

South Australian Adventure Activity Standards

Industry Endorsed Advice for Organisations, Guides and Leaders

Canoeing & Kayaking

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SA Adventure Activity Standards
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1 Welcome

Recreation South Australia welcomes you to the revised edition of The South Australian Adventure Activity Standards (AAS) 2015. Throughout the process of updating the AAS, Recreation SA has been pleased to be able to work with industry and Service Skills South Australia.

These AAS are in many ways reflective of practices across Australia and we thank the other States for sharing information throughout the process. The Standards address the minimum acceptable standards of safety, skills and behavior expected when planning and undertaking outdoor adventure activities.

The AAS have been developed with the goal of assisting organisations, guides and leaders to plan and undertake outdoor adventure activities with dependent participants. This document should be used as a key part of your organisation's risk management program.

Participants undertaking adventure activities may already have a degree of skill and experience in a particular adventure activity, and as such may be less dependent upon the group leader for guidance and instruction. In these situations, the AAS should be adapted to reflect the experience of group members and the particular circumstances surrounding the adventure activity.

Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to its participants to have completed a thorough risk analysis of the activity and should have developed a risk management approach that takes into account potential and unexpected situations.

The AAS remain the intellectual property of Recreation SA to be used by the outdoor community in South Australia.

2 Introduction

2.1 Purpose

Adventure Activity Standards (AAS) are a set of voluntary guidelines that assist organisations, guides and leaders in the planning and provision of Adventure Activities for dependent participants. They are primarily designed for those who lead groups of participants where an established and evident duty of care exists. Developed through consultation with the Outdoor Recreation Industry they outline the minimum desirable standards of operation required to conduct safe activities.

For the purpose of the AAS:

a **dependent participant** is - A person who depends upon the Leader for supervision, guidance or instruction to support supervised participation in an adventure activity.

an **organisation** is - A group of persons organised for a particular purpose such as a commercial enterprise (business), association, club, school or government department.

All who use the AAS will apply it differently depending on each organisations collective skills and experience, and their degree of dependence upon the leader. Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to their participants and an expectation to comply with current South Australian legislation. *Even in the case where an organisation regards their participants as independent (e.g. a peer to peer lead activity where leadership is shared) there is still an expectation of their organisation to provide a duty of care.*

Versions of the AAS are available in every state across Australia. Although each states activities and legislative content may vary all AAS have a major objective to:

1. Promote safety for both participants and providers
2. Provide information for providers against legal liability claims and criminal penalties
3. Provide supporting evidence in obtaining insurance cover

With these objectives in mind the AAS are valuable for all types of organisations, businesses, guides and leaders. Whether you are a business owner providing evidence of good practice for your insurance renewal, the Operations Manager of an outdoor activity provider updating your Standard Operating Procedures or a leader looking to refresh your activity planning processes.

The AAS is a helpful source of industry endorsed advice that aims to make the industry a better place for us all.

2.2 Creation

The SA AAS were first produced in 2006 by Recreation SA who obtained permission to use the Victorian AAS as a base template. A thorough consultation was conducted with South Australian Outdoor Recreation Industry to ensure the SA AAS reflected South Australia's legal, government, environmental, social, education and industry conditions.

The 2014 update of the 2006 SA AAS was facilitated by Service Skills SA with support of Recreation SA and with funding provided by the Office for Recreation and Sport through the Sport and Recreation Development Inclusion Program.

The updated SA AAS are best described as a compilation of references from existing AAS that have been vetted by the SA Outdoor Recreation Industry. For more information on those who have contributed to this document please turn to **APPENDIX 1: Acknowledgments**

2.3 Activity Description

Canoeing, kayaking and sea kayaking involve organised activities where participants are lead as a group in various aquatic environments for pleasure, challenge, experience and or educational outcomes.

Canoeing: generally involves single blade paddling of water craft (typically open craft) in flat or moving water environments. Kayaking: generally involves double blade paddling of water craft (typically closed craft) in flat, open or white water environments. Sea Kayaking: involves double blade paddling of water craft (either open or enclosed) on flat or marine water environments.

Note: These AAS do not cover organised competitive events or group paddling trips on international Grade 4 and above waters, which require different safety measures.

2.4 Legal Responsibilities

Activity providers are legally required to comply with a range of Acts, regulations, codes of conduct and other legislative and civil laws. Some of these laws are contained in statutes and local authority bylaws, and others have been developed through judges' decisions (common law).

For detailed legal information please refer to **APPENDIX 3: Legal Detail**

The risk management and legal information in this document are a guide to the processes and procedures for reducing, eliminating, transferring or accepting risks. Several sections in this document refer to actions or incentives that will reduce the likelihood of injuries or incidents and enhance the enjoyment of all involved. When risk management is fully incorporated into all stages of an activity, safer activities result.

For risk management information please refer to **Section 3.1 Risk Management.**

2.5 Disclaimer

The information contained in this publication has been gathered through widespread industry consultation. All reasonable attempts have been made to ensure that it is accurate, relevant and current at the date of publication. Nevertheless, the Adventure Activity Standards (AAS) are only advisory and general in nature and should not be relied upon to meet individual or specific requirements. They are recommendations for voluntary application to adventure activity providers and participants. They are not binding on any person or organisation and have no legal force.

The AAS will not cover each and every circumstance of an adventure activity. Nor can they, when adhered to, entirely eliminate the risk or possibility of loss or injury. Consequently they should be used as a guide only. Whenever using the information contained in this publication or any AAS, all adventure activity providers should carefully evaluate the specific requirements of the intended adventure activity and the persons participating in it. If necessary, advice should be obtained from a suitably experienced and qualified professional person.

This publication and the information it contains are made available on the express condition that the Government of South Australia (Office for Recreation and Sport) and Recreation SA, together with the authors, consultants and advisors who have assisted in compiling and drafting this publication and the AAS are not rendering professional advice to any person or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person as a consequence of reliance upon anything contained in or omitted from this publication.

3 Planning

3.1 Risk Management

Risk is inherent in all adventure activities which makes risk assessment and subsequent management strategies a crucial component of the planning phase.

Aside from minimising accidents and incidents during activities, risk management is also a vital tool for any business, organisation or club. Risk management assists with strategic and operational management, program planning and delivery, and people and resource management. It also helps to develop awareness in communities where adventure activities take place.

Risk management for outdoor activities has implications for all outdoor activity providers who are responsible for complying with any legal requirements. This document is not sufficiently comprehensive to provide every piece of information about risk management for outdoor activities. Therefore, leaders and organisations are encouraged to seek further guidance, develop their own risk assessment and management systems, and review and update their systems regularly.

3.1.1. RISK MANAGEMENT PROCESS

The risk management process involves 'the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk'.¹ There are many Risk Management models used to meet the specific needs of adventure activities however AS/NZS/ISO 31000:2009 - Risk Management is widely recognised and accepted as a generic risk management model.

Organisations and Leaders can adopt a model that is consistent with AS/NZS/ISO 31000:2009 and best suits a particular circumstance. Risk Management processes are periodically reviewed to ensure continued relevance. While various models may achieve this goal, a risk management process generally incorporates the following five steps:

1. **Identify - all hazards**
What could potentially cause harm or loss?
2. **Analyse - assess and prioritise the risks of each hazard and address the highest priority first.**
What could happen and what might be the consequences?
3. **Evaluate - choose measures to control the risks.**
Can you eliminate the risk? Use another location? Use different equipment? Bring in an expert? Substitute with an activity with less risk? Substitute real risk for perceived risk?
4. **Treatment - implement appropriate control measures.**
Act to control or eliminate the risk.
5. **Monitor & Review - the control measures and review the process.**
Are the measures working? Does the process meet industry standards? What needs amending? Are the activity goals or outcomes still being achieved?

For more information on how to apply risk refer to the Handbook (HB) 246:2010 Guidelines for Managing Risk in Sport and Recreation Organisations which can be purchased through the Standards Australia website:
<http://infostore.saiglobal.com/store/details.aspx?ProductID=1421050>

The Office for Recreation and Sport – Risk Management Resource (2014) can be viewed through their website:
[http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_a
ssociation](http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_association)

Please also refer to **APPENDIX 4: Sample Risk Management Templates** and **APPENDIX 3: Legal Details** for further legal obligations.

¹ HB 246–2010 Managing risk in sport and recreation, published by Standards Australia pg. 4

3.1.2. RISK ASSESSMENT

Risks for adventure activities are generally classified under the three categories of people, equipment and environment.

- ✓ **People** risks may include participants who are physically or psychologically unprepared for an activity, or have known behavioural issues that affect the safety of the activity. People risks may also include leader fatigue, poor planning, lack of knowledge or skill, or complacency (Priest and Gass 2005)².
- ✓ **Equipment** risks may include insufficient or inappropriate gear for the group or an inferior standard of equipment.
- ✓ **Environment** risks may include adverse or unseasonal weather, sudden changes in river levels, high winds or danger from local wildlife. They do not include factors inherent in the adventure activity, such as getting wet whilst canoeing.

Providers should consider each of these risk categories (and others as identified) in relation to the specific activity and the group involved. As a risk management strategy, selected leaders should have the authority, skills and experience to:

- ✓ conduct the activity in the selected environments
- ✓ achieve the planned objectives
- ✓ effectively manage incidents
- ✓ supervise the group at all times using direct and indirect supervision
- ✓ preserve the environmental integrity of the route and campsites.

² Priest, S. and Gass, M., *Effective Leadership in Adventure Programming*, Champaign: Human Kinetics, 2005

3.2 Activity Plan

An activity plan helps a leader define and achieve objectives, and minimise the inherent risks to participants. A leader can plan an activity in various ways, and each leader or organisation will have their own approach to planning. It is recommended that leaders or organisations prepare an activity plan for all activities. Each organisation can determine how much of the plan they need to document.

Below is a breakdown of the factors to consider during the planning stage of any canoeing/kayaking activity.

Key Planning Areas

- **Participants** – (trip objectives, participant age, capabilities and experience, group size, etc.)
- **Area** – (map or chart suitability and availability, route selection, seasonal factors, etc.)
- **Leader** – (leader's skills, familiarity with the area, cancellation procedure, etc.)
- **Equipment** – (equipment, food and clothing)

Participants

- ✓ Activity objectives (desired outcomes) and participant expectations
- ✓ Size of the group
- ✓ Age, experience and skills of participants
- ✓ Socio-cultural demographics of the group or individual participants and implications (e.g. religious or cultural dress code)
- ✓ Fitness, disposition and known medical conditions of participants
- ✓ Standard of care required (e.g. child participants, paying customers)
- ✓ Duration of activity (including planned start and finish times)

Area

- ✓ Area and route selection (description of intended route)
- ✓ Area-specific information including the natural or cultural history of locations
- ✓ Availability and suitability of maps
- ✓ Terrain (route characteristics), and associated implications and hazards
- ✓ Land manager requirements (access restrictions, group sizes, permit requirements, booking requirements)
- ✓ Site's ability to withstand visitation with minimal impact (suitability of route and campsites for size and ability of group)
- ✓ Seasonal factors (rain, fire, availability of drinking water, river levels, track conditions, other users)
- ✓ Remoteness and accessibility (including emergency exit locations)

Leader

- ✓ Leader to participant ratio
- ✓ Leaders' skills and competence to conduct the activity, effectively manage incidents and achieve the planned objectives
- ✓ Leaders' familiarity and knowledge of the area
- ✓ Working With Children Check for individual leaders, where applicable (Section 3.12)
- ✓ Cancellation, modification or postponement procedure (e.g. due to forecast or current adverse weather conditions, insufficient equipment, restrictions dictated by the land manager or environmental factors such as flood, drought, lightning or fire)
- ✓ Prepare a trip folder inclusive of a Risk Management Plan and Emergency Response Plan.

Equipment

- ✓ Equipment, food, clothing and shelter requirements
- ✓ Condition and suitability of all equipment
- ✓ Expected weather conditions and implications (hypothermia, hyperthermia)
- ✓ Communication plan, including suitable communication equipment (e.g. satellite phone, emergency position indicating radio beacons or EPIRBs, personal locator beacons, flares, mobile phones, two-way radio) and its level of coverage
- ✓ First aid requirements
- ✓ Support and evacuation capabilities (e.g. vehicle) and availability of emergency medical assistance
(see Section 5 Equipment)

Reasons for cancelling, modifying or postponing a trip include (but are not limited to) inappropriate weather conditions, insufficient equipment, restrictions dictated by the land manager and environmental factors (flood, drought, fire).

Conducting Activities in SA Parks or Forests Areas

When planning to run activities in Forest SA or Park SA reserves you may require a permit or licence. Permits and licences will vary depending on the type of activity being conducted and the organisation that you are from. To confirm what permits or licence may apply please visit the Parks SA website www.parks.sa.gov.au or visit the Forestry SA website <https://www.forestry.sa.gov.au/> and download a copy of the Forestry Visitor Information brochure.

For those running activities in Forests please contact the relevant forestry office to advise them of your intended activity and to confirm that there aren't any conflicting forestry operations (harvesting) or events in the area (e.g. trail bike rally).

Parks SA and Forest reserves are closed to the public from time to time. This is most likely to be when Total Fire Ban days are declared or when reserve management activities are taking place (e.g. commercial forestry, feral animal control).

3.3 Pre-trip Documentation

Many sound reasons exist for documenting aspects of the activity plan (Section 3.2) such as ensuring that information about the activities and group is available if a group member is injured or incapacitated. Activity plan documentation enables search and rescue teams to conduct a search efficiently if necessary. Documentation may also assist with legal defenses following an incident.

The leader and an external, non-participating contact person (necessary in an incident or emergency) should have access to all documentation. The suggested minimum amount of documentation required for an activity includes:

- ✓ Float plan, detailing participants and the trip (including route and contingency plans) should be lodged with a responsible person or authority in the event of an emergency. (Australian Canoeing Safety Guidelines)³.
- ✓ an emergency strategy (Section 3.4) including contingency plans
- ✓ names, addresses, medical information and emergency contact details for all participants, leaders and assistant leaders.
- ✓ Medical and personal conditions along with the management strategies for relevant participants should be documented, including details of any conditions (e.g. asthma), and any medication or actions to be taken (e.g. self-administered inhaler). Medical conditions can include but are not limited to:
 - diabetes
 - epilepsy
 - fainting and dizziness
 - specific allergic reactions
 - blood conditions that may affect bleeding or clotting
 - impaired sight
 - impaired hearing
 - conditions that affect balance
 - recent or longstanding injuries
 - disability
 - pregnancy
 - migraines
- ✓ information for all participants, leaders and assistant leaders on food allergies, including the magnitude of reaction and management strategies, as well as medications and who can administer them
- ✓ any access permits, licences or approvals required by land managers such as Department of Environment, Water and Natural Resources, local councils or private landholders
- ✓ relevant public vehicle driving licence if transporting participants, vehicle and trailer registrations. More information is available via the South Australian Government via Service SA:
<http://www.sa.gov.au/topics/transport-travel-and-motoring/ezyreg>
- ✓ a signed consent form from each participant that acknowledges the inherent risks of the activity after they have been fully briefed on those risks.
- ✓ participants' agreement that they receive medical assistance if required, as well as any other documentation required by an insurer or legal advisor
- ✓ signed consent by a parent/guardian for participants under 18 years.

FLAG: Throughout the canoe/kayak trip, the leader must take reasonable steps to account for any known specific participant medical requirements.

³Australian Canoeing Safety Guidelines – A Float Plan is available to download from the Australian Canoeing Safety Guidelines.
http://sa.canoe.org.au/wp-content/uploads/old-files/sa/downloads/float_plan.pdf

3.4 Emergency Strategy

Even with appropriate policies and procedures, such as an activity plan (Section 3.2) and risk management process (Section 3.1.1), accidents and emergencies can still occur. These are often sudden and unexpected, can significantly affect groups and individuals, and require an immediate and planned response to contain the situation.

The emergency strategy complements the risk assessment and provides a framework for action in an emergency. Activity leaders and a suitable external, non-participating contact should fully understand the emergency strategy and be able to immediately access this document. A summary of emergency procedures should be one component of the preliminary group briefing.

An emergency strategy for an activity will vary according to the situation, but should include:

- ✓ emergency response actions, allocated roles and responsibilities
- ✓ emergency access and escape routes (where possible)
- ✓ assembly points where appropriate
- ✓ details of key organisations (e.g. land manager and police) and how to best contact them in an emergency (e.g. mobile phone, satellite phone, radio)
- ✓ planned activity start and finish times
- ✓ the search rescue time (SRT) for the non-participating contact to inform emergency services (if the group fails to return or check in)
- ✓ contingency plans for foreseeable emergencies (e.g. accident, fire or flood)
- ✓ communication equipment that the group will carry
- ✓ relevant aspects of the land manager's emergency strategy
- ✓ strategies relevant to the features of the areas being visited
- ✓ a strategy for maintaining supervision ratios if the planned activity changes (e.g. due to adverse conditions, an injured leader or participants withdrawing from the activity).
- ✓ access to participant's personal and medical information

The trip leader should communicate with the relevant non-participating contact at designated time/s. Upon failure to do so the non-participating contact will commence the planned process/strategy to ultimately notify the emergency services according to that process/strategy (SRT).

Trip leader(s) and a non-participating contact, either within each organisation or otherwise, should be made aware of the emergency strategy.

Refer to **APPENDIX 5: Emergency Response Template**.

3.4.1 Incident Reporting

It is a legal requirement under the South Australian *Work Health and Safety Act 2012* that anyone (including an association, partnership, or sole trader) running a business or undertaking notify SafeWork SA immediately of any incident arising out of the conduct of that business or undertaking which involves:

- a **fatality**;
- a **serious injury or illness**; or
- a **dangerous incident**.

A definition of what constitutes a "serious injury or illness" or a "dangerous incident" can be found in this SafeWork SA Incident Notification Factsheet:

http://www.safework.sa.gov.au/uploaded_files/003-2011_Incident_Notification.pdf

Failure to notify SafeWork SA of a notifiable incident can lead to a fine of up to \$50,000.

The notification to SafeWork SA must be by the fastest possible means and can be made by phone or in writing (such as by fax, email or other electronic means). If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.

The person with management or control of a workplace must preserve the incident site (as far as reasonably practicable) until an inspector attends the site or directs otherwise. However, the site may be disturbed to remove a deceased person, assist an injured person, make the site safe, or to take actions associated with a police investigation.

All written notifications of notifiable incidents must use the approved form available at:

www.safework.sa.gov.au/show_page.jsp?id=2542#.UudAaiRe5GE

You must keep records of any notifiable incidents for at least five years. Failure to keep records for that time frame can result in a fine of up to \$25,000.

“Volunteer associations” are exempted from compliance with the *Work Health and Safety Act 2012*. However, “volunteer association” in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a “volunteer association”. Even if your organisation is a “volunteer association”, it is still a good idea for it to comply with the general WHS duties.

NOTE: All Instructors, Guides and Members of Australian Canoeing are encouraged to report any accidents, incidents and/or injuries that are directly related to paddling. These details are monitored and kept for the benefit of the paddling community. The Australian Canoeing Incident Report Form is available at:

<http://www.canoe.org.au/site/canoeing/ac/downloads/2007/Insurance/Appendix%20G%20-%20accident.pdf>

3.5 Restriction to Participation

There may be times when a leader needs to exclude or remove a participant from an activity, or modify an activity for the safety of the group or an individual. This will be done at the leader’s discretion and judgment either before departing or during an activity.

Reasons for excluding a participant may include (but not limited to) being under the influence of alcohol or drugs (including prescription drugs that may affect performance), being unable or unwilling to follow instructions, lacking suitable equipment, or having an inadequate level of fitness, physical ability or experience for the activity.

The leader should also consider operational restrictions that affect participation, including issues relating to weather, equipment, route difficulty, restrictions dictated by the land manager and environmental factors, such as trail conditions, flood, drought, lightning and fire.

A sound risk management plan will help the leader determine how and when these restrictions or modifications might apply.

3.6 Group Size

The group’s size is important when considering group management and to protect the environment. When determining maximum and minimum group sizes, and the ratio of leader to participants, leaders should consider the following:

- ✓ the group’s and individuals’ safety
- ✓ the activity’s objectives
- ✓ a land manager’s (e.g. Department of Environment, Water and Natural Resources South Australia) specific restrictions
- ✓ the activity’s expected environmental impact
- ✓ the leaders’ and participants’ experience
- ✓ participant dispositions, eg. ‘youth at risk’
- ✓ the potential impact on other users
- ✓ conditions (environment, remoteness, weather)
- ✓ available equipment.

Where a large group is split into a number of smaller groups, each smaller group should have its own leader and assistant leaders who independently adhere to the AAS.

Most organisations are guided by their individual policies regarding group numbers and informed by land management requirements. As a general rule, groups should be of no less than four and where practical to do so, large groups should be split into two or more smaller groups.

3.7 Ratios (Leader : Participant)

When planning any outdoor activity, the ratio of qualified and/or experienced leaders to dependent participants needs to be considered. Some activity peak bodies provide maximum leader-to-participant ratios. In certain situations, judgment may dictate smaller or larger numbers of participants per leader.

Ratios are determined by a risk assessment process, the following factors are taken into consideration (where applicable):

- ✓ outcomes of the risk management process
- ✓ the leaders' experience
- ✓ participants' expected capabilities (i.e. experience, competence, fitness, mental disposition)
- ✓ type, difficulties, distance and condition of trails, river levels, vehicle tracks or roads
- ✓ field of vision
- ✓ environmental conditions (weather, terrain, water conditions)
- ✓ planned activity duration
- ✓ optimum group size (Section 3.6)
- ✓ location remoteness
- ✓ land Owner or Land Manager Requirements
- ✓ availability of communications and access
- ✓ equipment suitability and availability.

Leaders may utilise the following information in group size (Section 3.6) as a starting point, to then modify the number in their group according to the outcome of their risk management process, taking into account the variables listed above. The risk assessment should justify the choice of ratio.

FLAG: Ratios should be set by a qualified and/or experienced person with knowledge of the activity, location, equipment and group.

FLAG: *An accompanying adult without these skills and abilities may be responsible for the welfare and supervision of participants, but they would not be an assistant leader. As such, it is not recommended that leaders include these people in the leader-to-participant ratio. For example a teacher accompanying students on excursions.*

Suggested Ratios

The following ratios are from the Australian Canoeing Safety Guidelines and should be used as a guide.

Flat water / inland kayaking or canoeing

The starting point for determining the ratio of leader to participants for conducting group kayaking or canoeing activities on inland water are 1:6, or 1:8 in double canoes or kayaks.

Supervision should be increased towards a ratio of 1:4 under any of the following conditions:

- participants have special needs, including behavioural, physical or mental disability
- participants are primarily younger children
- weather conditions are poor (existing or forecast), with white horses, wind and/or cold water
- any planned trip is along a committing shoreline with few safe egress points
- the area is remote from observation or rescue
- the body of water is subject to unpredicted winds, common in mountainous areas.

Supervision should be relaxed towards a ratio of 1:12 under the following conditions:

- all participants are 17 years of age or older
- all participants are competent, both individually and as a group, to deal with likely problems which may be encountered
- good weather is forecast with light/favourable winds, flat and warm water which present little risk to participants
- area is in a non-remote area where assistance from other groups or craft might be available
- planned trip will stay close to an easily accessible shoreline

Suggested Ratios (continued)

White water kayaking or canoeing on moving rivers up to Grade 3

The acceptable ratio for conducting group kayaking or canoeing activities in moving water up to, and including, Grade 3 is 1:4.

Supervision should be increased under the following conditions:

- participants have special needs, including behavioural, physical or mental disability
- participants are primarily younger children
- the river being paddled is in flood
- the water temperature is cold and may affect participant's capabilities
- the river is in a remote area
- the river is known to have few large breakouts
- the river has continuous sections of technical water
- the river has frequent 'pinning' hazards (rocks, trees, etc.)
- egress is required above more hazardous sections.

On Grade 2 water, the ratio may be relaxed to 1:6 in the following circumstances:

- Two or more instructors are with the total group
- The white water is in short sections rather than being continuous
- Appropriate group management is applied so that only one participant is at the crux point of the rapid at a time.

Sea kayaking

The acceptable ratio of leader/guides to participants for conducting group kayaking activities at sea is 1:6, or 1:8 if using double kayaks.

Supervisions should be increased towards a ratio of 1:2 considering the following conditions or variables:

- participants have special needs, including behavioural, physical or mental disability
- participants are primarily younger children
- foreseeable conditions are poor, including swell, breaking waves, adverse tides and/or wind (especially if against tide)
- the water temperature is cold and may affect participant's capabilities
- a trip is being undertaken which is either along a committing shoreline, remote from observation or involves unavoidable tide races or falls
- access or egress will involve surf >1metre

Supervisions may be relaxed towards a ratio of 1:10 under the following conditions:

- all participants are adults
- all participants are competent, both individually and as a group, to deal with likely problems which may be encountered
- all participants are reliable rollers
- good weather forecast for a stable sea state with no spring tides or tidal stream
- water temperatures are warm and present little risk to participants
- the location / route is not remote and assistant from other groups or craft is available
- the location / route is always close to an easily accessible shoreline
- the leader holds a higher qualification than required for the activity

3.8 First Aid

A person (including an association, partnership, or sole trader) conducting a business or undertaking (PCBU) (whether or not for profit) has a legal requirement under the South Australian *Work Health and Safety Regulations 2012* to ensure that:

- first aid equipment is provided in the workplace;
- first aid equipment is accessible to each worker; and
- there is access to facilities for the administration of first aid.

“Volunteer associations” are exempted from compliance with the *Work Health and Safety Act 2012*. However, “volunteer association” in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a “volunteer association”. Even if your organisation is a “volunteer association”, it is still a good idea for it to comply with the general WHS duties.

All persons conducting a business or undertaking should familiarise themselves with the Safe Work Australia *First Aid In The Workplace Code of Practice* (updated March 2015), which gives advice on workplace first aid, including the contents of first aid kits for remote locations. The Code also states that workers in remote locations should have access to appropriate communication systems. View the Code via the following link:
http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf

For more information regarding the South Australian *Work Health and Safety Regulations 2012* and *Work Health and Safety Act 2012* turn to **APPENDIX 3: Legal Details - 2.3.11 Additional considerations – Work Health and Safety Act 2012**.

3.8.1 First Aid Training

The unit of competency, **HLTAID003 Provide First Aid** (or equivalency) is a minimum standard for first-aid trained personnel. However, the level of first aid competency required will depend on the risk management assessment Activities in remote or isolated areas or for participants with disabilities may require more specialised first aid knowledge.

For activities and programs that are in **remote areas or a multi pitch environment** a higher level of first aid competency, such as **SISOOPS305A Provide First Aid in a Remote Location** or higher should be held by at least one leader.

For first aid specific information please refer to the Safe Work Australia *First Aid in the Workplace Code of Practice* (updated March 2015): http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf

Further guidance about working in remote or isolated areas is available in the Safe Work Australia *Managing the Work Environment and Facilities Code of Practice* (dated December 2011):
http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/626/Managing_the_Work_Environment_and_Facilities.pdf

For more information on volunteer organisations compliance please contact the SafeWork SA Help Centre on telephone 1300 365 255 or view their Fact Sheets found at: http://www.safework.sa.gov.au/show_page.jsp?id=112115#faqs

3.9 Environmental Sustainability Plan

Environmental sustainability is an underlying factor in all adventure activities and is the responsibility of all involved. In particular participants need to be made aware of their responsibilities to protect South Australia's natural and cultural heritage.

There are many models and recommendations that assist with minimum impact, conservation and environmental protection. It is up to leaders and organisations to select the best method that suits their particular circumstances.

All management models, organisational policies and standard operating procedures follow the Leave No Trace - 7 Principles.

1. **Plan Ahead and Prepare**
2. **Travel & Camp on Durable Surfaces**
3. **Dispose of Waste Properly**
4. **Leave What You Find**
5. **Minimise Campfire Impacts**
6. **Respect Wildlife**
7. **Be Considerate of Your Hosts and Other Visitors**



To view a detailed list of factors to include into a canoeing/kayaking activity plan turn to **APPENDIX 6: Environmental Sustainability for Canoeing / Kayaking**

The Leave No Trace - 7 Principles can be viewed here: <http://www.lnt.org.au/programs/7-principles.html>

3.10 Weather

Effective planning requires access to up-to-date weather and fire information. The most up-to-date information is available through the Bureau of Meteorology PH: 1300 659 215 or www.bom.gov.au/sa/. This website provides information on weather, seas and hydrology, and some historical data.

It's the responsibility of the leader to assess the weather before and during the activity. This will involve analysing the forecast from various sites which will provide a holistic indication of the weather likely to be experienced.

Fire Danger Season

In most areas, the fire danger season in South Australia usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks or forests during this time. Some areas have year round bans on wood fires. Open flames are banned in all parks and forests on days of extreme fire danger. For more information please visit the Parks SA website www.parks.sa.gov.au or the Forestry SA website <https://www.forestry.sa.gov.au/> and download a copy of the Forestry Visitor Information brochure.

On Total Fire Ban days forest reserves are closed and park reserves may be closed to public. The onus is on the leader to check the fire ban status for the area they are visiting. Total Fire Ban days are declared by the Country Fire Service (CFS).

For up-to-date information visit:

- CFS Office: www.cfs.sa.gov.au/site/contact_us.jsp
- Department of Environment, Water and Natural Resources: www.environment.sa.gov.au/firemanagement/Home

3.11 Sun Safety

Sunburn is a risk for anyone who participates in outdoor activities. Leaders should take reasonable steps to prevent or minimise the likelihood of staff and participants suffering excessive sun exposure.

Measures can include:

- ✓ encouraging everyone to wear activity, and weather, appropriate clothing
- ✓ encouraging everyone to wear hats and sunglasses
- ✓ conducting physically demanding activities in the cooler part of the day where possible
- ✓ encouraging everyone to drink water
- ✓ encouraging everyone to use sunscreen (minimum SPF 30+ recommended)
- ✓ taking breaks in shaded areas.

For more information on sun safety, refer to:

- Sun Smart: www.sunsmart.com.au/
- Cancer Council Australia: www.cancer.org.au/preventing-cancer/sun-protection/

3.12 Child Protection

Organisations and leaders need to consider safety requirements when working with children.

The *Children's Protection Act 1993* requires that organisations that offer sporting and recreational services wholly or partly for children (under 18 years of age) must ensure that appropriate policies and procedures are in place so as to establish and maintain a child safe environment within the organisation.

To provide a child safe environment organisations are legally required to:

- ✓ conduct [criminal history assessments](#) for people working with children in *prescribed positions
- ✓ ensure that appropriate reports of any suspected abuse or neglect of children are made to the Department for Education and Child Development
- ✓ [lodge a statement](#) about their child safe environment policies and procedures with the Department for Education and Child Development.

The *Children's Protection Act 1993* also includes a legal requirement for certain people within organisations that offer sporting and recreational services to report suspected child abuse and neglect to the Child Abuse Report Line (13 14 78). This is known as [mandatory notification](#).

The mandatory notification requirements apply to a range of people, including anyone employed by the organisation who is engaged in the actual delivering of sporting and recreational services to children, or anyone in a management position who has direct responsibility for the delivering of sporting and recreational services to children.

These people must notify the Department for Education and Child Development if they suspect on reasonable grounds that a child has been or is being neglected or abused. It does not matter if the suspected neglect or abuse happened in the course of their work or somewhere else, like at home or school. It only matters that their suspicion about the neglect or abuse was formed in the course of their work.

Click on the embedded links above or visit the resources below to find out the obligation of your organisation:

Families SA: www.families.sa.gov.au/pages/protectingchildren/CSEHome/

Office for Recreation and Sport: http://ors.sa.gov.au/about_us/publications

Office for Recreation and Sport Publication: **Keeping Children Safe in Recreation and Sport:**
http://ors.sa.gov.au/_data/assets/pdf_file/0009/150021/Keeping_Children_Safe_Booklet_2015.pdf

* NOTE: A "prescribed position" is a role that involves one or more "prescribed functions" as defined under section 8B (8) of the *Children's Protection Act 1993*. These functions include regularly working with or around children in an

unsupervised capacity, and also the supervision and management of people in such roles. Organisations should seek legal advice if uncertain about whether a particular position is a “prescribed position”.

3.13 Privacy

Providers will inevitably collect personal information about participants, perhaps including their names, addresses, phone numbers, emails, and so forth. It might also be necessary for some providers to collect medical details, such as allergies and medical conditions that might be relevant to the activity.

The *Privacy Act 1988* stipulates detailed procedures in relation to the collection, storing and distribution of confidential information. However, the *Privacy Act* may not apply to some providers, because small business operators (businesses or not-for-profits with annual turnover of less than \$3 million) are generally not bound by the *Privacy Act*. However, there are some exceptions. These exceptions are unlikely to be relevant to providers of adventure activities, but legal advice should be sought about your specific circumstances in the event of uncertainty.

Information about the *Privacy Act 1988*, to whom it applies, and what it requires of those to whom it applies, can be found here: <http://www.oaic.gov.au/privacy/about-privacy>.

Regardless of whether or not you are bound by the *Privacy Act 1988*, all providers are subject to a “duty of confidence”. This duty makes it unlawful to use confidential information for unauthorised purposes. This would include providing participant’s personal details to third parties for purposes unrelated to their participation in the relevant activity. For instance, selling personal details to a mail-order company would be a clear breach of the duty of confidence. It would also likely be a breach of the duty of confidence to provide personal details to a related organisation that offers activities you think the participant might be interested in, even if this is done in good faith and not for financial gain.

3.14 Food safety

All businesses, whether of a commercial, charitable or community nature, that involve themselves with the handling of food intended for sale, or the sale of food, must comply with the *Food Act 2001* and the *Food Regulations 2002*.

The “sale of food” includes providing food under a contract for services, or supplying food under a contract together with accommodation, services, or entertainment.

The *Food Act* and the *Food Regulations* impose a range of obligations upon those who sell food. These include obligations to notify local councils of their existence prior to starting food handling operations, and complying with various health and hygiene responsibilities. The *Australia New Zealand Food Standards Code* sets out in detail the food safety standards with which businesses must comply. It can be accessed here: <http://www.foodstandards.gov.au/code/Pages/default.aspx>

Local council environmental health officers routinely inspect food businesses for compliance with the legislation. The consequences of breaching these standards range in severity and include warning letters, expiation notices, prohibitions orders, and prosecution.

If your business is involved in the sale of food, or the handling of food for intended sale (even if only for charitable or community purposes), you may need to seek legal advice about how to ensure compliance with all relevant food legislation.

4 Leaders

4.1 Role

This AAS refers to **leaders** and **assistant leaders**. The leader's performance is a critical factor in the safe conduct of an outdoor activity. The leader is required to accept the overall responsibility for conducting the activity by:

- ✓ maintaining current skills, qualifications and experience as required
- ✓ implementing and/or supervising activities suitable for the individual, group and environment
- ✓ taking responsibility for the environmental cultural preservation of the sites and surrounding areas.
- ✓ delegating individual tasks whilst maintaining the ultimate responsibility

The **leader** may also have responsibility for the planning and preparation of activities. They supervise and aim to achieve the objectives of the group or individual participants' session. In the case that this responsibility falls with another person the leader still needs to be familiar with these obligations. Refer to Section 4.2 Responsibilities of Leader for more detail.

An **assistant leader** is an individual who has the qualifications and/or experience to act as an additional support to the activity leader, and/or may have responsibility for a group of participants on an adventure activity under direct or indirect supervision. They have the skills and knowledge to take charge of the group and facilitate egress or evacuation should the primary leader be unable to do so.

FLAG: *The leader's and assistant leaders' overall responsibility does not exclude the fact that dependent participants are responsible for their own actions, both in relation to obvious risks that may be encountered and also in following the directions/instruction of the leader on any canoe / kayak trip.*

4.2 Responsibilities of a Leader

To Participants

- ✓ Provide a reasonable level of guidance and instruction to dependent participants to enable supervised participation in an adventure activity to fulfill their duty of care
- ✓ Provide a reasonable level of leadership for dependent participants during adventure activities
- ✓ Take reasonable steps to ensure that the level of knowledge, ability, skill and equipment of each participant is appropriate for the level of difficulty and complexity of the trip.
- ✓ Establish and maintain a rapport with participants; maintain the well-being of participants and others in the group
- ✓ Carrying out a full briefing session and ensuring that all participants and staff understand it (Section 4.6 Pre-Activity Briefing)

To Manage the Activity

- ✓ Apply technical skills and knowledge to conduct an adventure activity for dependent participants with or without indirect and direct supervision
- ✓ Confirm the activity plan is completed and appropriate (Section 3.2)
- ✓ Ensuring that participants and staff documentation has been completed and collated
- ✓ Comply with any permit or approval requirements
- ✓ Check weather forecasts and warnings prior to the activity, monitor environmental conditions during the activity and take action to manage/respond to hazardous or extreme weather conditions
- ✓ Confirm that all equipment is in an appropriate condition; uses equipment in accordance with manufacturer's recommendations and/or standard operating procedures
- ✓ Check the first aid kit and communication equipment for serviceability before the activity
- ✓ Confirm the number of participants before, after and during the activity

- ✓ Ensure participants have the required equipment and check critical items
- ✓ Delegate tasks to assistant leaders, other leaders and participants as appropriate
- ✓ Respond to an emergency using an Emergency Response Plan and apply First Aid as required
- ✓ Ensure that minimal environmental impact message is conveyed and adhered to
- ✓ Notify appropriate persons of safe completion
- ✓ Ensure that any incidents are managed, reported and recorded
- ✓ Ensure equipment is accounted for and packed away.

4.3 Responsibilities of an Assistant Leader

The following are expectations of an assistant leader if they are to be included in the leader-to-participant ratio:

- ✓ assist the leader as instructed and undertake activity-specific tasks as delegated
- ✓ provide a reasonable level of supervision for dependent participants during adventure activities
- ✓ possess relevant documented or demonstrated skills to safely conduct the activity
- ✓ understand the detail of the activity plan, risk management plan and emergency strategy
- ✓ initiate an emergency response as required appropriate to skills and experience
- ✓ if the leader becomes incapacitated, assumes the responsibilities of the activity leader.

A Supervising Leader works in conjunction with an Adventure Activity Leader and does not assume responsibility of technical aspects of the adventure activity.

4.4 Leader Competency Recognition

A leader requires competencies, experience and sound judgment at a level appropriate for the activity.

As a benchmark a leader should aim to acquire skills that align to the appropriate units of competency identified in the SIS10, Sport, Fitness Recreation Training Package (see next section).

Individual organisations will need to decide which how they determine their leaders as competent. A Canoe/Kayak leader may demonstrate competency by any of the following:

National Accredited Qualifications (from the National Training Framework)

Certificate II, Certificate IV or a Diploma of Outdoor Recreation, with specialisations in canoeing / kayaking / sea kayaking

National Accredited Units of Competency (from the National Training Framework)

A statement of attainment from a registered training organisation that specifies the appropriate units of competency. This maybe referred to as Skills Set (see next section).

Industry Accreditations

For example Canoe SA offer Australian Canoeing Award Scheme courses including: Flatwater (Canoe/Kayak) Lifeguard Courses, and Flatwater Instructor Inductions.

Australian Canoeing Awards Scheme (ACAS)

Australian Canoeing is the peak national canoeing body recognised by the Federal government, and the Australian Canoeing Award Scheme (ACAS) is the national benchmark for canoeing, formulated over many years as the collective work of paddlers of authority and experience. The Scheme presents the highest standards of skills and safety to the general public, recreational paddlers, commercial operators and administrative officials.

The Australian Canoeing Award Scheme offers awards on Flatwater, Whitewater, Coastal and Sea, and as Skill, Leader, Guide, and Instructor qualifications. Note that Awards on Flatwater and Whitewater may be in canoe or kayak. For details of the awards and their units of competency, see the Award Scheme Handbook

http://canoe.org.au/site/canoeing/ac/downloads/Education/ACAS/ASH_20140525_print.pdf

Flatwater

Skill	Guide	Instructor
Basic Skills		
	Canoe/Kayak Lifeguard	
Flatwater Skills	Flatwater Guide	Flatwater Instructor
Flatwater Guide and Instructor: Moving Water Endorsement		
All Guide and Instructor Awards: Overnight Camping Endorsement		

Whitewater

Skill	Guide	Instructor
Whitewater Skills	Whitewater Guide	Whitewater Instructor
Advanced Whitewater Skills		Advanced Whitewater Instructor
Whitewater Rescue Level 1		
Whitewater Rescue Level 2		
Whitewater Rescue Level 3		

Sea

Skill	Guide	Instructor
Introduction to Sea Skills		
Sea Skills	Sea Guide	Sea Instructor
Advanced Sea Skills		Advanced Sea Instructor
		Sea Rescue Endorsement

4.5 Skills

As detailed in the previous section the competency of a Canoe/Kayak Leader can be determined in several ways. To assist an organisation or leader assess if they are meeting the industry standard we suggest using the Canoeing and Kayaking specific skills sets below from the SIS10 training package as a comparative skills tool.

CANOEING, KAYAKING, SEA KAYAKING SKILLS SETS

- Canoeing Guide Flat Water
- Canoeing Guide White Water Grade 2
- Canoeing Guide White Water Grade 3
- Canoeing Instructor Flat Water
- Canoeing Instructor White Water Grade 2
- Canoeing Instructor White Water Grade 3
- Kayaking Guide Flat Water
- Kayaking Guide White Water Grade 2
- Kayaking Guide White Water Grade 3
- Kayaking Instructor Flat Water
- Kayaking Instructor White Water Grade 2
- Kayaking Instructor White Water Grade 3
- Sea Kayaking Guide Easy to Moderate Conditions
- Sea Kayaking Guide Moderate to Difficult Conditions
- Sea Kayaking Instructor Easy to Moderate Conditions
- Sea Kayaking Instructor Moderate to Difficult Conditions

Each skills set contains a group of accredited units of competency and each unit of competency outlines a list of skill outcomes.

To view the units of competency in each skills sets turn to **APPENDIX 7: Nationally Accredited Skills Sets.**

To view the skills outcome related to each unit of competency or to see the SIS10 Sport, Fitness and Recreation Training Package visit: <http://training.gov.au/Training/Details/SIS10>

To view the required First Aid Unit of competency turn to Section 3.8.1 First Aid Training.

4.6 Pre-Activity Briefing

Leaders will clearly communicate all information about an activity to potential participants, leaving sufficient time for them to make an informed decision about their participation.

All participants and leaders should use agreed and understood communication (briefing, calls). It is essential that this is devised before the trip and that it is included as a component of the pre-activity briefing.

Each leader and organisation may have a preferred way to deliver a pre-activity briefing. The method may depend on an activity's length and complexity. The briefing should make participants aware of:

- ✓ the identity and role of activity leaders
- ✓ activity objectives
- ✓ the Australian Canoeing Safety Guidelines
- ✓ the activity's nature and inherent risks
- ✓ common risk and how to avoid them
- ✓ current and anticipated conditions (e.g. environment, remoteness, weather)
- ✓ the land managers' requirements (e.g. specific conditions that apply to the site)
- ✓ how the session will be managed (timings, procedures)
- ✓ agreed methods of communication within the group (signals and calls)
- ✓ essential equipment and clothing
- ✓ the correct use and fit of equipment
 - correct and safe handling and navigation of the canoe/kayak
 - correctly fitted PFDs to be worn at all times
- ✓ the group management process
- ✓ the type of food, the amount of food and water they will need and water availability
- ✓ emergency procedures so participants behave appropriately in an incident or emergency, including emergency communication methods
- ✓ the leader's expectations of participants, and their responsibility to behave as requested (e.g. conduct, safety zones, equipment)
- ✓ any restrictions to participation
- ✓ the duration, route plan, emergency routes and specific landmarks or locations
- ✓ the system for hand washing, toileting, and personal hygiene
- ✓ how to avoid becoming lost or separated and what to do if you are lost or separated and how to maintain a suitable pace for the group
- ✓ conservation strategies, including protecting flora and fauna, removing rubbish and being aware of sanitation.
- ✓ the participant obligation to be responsible for their own actions, *both in relation to obvious risks that may be encountered and also in following the directions/instruction of the leader on any trip.*

The leader will conduct a verbal check that enables participants to voice concerns about their capabilities, and a final check that participants have completed and submitted all documentation. (3.3 Pre-trip Documentation)

Leaders should ask participants to acknowledge that they understand the content of the briefing, and ask them to voice any concerns and ask questions about the activity. Leaders should consider an alternative briefing method for participants from non-English speaking backgrounds.

5 Equipment

Equipment requirements will vary according to the planned canoe / kayak trip (including the route, and its objectives), the environmental conditions, the nature and size of the group and if the trip is in protected or semi-protected waters. The leader and group should have easy access to emergency and contingency equipment.

Leaders should be satisfied that all participants set out with suitable equipment, food and clothing for the planned Canoe / Kayak trip. It is recommended that this be achieved by reference to a tailored checklist, which should be provided to participants in advance.

5.1 Leader's Equipment

The leader should have a first aid kit, communication equipment (including a whistle), and the following gear:

- ✓ Personal clothing appropriate to the conditions including wetsuits, thermal underwear, fleece, paddling jackets.
- ✓ Suitable footwear. Thongs are NOT suitable.
- ✓ Craft suitable for the proposed activity, conditions and participants
- ✓ Paddles suitable to the craft and the participant's skill level.
- ✓ Personal Flotation Device (PFD). Leaders must wear a PFD with a whistle consistent with the Australian Standard Level 50 or Level 50S at all times while on the water.
- ✓ Hand, foot or electric pump
- ✓ Helmet (if deemed appropriate by the conditions)
- ✓ Drinking water
- ✓ Waterproof bouyant torch (sunset to sunrise)
- ✓ Rescue equipment, where applicable:
 - Throw bags (minimum 15 metres floating rope)
 - Suitable equipment for towing another kayak with quick release.
 - Rescue knife
 - 'V' sheet

Group Specific Equipment (generally the responsibility of the leader)

Group equipment will differ depending on the expected conditions of the canoe/kayak and will be informed by the risk management plan, emergency strategy and activity plan. All or some of the following equipment should be considered:

- ✓ Adequate spare paddle(s)
- ✓ Canoe / Kayak repair kit (suitable to craft and length of trip)
- ✓ Roll of duct tape
- ✓ Communication equipment (appropriate to the activity):
 - Mobile phone
 - Signalling mirror
 - Marine VHF radio
 - Waterproof bouyant torch
 - Strobe light
 - UHF radio
 - V-sheet
 - Satellite phone
 - Chemical light stick (or electronic equivalent)
 - Flares (red, smoke, parachute)
 - EPIRB or another personal locating device
- ✓ Navigation equipment (maps and/or marine charts, compasses and GPS receivers as deemed appropriate for the navigational requirements of the activity)
- ✓ Rescue equipment
- ✓ Bailing device

- ✓ Anchor (optional)
- ✓ Additional dry clothing
- ✓ Suggested emergency resources (relative to the location and duration of the activity)
 - Waterproof matches
 - Fuel stove
 - Small tent or alternative
 - Space blanket / sleeping bag
 - Drinking water

5.2 Participants

- ✓ Personal clothing appropriate to the conditions including wetsuits, thermal underwear, fleece, paddling jackets.
- ✓ Suitable footwear. Thongs are NOT suitable.
- ✓ Craft suitable for the activity, conditions and participant:
 - Stability levels
 - Durability
 - Suitable buoyancy aids
 - Have end loops – capable of being towed
 - Preferably be made of high visible material (bright colours)
- ✓ Paddles suitable to craft
- ✓ Personal Flotation Devices (PFD)
 - Participants must wear an appropriate PFD at all times while on the water
 - PFDs must be consistent with Australian Standard Level 50 or Level 50S
 - PFDs must be the correct size
 - PFDs must have an attached pealess whistle to attract attention in an emergency
- ✓ Drinking water
- ✓ Helmets, if deemed appropriate, must be worn by all participants at all times whilst on the water and provide ample protection to the forehead, temple and back of head. Helmets must comply with Australian Standard CE EN 1385:1998.

5.3 Maintenance and Storage

In commercial operations the care and maintenance of the equipment is the responsibility of the operators. It is recommended that an equipment maintenance log is kept. A check list for all gear going out on a trip should be in place, and all equipment should be checked on return to ensure they are fit for purpose.

FLAG: Equipment standards within the Australian Canoeing Safety Guidelines should be read in conjunction with the AAS. http://canoe.org.au/site/canoeing/ac/downloads/Education/Safety/Safety_Guidelines_20140525_print.pdf

6 Further Information

6.1 Organisations

Australian Volunteer Coast Guard

<http://www.coastguard.com.au/>

Canoe SA

PO Box 281, Port Adelaide, SA 5015 PH: (08) 8240 3294 <http://sa.canoe.org.au/>

Country Fire Service

GPO Box 2468, Adelaide, SA 5001 PH: (08) 8463 4200 www.cfs.sa.gov.au/site/contact_us.jsp

Department of Environment, Water and Natural Resources

GPO Box 1047, Adelaide, SA 5001 PH: (08) 8204 1910 www.environment.sa.gov.au

Department of Primary Industries and Regions South Australia (PIRSA)

GPO Box 1671, Adelaide, SA 5001 PH: (08) 8226 0299 www.pir.sa.gov.au

Forestry SA

PO Box 162 Mount Gambier, SA 5290 PH: (08) 8724 2888 <https://www.forestry.sa.gov.au/>

Leave No Trace

PO Box 71, Cottesloe, WA 6911 PH: 1300 884 086 <http://www.lnt.org.au>

Outdoor Educators' Association of South Australia (OEASA) www.oeasa.on.net/

Office for Recreation and Sport

PO Box 219, Brooklyn Park, 5032 SA PH: (08) 7424 7677 www.ors.sa.gov.au/

Outdoor Council of Australia

150 Caxton Street, Milton, Qld 4064 PH: (07) 3369 9455 www.outdoorcouncil.asn.au

Outdoors SA

PO Box 2047, Glynde Plaza, SA 5070 www.outdoorssa.org.au/

Parks SA

PH: (08) 8204 1910 www.environment.sa.gov.au/parks/home

Recreation SA

3/95 King William Road, Unley SA 5061 PH: (08) 8271 6874 www.recreationsa.org

SA Health

PH: (08) 8226 6000 www.sahealth.sa.gov.au

SafeWork SA

GPO Box 465, Adelaide, SA 5001 PH: 1300 365 255 www.safework.sa.gov.au

Scouts SA

PO Box 25, Fullarton, SA 5063 PH: (08) 8130 6000 www.sa.scouts.com.au/

Service SA

PH: 13 23 24 www.sa.gov.au/

Service Skills Australia

GPO Box 4194, Sydney, NSW 2001 PH: (02) 8243 1200 www.serviceskills.com.au

Service Skills SA

PO Box 248, Kent Town, SA 5071 PH: (08) 8362 6255 www.serviceskillssa.com.au

South Australian Legislation

Attorney-General's Department, GPO Box 464, Adelaide, SA 5001 PH: (08) 8207 1000 www.legislation.sa.gov.au

South Australian Sea Rescue Squadron

PO Box 267, Glenelg, SA 5045 PH: (08) 8295 5062 <https://sasearescue.org.au/>

TAFE SA Regency Campus

137 Days Rd, Regency Park, SA 5010 PH: (08) 8348 4444 www.tafesa.edu.au/campuses/metro/regency

University of South Australia

GPO Box 2471, Adelaide, SA 5001 PH: 1300 301 703 <http://www.unisa.edu.au/>

6.2 Resources

Australian Canoeing Safety Guidelines

http://canoe.org.au/site/canoeing/ac/downloads/Education/Safety/Safety_Guidelines_20140525_print.pdf

Bureau of Meteorology www.bom.gov.au/sa

Cancer Council Australia www.cancer.org.au

Country Fire Service Resources www.cfs.sa.gov.au/site/resources.jsp

Codes of Practices www.safework.sa.gov.au/show_page.jsp?id=5892#.UwvmGY0e7FE

Civil Liability Act 1963 (SA) www.legislation.sa.gov.au/browseActs.aspx

Child Protection Act 1993 (SA) www.legislation.sa.gov.au/browseActs.aspx

Fair Trading Act 2010 (SA) www.legislation.sa.gov.au/browseActs.aspx

First Aid www.safework.sa.gov.au/show_page.jsp?id=5463#.UvB27ySsvFE

First Aid in the Workplace Code of Practice www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/first-aid-in-the-workplace

Forestry Act 1950 <http://www.legislation.sa.gov.au/LZ/C/A/FORESTRY%20ACT%201950.aspx>

Incident Forms www.safework.sa.gov.au/show_page.jsp?id=2542#.UudAaiRe5GE

Keeping Children Safe in Recreation and Sport

http://ors.sa.gov.au/_data/assets/pdf_file/0009/150021/Keeping_Children_Safe_Booklet_2015.pdf

Parks SA www.environment.sa.gov.au/parks/home

TGA (training.gov.au) www.training.gov.au

Standards Australia www.standards.org.au/

Volunteers Protection Act 2001 (SA)

www.legislation.sa.gov.au/LZ/C/A/VOLUNTEERS%20PROTECTION%20ACT%202001.aspx

Work Health and Safety Act 2012 (SA) www.legislation.sa.gov.au/LZ/C/A/WORK_HEALTH_AND_SAFETY_ACT2012.aspx

Work Health and Safety Regulations 2012 (SA)

<http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx>

Risk Management

AS/NZS ISO 31000:2009, Risk management - Principles and guidelines.

<http://infostore.saiglobal.com/store/Details.aspx?ProductID=1378670>

Handbook (HB) 246:2010 Guidelines for Managing Risk in Sport and Recreation Organisations

<http://infostore.saiglobal.com/store/details.aspx?ProductID=1421050>

Office for Recreation and Sport – Risk Management Resource.

http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_association

Interstate AAS

Victorian AAS: <http://outdoorsvictoria.org.au/aas-list-of-standards/>

Tasmanian AAS: http://www.dpac.tas.gov.au/divisions/csr/sportrec/publications/adventure_activity_standards

New South Wales AAS: <http://www.oric.org.au/AAS/index.html>

Queensland AAS: <http://qorf.org.au/industry/downloads-master/aas/>

Western Australian AAS: www.outdoorswa.org/page.php?id=7

Activity Specific Resources

Canoe South Australia <http://sa.canoe.org.au/>

Adventure Kayaking SA <http://www.adventurekayak.com.au/>

Canoe Adventures SA <http://www.canoeadventure.com.au/>

SA Government – Boating and Marine <http://www.sa.gov.au/topics/transport-travel-and-motoring/boating-and-marine>

Australian Canoeing <http://www.canoe.org.au/>

SA Recreational Boating Safety Handbook <http://www.sa.gov.au/topics/transport-travel-and-motoring/boating-and-marine/marine-publications/sa-recreational-boating-safety-handbook>

7 Appendices

Appendix 1: Acknowledgments

Appendix 2: Abbreviations & Terms

Appendix 3: Legal Details

Appendix 4: Sample Risk Management Templates

Appendix 5: Sample Emergency Response Templates

Appendix 6: Environmental Sustainability for Canoeing /
Kayaking

Appendix 7: National Accredited Skills Sets

Appendix 1: Acknowledgments

Content References

Extensive content within the SA Canoeing / Kayaking AAS has been sourced from the:

- Queensland Adventure Activity Standards Version 2

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- QLD Outdoor Recreation Industry

Activity Working Group

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 <p>Canoe SA</p>	 <p>Adventure Kayaking SA</p>
 <p>Adelaide Canoe Club</p>	 <p>Wilderness Escape Outdoor Adventures</p>
 <p>The Outdoor Educators' Association of South Australia</p>	 <p>Government of South Australia Department for Education and Child Development Westlakes Aquatics Centre</p>
  <p>Parks SA</p>	 <p>Forestry SA</p>

Appendix 2: Abbreviations & Terms

Definition of terms

Assistant leader: A person who gives the leader additional support and/or is responsible for achieving the objectives of a group's adventure activity. The assistant leader's responsibilities remain the same whether or not the session is for commercial purposes. (commercial or not) (NOLRS 'Guide').

Briefed: Inform (someone) thoroughly, especially in preparation for a task.

Dependent group: A group of people who rely upon a leader or organisation with an established and evident duty of care.

Dependent Participant: A person who depends upon the leader for supervision, guidance or instruction to support supervised participation in an adventure activity.

Direct Supervision: The leader is physically present at all times during the activity which allows them to supervise and or instruct each participant which allows them to respond to issues as they arise.

Duty of care: An obligation that a sensible person would have to treat others and the public with care, attention, caution and prudence. If they do not, their actions are considered negligent.

Qualified and/or Experienced: A leader is identified by industry to have the minimum level of skills, knowledge and experience to carry out the activity safely and to industry standard. These skills, knowledge and experience may be obtained through accredited training, industry recognised training and industry verified experience.

Guide: An outdoor recreation guide advises individuals and groups in outdoor recreation activities.

Independent participants: A person who possesses the skills and knowledge to participate in an adventure activity without dependence on a leader. A person who acknowledges the inherent risk and assumes responsibility for their own safety and welfare.

Indirect Supervision: Leaders can oversee the activity at a distance which ensures safety but minimises interruption.

Leader: A qualified and/or experienced person who is responsible for and coordinates the entire group, including supervision, to achieve the objectives of the group's or individual participants' session. A leader's responsibilities remain the same whether or not the session is for commercial purposes.

Organisation: A person or group of persons organised for a particular purpose that provides a canoeing/kayaking experience for either commercial (for profit) or non-commercial (not-for-profit or community group) purposes.

Participant: A person whose welfare is the responsibility of a leader or assistant leader.

Note: The *National Outdoor Leader Registration Scheme* refers to a participant as a client. A participant may also be known as a dependent.

Peer: A person who is equal to another in one or more of the following: A person who has equal standing with another or others, as in abilities, rank, qualifications, age, background, and / or social status.

Protected Waters: Inland waters other than Lakes Alexandrina and Albert.

Semi-Protected Waters: Waters inshore of a line 2 nautical miles seaward of the low water mark of the mainland coast and Kangaroo Island or of the banks of Lakes Alexandrina and Albert.

Skills Set: Skill Sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package(s), which link to a licence or regulatory requirement, or defined industry need.

Standard operating procedure: A set of written instructions that document procedures to help outdoor leaders and managers implement best practice systems to safely deliver activities.

Unprotected Waters: Water offshore of a line 2 nautical miles seaward of the low water mark of the mainland coast and Kangaroo Island or of the banks of Lakes Alexandrina and Albert.

Summary of Abbreviations

AAS	Adventure Activity Standards
ACAS	Australian Canoeing Award Scheme
AS	Australian Standard
CBD	Central Business District
CFS	Country Fire Service
EPIRB	Emergency Position-Indicating Radio Beacon
GPS	Global Positioning System
NOLRS	National Outdoor Leaders Registration Scheme
NRT	Nationally Recognised Training
NTIS	National Training Information Service
OCA	Outdoor Council of Australia
O/18	Over 18
PCBU	Person conducting a business or undertaking
PLB	Personal Locator Beacon
PFD	Personal Flotation Device
RTO	Registered Training Organisation
SIS10	Sport, Fitness Recreation Training Package
SRT	Search Rescue Time
U/18	Under 18
VET	Vocational education and training

Appendix 3: Legal Details

The following general information on legal liability in contract and negligence does not provide a complete and accurate description of the law on these topics, or necessarily relate to every provider's circumstances. While this general information may be helpful, it is offered on the basis that providers will not rely on it solely, but will obtain their own independent legal advice.

Basis of legal liability

The common law of **contract** and **negligence** governs legal liability for personal injuries or property damage. Relevant legislation includes the *Limitations of Actions Act 1936*, the *Supreme Court Act 1935*, the *Civil Liability Act 1936*, the *Competition and Consumer Act 2010* and the *Fair Trading Act 1987* may also apply.

The following explores the potential scenarios for legal liability, before considering how it is possible to exclude liability.

1 Claims in Contract

A claim in contract can only be made if a contract exists between the person who suffered the loss or injury and the provider. If injury or damage occurred because the provider did not exercise reasonable care in providing the service, a court may find that they breached the contract, which entitles the party to claim compensation for the loss or injury suffered.

A claim in contract may require a court to consider whether:

- a **contract** exists between the parties
- a **breach of** an express or implied **term** of the contract has occurred
- **Compensation** must be paid.

Below follows an overview of the considerations that are relevant to each of these questions.

1.1 Contract

Any agreement that requires both parties to the agreement to give something valuable is a contract. A contract may be written or oral, or both. For example, a contract would exist between a provider and a participant if the provider had agreed to provide services, and the participant had agreed to pay for those services.

To establish a claim in contract, a contract must exist between the person who suffered injury or loss and the provider against whom the injured party has made the claim. So if the person who suffered injury or loss did not agree to pay for any services provided by the provider (e.g. perhaps the person was part of a school group, and the school paid), there may be no contract between that person and the provider.

The requirement that the injured party must have a contract with the provider is one of the things that makes a claim for breach of contract different to a claim in negligence.

1.2 Breach of a term

If there is a contract between the two relevant people (i.e. the provider and the participant), then the next question is whether any term of that contract has been breached. To have a claim in contract, a breach of a term of the contract must have occurred.

A term of a contract may be an express term or an implied term. An express term is a term expressly stated in the contract (either in writing or orally). An implied term is a term that is not expressly stated in the contract, but that is said to "arise by implication" and is treated as if it were an express term in the contract.

There are several reasons that an "implied term" might arise. A term might be implied in a contract because legislation says it must be implied. Another reason a term might be implied is where that term is necessary to give effect to the contract, or where it is clear that both parties assumed that the implied term formed part of the agreement between them, but did not state it as an express term.

Implied terms may impose additional obligations upon a provider when providing a service. For example, a court might well decide that there is an implied term between a provider and a participant that a provider must exercise the degree of reasonable skill and care expected of a competent provider.

Another example is that under the *Australian Consumer Law*, certain guarantees about the quality of services provided must become implied terms of some types of contracts. However, it is possible to exclude or restrict such terms in some circumstances where the contract involves "recreational services" such as rock climbing and similar activities: see section 42 of the *Fair Trading Act 1987*, and Regulation 5 and Form 1 of the *Fair Trading Regulations 2010*. This issue is considered in greater depth in section 3 of this Appendix, on exclusion of liability.

1.3 Compensation

If a court finds that a breach of either an express or implied term of the contract has occurred, for example that the provider did not exercise reasonable care in providing the service, a party may claim compensation (damages) for the loss or injury suffered as a result.

2 Claims in Negligence

The common law (law developed by the courts over time) and some statute law (laws created by Parliament), such as the *Civil Liability Act 1936*, establish the law of negligence.

To make a successful claim in negligence, a party must establish that:

- the provider owed a duty of care to take reasonable measures to ensure the safety of their clients or participants
- a breach of this duty of care occurred
- the breach of the duty of care caused the injury or loss suffered.

As the result of a successful claim in negligence, the court awards damages against the provider to compensate for the loss or injury that the claimant suffered.

2.1 Establishing a duty of care

Although the law does not automatically impose a duty of care, and each case's unique circumstances must be considered to determine whether there is a duty of care, such a duty may well be imposed where one party (the provider) assumes responsibility for another in providing adventure activities.

A 'duty of care' means a duty to take reasonable care to protect someone from foreseeable harm or loss.

2.2 Determining a breach in a duty of care

2.2.1 Standard of care

If a party makes a claim and a court finds that a provider owes a duty of care, the court must decide whether the provider has breached that duty. To decide whether a breach has occurred, the court must first determine the appropriate level or standard of that duty of care.

The court determines the standard of care by taking into account all the relevant circumstances and the specific facts of each case. To determine the appropriate level or standard, a court considers the provider's and clients' experience and the conditions at the time, and might ask experts in the field for advice.

A court will find that the provider has not met the standard of care (i.e. a breach of the duty of care has occurred) if the evidence, on the balance of probabilities, establishes that the provider has not acted reasonably in the circumstances.

For example, some participants could find themselves in an outdoor recreation activity that is better suited for more advanced participants. The provider may have led people in the group to believe that they did not require a certain skill level, so they enrolled in a group incorrectly described as suitable for beginners. If an accident occurred due to their inexperience, and these 'novice' participants were injured, it is possible that a court might find that the provider, and the leader and guide, breached its duty of care because of its failure to adequately instruct, advise and perhaps supervise the group.

The following is a suggested guide (not a complete list) to the standards that a provider, guide, instructor, teacher or staff member should try to meet.

- Ensure that the activity is appropriate for the skills and experience of intended participants.
- Ensure that the intended activity is appropriate for the known, expected and forecasted conditions.
- Provide adequate staff and leader supervision.
- Provide competent and appropriately trained staff and leaders.
- Provide safe and properly functioning and adjusted equipment.
- Provide reasonable food and safe shelter if relevant.
- Give participants reasonable guidance, instruction and direction.
- Depending on the activity, have adequate knowledge of the area where the activity will occur, and be able to provide reasonable first aid, emergency backup and rescue.

The law requires the provider to protect participants from known hazards associated with the activity, and from those risks that could arise (i.e. risks that the provider, instructor, teacher, or staff member or guide can reasonably foresee), against which they could take reasonable preventative measures.

To limit the potential for legal liability and minimise the risk of injury, each organisation must implement risk and safety management processes that identify foreseeable risks and implement measures to control them. For the same reasons, all providers, leaders or guides should, as a minimum have appropriate first aid and activity-specific training.

This is particularly important when the activity is a specialised one. In these circumstances, as a participant will rely on the special skills and knowledge of the provider, leader or guide, a higher standard of care might be expected of the provider, leader or guide.

2.2.2 Defence — no breach of duty

The *Civil Liability Act 1936* provides a kind of 'defence' against some actions for negligence, where the action is based on an allegation that a leader, guide or provider failed to take adequate precautions. In essence, the Civil Liability Act states that a leader, guide or provider has not breached his or her duty of care to take precautions unless:

- the risk was foreseeable and 'not insignificant'
- in the circumstances, a reasonable leader, guide, or provider would have taken precautions that the leader, guide or provider did not take.

In determining whether a reasonable person would have taken precautions that the leader, guide or provider did not take, a court will consider (amongst other relevant issues) the:

- probability that harm would occur if they did not take care
- likely seriousness of the harm
- burden of taking precautions to prevent the risk of harm
- social utility of the activity that creates the risk of harm.

2.3 Establishing that the breach caused the harm

To hold someone liable for paying damages in negligence, the court must establish that the breach of duty caused the harm suffered.

Defences

2.3.1 Voluntary assumption of risk

If it can be proved, on the balance of probabilities, that a participant was fully aware of the risk of an activity, and fully comprehended the nature and extent of the risk, and then freely accepted that risk, then this will be a defence to a claim in negligence. It will not be a defence, however, if the injury was caused by the inexperience or incompetence of the provider, defective equipment, or inadequate supervision or instruction, as it is highly unlikely that any participant would have known about or consented to accept such risks.

If the risk of harm were an obvious one then it would be assumed (unless proven otherwise) that the person who suffered the harm was aware of the risk.

2.3.2 Duty to Warn

A person who owes a duty of care to another person to give a warning, or other information about a risk, satisfies that duty if reasonable care is taken to give that warning or other information. This is potentially very important in the context of an adventure activity where it may be prudent for the provider to give all participants printed instructions and warnings (where appropriate) and obtain signed acknowledgements. However, section 38 of the *Civil Liability Act 1936* states there is no duty to warn of an 'obvious risk'.

2.3.4 Contributory negligence

If a participant's own lack of reasonable care caused or contributed to his or her accident, then a court may decide that any damages otherwise payable by the provider should be reduced to take this into account. When considering by how much to reduce the damages, a court may even, in extreme cases, decide to reduce the damages by 100 per cent and so defeat the claim.

2.3.5 Inherent Risks

A person is not liable in negligence for harm suffered by another person as a result of an inherent risk. An inherent risk is a risk that cannot be avoided by the exercise of reasonable care.

2.3.6 Exclusion/waiver of liability agreements

Some providers might ask participants to sign a 'waiver to sue' or 'release' or 'exclusion of liability' form prior to participating in an activity. In some instances, the court may decide that these documents validly exclude a provider from liability. Exclusion of liability agreements are usually written statements that say that a provider cannot be sued if a participant is injured or killed. Each participant signs the agreement before the supplier supplies the services. These agreements must be carefully drafted and comply with any applicable legislation. It is a good idea to seek legal advice to ensure your form is properly drafted. The use of these agreements may enable suppliers of recreational services to exclude their liability for negligence and limit their liability for a participant's injury or death. This issue is considered in greater depth in section 3 of this Appendix, on exclusion of liability.

2.3.7 Good Samaritans

Under the *Civil Liability Act 1936* a person who comes to the aid of another person who appears to need emergency assistance (such as first aid or CPR) cannot be held liable for anything they do, as long as it is in good faith, isn't reckless, and is done without expectation of payment or any other gain.

A good Samaritan is not protected if he or she is under the influence of alcohol or recreational drugs at the relevant time.

2.3.8 Volunteers

The *Volunteers Protection Act 2001* protects volunteers from liability for injury to another when they are acting in good faith and without recklessness in the course of carrying out community work for a community organisation. This immunity does not operate if the volunteer's ability to carry out the work properly was impaired by alcohol or recreational drugs or the volunteer was knowingly acting outside the scope of the activities authorised by the community organisation or contrary to instructions given by the community organisation.

A volunteer is a person who does community work on a voluntary basis. This includes work for which a person receives reimbursement of reasonable expenses but does not include court-ordered community work. Community work is not for private financial gain and is performed for charitable, sporting, educational and other purposes.

2.3.9 Expressions of regret

The *Civil Liability Act 1936* states that no admission of liability or fault can be inferred from the fact a person expressed regret about an incident relating to the injury.

2.3.10 Limitation on claims for personal injury damages

The *Civil Liability Act 1936* states that an injured person cannot obtain damages for non-economic loss (e.g. pain and suffering, loss of expectation of life, etc.) unless the person's ability to lead a normal life was significantly impaired by the injury for at least seven days or the person reasonably incurred medical expenses above a prescribed value

The Act also puts a cap on damages for non-economic loss at \$312,340 (as at the 2015 financial year, but indexed annually).

2.3.11 Additional considerations

Providers may also wish to consider the following obligations:

Work Health and Safety Act 2012

The *Work Health and Safety Act 2012* outlines the laws relating to the health and safety requirements that affect most workplaces in South Australia.

The Act applies to anyone who runs a business or undertaking (including an association, partnership, or sole trader), except volunteer associations. "Volunteer associations" are exempted from compliance with the *Work Health and Safety Act 2012*. However, "volunteer association" in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a "volunteer association". Even if your organisation is a "volunteer association", it might still be a good idea for it to comply with the general WHS duties.

The Act requires persons to whom it applies to ensure as far as reasonably practicable that the workplace is without risks to the health and safety of any person (not just workers). Officers of the person conducting the business or undertaking (e.g. directors of a corporation, or committee members of an association) must exercise due diligence in making sure the person conducting the business or undertaking ensures the workplace is without risk. Not exercising such due diligence can in some circumstances be a criminal offence.

The Act also requires particular work processes or equipment to be "authorised" by Safe Work SA, and that certain types of work only be carried out by workers with particular qualifications or experience. The specific work processes, equipment, and types of work that are affected by these requirements are set out in the *Work Health and Safety Regulations 2012*.

The *Work Health and Safety Regulations 2012* also set out additional matters about specific issues that may arise in particular workplaces, and describe how to prevent or minimise risks in those workplaces. For instance, the Regulations contain provisions about workplaces that require employees to participate in diving. These provisions are legally binding.

Additionally, codes of practice produced by Safe Work SA may provide information on how to prevent or minimise risks in a provider's specific workplace. Providers are not technically legally required to comply with these codes, but in practice they should be treated as if they were laws, because courts are required to use them as guides to what is "reasonably practicable" in particular types of workplaces.

To see the relevant Work Health and Safety Codes of Practice go to:

http://www.safework.sa.gov.au/show_page.jsp?id=5892#.UwvmGY0e7FE

Also see Section 3.8 First Aid Planning

Work Health and Safety Amusement Structure Compliance

Any amusement device that meets the definition as listed in the *Work Health and Safety Regulations 2012* must be registered for use by either SafeWork SA or an equivalent WHS regulator from interstate before use in South Australia.

The devices must be signed off by a professional engineer or other competent person (as defined in the Regulations) stating the device/ride has been inspected and is safe to operate.

The device must be operated only by someone who has been trained and instructed in its proper operation.

There are a range of other requirements for such structures or devices that can be found in the *Work Health and Safety Regulations 2012*, Chapter 5, Part 2, Division 4, Subdivision 2.

To see the relevant Work Health and Safety Codes of Practice go to:

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/guidance-amusement-devices>

Children's Protection Act 1993

Organisations and leaders need to consider safety requirements when working with children.

The *Children's Protection Act 1993* requires that organisations that offer sporting and recreational services wholly or partly for children (under 18 years of age) must ensure that appropriate policies and procedures are in place so as to establish and maintain a child safe environment within the organisation.

To provide a child safe environment organisations are legally required to:

- ✓ conduct [criminal history assessments](#) for people working with children in *prescribed positions
- ✓ ensure that appropriate reports of any suspected abuse or neglect of children are made to the Department for Education and Child Development
- ✓ [lodge a statement](#) about their child safe environment policies and procedures with the Department for Education and Child Development.

The *Children's Protection Act 1993* also includes a legal requirement for certain people within organisations that offer sporting and recreational services to report suspected child abuse and neglect to the Child Abuse Report Line (13 14 78). This is known as [mandatory notification](#).

The mandatory notification requirements apply to a range of people, including anyone employed by the organisation who is engaged in the actual delivering of sporting and recreational services to children, or anyone in a management position who has direct responsibility for the delivering of sporting and recreational services to children.

These people must notify the Department for Education and Child Development if they suspect on reasonable grounds that a child has been or is being neglected or abused. It does not matter if the suspected neglect or abuse happened in the course of their work or somewhere else, like at home or school. It only matters that their suspicion about the neglect or abuse was formed in the course of their work.

NOTE: All references to legislation in this Appendix are to South Australian legislation unless otherwise indicated.

3 Limiting or excluding liability

3.1 Limiting liability for breach of contract

As has been mentioned above, the *Australian Consumer Law* requires that certain terms be implied into contracts which guarantee that services will be fit for the purpose they were provided for, and that services will be rendered with due care and skill. These implied terms are likely to apply to many contracts for the provision of adventure activities. That means that if something goes wrong, the provider might be liable for breach of contract for failing to provide the services with due care and skill.

However, the *Fair Trading Act 1987* provides that for providers of 'recreational services' (which includes sporting activities and other activities undertaken for recreation or leisure which involve a significant degree of physical exertion or risk), liability under these implied terms can be limited by asking participants who are over 18 to sign a particular form before a witness. The form must use the exact wording contained in the *Fair Trading Regulations 2010*. That wording can be found here: http://www.cbs.sa.gov.au/assets/files/rec_service_bro.pdf

If that form is signed, and witnessed, and the relevant terms are brought to the attention of the person signing it, as well as any third-party participant, (i.e. the form cannot simply be buried in the middle of a larger contract and not mentioned by the provider) then the guarantees as to due skill and care and fitness for purpose implied under the *Australian Consumer Law* cannot be relied upon by any participant who suffers an injury, except in certain circumstances, such as where the injury was caused by reckless conduct of staff.

This may be helpful in limiting liability, but it is no guarantee that a provider will not be sued for breach of contract. Depending on the circumstances, there may be other implied or express terms that the provider will have breached, and that are not excluded or limited by this form. Also, staff may engage in reckless conduct, or the participant may be under

18 (in which case liability is not excluded by signing the above-described form). Providers should seek legal advice about their own particular circumstances and what they can do to limit their liability.

3.2 Limiting liability for negligence

It is also possible to ask participants to sign a form (or to include a term in your standard contract) which limits liability for negligence. There is no form prescribed by law for this purpose. If the form or term is very carefully drafted, it is possible to exclude liability for negligence. However, this will only be effective against the person signing the contract or form. It is therefore desirable to ensure every participant in any activity signs a relevant form, not just, for instance, the leader of a group that is paying for all the participants.

It is also prudent to include a 'disclaimer' or 'notice' which carefully explains all the risks associated with the relevant activity, and then to ensure this disclaimer or notice is brought to the attention of every participant. This will assist in establishing the defence of voluntary assumption of risk (and contributory negligence) if an injury results.

Again, there is no easy and surefire means of effectively excluding all liability for negligence, and legal advice should be sought about your organisation's particular circumstances.

4 Disclaimer

The above comments on legal liability in Contract and Negligence and defences and limitations thereto do not purport to be a complete and accurate description of the law on these topics. The State Government of South Australia (Office for Recreation and Sport) and Recreation SA, its servants and agents are not by these comments providing legal advice to any person, company or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person, company or organisation as a consequence of or in reliance upon anything contained in, implied by, or admitted in this document.

Appendix 4: Sample Risk Management Templates

Introduction:

The following templates have been included as examples for guidance purposes and are incomplete. If one of these templates is to be used, information specific on the risk you have identified, reasons for determining the level of risk and action required will need to be incorporated. The document should be developed by the leader or organisation prior to the commencement of the activity. You should keep a copy of any completed sheets for your records.

The following templates have been reproduced with permission from the Office for Recreation and Sport and Outdoors WA (WA AAS)

Appendix 4: Sample Risk Management Templates

Potential Risk	Level of Risk	Reason for Risk Rating	Action	Resources Required	Responsibility	Timeline	Communication	Risk Treated	Review Date
Risk and Date Identified.	Rating risk as low, moderate, high).	Risk Rating.	What is to be done	Specify resources required.	Assign responsibility for the action to be completed.	Proposed completion date.	Strategy to inform relevant parties e.g. committee personnel, sponsors, members).	(Yes/No), Date Treated.	

Appendix 4: Sample Risk Management Templates

Risk Management Planning

(to be completed by Instructor/Assessor prior to commencement of activity. Copies for leaders/instructors 24hr contact, file)

Name of organisation:	Type of activity:
Commencement date and time of activity:	Date and approx. time due out:
Location (see Site Plan):	
Instructors/guides:	Number of participants:
Necessary staff skills:	
Aims of the activity:	
Experience of participants:	
Medical conditions of participants (summary of significant medical conditions from Medical Information Forms):	
Medications:	

Risks (List the possible events where an accident, injury or loss could occur) 1. _____ 2. _____ 3. _____ 4. _____		5. _____ 6. _____ 7. _____ 8. _____
	Dangers/Real Risks List the factors that could lead to the risk eventuating	Risk Management Strategies What will you do to reduce the real risks
People Attributes people bring to an activity: skills, attitudes, physical fitness, health, age, fears, numbers, etc.		
Equipment Resources that impact on the activity: clothing, helmets, harnesses, ropes, descenders, gloves,		
Environment Factors that impact on the activity: weather, terrain, site specific issues, access, etc.		

Appendix 5: Emergency Response Template

Introduction:

The following template has been included as an example for guidance purposes and is incomplete. If this template is to be used, information specific to the activity, location, participants etc. will need to be sourced and incorporated.

Emergency is defined in many jurisdictions as an event that requires a significant, coordinated response. The concepts of emergency and emergency management must be viewed in context, and emergency planning must account for the range of possible causes and responses. For example, natural emergencies are caused by storms, bushfires, floods, drought or weather extremes that may create an emergency. Similarly, outdoor leaders need also to prepare for emergencies caused by humans, such as accidents, lost or missing persons, or equipment failure; or social hazards, such as substance abuse and misuse, emotional trauma, or infectious diseases or food poisoning.

Plan Overview:

Verify	Confirm that there is an emergency situation.
Notify	Notify appropriate authorities and staff of emergency event.
Assess	Determine the extent and nature of the emergency.
Act	Respond to situation based on requirements, skills and responsibilities.

Emergency contacts (phone numbers):

Key organisations	Best contact methods (mobile or satellite phone, radio)
Police, Ambulance, Fire	000 triple zero (112 from mobile)
Land Manager	Etc.
Etc.	Etc.

Assembly Location:

Identify and describe locations of established evacuation assembly points and ensure every person knows them.

Site plan:

The map must include locations of: emergency assembly and evacuation areas, first aid kits, firefighting equipment, water, gas and power isolation points and dangerous goods.

Roles and responsibilities:

Outline the responsibilities of all key personnel involved in the activity and their contact details.

Key Personnel	Responsibilities	Contact
e.g. Leader	Determine seriousness of incident, implement planned response, e.g. notify home organisation and external support, manage the group, administer appropriate first aid (as required)	
e.g. Assistant Leader	Etc.	
Authorised media spokesperson	Etc.	
Etc.	Etc.	

Media Management:

Outline procedures for when media makes contact with staff members; for example, outline the people who have clearance to speak to media, and who media should be directed to for information on the emergency and what information they can provide.

Routine Incidents:

Incident Type	Response Actions
Electrical failure	
Ruptured water pipe	
Etc.	

Non- routine Incidents:

Incident Type	Response Actions
Bushfire	
Building fire	
Lost or missing person	
Injury / medical	
Storm / flood	
Snake bite	
Etc.	

Specific communication equipment carried by group:

List types and number of communication devices that group may have, such as:

- ✓ mobile phone
- ✓ UHF radio
- ✓ satellite phone
- ✓ etc.

Relevant aspects of land managers' emergency strategy:

Identify and access any land management requirements for emergency strategy, including the following.

- ✓ strategies relevant to the specific features of the areas being visited (e.g. river crossings)
- ✓ detail any site specific features that may require particular attention during an emergency response situation.
- ✓ a strategy for maintaining supervision ratios if any changes to the planned activity occur.
- ✓ detail plans of how to maintain group supervision during the course of the emergency response.

Post-emergency debrief:

Outline what discussions or debriefs will be required after the incident to refine response procedures.

The severity of the incident will determine the level of debrief.

Post-incident reporting:

Complete an incident/accident report form and file accordingly. The form should outline details of the incident, including the:

- ✓ date and time of the incident
- ✓ personnel involved
- ✓ type of incident
- ✓ first aid administered.

The above template was reproduced from the QLD AAS with permission from the Queensland Government Department of National Parks, Recreation, Sport and Racing.

Appendix 6: Environmental Sustainability for Canoeing / Kayaking

Plan Ahead and Prepare

- ✓ Understand the regulations and special concerns of the areas you access.
- ✓ Research your destination before you leave home.
- ✓ Seek permits if necessary.
- ✓ Prepare for isolation, weather hazards and emergencies.
- ✓ Carry and know how to use a map, compass and/or GPS.
- ✓ Bring plenty of food and drinking water.
- ✓ Carry extra warm and wet weather clothing.

Travel and Camp on Durable Surfaces

- ✓ Durable surfaces include established tracks, gravel, rock and dry grass where possible.

PADDLING

- ✓ Choose durable surfaces like gravel or sand to load and unload craft.
- ✓ Take care to avoid trampling shorelines while exiting and entering the rivers, lakes or ocean.
- ✓ If craft require tying up, ensure the system does not damage the rocks or vegetation that is used.
- ✓ Carry craft over dunes and soft riparian areas. Do not drag them.
- ✓ When entry and egress is from the water, leave craft below the dune level unless tides or wave action prevent their safety.
- ✓ Do not dig into dunes or create new tracks. Use formed tracks only.

CAMPING

- ✓ Plan the route carefully so your group arrives at a pre-arranged site rather than creating a new campsite.
- ✓ Keep campsites small.
- ✓ Use a freestanding tent that requires few pegs if staying overnight.
- ✓ Bring your own poles; do not cut them from the bush.
- ✓ Never camp on frontal sand dunes.

No camping is allowed in Green Triangle Region - Forests Reserves. Forestry SA does not permit camping in the fire danger season which varies depending on the fire ban district where the forest reserve is located. To check this detail please refer to forest visitor information brochures located on the Forestry SA website -

<https://www.forestry.sa.gov.au/>

For information on when camping and camp fires are allowed please refer to detail contained in forest visitor information brochures located on the Forestry SA website - <https://www.forestry.sa.gov.au/>

You are required to purchase a camping permit to camp in ForestrySA Forest Reserves.

Dispose of Waste Properly

RUBBISH

- ✓ Remove all rubbish. Even biodegradable food scraps can upset the balance and cause weeds.

HUMAN WASTE AND HYGIENE

- ✓ Use existing toilets where possible.
- ✓ Carry a small trowel for emergency toileting; Go at least 100m from watercourses and your campsite. Dig a hole, 8 to 15cm deep (in the biologically active layer in the soil). When done, ensure you refill your hole.
- ✓ Do not use soap, toothpaste, shampoo or sunscreen in lakes or streams.

Leave What You Find

- ✓ Vegetation, rock formations and natural features are not disturbed, modified or removed.
- ✓ Culturally significant sites are afforded appropriate respect; rock art is not touched, artefacts are not disturbed; sacred sites are avoided.
- ✓ Avoid introducing or transporting non-native species. E.g do not transport firewood.
- ✓ Help prevent the spread of weeds and pathogens by checking your vehicle, camping equipment and clothing to ensure they are clean before visiting parks, waterways and forests.

Minimise the Impact of Fires

FIRE BANS

In most parks, the fire danger season in South Australia usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks during this time. Some parks have year round bans on wood fires. Open flames are banned in all parks on days of extreme fire danger.

These are declared by the Country Fire Service (CFS). Parks may be closed to visitors on Total Fire Ban days. The onus is on the leader to check the fire ban status for the area they are visiting.

For up-to-date information visit:

- ✓ CFS Office: www.cfs.sa.gov.au/site/contact_us.jsp
- ✓ Department of Environment, Water and Natural Resources: www.environment.sa.gov.au/firemanagement/Home

Outside of fire danger seasons apply the following:

- ✓ Light fires in parks only where permitted. Many parks do not permit open fires.
- ✓ Check with the land managers for current restrictions on lighting fire.
- ✓ Carry any cigarette butts out with you.

CAMP FIRES

- ✓ Fuel stoves are used where possible; alternative night-time light sources (torches) are used where appropriate.
- ✓ Firewood is collected from fallen dead wood no larger than the persons forearm and only where firewood collection is permitted by the Land Owner or Land Manager.
- ✓ Existing fireplaces are used where available; creating new fireplaces is avoided.
- ✓ Ash and coal waste is completely extinguished and disposed of properly using water.
- ✓ Light fires in cleared areas away from tents and vegetation (be away of both ground and overhanging vegetation). Create a four meter perimeter clear of leaves and branches.
- ✓ Do not place rocks around the fire as they conduct heat and damage the surrounding vegetation. They may also explode.

Respect Wildlife

- ✓ Travel quietly and observe wildlife from a safe distance.
- ✓ Leaders and Organisations offer information about the role a species has to plays in their environment and the importance of its position within an ecosystem.
- ✓ Don't approach nesting, feeding or breeding sites.
- ✓ Leaders and Participants do not feed wildlife; food is stored securely, especially at night.
- ✓ Injured wildlife are reported to the Land Owner or Land Manager.
- ✓ Sightings of known feral animal species and locations of invasive plant species are reported to the Land Owner or Land Manager.
- ✓ Vehicles and equipment are appropriately cleaned to avoid spreading environmental pathogens (e.g fungal spores) and invasive plant species.
- ✓ Vehicles and equipment are free of plant material prior to leaving or entering an area.
- ✓ Leaders and Organisations do not conduct adventure activities in quarantine areas.
- ✓ Vessels are not to be closer than 100 metres to a whale; or less than 50 metres to a marine mammal other than a whale.

Be Considerate of Your Hosts and Other Visitors

- ✓ The traditional inhabitants of the country are appropriately acknowledged at the commencement of the activity.
- ✓ Learn about the cultural history of the land. Recognise, acknowledge and respect local knowledge.
- ✓ Respect the wishes and regulations of all hosts, including Indigenous, pastoral, land managers and locals.
- ✓ Leaders and Organisations afford other users the courtesy of peaceful enjoyment of the area.
- ✓ Leaders and Organisations apply strategies to avoid over-crowding at popular public areas.
- ✓ The use of powered generators, amplified sound, music or lighting is minimised to reduce disturbance to other users.
- ✓ All who use South Australian forests and parks need to ensure there are no adverse impacts.
- ✓ Activity sites and group congregation areas are managed to reduce disturbance to other users.
- ✓ Secure permits and suitable permission before visiting place.
- ✓ Observe the safety of other groups by signalling appropriately to warn of dangers e.g. falling rocks, snakes.

Further information is available at Leave No Trace Australia: www.lnt.org.au

Appendix 7: National Accredited Skills Sets

The following skills sets are taken from the SIS10 Outdoor Recreation Training Package V3 that have been identified through consultation with the Outdoor Council of Australia (OCA), the peak body for the Outdoor Recreation industry. They are also used as the basis for the registration requirements of programs like the National Outdoor Leader Registration Scheme (NOLRS).

Each skill set comprises of group of units of competency which are defined by a unit code and title. The descriptions for the unit code can be found at <http://training.gov.au/Training/Details/SIS10>.

Each skills set outline a suggested list of skills that can be used as an industry benchmark for that activity.

SISSS00018 – Canoeing Guide Flat Water (Release 5)

Those wishing to guide canoeing trips on flat and undemanding water. It is expected you are able to lead expeditions on inland waters such as open lakes and rivers (but not on white-water) in controlled conditions for inland canoeing and kayaking which include:

- Sheltered and calm waters
- Minimal wind
- Ease of access to shore
- Minimal flow of water.

Unit code	Unit title
HLTAID003	Provide first aid
SISOCNE202A	Perform deep water rescues
SISIOCNE303A	Apply canoeing skills
SISOCNE305A	Guide canoeing trips on flat and undemanding water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00019 – Canoeing Guide White Water Grade 2 (realease 5)

Those wishing to guide canoeing trips on white water Grade 2.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE304A	Apply inland canoeing skills on Grade 2 water
SISOCNE307A	Guide canoeing trips on Grade 2 water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00020 – Canoeing Guide White Water Grade 3 (Release 5)

Those wishing to guide canoeing on white water Grade 3.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE408A	Apply inland canoeing skills on Grade 3 water
SISOCNE410A	Guide canoeing trips on Grade 3 water
SISONAV302A	Apply navigation in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS305A	Provide first aid in a remote location
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISOWWR403A	Perform complex white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00021 – Canoeing Instructor Flat Water (Release 5)

Those wishing to instruct canoeing on flat and undemanding water. It is expected you are able to lead expeditions on inland waters such as open lakes and rivers (but not on white-water) in controlled conditions for inland canoeing and kayaking which include:

- Sheltered and calm waters
- Minimal wind
- Ease of access to shore
- Minimal flow of water.

Unit Code	Unit Title
HLTAID003	Provide first aid
SISOCNE202A	Perform deep water rescues
SISOCNE303A	Apply canoeing skills
SISOCNE305A	Guide canoeing trips on flat and undemanding water
SISOCNE306A	Instruct canoeing skills on flat and undemanding water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00022 – Canoeing Instructor White Water Grade 2 (Release 5)

Those wishing to instruct canoeing on White Water Grade 2.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE304A	Apply inland canoeing skills on Grade 2 water
SISOCNE307A	Guide canoeing trips on Grade 2 water
SISOCNE409A	Instruct canoeing skills on Grade 2 water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00023 – Canoeing Instructor White Water Grade 3 (Release 5)

Those wishing to instruct canoeing on White Water Grade 3.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE408A	Apply inland canoeing skills on Grade 3 water
SISOCNE410A	Guide canoeing trips on Grade 3 water
SISOCNE511A	Instruct canoeing skills on Grade 3 water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS305A	Provide first aid in a remote location
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR403A	Perform complex white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00064 – Kayaking Guide Flat Water (Release 5)

Those wishing to guide kayaking activities on flat and undemanding water. It is expected you are able to lead expeditions on inland waters such as open lakes and rivers (but not on white-water) in controlled conditions for inland canoeing and kayaking which include:

- Sheltered and calm waters
- Minimal wind
- Ease of access to shore
- Minimal flow of water.

Unit code	Unit title
HLTAID003	Provide first aid
SISOCNE202A	Perform deep water rescues
SISOKYK201A	Demonstrate simple kayaking skills
SISOKYK302A	Apply kayaking skills
SISOKYK304A	Guide kayaking trips on flat and undemanding water
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00066 – Kayaking Guide White Water Grade 2 (Release 5)

Those wishing to guide kayaking activities on white water Grade 2.

Unit code	Unit title
HLTAID003	Provide first aid
SISOKYK303A	Apply inland kayaking skills on Grade 2 water
SISOKYK305A	Guide kayaking trips on Grade 2 water
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00065 – Kayaking Guide White Water Grade 3 (Release 5)

Those wishing to guide kayaking activities on white water Grade 3.

Unit code	Unit title
HLTAID003	Provide first aid
SISOKYK406A	Demonstrate inland kayaking skills on Grade 3 water
SISOKYK409A	Guide kayaking trips on Grade 3 water
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS305A	Provide first aid in a remote location
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR403A	Perform complex white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00067 – Kayaking Instructor Flat Water (Release 5)

Those wishing to instruct kayaking activities on flat and undemanding water.

Unit code	Unit title
HLTAID003	Provide first aid
SISOCNE202A	Perform deep water rescues
SISOKYK201A	Demonstrate simple kayaking skills
SISOKYK302A	Apply kayaking skills
SISOKYK304A	Guide kayaking trips on flat and undemanding water
SISOKYK407A	Instruct kayaking skills on flat and undemanding water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00068 – Kayaking Instructor White Water Grade 2 (Release 5)

Those wishing to instruct kayaking activities on white water Grade 2.

Unit code	Unit title
HLTAID003	Provide first aid
SISOKYK303A	Apply inland kayaking skills on Grade 2 water
SISOKYS305A	Guide kayaking trips on Grade 2 water
SISOKYK408A	Instruct kayaking skills on Grade 2 water
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00069 – Kayaking Instructor White Water Grade 3 (Release 5)

Those wishing to instruct kayaking activities on white water Grade 3.

Unit code	Unit title
HLTAID003	Provide first aid
SISOKYK406A	Demonstrate inland kayaking skills on Grade 3 water
SISOKYK409A	Guide kayaking trips on Grade 3 water
SISOKYK510A	Instruct kayaking skills on Grade 3 water
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISOWWR403A	Perform complex white water rescues and recoveries
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00080 – Sea Kayaking Guide Easy to Moderate Conditions (Release 5)

Those wishing to guide sea kayaking activities in easy to moderate conditions. It is expected that holders are able to lead expeditions in moderate sea conditions, defined as areas where the coastline may be simple, not involving overfalls tidal races, difficult landings or open crossings and

- Minimum winds of up to 7-10 knots (12-19km/hr)
- Breaking waves (up to 1.0m)
- Small surf (0.5-1.0m)

You should have a high standard of teaching and paddling ability. A guide is only to impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing and kayaking.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE202A	Perform deep water rescues
SISOKYS302A	Demonstrate sea kayaking skills
SISOKYS303A	Guide sea kayaking trips in easy to moderate conditions
SISOKYS406A	Plan and navigate a sea kayaking inshore passage
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS303A	Interpret weather for marine environments
SISOOPS304A	Plan for minimal environmental impact
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00081 – Sea Kayaking Guide Moderate to Difficult Conditions (Release 5)

Those wishing to instruct sea kayaking activities in moderate to difficult conditions. Holders have been assessed at and are qualified to lead expeditions in difficult sea conditions defined as open crossings with:

- Wind speeds of 7-21 knots (12-38km/hr.)
- Wave heights of at least 1.0m
- Surf up to 2.0m.

They have a high standard of teaching and paddling ability.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE202A	Perform deep water rescues
SISOKYS302A	Demonstrate sea kayaking skills
SISOKYS304A	Demonstrate sea kayaking skills in moderate to difficult conditions
SISOKYS408A	Guide sea kayaking trips in moderate to difficult conditions
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS303A	Interpret weather for marine environments
SISOOPS304A	Plan for minimal environmental impact
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00082 – Sea Kayaking Guide Moderate to Difficult Conditions (Release 5)

Those wishing to instruct sea kayaking activities in easy to moderate conditions.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE202A	Perform deep water rescues
SISOKYS302A	Demonstrate sea kayaking skills
SISOKYS303A	Guide sea kayaking trips in easy to moderate conditions
SISOKYS406A	Plan and navigate a sea kayaking inshore passage
SISOKYS407A	Instruct sea kayaking in easy to moderate conditions
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS303A	Interpret weather for marine environments
SISOOPS304A	Plan for minimal environmental impact
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

SISSS00083 – Sea Kayaking Instructor Moderate to Difficult Conditions (Release 5)

Those wishing to instruct sea kayaking activities in moderate to difficult conditions.

Unit code	Unit title
HLTAID003	Provide first aid
PUAOPE002B	Operate communications systems and equipment
SISOCNE202A	Perform deep water rescues
SISOKYS302A	Demonstrate sea kayaking skills
SISOKYS304A	Demonstrate sea kayaking skills in moderate to difficult conditions
SISOKYS408A	Guide sea kayaking trips in moderate to difficult conditions
SISOKYS409A	Instruct sea kayaking in moderate to difficult conditions
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS303A	Interpret weather for marine environments
SISOOPS304A	Plan for minimal environmental impact
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction