 Go to Scouts NSW “State Forms” and down to “Activities”

 Open the file [Activity Notification and Approval System (ANS)](http://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1) (Replaces WHS-3)

**SAMPLE**  Activity Approval and Notification Form

Your Email Address \*

***Purpose of the form***

*This form replaces the E1 Part 3 as the primary form for activity notification. Your RC Activities will be notified in line with the NSW*[*Adventurous Activities Core Conduct Procedure*](https://www.nsw.scouts.com.au/wp-content/uploads/2022/02/PRO75-Adventurous-Activity-Conduct-Procedure-v1.0-signed.pdf)*when you submit this form.*

*The approval of your Activity is determined by the*[*"What Activity can I Run?"*](https://www.nsw.scouts.com.au/wp-content/uploads/2022/02/What-Activities-I-can-Run-v1.pdf)*matrix.*

*This form should be completed by the Activity Leader in Charge, possibly collaborating with a Youth Member. It should be reviewed by any Guides involved in running the activity.*

***What you will need to submit this form***

1. *The qualified leader responsible for each specific adventurous activity OR basic safety information about the Commercial Operator.*
2. [*E1 Parts I and II*](https://www.nsw.scouts.com.au/wp-content/uploads/state_forms/E1_-_Activity_Notification_Form_Parts_I_and_II_-_JUL18.pdf)*or an equivalent Operoo form for the activity (Photo of paper copy, PDF OR Operoo copy)*
3. *Risk Assessment(s) to cover each adventurous activity covered in your submission (PDF, JPG or Word.doc)*
4. *The Activity Plan for the activity, including any attachments.*

COVID-19 risks should be incorporated into the risk assessment and Activity Plan during the pandemic.*Refer to the*[*State Website*](https://www.nsw.scouts.com.au/members-services/health-and-safety/scouting-guide-to-coronavirus/)*for the most up to date information and requirements.*

*You can come back to this form at any time before submission by providing your email address and clicking "Save & Return" at the bottom of the page.*

*You will receive an email with your submission. Please forward that to all other leaders involved in the activity.*

[**Your Details**](https://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1#UID0056127953e3ef9bea4)

*Please provide your details or the details of the Activity Leader in Charge if that is not you (this is the person responsible for running the activity).*

Your Full Name \*



Your Phone Number \*



Formation Running Activity

Formation Running Activity

*Start typing your group’s name to select (for example if you are in 1st Albury, start typing “Albury”)*

Formation Running Activity



My Scout Group or Formation is not listed



Yes

Your Region \*

Your Formation Leader or Leader in Charge (LIC) email address

[**About the Activity**](https://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1#UID0056128606ee737c602)

Activity Name \*



Planned Start Date \*



Planned Start Time \*

*Expected start time of the activity.*



Planned Finish Date \*



Planned End Time \*

*Expected time that the activity will finish - you should provide contingencies and rescue call times in your Activity Plan.*



Location Details \*

*Please provide the locality where the activity is being held. For example a National Park or the closest town. You can provide more details in your Activity Plan if needed.*



Activity Location \*



Inside my Scouts Region



Inside another Scouts NSW Region



In another Branch/Interstate.



Overseas.

***What Adventurous Activities are Relevant?***

*In the section below, you'll be asked to fill in which activities are relevant to your activity and what qualification is required for each type of activity is in the*[*"What Activity can I Run"*](https://www.nsw.scouts.com.au/wp-content/uploads/2022/02/What-Activities-I-can-Run-v1.pdf)*matrix.*

*Here is the breakdown of what is included in each high-level category:*

* ***Alpine -****Cross Country Skiing, Downhill Skiing, Snowboarding, Snow Camping, Snow Shoeing*
* ***Aquatics****- Snorkelling, SCUBA, Swimming, Surfing, Lifesaving, Swift Water Safety*
* ***Archery***
* ***Boating****- Sailing, Windsurfing, Power Boating, Water Skiing, Wakeboarding*
* ***Bushcraft****- Rope Bridges, Pioneering, Survival*
* ***Bushwalking***
* ***Challenge Ropes****- High Ropes,*[*L*](file:///L%3A%5Cow)*ow Ropes, Rope Bridges*
* ***Cycling****- Cycling, Mountain Biking, Cycle Touring*
* ***Camping***
* ***Fishing / Angling***
* ***Flying****- Flying Camps, Flight School, Joy Flights, Hot Air Ballooning, Drones*
* ***Flying Fox***
* ***Motoring****- Four Wheel Driving (4WD), Go-Karting, Learning to Drive*
* ***Horse Riding***
* ***Paddling****- Canoeing, Kayaking, Rafting, Sea Kayaking, White Water Canoeing/Kayaking/Rafting, Stand-up Paddle Boarding, Rowing*
* ***Vertical****- Abseiling, Canyoning, Caving, Crate Stacking, Climbing, Climbing wall*

*Additionally, please select if you are doing activities run by a commercial provider**(any activity run by an external operator).*

Included Adventurous Activities

*Please select all of the specific Adventurous Activities your submission covers*



Alpine



Aquatics



Archery



Boating



Bushcraft



Bushwalking



Camping



Challenge Ropes



Cycling



Fishing / Angling



Flying



Flying Fox



Motoring



Horse Riding



Paddling



Vertical



Commercial Activities

Activity Approver \*

*Please refer to the*[*"What Activities can I Run?"*](https://www.nsw.scouts.com.au/wp-content/uploads/2022/02/What-Activities-I-can-Run-v1.pdf)*matrix to determine who the approver should be. It will be your RCA or a delegate for high-risk activities, and for lower-risk activities, it will be your group/formation leader.*

***We can't automatically get your Group Leader's approval, so please ensure you have that before submitting.***

* Activity Approver \*



[**Emergency Contacts**](https://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1#UID005613018f230fd28d8)

*Please provide details on your emergency contacts. Emergency contacts should have details of your plans, know how to contact parents and stakeholders in the event of an emergency, and be contactable by phone during the planned run time of the activity.  You must include a second emergency contact when the activity is not in or adjacent to an urban area that has mobile coverage.*

*By providing their details you confirm that you have obtained their permission to share their contact information with Scouts NSW , and that they have agreed to be the emergency contacts for this activity.*

First Emergency Contact Name \*



First Emergency Contact Phone Number \*



First Emergency Contact's email \*

*A copy of your submission will be sent to this email address.  Take care to enter the email CORRECTLY - as you will NOT be notified if your email fails to deliver.*

Second Emergency Contact Name



Second Emergency Contact Phone Number



Second Emergency Contact's email

*A copy of your submission will be sent to this email address.  Take care to enter the email CORRECTLY - as you will NOT be notified if your email fails to deliver.*

[**Upload Documents**](https://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1#UID005613074d9d584f553)

***Operoo Users:*** *Open your E1. In Operoo, select PREVIEW E-Form / PRINT / SAVE to PDF.  Save to your computer, then attach to this form.*

*If you are using an Operoo form, please ensure that your emergency contacts have been made staff on the form or export the participants' list, including emergency contact details.*

***Paper E1 Users***

*If you are using a paper E1, please ensure that participant details from the form have been provided to the emergency contacts before departure.*

*(Do not save E1s with personal information to your computer)*

**Risk Assessment (s) Upload**

*Please attach the Risk Assessment(s) and any other related documents to support your submission.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |

**Participant Consent Form Upload**

*Please provide a PDF or photo of your paper E1 Part 1 & 2 form, or a copy of your Operoo, OLEMS or EMS form.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |

**Activity Plan Upload**

*Please attach your completed activity plan using the*[*Activity Plan template*](https://www.nsw.scouts.com.au/wp-content/uploads/2022/02/NSW-Adventurous-Activities-Activity-Plan-Template-v1.docx)*. This will be reviewed by your Region Commissioner - Activities (RCA) or their delegate. They may ask you to make amendments.*

*Exporting the activity plan from Terrain is also acceptable, provided it covers all the headings in the Activity Plan Template.*

*Please also include any attachments to the Activity Plan if relevant with the Activity Plan.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |

Additional Comments

*Any other information or suggestion you would like to provide*



**Until advised otherwise, you are required to email the documents you have attached in this submission to your Group Leader and nominated Emergency Contacts.**

[**Activity Leader Declaration**](https://scoutsnsw.foliogrc.com/contracts/new?contract_template=40&token=CBaQgKmXEUTQDLxJssg1#UID0056131645a81f8c72f)

I have gained approval from all land rights holders for the area that the activity is being run. \*

*This will often include NPWS, Local Councils, etc*

Yes

I have read and applied all relevant aspects of Scouts NSW Policies & Procedures. \*

*You can find the relevant Policies and Procedures at this*[*link*](https://www.nsw.scouts.com.au/adventurous-activities/policies-procedures/)*.*

Yes

I have briefed the emergency contacts with the details of this activity and they are familiar with how to run an emergency response \*

Yes

**I will provide a full list of participants and their emergency contacts to the activity emergency contacts before departure. \***

Yes

***What happens after you submit the form?***

*If your Formation Leader approves your activity, you will receive an automated response saying your "Activity is Approved."*

*If your activity needs approval from your RC (Activities), they or their delegate will receive your form to review. When they have reviewed and approved your activity, you will be advised by an automated email.  Alternatively, your RC (Activities) will contact you or return your ANS submission to you for rework.*

*If your activity is being held in another region, the RC (Activities) for the region you nominated will also receive your form.*

*The form will also be sent to the Region office & Region Commissioner, in both your region and the region the activity is occurring.*

*Your emergency contacts will also be sent a copy.*



Save and Return