



**Scouts Australia - Victorian Branch
Yarra Batman Zone Venturer
Scout Council**

(Incorporating Banyule, Nillumbik-Whittlesea & Manningham Districts)



***THE EXPEDITION
ACTIVITY REPORT***

(A Guide for Venturers, Leaders and Examiners)

Preface

Keeping the **OUT** in Scouting has been the phrase for some years now – to emphasise the outdoors side of Scouting. The effects of this can be seen in story style articles in newsletters and Scouting magazines.

These work well to let others know about all the fun and excitement of the various trips, but it isn't something you could pick up and retrace the journey.

The expedition report (or log) is now used for hiking, bike tours, canoeing or even rafting expeditions. It is written in a report style and if done properly, another group should be able to redo the trip following the log and compass.

Logs give you track notes, and route details, special equipment needed, as well as weather and track conditions on the trip. A map reference to the map used by the party would be given in the write-ups and with modern day technology, even GPS readings can be included.

This manual is to assist Venturers and Examiners to understand and satisfy the requirements of the Award Scheme for Venturer Award (VA) Expedition or Queen's Scout (QS) Expedition, or as part of VA Outdoor or QS Outdoor requirements. The separate Sections of the recording pages provide a simple and easy format to follow and to ensure that planning, trip log and the final report are not an arduous task for the Venturer.

Specific information on Venturer Expedition requirements are detailed in the Branch Policy PM D7.

Section A provides guidance with planning the Activity. Sections B & C are to guide recording of trip/log notes during the activity and other details. This will assist with the timely write-up after the activity together with maps, photos and other items gathered along the way to add value to the report.

A clear understanding of the Duty of Care relating to Adventurous Activities by both the Venturers undertaking the activity, the Venture Leaders and the Examiner needs to be established.

It is a requirement of the Zone Venturer Scout Council that this format be adopted by all Venturers undertaking Expedition and related Outdoor activities.

Thanks and Acknowledgements

Michael Woodward	Chris Boylen	Harry Kruger
Jerome Winston	Cliff Puttyfoot	Steven Cornish
Trevor Frazer	Jerome Winston	Duncan McColl
Cardinia District Leaders	Many other Venturer & Scout Leaders for their guidance and ideas.	

It is envisaged to provide further updates and improvements in future editions from Venturers, Examiners and Leaders

Please provide feedback or suggestions to Peter Datson – pdatson@bigpond.net.au

Edition 2.1 – December 2013

Peter Datson
Yarra Batman Zone Venturer Scout Council



Writing Expedition Reports

“The report should critically evaluate the planning and conduct of the expedition and cover such subjects as food, equipment, route” and “emphasise evaluation of the original planning details in the light of the expedition and report on possible improvements.” Venturer Scout Passport.

The expedition emphasis is put on walking in rugged, challenging and unfamiliar country.

- Your expedition report will be a permanent record of your trip.
- It will enable others to repeat the same trip and benefit from your experience.
- You will be able to compare your planned with your actual expedition, critically analysing what you did, what you took, your own performance and that of your companions.

You should include:-

An introduction

Information about the participants

Background information

Intended route Maps

Permission/notification/contacts/approvals

Costs

Menu and ration lists

Personal equipment

Group equipment

Transport

Expedition story

Expedition report

Review i.e. planned versus actual expedition

Appendices:- Authority to Participate / Activity Notification forms

Unit, Z/DVC, Examiner approvals

Weather forecast

Correspondence

Introduction

This could go on the front cover so that the reader immediately knows what the report is about:-

Your Name and Unit

Award section i.e. VA or QS Expedition / VA or QS Outdoors

Type: Hike, Canoe, Bike Expedition

Where it was held:- Wilpena Pound, Glenelg River, Bogong High Plains, Mawson Trail

The dates of the Expedition and time of the year

Preparation and Training.

List information in the appendix about the area and where you got it.

List your practice hikes, bike rides, canoe training, selection and checking of essential equipment for this particular trip, meetings with your examiner, menu preparation, buying, packing food, practise cooking, use of stoves gaining permission:- ‘Activity Notification’ and ‘Authority to Participate’ forms, camping, access permits with the people contacted.

Outline how you decided on this particular expedition and how you recruited your companions.

A brief summary of the expedition area i.e. distance & direction from Melbourne and the main features.

e.g. The Major Mitchell Plateau lies in the heart of the Grampians in Western Victoria about 500km from Adelaide. Rising to 1067m, the plateau is a very rugged and exposed part of the Grampians with Mt. William the highest point 1167m.

Who was involved?

Introduce yourself, the expedition leader and the other members of your group, ages, experience in bushwalking, first aid certificate, which Unit to which they belong

Who was your examiner? [note:-Expedition Examiners need to be approved by your Z/DVC.

The Intended Expedition.

Detail your planned trip. Include dates, times, start and finish points, campsite with grid references, emergency procedures, escape routes, transport, distances to be covered each day, features to be visited each day e.g. hilltops, waterfalls

Include a colour photocopy map with the above details shown.

Maps Used

Title, edition, date of issue, scale

Budget and Actual Costs

Transport, food, camping fees, gear hire, permits

Menu and Ration List.

List your meals and the quantities

How did you cater and cook i.e. in pairs

As Expedition Leader you should work with the least experienced team member

Personal Equipment.

Mention everything that you took.

What were your pack weights compared to your own weights.

Include before and after weights.

Details of your personal first aid kit and what was used on the trip.

Group Equipment.

Tents type, brand

First aid kit [list the contents]

Stoves, billies, fuel – calculate how much to carry

Maps, compasses [type and brand]

GPS (including spare batteries)

EPIRB (Emergency Position Indicating Radio Beacon)

Transport:

How did you get to and from the expedition area.

Distances, time taken and costs

Expedition Report:

This is the main part since by reading it other people should be able to retrace your route and complete your expedition.

On the trip make notes of your progress. Start time, breaks, major changes in direction, significant places, campsites

Include:

Times and grid references of:-start, finish, rest stops, campsites

Direction of travel [bearing or compass direction]

Details of important features.

Describe any difficulties encountered.

Describe campsites [suitability, water, protection from weather]

Distance travelled each day and height climbed.

Photographs really add to the report.

What was the weather on the trip as it progressed:-wind, cloud, temperature, rain?

The Expedition Story:

This is the story of the trip as it happened with highlights, problems, incidents

Review & Evaluation:

Comment on how the expedition went - successes, how you got along, what you would change if you did the trip again.

What advice you would give to someone planning the same expedition, compare the planned trip with what actually happened.

A thank-you statement to the people who made your trip such a success.

Appendix:

Authority to Participate forms.

Activity Notification

District/Zone Venturer Council approval of your proposed trip.

Weather reports prior and during the trip of the area. [newspaper or 4 day forecast charts from the Bureau of Meteorology website]

Copies of correspondence.

So that's it!! Get going - Have a great trip.

PS. The Scout Bushwalking group is made up of many experienced bushwalkers [VL's, Rovers] who are great sources of information of where to go and they could also be your expedition examiner.

Further information:

www.viscouts.asn.au/bushwalking

A Guide to Writing Expedition Logs/Reports for Venturers - Michael Woodward 2001

[from an original idea and booklet of the same name written and produced by Simon Kendrick and Michael Woodward]



Naismith's Rule and Cross Sections

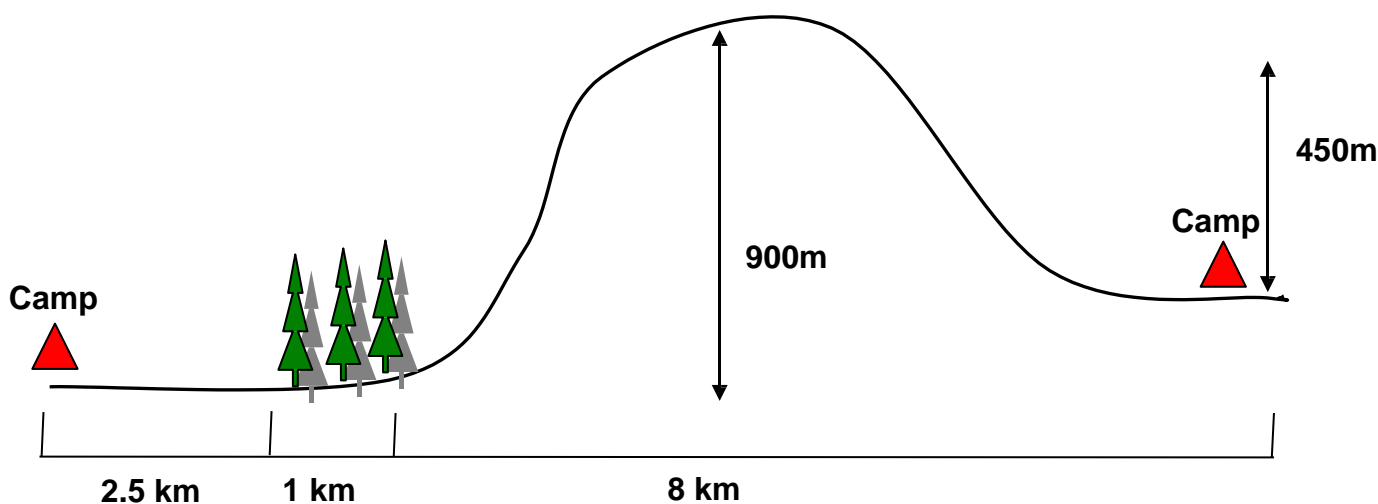
Naismith's original rule was formulated in 1892. This is a similar one used for Australian conditions.

This 'rule' will help you plan the length and duration of your journey and can be used to estimate most hike journeys for an average walker with a medium weight pack.

Allow **ONE HOUR** for:

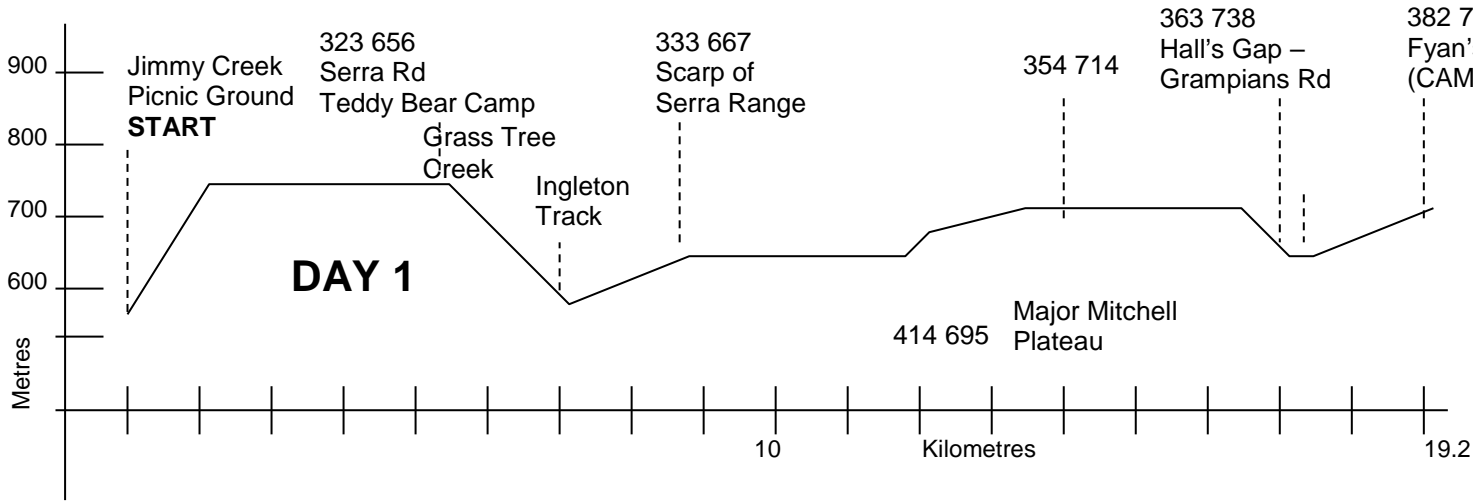
- Every 5km of easy going.
- Every 3km of easy scrambling.
- Every 1 ½ km of extremely rough country, deep sand, soft snow or thick bush
- Every 500m up
- Every 1000m down
- Every hour over 5 hours for fatigue
- One hour for lunch break

Sample Calculation



2.5km	Easy Going	30 minutes
1.0km	Thick Bush	40 minutes
8.0 km	Easy Scrambling	2hr 40 minutes
900m	Ascent	2hr 00 minutes
450m	Descent	30 minutes
	Fatigue factor	1hr 00 minutes
Total walking time		7hr 20 minutes plus 1 hour for lunch

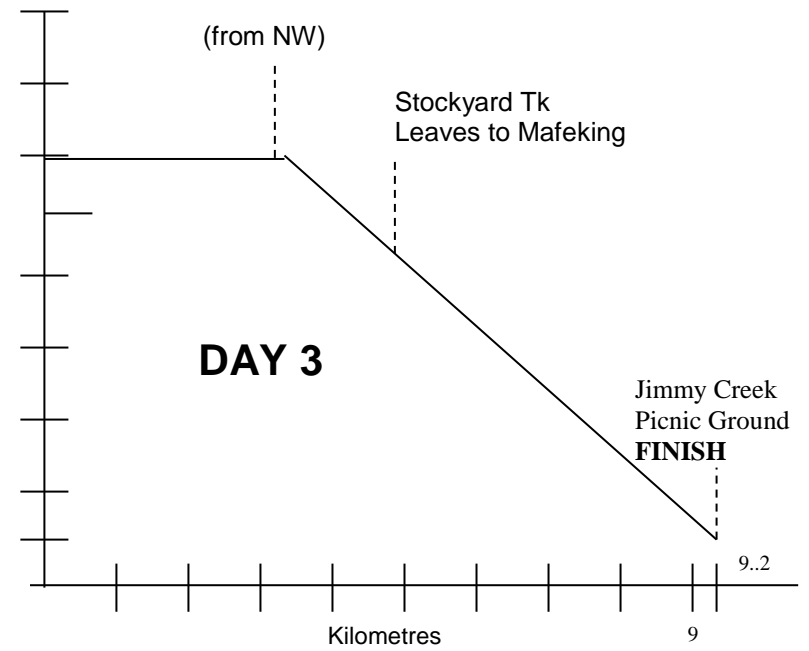
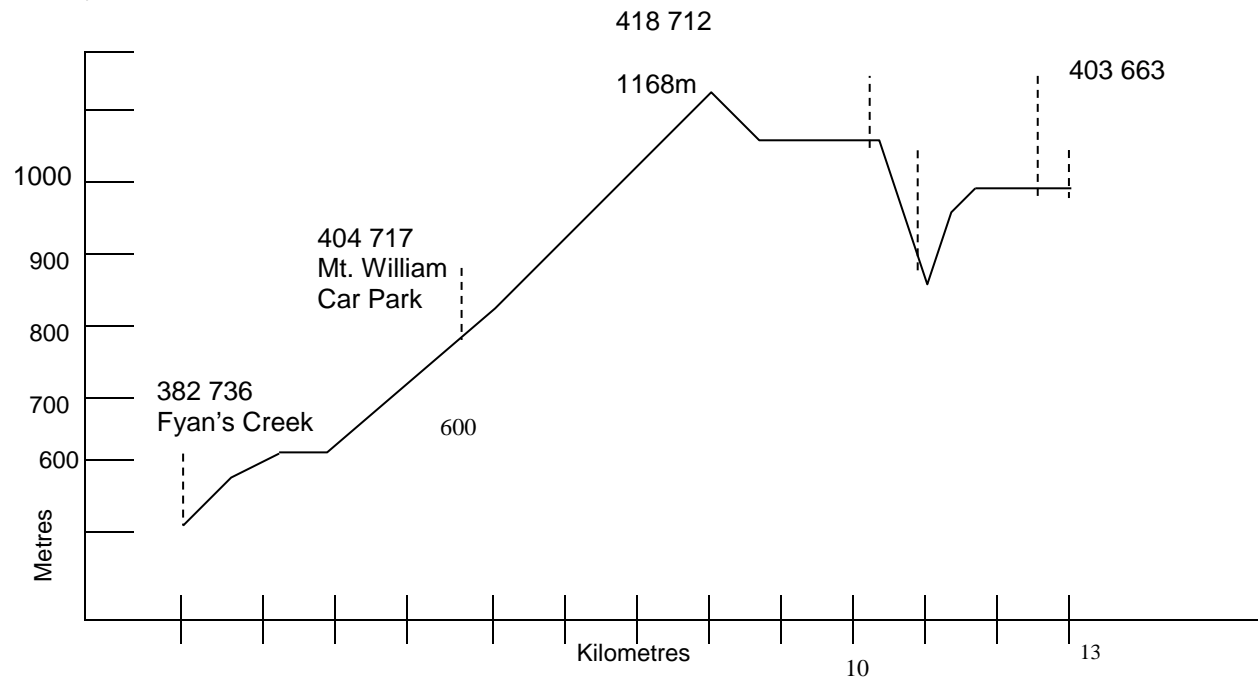
STRIP MAP BY ELEVATION – MOUNT WILLIAM HIKE



