and regulations covering the use of public lands.
  - Observe all traffic rules and regulations.
4. Members in groups should assume special responsibilities.
  - Take care to reduce the problems that are increased when more people are present.
  - Always act in a manner that considers the interests of the group as well as your own.
  - Support the Leader.
5. Members should follow all the NPAQ Walking and Camping Rules.

## Appendix 16: Personal Bushwalking First Aid Kits

Members of NPAQ participating in walking and camping activities are advised to always carry a first aid kit as mentioned in the “Camping and Walking Rules.” This is because it is unreasonable to expect others to cater for you should you suffer an accident or related misfortune. It also means that in an emergency it would be possible to pool resources. So, what articles should be carried in a first aid kit? The following is a guide only and should in no way be considered appropriate for all persons or for all occasions. Members should obtain advice from a trusted source and make up their own minds about what to carry on any occasion. For Activity Leaders, it is advisable to carry two Incident Report Forms with their first aid kit.

### Recommended Items:

- 1 Triangular Bandage, (use as sling, broad or narrow bandage, or padding)
- 2 Heavy Elasticised Crepe Bandages, 100mm or 75mm wide. (snake bite or sprains)
- 1 Roll Leukoflex or waterproof tape.
- 6 Assorted safety pins
- 1 Tube Eurax or Stingose or Paraderm Plus cream (for soothing itches, bites or stings)
- 1 Betadine or Iodine Liquid Antiseptic or at least 6 Betadine swabs
- 1 Absorbent Pad, Sterile field dressing – 20cm x 20cm
- 1 Absorbent Pad, Sterile field dressing – 10cm x 9cm
- Steri-Strips, (wound closure tapes)
- Scissors
- Tweezers
- Pain relief tablets and Personal Medication (not to be given to other participants)
- Moleskin, Compeed, or Melolin (for blisters).
- Band-aids
- Notepad and Pencil
- Sunscreen
- Insect Repellent (for mosquitoes, ticks, leeches, etc.)

### Optional extras could include:

- Disposable rubber gloves

## Appendix 17: Health Form

### NPAQ HEALTH FORM

#### Medical Details - Please use back of form if space is insufficient

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

Pre-existing medical conditions: \_\_\_\_\_

Previous medical conditions: \_\_\_\_\_

Prescribed medications: \_\_\_\_\_

First Vaccination Date      Second Vaccination Date      Booster Date

.....

COVID Vaccination Manufacturer \_\_\_\_\_

#### Emergency Contact During Activity

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

Relationship: \_\_\_\_\_ Phone / Mobile: \_\_\_\_\_

#### Further Medical Details

Do you have any specific instructions in the event of illness or accident (e.g. Allergies)?

*enter here :* \_\_\_\_\_

Blood Type: \_\_\_\_\_ Organ Donor Yes/No: \_\_\_\_\_

GP's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Specialist's name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Health Fund: \_\_\_\_\_ Phone: \_\_\_\_\_ HF No.: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Pensioner No: \_\_\_\_\_ DVA No: \_\_\_\_\_

**THE ABOVE INFORMATION IS FOR EMERGENCY USE ONLY**

#### Disclaimer and Signature

Please complete this form, sign it, and put IN A SEALED ENVELOPE WITH YOUR NAME ON THE ENVELOPE, **AND KEEP THE ENVELOPE WITH YOU AT ALL TIMES.**

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

This Activity will comply with the COVID-19 requirements as set by Queensland Health  
see <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions>