



New South Wales Branch
 "The Bunyas" 5 Rogers Avenue
 P O Box 115
 Haberfield NSW 2045

Phone: 02 9799 9244
 Fax: 02 9799 5460

e-mail: hq@nsw.scouts.com.au

FORM A1 (02/04)

ACTIVITY NOTIFICATION FORM
PART III PARENTS' ADVICE
(To be completed for members under 18)

ACTIVITY Cub/Family outing to UWS observatory
 FORMATION 1st Winston Hills Cub Pack
 LOCATION University of Western Sydney, Great Western Highway, Werrington North (Building AO)
 LEAVING TIME 6.45 pm DATE Fri 2nd June, 2006 PLACE UWS Observatory
 RETURNING TIME 9.00 pm DATE Fri 2nd June, 2006 PLACE UWS Observatory
 Name of Activity Leader Maranuka Phone ()
 Method of transport to and from activity Parent's cars
 Cost \$ 8.00 payable to _____ by (date) Tues 23 May, 2006

ADDITIONAL DETAILS

All members of family are welcome to come to this evening.

EMERGENCY CONTACT

If you feel that your child is overdue in returning from the activity, you should contact:

John Hardiman Home Phone () 9836 2964 Mobile ()

The activity will will not be under direct adult supervision
 The activity will will not involve both male and female youth members
 Both male and female Leaders will will not be present

PARENTS - PLEASE KEEP THE ABOVE FOR REFERENCE

ACTIVITY REPLY: To be returned to the Section Leader by Tues 23 May, 2006 whether or not your child is attending

CHILD'S NAME _____ MEMBERSHIP NO

ADDRESS _____

SCOUT GROUP _____

Will Be/Will Not Be ATTENDING THE Cub/Family outing to UWS observatory

ORGANISED BY 1st Winston Hills Cub Pack

FROM 6.45 pm (time) Fri 2nd June, 2006 (date) TO 9.00 pm (time) Fri 2nd June, 2006 (date)

PARENT CONSENT (TO BE COMPLETED IF CHILD ATTENDING ACTIVITY) I consent to my child's participation in:

swimming activities water/boating activities flying activities (if applicable)

AGE of CHILD _____ Years Can he or she swim? _____

HEALTH / FITNESS ASPECTS OF YOUTH MEMBER THAT MAY REQUIRE SPECIAL ATTENTION, INCLUDING ALLERGIES

MEDICARE NUMBER EXPIRY DATE ____ / ____

OTHER HEALTH FUND _____

IN CASE OF EMERGENCY CONTACT _____ TELEPHONE () _____

I authorise any officer, member or servant of The Scout Association of Australia, New South Wales Branch, in the event of any accident or illness to obtain such urgent medical assistance or treatment for the abovenamed youth member, including the administration of any anaesthetic or blood transfusion as he or she may consider expedient and for this purpose to engage any first aiders, ambulance officers, doctors, dentists, nursing assistance or hospital accommodation and in this event I agree to pay the said Association on demand all such doctors', dentists', nurses', ambulance and hospital fees (other than fees and expenses recoverable by the said Association under any policy of insurance).

Signed: _____ Print Name _____ Date _____



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**ACTIVITY NOTIFICATION FORM
 PART I ACTIVITY INFORMATION**

Formation **1st Winston Hills Cub Pack**

Activity **Cub/Family outing to UWS observatory**

Location of Activity **University of Western Sydney, Great Western Highway, Werrington North (Building**

Nearest Police Station

NSW Scout Region (where activity will be held)

Method of Transport **Parent's cars**

Leaving Time **6.45 pm** Date **Fri 2nd June, 2006**

Returning Time **9.00 pm** Date **Fri 2nd June, 2006**

Rescue Call Time Date

Number Attending Youth Leaders Others Total

Name of Activity Leader **Maranuka** Phone ()

Address

Has Activity Leader read relevant Branch Policies? Yes No

Certificate Required ? Yes No Held by

Permits Obtained ? (e.g. Water Board) Yes No Not Required

IN CASE OF EMERGENCY CONTACT

1) FIRST EMERGENCY CONTACT

Home Leader's Name **John Hardiman** Phone **() 9836 2964** Mobile ()

Address

2) SECOND EMERGENCY CONTACT

Contact's Name Phone () Mobile ()

Form to be sent to: Regional Office, or Zone Activity Coordinator for location of Activity

Name of ZAC Phone ()

Address Fax ()

I acknowledge that as the Activity Leader
 I am responsible for this Activity

I am available to act as the Home Leader
 (First Emergency Contact) for this Activity

 (Signature of Activity Leader) Date (Signature of Home Leader) Date

Copies sent to: Home Leader Appropriate Commissioner at Regional level
 (14 days prior to activity) Local Authority Zone Activity Coordinator or Regional Office



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FORM A1 (02/04)

RM

(To be completed for all outdoor overnight activities and all air/alpine/rock related/water or other potentially dangerous activities)

Formation **1st Winston Hills Cub Pack**

Activity **Cub/Family outing to UWS observatory**

Location **University of Western Sydney, Great Western Highway, Werrington North (Building AO)**

Date From To inclusive

Map Name Map Date Map Ref

PROPOSED ROUTE (include dates, overnight stops etc)

ALTERNATIVE ROUTES/VARIATION/ESCAPE ROUTE

Vehicles left at

Registration Numbers

Equipment

- | | | |
|---|--|---|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Day's food | <input type="checkbox"/> Map & compass |
| <input type="checkbox"/> Waterproof jackets | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Sleeping bags | <input type="checkbox"/> Matches | <input type="checkbox"/> Other (list) _____ |

Other useful information (e.g. experience, medical condition etc) should be attached where necessary.

PARTICIPANTS Attach list of participants to copies of form left with Home Leader and local authority.

ALARM

Emergency or overdue alarm will be raised by 'Home Leader'.

Name **John Hardiman** Phone **() 9836 2964** Mobile **()**

This form may be discarded after (Date)

NSW BRANCH ACTIVITY POLICIES
 (see Organisation and Information Handbook - 10th Edition)

- | | | |
|---------------------------------|----------------------------------|--------------------------------|
| Activity Accommodation Policy | Activity Notification Procedures | Alpine Activities |
| Commercially Run Activities | Cub Scout Overnight Activities | Flying Policy |
| Joey Scout Overnight Activities | Prohibited Activities | Rock Related Activities Policy |
| Travel Interstate or Overseas | Water Activities Policy | |



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**ACTIVITY NOTIFICATION FORM
PART IV OVERDUE PARTIES PROCEDURES**

Activity Leader

- Manages overdue party, keeping members safe;
- Raises alarm if assistance is required;
- If possible, alerts transport providers and Home Leader and proposes revised pick-up arrangements; and
- Ultimately prepares incident report.

Transport Providers

- Remain on site;
- Maintain contact with Home Leader if possible; and
- Assist emergency services as required.

Home Leader (Emergency Contact)

- Remains available, especially around activity finishing time;
- Receives notification from Activity Leader or transport providers if party is overdue;
- Tries to contact Activity Leader and then transport providers if no confirmation has been received within one hour of the party's intended return to the pick-up point;
- Delegates somebody to notify all parents and partners, but otherwise remains the principal point of continuing contact;
- If no contact has been made either with the Activity Leader or with the transport providers and the party is overdue by more than three hours notifies the police;
- Notifies State HQ on (02) 9799 9244; A message service will redirect to duty officer;
- Directs any media enquiries to State HQ;
- Remains available to liaise with all parties; and
- Notifies parents, partners and State HQ of the all clear.

Police Service

- Manages search and rescue operations; and
- Notifies and liaises with land managers eg NPWS, Waterways Authority.

State HQ Duty Officer

- Notifies Regional Commissioners of host and home Districts;
- Notifies Branch Commissioner (Members Support);
- Notifies Chief Commissioner;
- Maintains liaison with the Home Leader;
- Liaises with the media or leaves this to the Chief Executive or Communications and Development Manager;
- Notifies above personnel of the all-clear; and
- Notifies Branch Commissioner (Activities) and relevant Sectional Commissioner(s) in due course.

Regional Commissioners of Host and Home Regions

- Notify host and home DCs and discuss suitability of local support services within Scouting;
- Maintain a watching brief until receiving the all-clear, assisting as required;
- Home Regional Commissioner arranges a debrief with party members and other key personnel at an appropriate early time, and commissions a report if deemed necessary which is distributed to the Chief Commissioner and Chief Executive; and
- Home Regional Commissioner initiates any further follow-up action that may be needed, and monitors progress.