Horizontal Scale:
1cm represents 1 km.

Vertical Scale:
1 cm represents 100 metres
(ie Vertical rise exaggerated by a factor of 10.)

Note: Distances are only estimates.



EXPEDITIONS

1. INTRODUCTION

The following guidelines have been formulated and approved by the Victorian Branch Venturer Scout Council to ensure that there is a minimum of confusion and a level of consistency in what is required in a Level 1 - Venturer Award (VA) and Level 2 - Queen's Scout Award (QS) of the Expedition activity areas. Expeditions are an intrinsic part of Venturing bringing a quality of experience like no other youth organisation/club. However, some young people in Venturer Scouts for physical, intellectual, moral or spiritual reasons are unable to participate in an expedition; however, they may be able to participate in an individual or group exploration/activity. For example:

- A young person with a severe or multiple disability;
- A young person whose faith prohibits mixing with others not of the same faith, sex etc;
- A young person whose family has lost a family member and are concerned about the possibility of losing another.

Where such circumstances occur, Leaders must consult with the Venturer Scout's parents/guardians and the D/ZL(VS) as to the Venturer Scout's needs and limitations. The Leader must then consult with the ARC(VS) who may approve a variation to the Award Scheme requirements. An alternative expedition, should the ARC(VS) consider it necessary, may include 'Armchair' travelling by train, bus or car, or some other type of exploration activity

Examiners should ensure that the Venturer Scout and the Leader have a clear understanding on what is required for a particular expedition, that all the pre-requisites are met (training, first aid, etc.), and that the examiner and Venturer Scout have agreed on the type of report for that expedition. *All of these points are covered in the Venturer Scout Passport.* These guidelines are to be followed closely unless otherwise agreed to, **IN ADVANCE**, by the Examiner, Venturer Scout, Venturer Scout Leader and D/ZL(VS).

The Venturer Scout *Badge Activity Statement* **MUST** also be completed in advance. The steps that would generally need to be taken for a Venturer Scout to pass the Expedition activity area are similar for both Venturer Award and Queen's Scout, and are as follows:

- The Venturer Scout decides on the type of expedition they will undertake, where and when it will take place. This is usually done in consultation with the Venturer Scout Leader, and using the passport as an indication of what is required.
- The preparation is commenced, as per Part 1 of the Expedition section of the Venturer Scout Record Book. The individual parts may be examined and passed by the VSL or AVSL.
- ALL PARTICIPANTS MUST HAVE APPROPRIATE TRAINING AT LEAST TO VENTURING SKILLS LEVEL.
- A "proposal" is prepared, showing the type, date and location of the expedition, along with a summary of the menu, equipment and route. A map appropriately marked is an essential inclusion in the proposal (a photocopy marked with highlight pen is quite good). Escape routes are to be clearly marked. Overnight stops must also be marked.
- A cross section of the expedition route will be sought by the examiner for all bushwalking expeditions. A cross section may be required for other forms of expeditions if the examiner requires the same. **Cross Section** is a diagram showing rise & fall of ground along the line between 2 points.
- The "proposal" shall also include a summary of all training undertaken by the party:
- First aid training including C.P.R., avoidance of and treatment for hypo & hyperthermia, bleeding control, treatment of blisters, dehydration, diarrhoea, upset stomachs, severe bleeding, broken limbs, allergic reactions, asthma, etc.
- Specialised training e.g., charge certificate, horse management, river crossing techniques, snow survival etc.
- General training e.g., Campcraft - selection/preparation of food for the expedition, selection of campsites, navigation skills (either by map alone or with map and compass appropriate to the terrain to be covered).

- The proposal, associated paperwork and Passport are submitted to the Examiner who will examine the details and either approve or suggest modifications to the trip. The type of report to be submitted after the expedition is agreed to at this point, or when the Examiner returns the approved proposal.
- The necessary permits are submitted and authorities notified of your intentions (e.g. notification of police, Department of Environment & Primary Resources, Parks Victoria, etc). *NOTE that a DC's approval to participate in a particular expedition IS NOT sufficient to qualify for the award scheme unless the DC has been designated as an approved examiner by the Zone Leader Venturer Scouts in consultations with the ARC(VS).*

PROVIDING everything has been approved, the expedition takes place. The report should be prepared and submitted within 14 days of the return from the expedition unless the examiner allows a longer period. For details of the report requirements, see below.

2. EXPLANATION OF 'PLANNING AND TRAINING' IN THE PASSPORT

The following details are an explanation of the items listed under Planning & Training in the Passport and which are to be satisfied prior to an Expedition taking place.

PROPOSED OBJECTIVES For example:

- to conduct an overnight hike with 4 - 6 Venturer Scout age people with the aim to qualify for Venturer Award or Queen's Scout Expeditions.
- to conduct 3 separate canoe trips, each of 2 days duration with 4 - 6 Venturer Scout age people with the aim to qualify for the Queen's Scout level Expedition.
- to conduct a 4 day cycle expedition with 4 - 6 Venturer Scout age people with the aim to qualify for the Queen's Scout level Expedition.
- to conduct a 2 day horse trek with 4 - 6 Venturer Scout age people with the aim to qualify for the Venturer Award level Expedition.

Proposed objectives to be submitted to approved examiner in accordance with D/ZVSC.

DETAILS TO INCLUDE: route, party, dates, transport arrangements, copy of permits, emergency contacts, copy of notification to authorities,

EQUIPMENT LIST sample of same, small portable radio - not ghetto blasters

FOOD LIST i.e. cooked evening meal - 3 courses (soup - main - sweets)

- should in general **NOT** include canned or bottled foods
- encourage experimentation with foods & menus other than dehydrated foods.
- water points - known & proposed.
- food points if for an extended hike of more than 5 days.

FIRST AID What is expected that the party will know how to treat the following:

Hypothermia, blisters, dehydration, diarrhoea, upset stomachs, severe bleeding, broken limbs. allergic reactions, allergies, asthma, etc.

SAFETY PRECAUTIONS

- escape routes - consider bushfires / floods
- knowledge of individual health statements / allergies
- qualifications e.g. charge certificate, etc
- specialist skills
- navigation skills (map reading & interpretation)
- emergency rations (see also food list) - include food / water points, drop offs etc
- activity limitation (ie adequate rest & relaxation - do not over extend).

NAVIGATION SKILLS: good understanding of terrain - how to read/interpret maps & terrain

ROUTE PLANNING: including cross section of route & time calculations (Naismith's Rule)

CAMPCRAFT: site selection, hygiene etc

SPECIAL SKILLS: e.g. high country, able to read weather conditions, white-outs, action to be taken etc. Bike hikes - maintenance of same etc

OTHER: Report Presentation, requirements of the special needs of participants

CERTIFICATE OF COMPETENCY: e.g. Charge Certificates

3. EXPEDITION FINAL REPORT REQUIREMENTS

The Examiner will generally require a written report at both of the award levels. At Level Two, the standard of work and effort expected is higher and a special project shall be included. Reports may be verbal, audio/visual, video or other format agreed to by the Examiner and the Venturer Scout. The main elements of the report shall include:

- Detailed list of participants, menus, equipment etc.
- **LOG.** This should form the main thrust of the report and be set out in chronological order, with not less than one page per day. Columns should be ruled to include the Time, Progressive distance for the day, Location, Comments etc
- It may be preferred to only use one side of the page, leaving the facing page for sketch maps, photographs, etc.
- General commentary. This area is to be used to enlarge on the comments made in the log, not for a lengthy essay on the expedition. Extra photographs or sketches can be included in this part.
- A critical evaluation of the expedition is required to be included in the log by the Venturer Scout.

4. EXPEDITIONS STANDARDS

Scope: *Encouraging the development of a spirit of outdoor adventure and a sense of determination, through participation by a group in a well-planned expedition, having previously completed appropriate training.*

Examiners: The Examiner must be approved, for each expedition, by the ARC(VS) and the Unit Council. The ARC(VS) may delegate this approval to the D/ZVSC. Where the D/ZL(VS) is the nominated examiner, it is desirable that they consult other relevant experts to assist them with setting of the pre-determined expedition objectives. The Examiner must have sufficient recent experience to be able to assess the route to be travelled having regard to the terrain, route conditions and possible weather conditions which may be experienced during the expedition.

The examiner must be able to assess the route travelled, having regard to the terrain, route conditions and possible weather conditions during the expedition. The examiner must be satisfied that the equipment knowledge and skills of **all** members of the party are adequate for the safe completion of the expedition.

The Examiner must also be able to assess the individual Venturer Scout and be able to set realistic goals/conditions for that person having regard to their physical/mental abilities. Should a Venturer Scout with physical/mental disabilities present for an Expedition, it is recommended that the Examiner liaise with their parents/guardians, Venturer Scout Leader and the relevant District Leader if appropriate (ie D/ZL(VS)).

The Examiner should ensure that the Venturer Scout and Leader have a clear understanding on what is required for a particular expedition, that all pre-requisites are met and that the Examiner and Venturer Scout have agreed on the type of report required for that expedition.

General Conditions: The expedition may be by foot, cycle, horseback, canoe, boat or other means approved by the D/ZVSC. The party shall comprise 4, 5 or 6 young people of Venturer Scout age only. Leaders or other adults may support the expedition but not participate in it.

Supporting an expedition does not include:

- On-the-horizon surveillance;
- Camping in the vicinity of the expedition party;
- Carrying supportive equipment or supplies unless the expedition exceeds six (6) nights or unless extreme conditions compel a shorter period. Under no such circumstances should the period be less than three (3) nights

Support of an expedition may include (**with the Examiner's approval**):

- A rescue or back-up team **if required by the Examiner or Venturer Scout Leader**
- Transport to and from the expedition region.
- Meeting the expedition party at 1 or 2 selected check points during the expedition.
- The provisioning of the party may occur for expeditions which exceed 6 nights.

The trip is to be planned by the candidates who must demonstrate adequate training and preparation prior to departure. Whilst it is recognised that National Policy allows for all Venturer Scouts participating in an expedition to receive recognition for the Award Scheme, the Victorian Branch Venturer Scout Council recommends that not more than two members of the party qualify for the Expedition Award at either level and that the remainder of the party be recognised as having completed the appropriate training for future expeditions.

This recommendation is made on the basis that all Venturer Scouts qualifying for the Award Scheme must have displayed a high and equal contribution to all aspects of the expedition planning and implementation. Where more than one person is to qualify for the Expeditions Award, each must show equal effort into planning. The Examiner may require that the Expedition cover a greater distance over a longer period of time for both persons to gain the Award.

All food and necessary equipment are to be carried by the party except where the expedition will extend past five nights out when a food/water drop may be arranged for the sixth day.

The journey should be planned to constitute the equivalent of six to eight hours/day of reasonable walking effort. The terrain must be unfamiliar and the route must substantially be intended for the expedition method chosen (eg walking tracks rather than roads for a bushwalking expedition).

Where required, all members of the expedition must hold a current appropriate certificate of competence, if available (eg, charge certificate for canoeing) or have had the appropriate training (eg horse management, river crossing techniques, snow survival etc). Pre-planning checklist including details of proposed objectives, food and equipment to be carried (including a small radio for weather forecasts - not a ghetto blaster), emergency rations, proposed route (and emergency escape routes) map and training undertaken is to be presented prior to departure. If the expedition is to be longer than five nights, then food and water drop points and details are to be included.

The Examiner is to ensure that safety & training aspects are covered:

- Applicable first aid including C.P.R., avoidance and treatment of hypothermia and bleeding control, treatment of blisters, dehydration, diarrhoea, upset stomachs, broken limbs, allergic reactions, allergies, asthma, etc.
- Safety and emergency procedures including the selection of escape routes. Must take into consideration bush fire dangers, floods etc..
- Navigation by map alone or by map and compass of a standard appropriate to the terrain to be covered.
- Campcraft including the selection and use of equipment, selection and preparation of food suitable for the expedition.

- Basic skills related to the type of expedition eg, canoe, horse management etc. Special skills where necessary eg, snow survival, river crossing, etc.
- Knowledge of the health statements of all members of the party together with any allergies/special medications etc.

Within 14 days of returning (unless otherwise agreed to by the examiner and Venturer Scout), each Award Scheme candidate is to report to the examiner, verbally or in writing, on the expedition. The report should critically evaluate the planning and conduct of the expedition and cover such subjects as food, equipment, route and other subjects nominated in advance.

Assessment Each candidate will be assessed in the following:-

- preliminary training and planning, including the pre-planning check list
- the expedition
- follow-up reports which should emphasise evaluation of the original planning details in the light of the expedition experience and report on possible improvements.

Venturer Award Standard (L1)

Scope: *Encouraging the development of a spirit of outdoor adventure and a sense of determination, through participation by a small group in a well-planned expedition, having previously completed appropriate training.*

Undertake an Expedition of at least two days (one night out).

- Walk 6-8 hours per day in unfamiliar and challenging country, or
- Cycle 6-8 hours over unfamiliar and challenging country, or
- Canoe at least 6-8 hours per day on a river of Grade 1 - Grade 2 standards, or on a lake, or on coastal waters, or
- Other such journey (e.g. horse trail riding or cross country skiing on mapped trails), constituting equivalent effort required for the above.

Queen's Scout Award Standard (L2)

Scope: *Encouraging the development of a spirit of outdoor adventure and a sense of determination, by taking a leading role of a small group in a well-planned expedition, having previously completed appropriate training.*

Undertake an Expedition of at least four days (three nights out).

- Walk 6-8 hours per day in rugged, unfamiliar country, or
- Cycle 6-8 hours per day over unfamiliar and challenging country, or
- Canoe 6-8 hours per day on a river at Grade 1 - Grade 2 standard, or on a lake, or on coastal waters, or
- Other such journey (e.g. horse trail riding or cross country skiing on mapped trails) constituting equivalent effort required for the above.

NOTE: Approval of the proposed journey and qualification is conditional upon prior training, and having previously completed the Expedition for Activity 2.

5. RELEVANT ARTICLES & BOOKS

Expeditions - Interchange, June, 1992 pp 6-7

Planning a Bushwalk - Interchange, June, 1992 pp 8-9

Writing Expedition Logs - Interchange, June, 1992 pp 10-12

Use Your Head as Well as Your Feet - Interchange, June 1992, p 14

Bushwalking and Mountaineering Leadership, VicB&MTAB ISBN 0 7241 8682 4

Safety in the Bush, Hobart Walking Club ISBN 0 9598107 4 9

Planning for Adventure, Duke of Edinburgh's Award ISBN 7241 8663 8

Safety in Adventure Activities, Education Department of Victoria

Expeditions, The Scout Association of the United Kingdom ISBN 0 85165 189 5

Activities & Expeditions, The Scout Association of Australia ISBN 0 949 180 254

The Discovery Award, The Scout Association of Australia ISBN 0 86766 026 0

Bushwalking & Camping + Ski Touring, Paddy Pallin

Australian Bushcraft, Richard Graves ISBN 0 909824 35 5

Stay Alive, Maurice Dunlevy ISBN 0 642 05818 0

The Australian Bushcraft Handbook, Lex Lannoy ISBN 0 7253 0631 9

Australian Wilderness Skills, Robert Rankin ISBN 0 9592418 0 9

6. Useful Websites:

These are some current sites that have extensive links to a host of relevant information. A Google search under the desired subject will also provide additional resources.

www.vicscouts.com.aubushwalking.html

www.snowsafes.com.au

www.depi.vic.gov.au

www.melbmap.com.au

jnharker.customer.netspace.net.au/aust-alps-track.html (Alpine Walking Track)

www.john.chapman.name/index.html (An excellent site with many links and locations for hikes)

www.bom.gov.au

www.vicscouts.asn.au (Info Book) <http://www.john.chapman.name/index.html>

www.yhabush.org.au (YHA Bushwalking Group, Victoria) – many great links

www.australialps.deh.gov.au/publications/codes/snowcode.html

www.australialps.environment.gov.au/publications/index.html (Snow Camping)

www.bushwalking.org.au/FAQ/FAQ_SkiTouring.htm (Ski Touring)

www.vic.canoe.org.au/



VENTURER SCOUT AWARD SCHEME: BADGE ACTIVITY STATEMENT



This form and process does not apply to Award activities in the Venturer weekly program e.g. Citizenship night, or Branch approved courses.

Venturer	PART 1		Planned activity: Set the challenge		
			<i>(Submit to Unit Council prior to commencement of the activity)</i>		
	Name of Venturer Scout				
	Unit		Phone number		
	Award type and badge (e.g. VA Pursuits)				
	Detailed plans of intended activities				
	Planned report on the activity <i>(if applicable)</i>				
Examiner	Venturer Scout confirms that Examiner has sighted the intended activity details		Date		Venturer Scout Signature
	Is the Examiner already approved by Zone/District Venturer Council (Z/DVC)?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If <u>already approved</u> by Z/DVC, approach examiner directly If <u>not approved</u> , send Examiner details to Z/DVC
	Name of Examiner				Telephone No:
	<i>If not an Approved Examiner, please sign this:</i> I have read the guidelines overleaf and agree to abide by them. I also agree I will ensure that the proposed activity will meet the requirements as listed in the Venturer Scout Record Book.	 Signature		
	Examiner's qualifications, experience, current role (if relevant)				

Unit Council	PART 2	Approval for the challenge
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> 2A Unit Council Approval of activity <i>For badge activities (except those listed in point 2 overleaf), Unit Council can approve the submission, prior to commencement of activity. Must be recorded in UC minutes.</i> </div> <div style="width: 10%; text-align: center;">OR</div> <div style="width: 45%;"> <input type="checkbox"/> 2B Unit Council Endorsement of activity <i>For badge activities listed in point 2 overleaf, the Unit Council can endorse the proposed activity, and advise the Z/DVC the work is to commence (subject to using an approved examiner)</i> </div> </div>	
Unit Council member: Signature.....Name.....Date of meeting..... <i>(Record this approval or endorsement in the Unit Council minutes and distribute to the Venturer Scout)</i>		
Z/DVC	2B. Only if examiner needs approval (QS and Outdoor Activities) OR not already approved	
	Attach copy of UC minutes or correspondence from Z/DVC showing that the Examiner has been approved for this activity. Attach copy of UC minutes or correspondence.	
Examiner	PART 3	Assessment of the completed challenge
	The Venturer Scout has satisfactorily completed the challenge <input type="checkbox"/> <i>Please comment on the Venturer Scout's achievements:</i> Examiner: Signature.....Date..... <i>(also sign the Venturer Scout Record Book)</i>	
Unit Council	PART 4	Approval for the completed challenge
	<i>The Venturer Scout presents this form and Venturer Scout Record Book (both signed by the Examiner) to Unit Council: with supporting evidence to show that the activity was complete., e.g. reports, logs, photos etc</i> Unit Council: Approval of completion <input type="checkbox"/> Unit Council member: Signature.....Name.....Date of meeting..... <i>(Record this approval in the Unit Council minutes and distribute to the Venturer Scout)</i>	

Award Scheme - Guidelines for Venturer Scouts and Examiners

For Examiners: Thank you for assisting a Venturer Scout to achieve an Award! The award program is designed to challenge the Venturer Scout, expand their interests and assist them to become a capable and responsible adult.

1. Who can be an Examiner?

An Examiner is generally not the Venturer Scout's parent or Leaders. Examiners can be:

Non-Scouting Examiners

Any expert in the associated field known to the Venturer Scout could be used. Examples include: a teacher, (e.g. music teacher for Expressions), a sports coach (e.g. basketball coach for Lifestyles), a responsible person (e.g. supervisor at an Aged Care home for Service) etc.

Pre approved Examiners

The Zone /District Venturer Council have a list of Approved Examiners in many fields.

Examiners Outdoor Activities (Expedition, Outdoors, or any adventurous Pursuit badges)

Outdoor Activities are defined as activities of an adventurous nature such as hiking, abseiling, rock climbing, scuba diving, canoeing, sailing etc., involving a level of risk and a requirement for pre training. A Pursuit could also be classed as an adventurous activity and would also need a suitable Examiner, e.g. a Venturer could do rock-climbing for an Outdoor OR a Pursuit badge.

Examiners for Outdoor Activities could be any one of:

- Approved Examiners, or
- a Branch Activity Leader in that activity (the Venturer Leader has contact details), or
- another qualified expert, who would need approval by ZVC / DVC

2. What designated activities need the Examiner approved by ZVC/DVC?

- Any QS badge
- Any VA Outdoor Activity badge or adventurous Pursuit.

3. What is the process for achieving a badge?

As some Venturer Scouts also use the Venturer Award Scheme to obtain Certificate II qualifications and the Duke of Edinburgh Award, it is vital to have accurate details of goals and achievements in order to comply with requirements of the training framework. The process for completing a Venturer Scout Award Activity covered by (2) above is:

Set the challenge: (Venturer Scout and Examiner)

The Venturer Scout and the Examiner establish a commencing skill level and then agree on the level of understanding and achievement that the Venturer Scout is required to attain over an agreed period of time that sets a reasonable challenge for the individual. Except in special circumstances, the challenge must meet all of the requirements listed in the "Venturer Scout Record Book".

Approval for the challenge: (Unit Council)

The Venturer Scout submits this Badge Activity Statement to Unit Council for discussion and recording in the minutes before the activity commences. If the Examiner also needs approval, then this Badge Activity Statement is submitted to the ZVC/DVC. (See above point 2 for designated activities that require Z/DVC approved examiners)

Complete the challenge: (Venturer Scout)

The Venturer Scout then undertakes and completes the activity within an agreed time and to the agreed level. The Venturer Scout should consult the Examiner and/or Venturer Scout Leader if there is any difficulty with progress or other aspects of the activity. The plan for the completion of the activity may have some small modifications if necessary, with the agreement of the Examiner providing it still meets the requirements outlined in the Venturer Scout Record Book.

Assess the completed challenge: (Examiner)

Upon completion, the Examiner should use the agreed levels of understanding and achievement to assess the work completed, the effort expended and improvement or achievement that the Venturer Scout has attained. If not satisfactory, the Examiner may decide that some additional work may be required to be assessed as competent.

When satisfied, the Examiner signs and dates the Venturer Scout Record Book and this Badge Activity Statement.

Approval for the completed challenge: (Unit Council)

The Venturer Scout provides to the Unit Council the signed Badge Activity Statement and signed Venturer Scout Record book and any supporting evidence of the activity: reports, logs, photos etc. The activity completion is recorded in the minutes.

Note that a fixed pass level is not intended; rather, some worthwhile improvement in the performance or understanding of the subject is expected. A key factor is that there may be some difference in understanding and ability for individual Venturer Scouts, which must be taken into account in the final assessment.

4. More information?

Your Venturer Scout Leader can assist with ideas for badges, resources and feedback on your plans for badges. All Venturer Scouts and Examiners are also welcome to attend any of the regular meetings of the Z/DVC. Website www.vicscouts.com.au

Your Zone / District Venturer Council contact isPhone.....
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ADVENTUROUS ACTIVITY NOTIFICATION FORM TO GLs/LICs

It is the Victorian Branch policy to ensure that its members participate in activities with a minimum of documentation. The primary criterion for documentation is to ensure the due care for the health and safety aspect of the activity being contemplated.

The only forms used for Adventurous Activities are:

- Branch Adventurous Activity Notification Form (this Form) to notify GLs/LICs of a proposed event
- Branch Special Activity Permission Form -When control of the event passes from Scout personnel to an outside body or person
- Medical/Health Update Form, the PIR
- The Interstate Travel Application Form when travelling outside Victoria.

IF YOU ARE PRESENTED WITH ANY OTHER TYPE OF FORM TO COMPLETE REFER IT TO THE VICTORIAN SCOUT CENTRE AND CHIEF COMMISSIONER

APPROVAL OF OUTDOOR AND OVERNIGHT ACTIVITIES

Subject to the following requirements, the Group Leader or the nominated Leader in Charge of the Group must be made aware of and has the responsibility and authority to approve most Scouting events involving members of the Group including Standing Camps, most Hikes and Pack Holidays and thus is the formal home contact in emergencies. No formal notification is required using this form.

THIS FORM IS TO BE USED ONLY WHERE ANY OF THE FOLLOWING ADVENTUROUS ACTIVITIES ARE A PART OF THE ACTIVITY OR EVENT PROGRAMME:

- Adventurous Activities including Abseiling, Extended Bushwalks in Unmodified Landscapes,
- Canoeing or Kayaking on Moving Water, Caving, Rock Climbing, Sailing, Ski Touring, Four Wheel Driving for extended periods and Parascending, all of which require the use of registered and qualified members of Branch Activity Teams who are Activity Guides, Activity Leaders or Activity
- Instructors in the activity and other activities as defined as Adventurous from time to time by the Chief Commissioner.

The Leader in Charge of the Adventurous Activity component of the programme must be registered and hold an Activity ID card as a fully Qualified and Credentialed Activity Guide, Activity Leader or Activity Instructor in the specialist area of the Adventurous Activity being undertaken and that that person must at all times adhere to basic safety and risk management requirements including as appropriate:

The provision of appropriate information to the local Police and/or the provision of appropriate information to the Authority responsible for the management of the area in which the event is to be held: and

- Provision of full details of the event to the Group Leader or the nominated Leader In Charge of the Group including as appropriate, time and dates of departure and expected return, planned campsite(s) and hike routes: and
- The provision of all necessary equipment and resources to allow safe participation in the adventurous activity

It is the responsibility of the Group Leader or Leader in Charge to ensure there is a qualified Adventurous Activity person leading any such component of the event or activity in the programme.



SCOUTS AUSTRALIA

Victorian Branch

AA1

Feb 2012

ADVENTUROUS ACTIVITY NOTIFICATION FORM

Leader of Group/Party..... Phone.....

Scouting

Role..... email.....

(Scouting Role, e.g. Patrol Leader, Scout Leader, Venturer Expedition Leader)

Activity Guide/Leader/instructor (if different from above).....

Address.....

.....Postcode.....

Phone Number.....Mobile.....email.....

Members of the Party- indicate Y =Youth, L = Leader, A = Activity Leader O = other Adult

Attach a list if more convenient

Name

Name

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Plan of the Activity

Type.....

Location.....

Dates.....

Duration.....

Time of return.....

Holder of this form during the activity is the Group Leader or Leader in Charge of the Group and the Designated Home contact available during the activity

Group.....Name.....

Phone No.....Mobile.....

If I have not contacted you by.....am/pm, on.....(date)

Ring Police on 000 advising exact location of the activity or contact your local Police Station.

Police at.....Station have full particulars and location of the Activity.

Signed Leader of

Group/Party.....Date.....

Signed Group Leader.....Date.....

RISK MANAGEMENT FOR VENTURER ACTIVITIES

As a Venturer, Examiner or Leader you will at some stage be called upon to make decisions relating to safety or an incident during the expedition or activity.

All Adventurous Activities involve some elements of risk and it is important that you consider all the key criteria, so as to recognize, plan for and minimize potential injury for the overall safety of your party.

The Australian /New Zealand Standard (AS/NZS 4360:1999) for Risk Management takes all the emotion and guesswork out of the process and the Victorian Branch, Risk Management Policy, April 2003 is based on this Standard.

Some of the tools and techniques used in identifying risks include checklists, first aid records, brainstorming, preparation and safety equipment. During the planning phase of your activity, it is vitaly important that you discuss Risk Management Plans with your Examiner as a part of your preparation and readiness for the activity.

Use the section on Page 8 to develop your Risk Plan. An example is included here to give you some ideas, but each activity must have a separate plan as the area, conditions, etc will of course be different.

Your objective is to separate the minor acceptable risks from the major non-acceptable risks and to provide data to assist in the evaluation and treatment of the risks. Risk analysis requires a good understanding of the origin of the risk, their consequences and the likelihood that those consequences may occur. Factors which affect consequences and likelihood, must be identified and recorded.

How the risk identification process works:

- Starting with “**Likelihood**” (see table 1)
 - o establish the likelihood of the incident happening, e.g. almost certain, likely, possible, unlikely etc.
- Now using “**Consequence**” (see table 2)
 - o should the incident occur, what would be the consequence? e.g. minor, moderate, major catastrophic etc.
- Assuming for this exercise the following applies:
 - o Likelihood = almost certain
 - o Consequences = major
- Now referring this information to the **Risk Analysis Matrix** (see table 3)
 - o The matrix indicates “E”
 - o “E” = extreme risk; immediate action required
- Do not put off your corrective action as the statement indicates immediate action required!
- Once the required action has been taken, now complete your Risk Register and Action Plan and keep your records to take with you on your activity (and don't forget to leave a copy with your home contacts).

EXAMPLES OF RISK IDENTIFICATION AND CLASSIFICATION

Measure of Likelihood

(Table 1)

Level	Descriptor	Descriptor
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Measure of Consequence

(Table 2)

Level	Descriptor	Descriptor
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, medium financial loss
3	Moderate	Medical treatment required, minor equipment and property
4	Major	Extensive injuries, extensive equipment and property damage, major financial loss
5	Catastrophic	Death, major equipment and property loss, huge financial

Risk Analysis Matrix

(Table 3)

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend

E:- extreme risk; immediate action required

H:- high risk; senior management attention required

M:- moderate risk; management responsibility must be specified

L:- low risk; manage by routine procedure.

SAMPLE ACTIVITY RISK ASSESSMENT WORKSHEET

Activity / Circumstance of Risk	Significant Hazards	Group(s) at risk	Likelihood	Severity	Risk Rating	Comments
Bushfires	Heat from fire front Exhaustion Death if in fire front	All participants Search & rescue personnel	C	4	E	Participants to closely monitor weather reports and advise from locals authorities. Define escape routes Bushfire safety conditions to be discussed with examiner and all party members.
Adverse weather conditions	Risk of exposure Hypothermia Lightning, falling trees/branches. Inability to continue activity or overdue arrival	All participants Search & rescue personnel	C	3	H	As above plus Prepare emergency response plan Carry EPIRB Carry communications equipment Decision to stop and make camp before conditions deteriorate significantly
Lost party member	Search phase by other party members Possible injury during search	Participants Search & rescue personnel	D	4	H	As above plus Regular check of party members Appointment of lead and rear party leaders Discuss risk with group
Injury to party member	Inability to ambulate injured party	All Participants Search & rescue personnel	C	3	H	As above plus Provide safe sheltered area to treat injury Determine strategy plan to obtain help Consider safety of other party members.
<i>Other items specific to activity being undertaken.</i>						

Using Table 3, the **Measure of Likelihood** is determined together with the **Measure of Consequence**.

Using the Risk Analysis Matrix the **Risk Rating** is established by plotting the Likelihood against the Consequence on the table.

You should discuss with your Examiner and Venturer Leader(s) what preparation and strategies that you intend to institute so reduce the Risk Rating of your proposed activity. Of course, some risks will always be likely (snake bite, twisted ankles, etc) however if you have a defined plan **BEFORE** you depart, then this will allow these situations to be tackled in a planned and calm manner if they arise.

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EXPEDITION REPORT

SECTION A: PLANNING FOR THE ACTIVITY

Name:

Unit: Group:

Introduction: (a brief outline of your expedition).

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Award Section: VA Expedition QS Expedition VA Outdoor QS Outdoor Other

Expedition Type: (hiking, canoeing, skiing, sailing, etc)

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Intended Location (provide general details and specific information on travel to the site)

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.....

Time of Year Proposed

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.....

Dates and Meeting Times

Departure Date: **Time and Location:**

Return Date: **Anticipated Time and Location:**

Adventurous Activity:

(In what ways is this expedition/activity expected to be an Adventurous Activity under the Award Scheme guidelines?)

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Use of Venturer Scout Knowledge & Skills:

(Briefly describe some of the ways in which the expedition/activity Team members expect to use Scoutcraft and Leadership knowledge and skills during the activity).

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Names of Expedition Group Members and Emergency Contacts

Name	Address	Mother's Name	Father's Name	Home Ph.	Mother Mobile	Father Mobile

Contacts for Emergency Services in the Area

Town	Name	Location	Contact Telephone
	Medical Centre / Hospital		
	Police Station		
	Fire Brigade / CFA		
	SES (State Emergency Service)		
	Medical Centre / Hospital		
	Police Station		
	Fire Brigade / CFA		
	SES (State Emergency Service)		
General	Department of Sustainability & Environment		
	Parks Victoria		
	Other (specify)		

Maps

(List details of all maps that are available for the chosen area. These should include Vicmaps, walking or hike maps, etc). Some maps are also available in electronic format).

Map Title(s):.....

Area:

Scale: Produce by:

Date Issued:

Trip Planning

Day 1:

Starting From:	Name:		Grid Reference:	
Finishing At:	Name:		Grid Reference:	
Details:				

Day 2:

Starting From:	Name:		Grid Reference:	
Finishing At:	Name:		Grid Reference:	
Details:				

Day 3:

Starting From:	Name:		Grid Reference:	
Finishing At:	Name:		Grid Reference:	
Details:				

Day 4:

Starting From:	Name:		Grid Reference:	
Finishing At:	Name:		Grid Reference:	
Details:				

Day 5:

Starting From:	Name:		Grid Reference:	
Finishing At:	Name:		Grid Reference:	
Details:				

Menu for People:

(carefully plan you menu to consider weight, weather conditions, total fire ban, etc)

Day 1	Lunch	
	Dinner	
Day 2	Breakfast	
	Lunch	
	Dinner	
Day 3	Breakfast	
	Lunch	
	Dinner	
Day 4	Breakfast	
	Lunch	
	Dinner	
Day 5	Breakfast	
	Lunch	
Snacks		
Emergency Rations		

Potential Incidents and Solutions

Hypothermia	<ol style="list-style-type: none"> 1. Reduce Heat Loss <ol style="list-style-type: none"> a. Additional layers of clothing b. Dry Clothing c. Increased Physical Activity d. Shelter 2. Add Fuels & Fluids- It is essential to keep a hypothermic person hydrated and fuelled 3. Add Heat <ol style="list-style-type: none"> a. Fire or other heat source, though ensure not too much heat is applied too quickly b. Body to Body contact. Put a normal person in a sleeping bag with the hypothermic person in dry lightweight clothes 4. Call Ambulance if conditions serious enough 	
Someone Becomes Lost	<p>For the person lost:</p> <ol style="list-style-type: none"> 1. Stay where you are- do not move. The people searching have a better chance of finding your closest to where they last saw you 2. Try to make some form of signal with what you have. Either yell out, blow a whistle, make smoke signals or use a light if it is dark 	<p>For the people searching:</p> <ol style="list-style-type: none"> 1. Identify the missing person and identify what they have with them to determine how serious the situation is 2. Begin searching for the person by retracing where you walked and or where you last saw the missing person- be on the lookout for any signals from the person 3. Seek help from SES / Police
Broken Bones	<p>In general, to treat a bone fracture:</p> <ol style="list-style-type: none"> 1. Immobilize the limb 2. Check for a distal pulse in the lower parts of the limb, if none use some gentles traction to restore pulse 3. Treat any visible wounds, for example if the bone penetrates the skin (open fracture) 4. Apply necessary padding and a splint on the broken limb 5. Work out best means to get person to ambulance or hospital 	
Serious Bites	<p>In general, to treat a bite (snake, spider, Insect etc.)</p> <ol style="list-style-type: none"> 1. DR. ABC (Danger, Response, Airways, Breathing & Circulation) 2. Complete Rest and Immobilization 3. Call Medics / Ambulance Urgently 4. Apply a firm (pressure) bandage starting from just above the fingers or toes, to as far up the limb as the armpit or groin 5. Immobilize the limb further with a splint 6. Obtain history of the patient, i.e. allergies etc. <p>Avoid washing bite area as venom sample can be obtained Do Not remove bandage and splint once applied Do Not try and capture the snake / other</p>	

Burns & Scalds	<ol style="list-style-type: none"> 1. DR. ABC (Danger, Response, Airways, Breathing & Circulation) 2. Cool with clean water if possible, and resist using other substances <ol style="list-style-type: none"> i. up to 20 minutes for thermal or radiation burns ii. 20-30 minutes for chemical burns 3. Cover with a clean, non-adherent burn 4. Remove tight clothing and objects, e.g. jewelry 5. Call 000 for an ambulance if burn is serious enough 6. Treat for shock if the burn is severe. 7. Ensure that contaminated clothing is removed unless it is adhering to the burn & wash away any excess chemicals (careful of eyes)
Heatstroke	<ol style="list-style-type: none"> 1. DR. ABC (Danger, Response, Airways, Breathing & Circulation) 2. Remove person to a cool place. 3. Remove almost all clothing; loosen anything tight 4. Apply cold packs (if available) to neck, groin, armpits to accelerate cooling 5. Cover with wet sheet 6. Call 000 for an ambulance if condition is serious enough 7. When casualty is fully conscious, give fluids
<i>Add others applicable to your type of activity.</i>	

SECTION B: THE ACTIVITY

Use this section to record your details along the trip
Photocopy extra pages as required

Templates are provided for up to a 5 day activity.

Proposed Campsites

(when arriving at a place to camp, placement of tents requires careful consideration – terrain, overhanging trees, weather conditions, roads, water courses, noise, other people etc Consider minimum impact camping, risks, fire location).

Day 1:

Name / Location: (Grid Reference)	
Criteria for selecting siting of each tent	
Water Situation: (explain location and source of water, requirement to carry extra water, etc)	
Cost:	\$ per night for people

Day 2:

Name / Location: (Grid Reference)	
Criteria for selecting siting of each tent	
Water Situation: (explain location and source of water, requirement to carry extra water, etc)	
Cost:	\$ per night for people

Day 3:

Name / Location: (Grid Reference)	
Criteria for selecting siting of each tent	
Water Situation: (explain location and source of water, requirement to carry extra water, etc)	
Cost:	\$ per night for people

Day 4:

Name / Location: (Grid Reference)	
Criteria for selecting siting of each tent	
Water Situation: (explain location and source of water, requirement to carry extra water, etc)	
Cost:	\$ per night for people

Day 5:

Name / Location: (Grid Reference)	
Criteria for selecting siting of each tent	
Water Situation: (explain location and source of water, requirement to carry extra water, etc)	
Cost:	\$ per night for people

Other Emergency Information:

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SECTION C:

- **ACTIVITY REPORT**
- **LESSONS LEARNED**
- **REFLECTIONS**

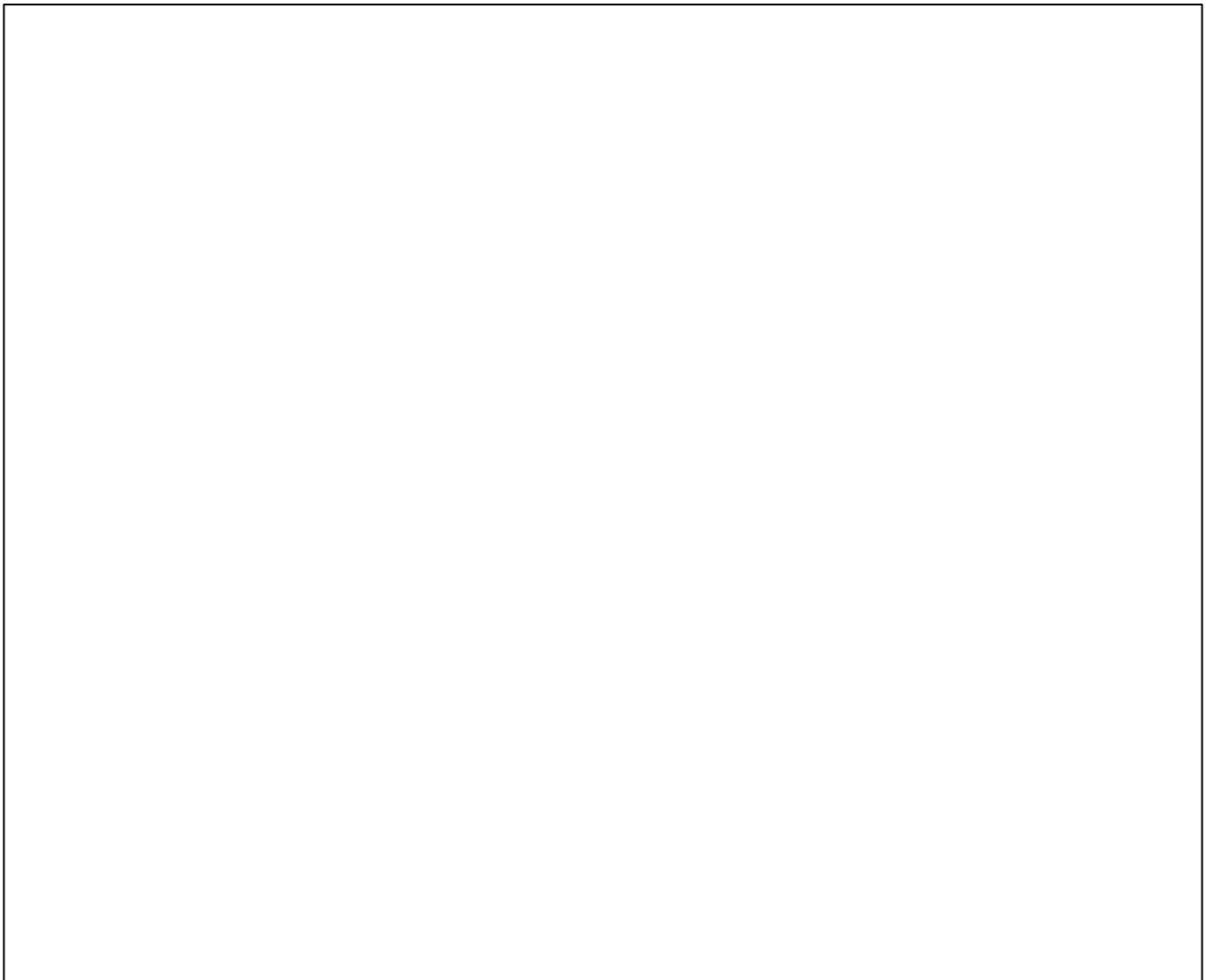
Brief description of Scoutcraft and Leadership skills used during the expedition

(eg, knots that were used when pitching tent; first aid skills used; assigning of leadership roles during the Expedition, other examples.)

Day 1	
Day 2	
Day 3	
Day 4	
Day 5	

Sketch map (in written report) showing use of mapping and compass skills, or other demonstration of the use of these skills during the expedition

(Eg, include a sketch map of one of the camp sites showing location of tents with respect to permanent landmarks, or sketch map of 300 m or more of the route showing locations with respect to permanent landmarks).



**ADD Photos, Maps, Correspondence,
Tickets, Flora Samples, etc HERE**



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