

Proud to deliver



# **The Duke of Edinburgh International Award Adventurous Journey Workbook**

AUSTRALIA





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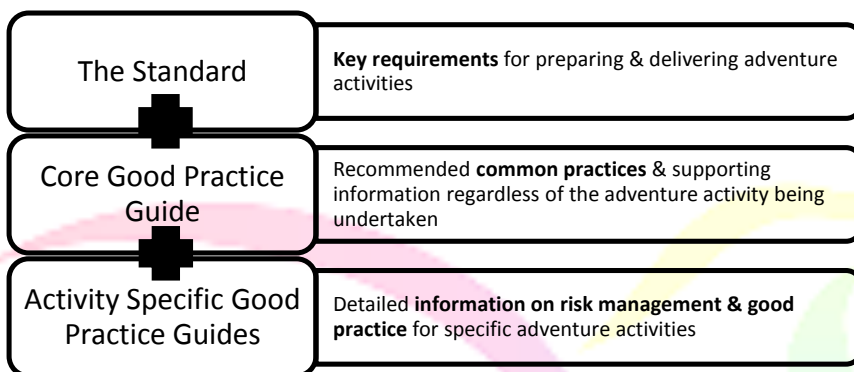
**Participants must meet the following 14 requirements. Participants must:**

1. Have a clearly defined and agreed Team Goal for each journey and have it approved by the Assessor or Award Leader. The Team Goal is to be in the SMART Goal format, describing an overall purpose such as exploring an area, a research project, a physical challenge. (SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound)
2. Undertake preparation and training which is relevant to their planned journeys and skill level. Note that sufficient and appropriate preparation and training is required at each level of the Award to ensure all journeys are undertaken with confidence by the Participants.
3. All members of the group must be involved with the planning and training, including those not undertaking the Adventurous Journey as Duke of Ed Participants.
4. Ensure they discuss and obtain approval from their Award Leader prior to commencing this Section. This includes preparation and training, all Practice Journeys, and the Qualifying Journey. Note that activities such as tourist-style trips, family holidays, and some school camps are not appropriate – see 6.17 for more information.
5. Obtain written parent/guardian consent prior to departing on each journey if under the age of 18.
6. Be supervised and also assessed by suitably skilled, experienced, or qualified people.
7. Ensure there are a minimum of 4 Participants in each Adventurous Journey group (with a maximum of 7). Groups larger than 7 must be split into smaller sub-groups. Participants must identify themselves with their sub-group for all activities related to the journey. Note that the AOA (Division) may allow non-Participants to make up group numbers where circumstances require.
8. Endeavour to undertake the Adventurous Journeys with peer group equals who will make decisions together.
9. Ensure that both the Practice and Qualifying Journeys are undertaken on land, or in or on water, in a substantially unfamiliar and challenging environment (physical or virtual) and: a. are of a similar nature (e.g. terrain and climate conditions) and difficulty; b. are in a similar environment (but not over the same route); c. use the same mode or combination of modes of travel, e.g. canoeing, walking etc. (See 6.9 and 6.11 for more information); and d. require substantial individual effort in the journeying.
- 10 Undertake sufficient Practice Journeys to ensure that the Qualifying Journey is able to be safely undertaken. See 6.10.
- 11 Only use simple/basic self-catering accommodation, e.g. shelters, tents, hostels, and be largely self-sufficient throughout the journey. Overnight accommodation at home for extenuating reasons, e.g. for medical/health reasons, requires prior approval of the Award Operating Authority (Division) and verification by the NAO Office.
- 12 Ensure that the Qualifying Adventurous Journey meets the minimum time requirements for the chosen level of the Duke of Ed as outlined in the Time Requirements table below.
13. Upon completion of the Qualifying Journey, a Journey Report is to be submitted or presented to the Assessor. Note that a log is required for both Practice and Qualifying Journeys.
14. Undertake activities substantially in their own time. This means that, while some activity may take place during school, university, custodial, or work hours, most of it should occur outside these scheduled hours, noting that Award Leaders should not determine 'substantial' based on a single activity, but take into consideration all the Participant's activities being accredited using the Duke of Ed. See Glossary for the definition of 'Substantial'.



## The Australian Adventure Activity Standard

The Australian Adventure Activity Standard (AAAS) and associated Good Practice Guides (GPG's) provides essential information relating to the safe and responsible planning and delivery of adventure activities with dependent participants. The documents are designed as a voluntary good-practice framework for adventure activity providers and include guidance on matters of safety, compliance and service delivery as well as environmental and cultural protections.



## Equipment audits and forms

For the purposes of ensuring compliance with the minimum safety equipment requirements for each category of event. Each section: Paddling, Sailing, Bushwalking have good practice guides and auditors to assist in correctly preparing your equipment.

It is the responsibility of the persons in charge to not only ensure that all safety equipment is onboard, in date, properly maintained and in service, that everybody knows where it is located and sufficient people are trained in the use of special equipment.

## Participants

### The Expedition plan is created by:

Name	Role	Signature	Date

### Your Expedition Leader Advisor:

Name	Role	Signature	Date



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### Expedition Leader

Name			
Your Role		Age	
Address			
Phone		email	

### Participants

Name			
Role		Age	
Address			
Phone		email	

Name			
Role		Age	
Address			
Phone		email	

Name			
Your Role		Age	
Address			
Phone		email	

Name			
Role		Age	
Address			
Phone		email	



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<b>Expedition Summary</b>	
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Expedition	Location	Date	Time
Start			
Finish			

<b>Aims and Outcomes of the Expedition</b>	
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### Emergency Contact

Your emergency contact must be someone who can be reached while you are away on the expedition. They must be an adult, have some kind of remote communication with you and be able to communicate with your family and emergency services. They will need a copy of this plan and any relevant First Aid requirements.

Name				
Role				
Location During Activity				
Phone		email		
Radio	Band		Channel	



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### Permissions and Notifications

You will need to communicate the appropriate property owners, site/marina managers or relevant rangers for your expedition.

Relevant Manager	Name	Number	Date Notified
Address			
Email			
Notes			

Relevant Manager	Name	Number	Date Notified
Address			
Email			
Notes			

Relevant Manager	Name	Number	Date Notified
Address			
Email			
Notes			



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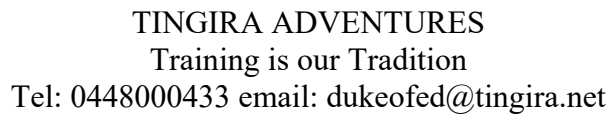
## Communication Plan

Consider what communication options you require for both internal and external needs, in both normal and emergency circumstances. Factors such as the location and environment of your expedition will determine the number and types of communication options you'll require. Also there can be minimum legal requirements such as Marine VHF as well as good practice expectations.

Device	Number	Service Provider	Coverage
Mobile Phone			Full/ Partial/None
Satellite Phone			
Are you able to recharge this device			Yes / No

Radios	Yes/No/NA	Channel Used	Power Supply/ Batteries
UHF			
VHF Marine			
GPS Locators	Yes/No/NA	In Service Date and registered. Y/N	
EPIRB			
PLB			
Satellite Tracker Type		Email Registered for tracking. Y/N	

Analogue Device	Yes/No/NA
Whistle	
Heliograph	
V-Sheet	
Flares	
Flashlight	



Driver Details	Leader 1	Leader/Helper 2	Leader/Helper 3
Driver Name			
Driver Phone			
Driver's License			
Vehicle Description			
Vehicle Registration			
Terrain Suitability or CAT Rating			
Trailer being towed			

Location Detail	Leader 1	Leader/Helper 2	Leader/Helper 3
Location			
Private/public land			
Permission obtained			

[illegible]





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## NAVIGATION PLAN DAY 1

*Please Note: You only need to fill in relevant information for your activity. ie: swell does not apply to hiking.*

Date		Activity		Map(s) Used	
Sunrise		Sunset		Start Time	Finish Time
Max Temp		Min Temp		High Tide	Low Tide
UV Index		% chance of rain		Rain mm	Humidity
	6:00	8:00	10:00	12:00	14:00
Wind Speed					
Direction					
Swell					

Place or Waypoint description	Grid reference	Magnetic bearing	Distance Nm/Km	Height gain or loss (m)	Description	Section time	Overall time
Totals							



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## NAVIGATION PLAN DAY 2

*Please Note: You only need to fill in relevant information for your activity. ie: swell does not apply to hiking.*

Date		Activity		Map(s) Used	
Sunrise		Sunset		Start Time	Finish Time
Max Temp		Min Temp		High Tide	Low Tide
UV Index		% chance of rain		Rain mm	Humidity
	6:00	8:00	10:00	12:00	14:00
Wind Speed					
Direction					
Swell					

Place or Waypoint description	Grid reference	Magnetic bearing	Distance Nm/Km	Height gain or loss (m)	Description	Section time	Overall time
Totals							



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## NAVIGATION PLAN DAY 3

*Please Note: You only need to fill in relevant information for your activity. ie: swell does not apply to hiking.*

Date		Activity		Map(s) Used	
Sunrise		Sunset		Start Time	Finish Time
Max Temp		Min Temp		High Tide	Low Tide
UV Index		% chance of rain		Rain mm	Humidity
	6:00	8:00	10:00	12:00	14:00
Wind Speed					
Direction					
Swell					

Place or Waypoint description	Grid reference	Magnetic bearing	Distance Nm/Km	Height gain or loss (m)	Description	Section time	Overall time
Totals							



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## NAVIGATION PLAN DAY 4

*Please Note: You only need to fill in relevant information for your activity. ie: swell does not apply to hiking.*

Date		Activity			Map(s) Used			
Sunrise		Sunset		Start Time		Finish Time		
Max Temp		Min Temp		High Tide		Low Tide		
UV Index		% chance of rain		Rain mm		Humidity		
	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00
Wind Speed								
Direction								
Swell								

Place or Waypoint description	Grid reference	Magnetic bearing	Distance Nm/Km	Height gain or loss (m)	Description	Section time	Overall time
Totals							



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## MENU

### Number of Meals

<b>Breakfast:</b>		<b>Lunch:</b>		<b>Dinner:</b>	
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### Special Dietary Requirements

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### Menu Planner

<b>DAY 1</b>	BREAKFAST		
	HYDRATION		
	SNACKS		
	LUNCH		
	DINNER		
	DESSERT		

<b>DAY 2</b>	BREAKFAST		
	HYDRATION		
	SNACKS		
	LUNCH		
	DINNER		
	DESSERT		

<b>DAY 3</b>	BREAKFAST		
	HYDRATION		
	SNACKS		
	LUNCH		
	DINNER		
	DESSERT		

<b>DAY 4</b>	BREAKFAST		
	HYDRATION		
	SNACKS		
	LUNCH		
	DINNER		
	DESSERT		



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## WATER PLAN

How much water will each participant require.	Liters per person	Does this include cooking water	Y/N
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### Planned Water Sources

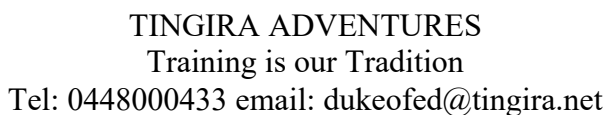
Day	Location	Quality of Water	Filtration Required Y/N	Comments
1				
2				
3				
4				

### Alternative water sources

Day	Location	Quality of Water	Filtration Required Y/N	Comments

### Water Plan Notes

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## Income

## Expenses

**DIFFERENCE ( + / - )**

DIFFERENCE ( + / - )	
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## MINIMAL IMPACT PLAN

<b>Land Management District/Agency</b>	
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### Current environmental impact issues in activity area

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### Strategies to manage impacts in your activity area:

	People	Equipment
Plan Ahead and Prepare		
Walk and Camp on Durable Surfaces		
Dispose of Waste Properly		
Leave What You Find		
Minimise the Impact of Fires		
Respect Wildlife		
Be Considerate of Your Hosts and Other Visitors		

### Additional Notes

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## Kit List

You should discuss with your supervisor what kit you require for the terrain you are carrying out your expedition in.

EXPEDITION KIT LIST	Tick ✓		
<b>CLOTHING</b>		<b>Personal Protective equipment</b>	
1 pair walking boots (broken in)		Warm hat &/or sunhat	
Boat Shoes		1 pair gloves (if appropriate)	
Sneakers		Sunblock	
Water Boots		Waterproof over-trousers	
2 pairs walking socks		Jacket (waterproof & windproof)	
Thermal t-shirt/Walking shirt		PFD As appropriate	
2 fleece tops or similar		Appropriate footwear	
2-3 t-shirts		Flashlight	
2 walking trousers (warm, NOT jeans)			
Underwear		<b>HYDRATION</b>	
Nightwear		As per water plan	
Flipflops/trainers/sandals etc			
1 pair shorts (if appropriate)		<b>Kitchen</b>	
1 pair gaiters (optional)		Stove	
		Fuel	
<b>Pack/Sleeping</b>		Mug	
Rucksack		Cutlery	
Rucksack liner (or 2 strong plastic bags)		Pots/Pans	
Sleeping mat		Rubbish Bag	
Sleeping bag		Fuel Lighter	
Waterproof bag for storing sleeping bag		Wash bucket	
Sleeping bag liner		Wash Cloth	
		Detergent	
<b>Toiletries</b>			
Toilet paper/Trowel		<b>Navigation</b>	
Soap/Toothpaste/Toothbrush		Map/Charts	
Hand Sanitiser		Compass	
Towel		GPS +Spare Batteries	
<b>Miscellaneous</b>			
Notebook & pen/pencil		<b>Repair Kit</b>	
Watch/Camera		Cloth Tape/Cable ties	
Small quantity of money		Tent pole sleeve/Cordage	



## PERSONAL FIRST AID KIT

A personal first aid kit should include the following:

EXPEDITION FIRST AID KIT	Tick ✓		
Adhesive dressings		Non-adherent wound dressing	
iodine swabs		Pencil & Notepad	
Bandage shears Scissors		Plastic bags	
Combine dressing		Pressure 'SMART' bandage	
Conforming bandage		Resuscitation face mask	
Cotton gauze swabs		Safety pins	
Emergency blanket		Saline	
Eye pads		Skin cleaning wipes / Wound disinfectant	
First Aid Booklet		Splinter probes	
Hydro gel		Triangular bandage	
Hypo allergenic adhesive tape		Tweezers	
Ice Pack (instant – one use only)		Wound closures	
Nitrile gloves		Wound dressings	
Non-adherent wound dressing		Needle and Thread	
		Pencil & Notepad	

Participants should make the Expedition Supervisor, Assessor, other staff and team members aware of any relevant medical condition that may impact on their, or others, safety. Participants should also make people aware if they are allergic to anything, including antibiotics or any other medicine or drug.

In discussion with their Expedition Supervisor, participants might also include in their personal first aid kit appropriate personal medication, painkillers, antiseptic cream, antihistamine/bite cream and rehydration tablets/sachets.



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## EMERGENCY RESPONSE PLAN

### Plan Overview

<b>Verify that there is an Emergency Situation</b>	<ul style="list-style-type: none"> <li>• Seek clarity and detail of the situation</li> <li>• Critical decision making required</li> </ul>
<b>Assess Emergency Situation and Identify Dangers</b>	<ul style="list-style-type: none"> <li>• Implement DRSABCD</li> <li>• Note all dangers, risks and concerns</li> <li>• Search for injured people</li> <li>• Remain calm and composed</li> <li>• If possible – undertake this step with a second person.</li> </ul>
<b>Send for Help</b>	<ul style="list-style-type: none"> <li>• Call 000 or 112 – Emergency Services</li> <li>• Communicate via UHF on Channel 5 or 35</li> <li>• Activate PLB/EPIRB</li> </ul>
<b>Ensure all injured people are attended to by First Aiders</b>	<ul style="list-style-type: none"> <li>• Rescue injured people – if safe to do so</li> <li>• Relocate/Evacuate party or parties to safe location</li> <li>• Continue to act until professional help arrives and directs otherwise</li> </ul>
<b>Allocate leaders to enable access for Emergency Services</b>	<ul style="list-style-type: none"> <li>• Identify Access Point (Road – Car, Clearing – Helicopter, Smoke Signal – On Foot)</li> <li>• Position at intervals from Incident to Access Point (Provide Comms)</li> </ul>
<b>Enforce crowd management</b>	<ul style="list-style-type: none"> <li>• Relocate group away from incident</li> <li>• Maintain group &amp; general public distance from incident</li> <li>• Encourage to not take photos and/or videos</li> </ul>
<b>Allocate Leaders to monitor group and general public for shock</b>	<ul style="list-style-type: none"> <li>• Regularly check in with First Aiders</li> <li>• Triage those in shock and offer support as much as possible</li> </ul>
<b>Liaise with Emergency Contact Leader to contact Parents of young people affected</b>	
<b>Handover to Emergency Services</b>	



## Incidents

1. Serious Injuries and Illness	2. Dangerous Incidents
Incorporating immediate treatment as an inpatient in a hospital.	Incorporating situations where there is a serious risk to a person's health and safety emanating from an immediate or imminent exposure to.
<ul style="list-style-type: none"><li>• Amputations</li><li>• Serious head, eye or spinal injuries</li><li>• Serious burns</li><li>• Separation of skin from underlying tissue (scalping or de-gloving)</li><li>• Loss of a bodily function</li><li>• Serious lacerations</li></ul>	<ul style="list-style-type: none"><li>• Uncontrolled escape, spillage or leakage of a substance</li><li>• Uncontrolled implosion, explosion or fire</li><li>• Uncontrolled escape of gas or steam</li><li>• Uncontrolled escape of a pressurised substance</li><li>• Electric shock</li><li>• Fall or release from height of any thing</li><li>• The collapse or partial collapse of a structure</li></ul>

## Assembly Location

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

## Activity Map

Ensure all leaders are aware of key locations on the activity map.		
• Evacuation Points	• Water Access	• Traffic Junctions
• Campsites	• Points of Interest	

## Roles and Responsibilities

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

Key Personnel	Responsibilities
Leader	The leader takes overall responsibility and coordinates the entire group. They supervise and aim to achieve the objectives of the group or individual participants' session. The leader may delegate individual tasks but they maintain ultimate responsibility. Determine seriousness of incident, implement planned response, e.g. notify home organisation and external support, manage the group, administer appropriate first aid (as required)
Assistant Leader	Like the leader, the assistant leader offers the experience of the activity and achieves the activity's objectives. An assistant leader will support and assist the leader as instructed. Therefore, the assistant leader might need to understand the detail of the activity plan, risk management plan and emergency strategy.



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### Emergency Contacts

Police:	000	Ambulance:	000
Fire (CFS):	000	Health Direct:	1800 022 222
Local Police:		Local Hospital:	
DEWNR:	08 8204 1910		
Health Direct (24hr GP)	1800 076 605	Call Connect - National	1234
Poisons Inf Centre	13 11 26	AMSA Maritime Search & Rescue	1800 641 792
Royal Flying Doctor SA	1800 733 772	AMSA Aviation	1800 815 257
BOM Weather Service	1900 955 369	AMSA Distress Beacon Cancellation	1800 641 792

### Evacuation Options

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 Report



## Risk Management

Risk is managed through this process:

<b>Identify the risk</b>	Identify all hazards. What sorts of things have the potential to cause harm or loss?
<b>Assess the risks</b>	Assess and prioritise the risks that these hazards create and deal with highest priority risk first. What could happen and what might the consequences be?
<b>Decide how to manage the risks</b>	Decide on measures to control the risks. Can you eliminate the risk? Substitute a venue? Use personal protective equipment? Bring in an expert? Substitute an activity of lesser risk? Substitute real risk for perceived risk?
<b>Implement control measures</b>	Implement appropriate control measures. Act to control or eliminate the risk.
<b>Monitor and review</b>	Monitor the control measures and review the process. Is what you are doing working? Does it meet industry standards? What might you need to amend? Are activity goals/outcomes still being achieved?

	CONSEQUENCES				
LIKELIHOOD	INSIGNIFICANT	MINOR (First Aid)	MODERATE (Treatment Req)	MAJOR (Hospitalisation)	CATASTROPHIC (Death)
ALMOST CERTAIN	Significant (S)	Significant (S)	HIGH (H)	HIGH (H)	HIGH (H)
LIKELY	MODERATE (M)	Significant (S)	Significant (S)	HIGH (H)	HIGH (H)
POSSIBLE	LOW (L)	MODERATE (M)	Significant (S)	HIGH (H)	HIGH (H)
UNLIKELY	LOW (L)	LOW (L)	MODERATE (M)	Significant (S)	HIGH (H)
RARE	LOW (L)	LOW (L)	MODERATE (M)	Significant (S)	Significant (S)



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LIKELIHOOD	DESCRIPTION
Almost certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event might (or should) occur at some time
Unlikely	The event could occur at some time
Rare	The event may only occur in exceptional circumstances

CONSEQUENCES	DESCRIPTION
Insignificant	Low level impact with negligible consequences on the Branch aim or activity objectives that can be controlled by routine management procedures (no injuries, negligible financial loss or disruption to non-essential infrastructure)
Minor	The consequences would threaten the efficiency or effectiveness of achieving some aspects of the aim or activity objectives, requiring management effort to minimise impact (minimum financial loss, injuries requiring first aid only, minor reputational impact or disruption to non-essential infrastructure)
Moderate	A significant /medium potential of affecting the achievement of the aim or activity objectives (moderate financial loss or reputational impact, injuries requiring medical treatment only, medium term loss of some essential infrastructure).
Major	A very high potential to impair the achievement of the aim or activity objectives (major financial loss or reputational impact, significant occupational, health, safety and welfare incident/s, long term loss of some critical infrastructure).
Catastrophic	An extreme potential to threaten the sustainability of the organisation or its aim and activities (huge financial loss or reputational impact, very serious occupational health safety and welfare incident/s, permanent loss of critical infrastructure).

RISK PRIORITY	ACTION
High	A high risk is one that must be dealt with immediately. Executive management normally monitors high risks.
Significant	A significant risk is one that should be dealt with after attending to high level risks. Senior managers normally monitor significant risks.
Moderate	A moderate risk is one that can be dealt with by applying routine procedures and is normally dealt with by local managers at the Branch/Group level.
Low	Risks in this category may be accepted but should be monitored periodically to ensure the rating does not change.



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**A presentation must be prepared and delivered after the expedition.  
The presentation or report, which may be in any format the participants or teams choose,  
must be related to the expedition's aim.**



**Congratulations. Incredible effort.**