



**Scouts Victoria  
Victorian Venturer Council**



# ***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.

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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 found in the **Venturer Scout Record Book**.

More information for Venturers. Leaders and Examiners – **Guidelines for Expeditions**

<https://scoutsvictoria.com.au/age-sections-adults/venturers/venturer-resources/>

**Section A** provides guidance for planning the Activity.

**Sections B & C** can be used as a template for trip/log notes during the activity and to record 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 suggested to all Zone / District Venturer Scout Council that this format be adopted by all Venturers undertaking Expedition and related Outdoor activities.

## **Thanks and Acknowledgements**

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Cardinia District Leaders

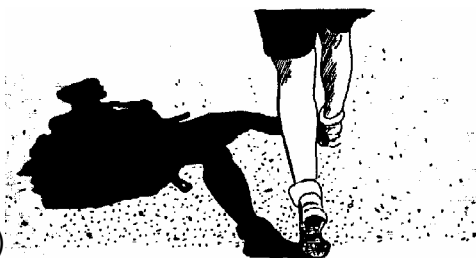
Katherine Nowell

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 – [vsc.lerderderg@vicventurers.com.au](mailto:vsc.lerderderg@vicventurers.com.au)

Edition 3.0 – January 2020



## 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 Record Book’.

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, Great Ocean Walk

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, practice 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 or electronic 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 weight

Include before and after weights

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

Phone with VicEmergency and Emergency+ apps

### 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)

SpotTracker (for rugged terrain)

### 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 and describe 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 (Parks Victoria, approval, etc)

Activity Notification

District/Zone Venturer Council approval of your Examiner.

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

Copies of correspondence.

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

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

Further information:

<https://scoutsvictoria.com.au/activities-events/activities/bushwalking/>



## Naismith's Rule and Cross Sections

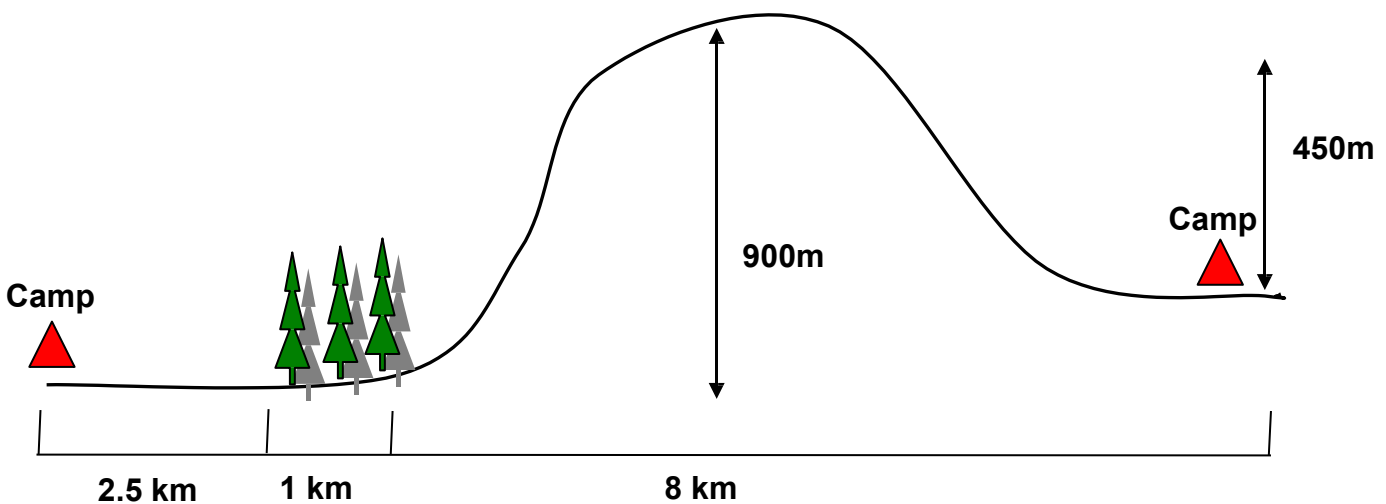
Naismith's original rule was formulated in 1892. This is a similar one used for Australian conditions.

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:

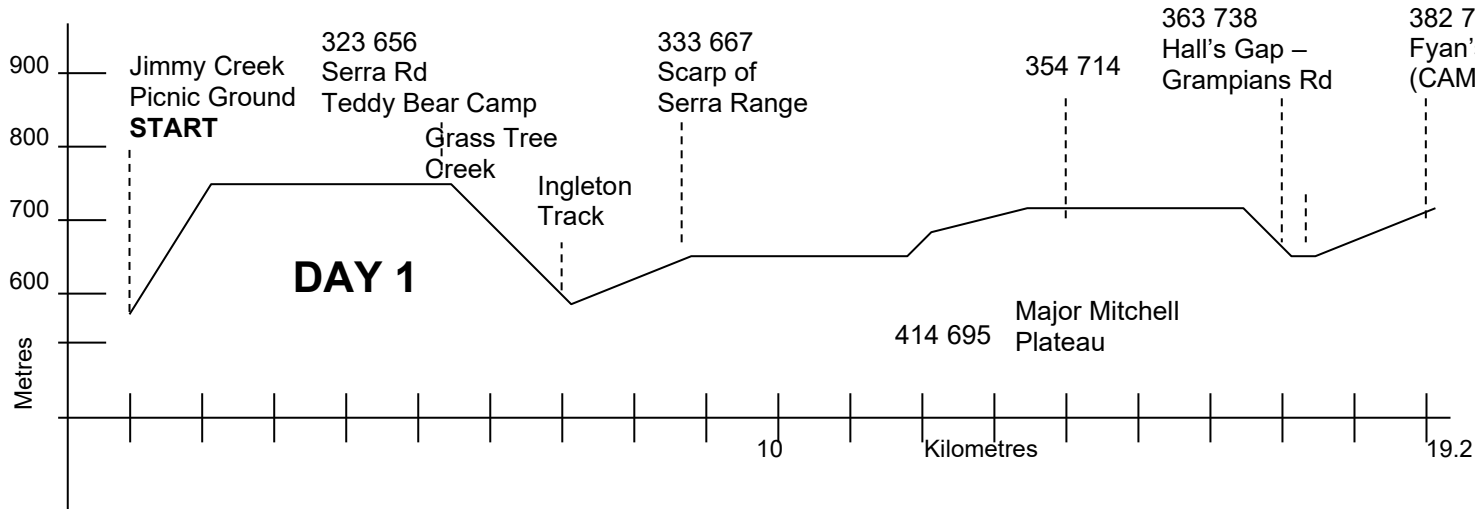
- Every 5km of easy going.
- Every 3km of easy scrambling.
- Every 1 ½ km of extremely rough country, deep sand, soft snow or thick bush
- Every 500m up
- Every 1000m down
- Every hour over 5 hours for fatigue
- One hour for lunch break

### 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
<b>Total walking time</b>		<b>7hr 20 minutes plus 1 hour for lunch</b>

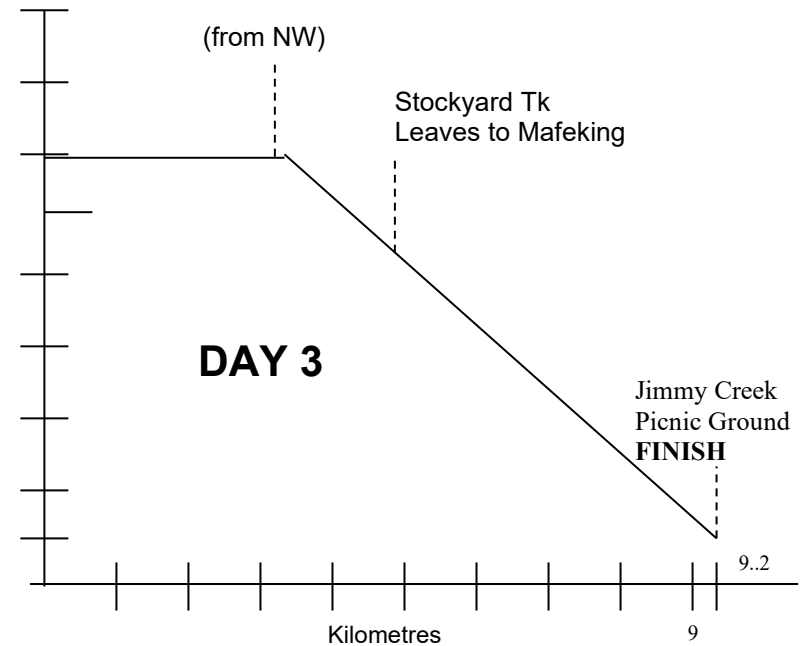
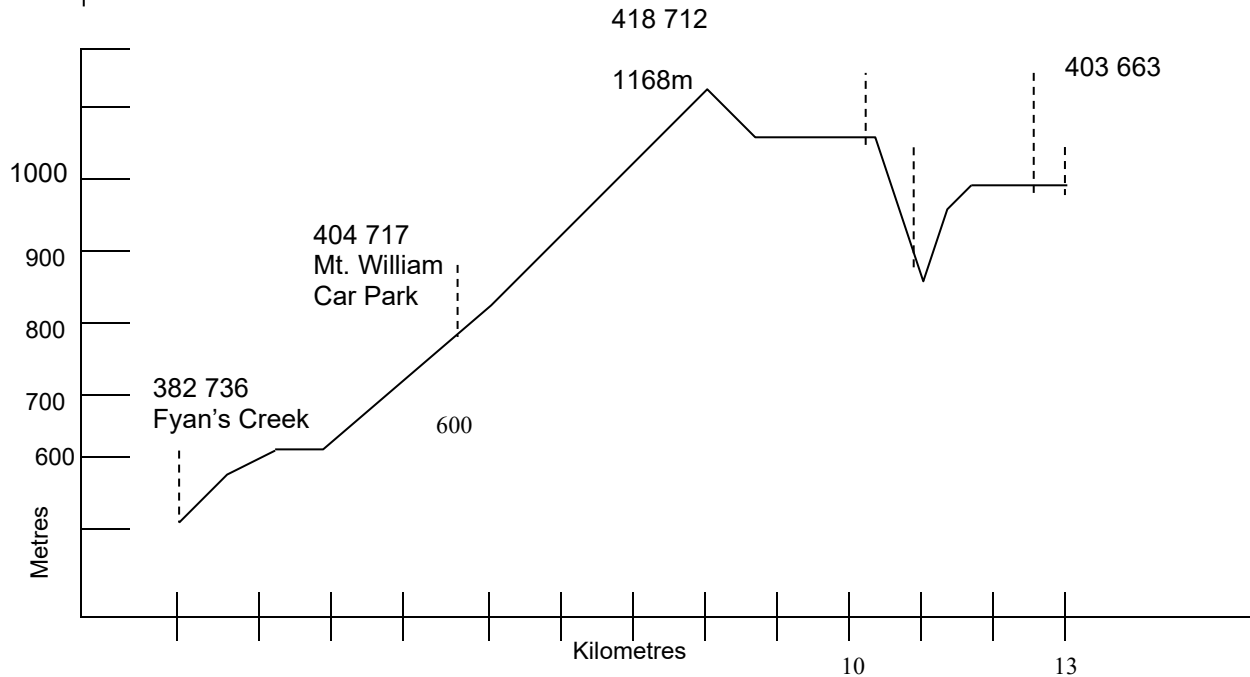
# STRIP MAP BY ELEVATION – MOUNT WILLIAM HIKE



**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.



## 5. 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.

<https://www2.delwp.vic.gov.au/> (Approvals from Park/Land Authorities)

[www.melbmap.com.au](http://www.melbmap.com.au) (Maps)

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

[www.john.chapman.name/index.html](http://www.john.chapman.name/index.html) (Many links and locations for hikes)

[www.bom.gov.au](http://www.bom.gov.au) (Bureau of Meteorology - Weather)

[www.yha.org.au](http://www.yha.org.au) (YHA Bushwalking Group, Victoria – many great links)

[www.australialps.environment.gov.au/publications/index.html](http://www.australialps.environment.gov.au/publications/index.html) (Alpine Alps information)

<https://australialps.environment.gov.au/publications/index.html> (Hiking in Alpine Areas)

<https://bushwalkingvictoria.org.au> (Local and relevant tips and information)

<https://vic.paddle.org.au> (Canoeing)



# 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.

<b>Venturer</b>	<b>PART 1</b>		<b>Planned activity: Set the challenge</b>			
			<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>					
<b>Examiner</b>	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>  <b>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.</b>				..... Signature	
Examiner's qualifications, experience, current role (if relevant)						

<b>Unit Council</b>	<b>PART 2</b>	<b>Approval for the challenge</b>
	<input type="checkbox"/> <b>2A Unit Council Approval of activity</b> <span style="margin-left: 200px;"><b>OR</b></span> <input type="checkbox"/> <b>2B Unit Council Endorsement of activity</b>	
	<p><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></p> <p><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></p>	
<b>Z/DVC</b>	<b>2B. Only if examiner needs approval (QS and Outdoor Activities) OR not already approved</b>	
	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.	
<b>Examiner</b>	<b>PART 3</b>	<b>Assessment of the completed challenge</b>
	<p><b>The Venturer Scout has satisfactorily completed the challenge</b> <input type="checkbox"/></p> <p><i>Please comment on the Venturer Scout's achievements:</i></p> <p>Examiner: Signature.....Date..... <i>(also sign the Venturer Scout Record Book)</i></p>	
<b>Unit Council</b>	<b>PART 4</b>	<b>Approval for the completed challenge</b>
	<p><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></p> <p><b>Unit Council: Approval of completion</b> <input type="checkbox"/></p> <p>Unit Council member: Signature.....Name.....Date of meeting.....</p> <p><i>(Record this approval in the Unit Council minutes and distribute to the Venturer Scout)</i></p>	

## 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](http://www.vicscouts.com.au)

Your Zone / District Venturer Council contact is .....Phone.....
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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 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
- Personal Information Record & Health Statement Form (PIR) or preferably CareMonkey
- Interstate Travel Application Form when travelling outside Victoria.

Forms available from:

<https://scoutsvictoria.com.au/age-sections-adults/member-resources/forms-and-tools/>

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 ISO 31000:2018) for Risk Management takes all the emotion and guesswork out of the process and the Victorian Branch, Risk Management Policy 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. If a non-Scouting Examiner, then they should be aware of the details of Scout Victoria Safety, Health and Risk Policy and processes.

Use the section on the next page 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**
  - establish the likelihood of the incident happening, e.g. almost certain, likely, possible, unlikely etc.
- Now using **Consequence**
  - should the incident occur, what would be the consequence? e.g. minor, moderate, major, etc.
- From the **Risk Table**, determine the overall risk Low, Moderate, Significant, High
- Determine your **Prevention/Preparation** activities
- Be aware in the case of an incident what **Management** action is required.
- Do not put off your corrective action as the statement indicates immediate action required!
- 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).
- Share this information with all participants, LIC's, so they are aware of likely hazards and their controls.

**RISK MANAGEMENT PLAN / ANALYSIS**

**Bushwalk in Grampians (December activity)**

All items listed on **bold** to be included on equipment list (or loaded onto phones)

1. Are there other risks on this hike not on list below?
2. If this hike were in winter, what would you change or add?

<b>Risk:</b>	<b>Likelihood</b> <i>(see table below for options and explanations of each term)</i>	<b>Consequence:</b> <i>(see table below for options and explanations of each term)</i>	<b>Prevention or Preparation Controls</b>	<b>Management if occurs</b>
Bushfire:	Possible-dependending on the weather	Major: Death at extreme cases  Moderate: worried personal, psychological.	Check weather conditions and fire rating prior and during hike. Cancel hike if extreme forecast Cancel hike or get out of area is Code Red. Install <b>VicEmergency &amp; Emergency+ apps</b> on all phones with emergency numbers / location. Leader also to message group if known fire conditions Register activity with <b>ScOUT &amp; ABOUT</b> on Scouts Victoria website Register hike with police.	Cancel hike if Code Red or extreme fire danger before start of hike  Use escape routes as listed in hike plan.
Injury-soft tissue / skeletal:	Possible: being rocky, hard and reasonably steep terrain.	Minor to major: Unable to bear weight on injury, resulting in person to be carried out, or their pack to be carried out.	Plan hike according to the participants ability and experience Pace walking appropriate to terrain and hiking ability. Assessing health forms / CareMonkey prior to the hike to see if there are any recent injuries and appropriate prevention is carried out, like an ankle brace.	Carry out appropriate first aid. Activity should have at least one qualified First Aider  If serious contact emergency services.
Injury-gash, cut, bite or graze:	Possible: being hard rocky terrain and in the open bush.	Minor to Major: Death at extreme cases, swealing, infection, stinging.	Pace walking appropriate to terrain and hiking ability. Wear gaiters to prevent bites Wear insect repellent	Assess the situation according and carry out appropriate first aid using <b>first aid kit</b> . Contact appropriate medical assistance and appropriate personal.

Dehydration or hyperthermia	Possible	Minor to major: Lack of energy, motivation, vomiting up food.	Prevent by constant reminder to drink water. Broad brimmed hats to be worn and sun screen. Don't walk in the heat of the day Look out for flushed face, dry skin, confusion fatigue, dizziness headache	Treatment of <b>Panadol</b> when required and water. Put into shade, cool skin, rest. Apply first aid as necessary – contact emergency services if severe
Snake bite	Unlikely	Major: Death or serious harm	Keep a lookout, avoid walking where can't see through vegetation. Carry and know how to use a snake bite kit	First aid, contact medical ASAP and cancel hike
Onset of medical conditions (cardiac arrest, anaphylaxis, asthma)	Unlikely (varies with group health conditions)	Minor to major: Near death or death, severe injury.	Assessing health forms prior to the hike to see if there are any conditions, then asking if they have the appropriate medication with them. Know how to use medications	Call medical assistance. Assess the situation according and carry out appropriate first aid. Install <b>St Johns First Aid app</b> on phone for reference.
Significant physical/psychological discomfort	Possible	Minor: Low motivation and self-esteem. Not wanting to be here. Could result in low quality choices.	Ensuring capability of group prior to undertaking the hike. Either chose the group and select the route or select the route then chose the group. Asking how everyone is going, checking if all equipment is in good condition and is up to a good standard. Communicate between everyone. Ask everyone to respect others the way they wish to be treated.	Deal with any potential conflict or conflict swiftly and tacitly to prevent escalation.  Modify hike plan and if necessary cancel the hike.
Becoming lost - individual, group	Possible	Minor to major Worried personal, psychological. In extreme cases death	Sticking to the track at all times. Following signs, having adequate maps and navigation skills, staying on the track Good hike planning and noting stops and times between stops will provide cues if you are lost Know how to use a map and compass Plug key co-ordinates into a GPS. Daily check-in with home/LIC Provide directions in advance for LIC if check-in is missed.	If you have a <b>GPS</b> select your last known waypoint and back track to that. If totally lost setup camp and seek help. Stay together and stay in the one place. Contact appropriate personnel whether that's emergency assistance is up to us to decide. Install <b>Emergency+ app</b> on phone, use to contact 000 and provide GPS coordinates. Phone 112 (accesses ANY network for emergency call) Take <b>personal locator beacon (Spot Tracker)</b>

Water crossing	Possible	Minor to Major – Wet gear through to been washed away in strong currents and drowning	Pre-assess swimming ability of all participants. Ensure all gear is in water-tight bags. Suitable bag to put back pack into to float across water if deep. Select crossing that is shallow no more than knee high is water is fast flowing Ensure waist strap and chest strap is undone in the event of losing footing and been swept away Suitable foot wear if you plan to take your boot off to avoid getting them wet otherwise you may slip, cut your foot etc.	Dry wet gear or share with other people if gear cannot be dried in time.  Ditch pack if you fall over and cannot get footing. You can retrieve your pack further downstream if necessary
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## Overall Risk Table

To add a risk, you decide the likelihood (Likely, Possible or Unlikely) and you decide the consequences (minor, moderate or major). You then use the table below to give you the overall risk listed in the cell where that row and column meet, ie **Low, Moderate, Significant or High**.

		<b>Consequences</b>		
		<b>Minor</b> (medical attention or First Aid treatment required)	<b>Moderate</b> (minor medical or hospitalization with no long term effects)	<b>Major</b> Loss of life (fatality) or serious Injury/illness hospitalization, with some ongoing treatment
<b>Likelihood</b>	<b>Likely</b> (will probably occur in most circumstances)	<b>Significant</b>	<b>Significant</b>	<b>High (must be reported to Scouts Victoria prior to activity)</b>
	<b>Possible</b> (might occur at some time)	<b>Moderate</b>	<b>Significant</b>	<b>High (must be reported to Scouts Victoria prior to activity)</b>
	<b>Unlikely</b> (could occur at some time but is improbable)	<b>Low</b>	<b>Moderate</b>	<b>Significant</b>

## KEEPING SCOUTING SAFE

<https://scoutsvictoria.com.au/age-sections-adults/member-resources/safety/scout-about/>

### scOUT & ABOUT



Register your activity! ▶



**Emergency+ App**



**Vic Emergency App**



**CareMonkey**

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# EXPEDITION REPORT

## SECTION A: PLANNING FOR THE ACTIVITY

Name:

Unit:

Group:

**Introduction:** (a brief outline of your expedition).

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

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

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

**Time of Year Proposed**

**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?)*

**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).*

**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

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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)		
<b>General</b>	Department of Environment, Land, Water & Planning (DEWLP)		
	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)*

<b>Day 1</b>	Lunch	
	Dinner	
<b>Day 2</b>	Breakfast	
	Lunch	
	Dinner	
<b>Day 3</b>	Breakfast	
	Lunch	
	Dinner	
<b>Day 4</b>	Breakfast	
	Lunch	
	Dinner	
<b>Day 5</b>	Breakfast	
	Lunch	
<b>Snacks</b>		
<b>Emergency Rations</b>		





## Potential Incidents and Solutions

Hypothermia	<ol style="list-style-type: none"> <li>1. Reduce Heat Loss               <ol style="list-style-type: none"> <li>a. Additional layers of clothing</li> <li>b. Dry Clothing</li> <li>c. Increased Physical Activity</li> <li>d. Shelter</li> </ol> </li> <li>2. Add Fuels &amp; Fluids- It is essential to keep a hypothermic person hydrated and fuelled</li> <li>3. Add Heat               <ol style="list-style-type: none"> <li>a. Fire or other heat source, though ensure not too much heat is applied too quickly</li> <li>b. Body to Body contact. Put a normal person in a sleeping bag with the hypothermic person in dry lightweight clothes</li> </ol> </li> <li>4. Call Ambulance if conditions serious enough</li> </ol>	
Someone Becomes Lost	<p>For the person lost:</p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> </ol>	<p>For the people searching:</p> <ol style="list-style-type: none"> <li>1. Identify the missing person and identify what they have with them to determine how serious the situation is</li> <li>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</li> <li>3. Seek help from SES / Police</li> </ol>
Broken Bones	<p>In general, to treat a bone fracture:</p> <ol style="list-style-type: none"> <li>1. Immobilize the limb</li> <li>2. Check for a distal pulse in the lower parts of the limb, if none use some gentles traction to restore pulse</li> <li>3. Treat any visible wounds, for example if the bone penetrates the skin (open fracture)</li> <li>4. Apply necessary padding and a splint on the broken limb</li> <li>5. Work out best means to get person to ambulance or hospital</li> </ol>	
Serious Bites	<p>In general, to treat a bite (snake, spider, Insect etc.)</p> <ol style="list-style-type: none"> <li>1. DRSABCD (Danger, Response, Send, Airways, Breathing, CPR, Defibrillator)</li> <li>2. Complete Rest and Immobilization</li> <li>3. Call Medics / Ambulance Urgently</li> <li>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</li> <li>5. Immobilize the limb further with a splint</li> <li>6. Obtain history of the patient, i.e. allergies etc.</li> </ol> <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"> <li>1. DRSABCD (Danger, Response, Send, Airways, Breathing, CPR, Defibrillator)</li> <li>2. Cool with clean water if possible, and resist using other substances             <ol style="list-style-type: none"> <li>i. up to 20 minutes for thermal or radiation burns</li> <li>ii. 20-30 minutes for chemical burns</li> </ol> </li> <li>3. Cover with a clean, non-adherent burn</li> <li>4. Remove tight clothing and objects, e.g. jewelry</li> <li>5. Call 000 for an ambulance if burn is serious enough</li> <li>6. Treat for shock if the burn is severe.</li> <li>7. Ensure that contaminated clothing is removed unless it is adhering to the burn &amp; wash away any excess chemicals (careful of eyes)</li> </ol>
Heatstroke	<ol style="list-style-type: none"> <li>1. DRSABCD (Danger, Response, Send, Airways, Breathing, CPR, Defibrillator)</li> <li>2. Remove person to a cool place.</li> <li>3. Remove almost all clothing; loosen anything tight</li> <li>4. Apply cold packs (if available) to neck, groin, armpits to accelerate cooling</li> <li>5. Cover with wet sheet</li> <li>6. Call 000 for an ambulance if condition is serious enough</li> <li>7. When casualty is fully conscious, give fluids</li> </ol>
<i>Add others applicable to your type of activity.</i>	

**ATTACH YOUR RISK ASSESSMENT  
TABLE HERE**

## **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**

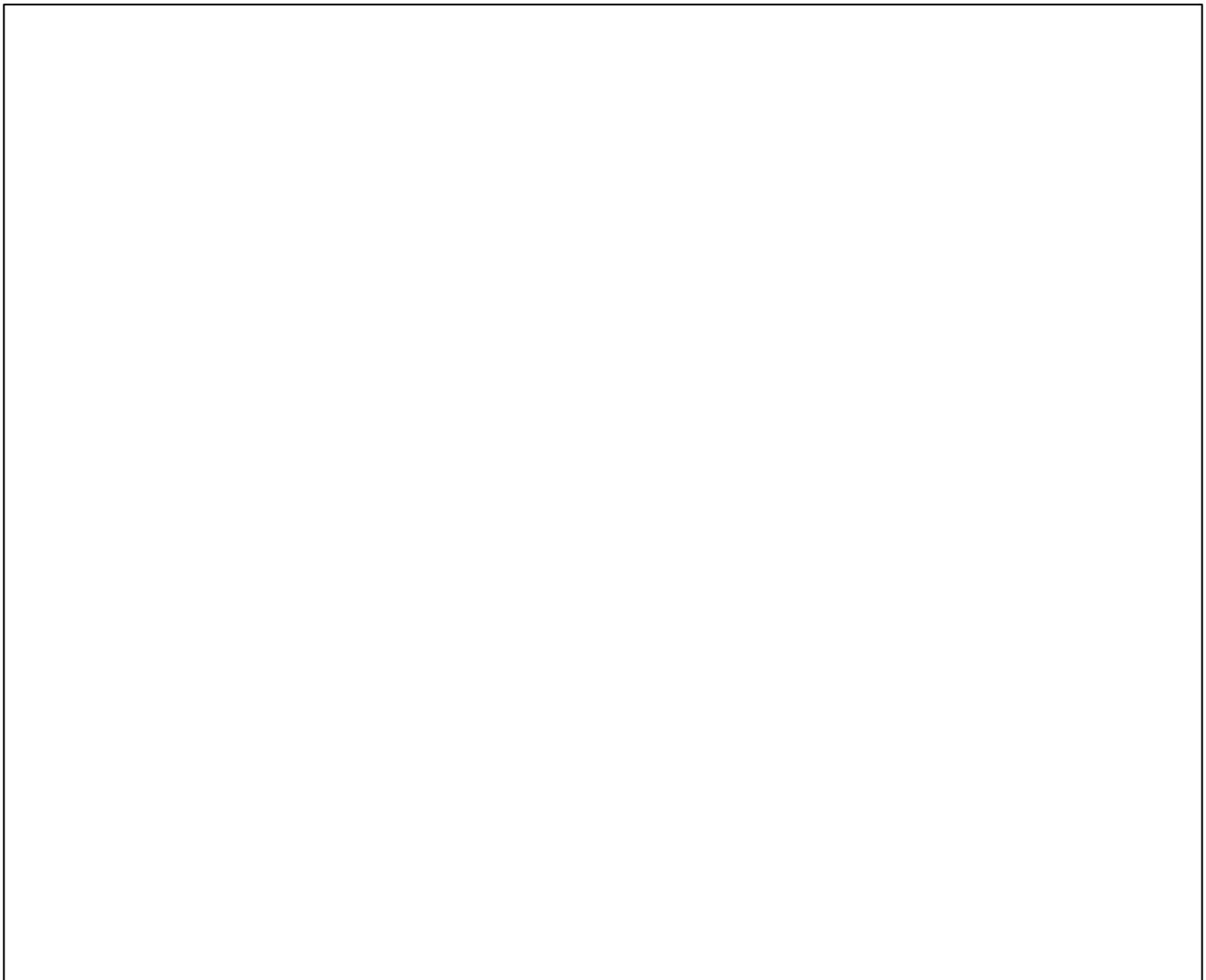
**Brief description of Scoutcraft and Leadership skills used during the expedition**

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

<b>Day 1</b>	
<b>Day 2</b>	
<b>Day 3</b>	
<b>Day 4</b>	
<b>Day 5</b>	

**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).*



**Weather Conditions Experienced:**

*(include relevant weather maps and observations during the expedition)*

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**List of Maps / Photographs and Other Details Included:**

---

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



**Flora:**

---

**Fauna:**

---

**Natural Features:**

---

**Environmental Issues Observed:**

---

**Reflections and Observations:**

---

**Comments from Other Group Members about the Activity:**

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# **ASSESSMENT SUMMARY**

**Examiner:** \_\_\_\_\_

**Name:** .....

**Address:** .....

.....

**Contact Telephone:** .....

**Qualifications:** .....

**Assessment of Expedition Preparation by Venturer(s):** \_\_\_\_\_

**Date:** .....

**Assessment of Expedition Completion and Satisfactory Report:** \_\_\_\_\_

**Examiner Signature:** .....

**Date:** .....

**Additional Comments:** \_\_\_\_\_

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