



Department of
Sport and Recreation

Western Australian Adventure Activity Standards
Common safe practice for groups in the outdoors

Canoeing, Kayaking & Sea Kayaking

(including "sit – on – top" kayaks)

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Department of
Environment and Conservation
Our environment, our future



Western Australian Adventure Activity Standard

Canoeing, Kayaking, Sea Kayaking

Adventure Activity Standards benchmark the minimum industry requirements and responsibilities for organisations and leaders conducting outdoor adventure activities for commercial and non – commercial groups.

The Adventure Activity Standards are designed to be applied when the participants are, for the purposes of participating in the activity, either

- In a pre-existing group
 - Where either the group members (and or its representative third party) have made a collective purchase of / collective decision to participate in the activity (ie a school, corporate or community group); or are
- Formed into a new group
 - Where the participants have purchased / made the decision to participate in the activity as individuals or smaller groups, but having done so become a part of a new group (ie citizens or tourists who, having purchased an activity from an organisation or leader individually, are formed into a group for the purposes of participating in the activity provided).

In all cases the relationship between the group of participants and the activity provider is one based upon dependence by way of contract and or duty of care.

The existence of other types of groups where the group is less defined and NOT dependent as a group upon an activity provider for the conduct of the activity is acknowledged. (ie independent club members participating in an activity). It is intended that such less defined groups of independent participants are not “captured” by the AAS.

The Western Australian Adventure Activity Standards were developed by an industry wide consultative process coordinated by Outdoors WA following the recommendations of the 2006 State Government Adventure Tourism Visitor Safety Task Force Report. The Project received grant funding via the Department of Sport and Recreation.

The development and implementation of the AAS allows the outdoor adventure industry to demonstrate its collective integrity and agreed standards. This, in turn will provide a measure of quality for the purposes of assisting

1. Consumers of our services to make informed choices about the services they select
2. Training organisations to produce graduates who understand and meet industry standards
3. Media, insurance and legal scrutineers of our industry and its members, to understand what is acceptable practice and what is not
4. The development of sustainable use practices that consider the specific natural and cultural heritage values of areas in which we conduct outdoor activities

The AAS are a critical component of the **industry quality framework** comprising four aligned and inter-connected components

1. **Accreditation** - the required business operating standards for businesses and organisations
2. **Adventure Activity Standards** - the minimum standards to which an activity must be conducted by a provider to dependent groups of participants
3. **Leader Qualifications / Registration Scheme** - the responsibilities and competencies required of the leaders conducting the outdoor activities
4. **Codes of Conduct** – the behavioural expectations of persons operating as outdoor leaders

TABLE OF CONTENTS

INTRODUCTION	4
ACTIVITY DESCRIPTION	4
PLANNING and PREPARATION	4
Preliminary Information	5
Site / Route / Float Plan	5
Risk Management Plan	6
Emergency Response Plan.....	6
Leader: Participant Ratios and Group Size	7
Minimal Environmental Impact Plan - Leave No Trace 7 Principles.....	7
REQUIREMENTS OF LEADERS	9
Responsibilities of Leaders	9
Recognition of Leaders	10
Possible pathways within a recognition of leaders framework	11
FIRST AID REQUIREMENTS.....	12
REQUIREMENTS / RESPONSIBILITIES OF ORGANISATIONS.....	12
EQUIPMENT	12
Participant's Equipment*	12
Leader's Equipment*	13
Group Equipment*	13
DEFINITION OF TERMS	13
ACKNOWLEDGEMENTS.....	14
FEEDBACK, REVIEW & APPEALS.....	15
FURTHER INFORMATION.....	15
Appendix A: Provisional skills, knowledge, experience and qualities.....	16
Appendix B: Qualifications and registration/award schemes	21

INTRODUCTION

The Western Australian Adventure Activity Standards (AAS) have been developed to assist organisations and leaders to plan and conduct outdoor adventure activities with commercial and non-commercial dependent groups of participants where there is a duty of care based in contract and or in authority.

The purpose of the AAS is to maintain the perception of adventure whilst simultaneously reducing / managing the real risk for participants. Increased outdoor physical activity with reduced incident and accident rates will be the ultimate performance indicators of the value of the AAS.

The AAS provide a valuable resource for the development of operating procedures, and or for the purposes of comparing existing operating procedures to industry agreed benchmarked standards. All groups differ in their collective skills and experience and in their degree of dependence upon the leader. They participate in outdoor activities at a range of sites with varying conditions (including weather). It therefore ***remains the responsibility of the leader to make the professional judgements and decisions concerning the conduct of the activity to ensure the safety of the group.*** The AAS are designed to assist such judgements and decision making.

The AAS are also designed to promote knowledge and awareness of the broad and activity specific impacts increasing recreation and travel opportunities place upon the natural environment. The AAS are designed to assist the protection of biodiversity values and the preservation of cultural sites balanced with the increased access demands. The 7 Principles of Leave No Trace are imbedded within the AAS.

Whilst not statutory standards, the AAS provide the basis for policy formation and decision making by jurisdictions external to the outdoor adventure activity industry including, but not restricted to, licensing, insurance and legal jurisdictions.

ACTIVITY DESCRIPTION

The activities of canoeing, kayaking and sea kayaking involve organized activities where participants are led as a group in various environments (usually natural) for pleasure, challenge, experience and / or educational outcomes.

- **Canoeing** involves single blade paddling of water craft (typically open craft) in flat, white or sea water environments (EG Canadian Canoes)
- **Kayaking** involves double blade paddling of water craft (typically closed craft) in flat, white or sea water environments
- **Sea Kayaking** involves, usually, double blade paddling of water craft (either open or closed craft) on flat or sea water environments (EG sit on top sea kayaks, enclosed sea kayaks)

It is not intended that competitive events will be captured by this Standard nor shall it be applicable to *“raft building activities”*.

PLANNING and PREPARATION

The AAS provides a planning and preparation framework considered critical in maximising participant safety and enjoyment. All planning must be finalised and the relevant components documented before the activity is undertaken. A suggested planning and preparation framework includes

- Preliminary Information

- Site / Route / Float Plan
- Risk Management Plan
- Emergency Response Plan
- Minimal Environmental Impact Plan

Samples and suggested templates are available at www.outdoorswa.org

Preliminary Information

The following are the minimum information requirements for conducting a paddling session

- Objectives / desired outcomes of the session (recommended only)
- Planned start and finish times (may also include sector times and locations)
- Leader to participant ratio and group size (refer Leader : Participant Ratios and Group Size)
- Profile of the group (skill level, experience, swimming and fitness levels)
- Land / site manager requirements including
 - Access restrictions
 - Group sizes
 - Booking and permit requirements
 - Current environmental management policies and biodiversity issues affecting the Region (refer to www.dec.wa.gov.au)
 - Regulations in regard to fire restrictions and bans
- Equipment requirements (refer Equipment)
- Transport requirements
- Dependent participants' names and emergency contact details
- Medical information advised by dependent participants which may be relevant to the activity
 - Conditions - asthma, diabetes, epilepsy, fainting, allergic reactions, blood conditions which may effect bleeding/ blood clotting, recent or long-standing injuries, (eg back, knee, ankle), disability, pregnancy, repetitive strain injury, psychological conditions
 - Medications - what is it / why is it required / how is it administered?
- Group members are advised, in writing and or in a verbal briefing, of
 - Potential risks associated with the activity
 - Zero tolerance requirements re alcohol and drugs other than prescription drugs NOT effecting the participant's ability to participate
 - The requirement to conform to responsible and attentive behaviour
- Participant signed legal liability disclaimer (informed consent) / waiver to sue / authorisation to seek / provide emergency medical treatment (retain for a time frame as dictated by the Statute of Limitations Act 2005); dependent participants under the age of 18 must have the signature of a parent / guardian if required by the organisation that has legal responsibility for them
- An understanding of the natural and cultural history / diversity of the site(s) / location(s)

Site / Route / Float Plan

The purpose of the site / route / float plan is to assess issues re access, environmental impact, risk and emergency communications relative to a particular site. The site / route / float plan shall provide details of

- Assessment of the suitability of the site / route for the size and skill level of the group
- Access to and egress from the site(s) including sectors
 - By vehicle (2WD / 4WD) including emergency services vehicles
 - On foot including to and from the nearest car park including the best routes to take to minimise environmental impact
- How to make an emergency contact (by mobile or satellite phone if coverage available, by radio or by a runner party to a land line, by EPIRB/PLB) and where is the best place to make these calls from
- Site / route characteristics
 - Water temperature
 - Grade(s) of water course to be paddled
 - Potential risks; how these risks can be managed
 - Specific route characteristics
- Contingency plans for forecast / foreseeable weather conditions
- Opportunities for rest breaks and availability of impacted shaded waiting areas

- Toileting facilities and appropriate waste disposal options
- Location of any water sources
- Location of any culturally significant areas, structures, artefacts or rock art that need to be avoided
- Location of any rare or endangered plants or animals, or sensitive areas
- Ability of site(s) to withstand visitation with minimal impact including leaving vegetation undisturbed

Samples and suggested templates are available at www.outdoorswa.org and www.wa.canoe.org.au

Risk Management Plan

The purpose of the Risk Management Plan is to identify the human, site specific, equipment and environmental risks for the safe conduct of the activity. By identifying, analysing and evaluating these risks, appropriate strategies to reduce / manage the risk can be developed and implemented.

Paddling leaders must assess the chosen site(s) / routes for potential hazards and adapt the planning of the activity as required. Information with regard to any new hazard must be made available within the group / organisation and to the relevant land manager.

Samples and suggested templates are available at www.outdoorswa.org

The Risk Management Plan must consider

- Leader(s) have the required authorisation, skills, qualifications and experience to
 - Conduct the activity in the selected environment
 - Satisfy the planned objectives
 - Effectively manage incidents (refer Requirements of Leaders)
 - Preserve the environmental integrity of the activity site(s) and surrounding areas
- Leader : Participant ratio (refer Leader : Participant Ratios and Group Size)
- Group size (refer Leader : Participant Ratios and Group Size)
- Group profile
 - Skill / experience levels
 - Swimming / fitness levels
 - Needs / requirements
- Knowledge of environmental minimum impact strategies
- Suitability and condition of equipment
- Methods for managing the group at all times including
 - Paddlers at the front, in the middle and at the end of your line of paddlers
 - Others waiting to paddle / who have completed paddling

Emergency Response Plan

The purpose of the Emergency Response Plan is to provide a set of steps for leaders to follow in the event of an emergency which may include injury or death. The plan must detail how to minimise the escalation of the situation, the injuries incurred and how to reduce the likelihood of further incidents occurring. The Emergency Response Plan must be site specific and document current details including

- Access to and egress from the site(s) including sectors
- Contingency plans for effective rescue with minimum environmental impact to the site
- Group assembly points
- Emergency contact details which may include
 - Police
 - Relevant Agencies (EG Department of Environment and Conservation, land owners, rescue services, Department of Planning and Infrastructure)
 - Next stage of definitive medical care (hospital, doctor)
- Specific communication requirements / available networks

ALL leaders must carry a copy and be fully aware of the emergency response plan (often referred to as a “float plan”). A copy of the emergency response plan must also be kept (with other documentation) with a non-participating contact and be readily accessible by the leader via an available telecommunication method in the event of an incident / emergency.

The leader is to communicate with the relevant external contact at a designated time(s). Upon failure to do so the external contact must action the emergency response plan which may include contacting the police. In situations where there is only one leader, the emergency response plan shall have been introduced to, and be available to members of the group so that it may be actioned in the event that the leader becomes unfit to do so.

Leader: Participant Ratios and Group Size

The minimum operational ratios of current qualified leaders to dependent paddling participants considered acceptable are

- | | |
|--|-------------------|
| ▪ Flat Water (single canoes / kayaks / sea kayaks) | 1:8 (1:12) |
| ▪ Flat Water (double canoes / kayaks / sea kayaks) | 1:8 (1:12) |
| ▪ White Water (canoes / kayaks up to Grade 3) | 1:4 (NA) |
| ▪ Sea Water (single kayaks / sea kayaks) | 1:6 (1:10) |
| ▪ Sea Water (double / kayaks / sea kayaks) | 1:8 (1:10) |
| ▪ Sit on Top Craft | |
| • Flat Water – 1:12 / White Water – 1:6 / Sea Water – 1:8 | |

It is however acknowledged and acceptable that the leader may apply his / her judgement to relax or tighten these ratios to maximise the safety of the paddling experience for all participants. In circumstances where the leader deems the following variables warrant relaxing ratios, the ratios of leaders to participants shall not exceed that number in brackets post the ratios above. The key variables upon which such judgement shall be made include

- characteristics of the route / site(s)
 - weather
 - distance from shore
 - remoteness
 - conditions (wind, current, swell, water temperature)
 - hazards
 - access and egress options
- profile of the group
 - skill levels
 - experience
 - fitness levels
 - age
- availability of additional responsible adults to assist
- purposes of the activity
- experience of the leader(s)

These same variables shall provide the basis for leader decisions to tighten the ratios. Group size will be determined by both site characteristics and the application of the above ratios. Consideration must be given to all participants throughout the paddling line and to all non-participants. It is highly recommended that an additional responsible adult be present for paddling activities.

Minimal Environmental Impact Plan - Leave No Trace 7 Principles

1. Plan Ahead and Prepare*

- Know the regulations for and special concerns of the areas comprising your float plan
- Be aware of the biodiversity values and threats of the region and the specific condition of the locality
- In the South West Ecoregion, a world biodiversity hotspot, access detailed information about occurrence of *Phytophthora Dieback*

2. Travel and Camp on Durable Surfaces*

- Stay on durable surfaces, which include established tracks, rock, gravel and dry grasses where practical
- Always walk on the track even if wet and muddy, to avoid widening it (with the exception of *Phytophthora* areas where one should avoid mud)

- On narrow paths walk in single file as much as possible to avoid widening the track
- Manage groups to minimise disturbance to vegetation to reduce erosion and the spread of pest plant species
- Avoid revegetation, sand dunes and delicate vegetation areas altogether
- Choose durable surfaces like rock, gravel or sand to load and unload your craft
- Avoid trampling shorelines while exiting and entering the rivers, lakes or ocean
- Avoid damaging vegetation when tying up craft
- Carry boats over dunes and soft riparian areas; do not drag them
- When entry and egress is from the water, leave boats below the dune level unless tides or wave action prevent their safety
- Do not dig into dunes or create new tracks
- Avoid steep areas that are more prone to erosion once disturbed
- Use established campsites; other wise camp on rock, sands, or gravel where impact is smallest. When these can't be found, then on areas with durable grasses or weeds
- Actively manage your group at the site to minimise trampling and damage to the surrounding vegetation
- Keep group sizes and campsites small
- Avoid digging, landscaping and trenching around tents
- Use self-supporting tents, rather than tarps or systems that rely on guys etc. from flora
- When leaving a campsite, "naturalise it"; "fluff up" flattened grasses, brush away boot prints and replace any rocks that have been kicked or moved
- Avoid damaging live shrubs, woody plants or branches
- Protect water sources by camping at least 20 metres from rivers and billabongs
- Disperse use to prevent the creation of campsites and tracks
- Do not clear campsite areas and if you are staying more than one night, move your tent to minimise damage; stay only one night

3. Dispose of Waste Properly*

- Pack and carry out all rubbish including leftover food and organics
- Inspect your campsite and rest areas for rubbish and spilled food before leaving
- Be careful not to drop rubbish while walking
- Human waste and waste water should be disposed of at least 100 metres from any waterway
- When available, use established toilet facilities
- In other situations, carry a trowel and deposit solid human waste in cat holes dug in topsoil – usually 10-15cm deep and at least 100m from water sources, camp and tracks. If toilet paper use is necessary, use it sparingly and bury it deeply or preferably, carry it out. Natural toilet paper like smooth stones, grass, sticks or bits of bark can make it possible to avoid man-made toilet paper all together. Cover and disguise the hole when finished. (In water catchment areas, human waste should be carried out.)
- Urinate on bare ground away from vegetation and tracks
- Pack out all hygiene products in a suitable container
- When washing yourself or your dishes, carry water 100 metres from streams and pools
- Avoid using any soaps or detergents; if they must be used, use only small amounts of biodegradable soaps and detergents; scatter strained dishwater
- Hand sanitisers are a good alternative for personal hygiene
- All campsites must be located at least 20 m from any waterway

4. Leave What You Find*

- It is illegal to excavate, disturb or remove archaeological, historical and cultural artefacts from any public or wilderness lands
- Respect indigenous sites to ensure their longevity; land managers can advise you on these locations
- Do not touch rock art, which can be damaged by the natural oils from human skin
- Leave rocks, plants and other natural objects as you find them
- Avoid spreading non-native plant and animal species that are generally impossible to eradicate once they are introduced; do not transport flowers, weeds, wood or aquatic plants into or out of the wilderness
- Avoid transporting mud in the soles of boots, on tent pegs and walking poles by washing thoroughly before and after travelling; use wash stations immediately where provided
- Check clothing and all gear and burn or dispose of all hitchhiker type seeds before and after travelling in different areas

5. Minimise the Impact of Fire*

- Observe Total Fire Bans and campfire regulations; liaise with local land management staff
- Use a lightweight stove for cooking or use a candle lantern for light when possible
- Where fires are permitted, use designated, constructed fireplaces only
- Keep fires small; use of fallen fuel and sticks
- Extinguish fire completely
- Be careful of improper cigarette butt disposal. Take butts with you

6. Respect Wildlife*

- Minimise noise at campsites
- Minimise interaction with wildlife including feeding

7. Be Considerate of Your Hosts and Other Visitors*

- Respect the wishes and regulations of all hosts – indigenous, pastoral, land managers and locals
- Take the responsibility to ensure that your group behaves with respect for the hosts and other users. Set out reasons and expectations early in the trip
- If you land at the edge of private property, be courteous and make yourself and your intentions known to the person
- Use gates not fences and leave gates as you find them
- If possible camp out of sight and sound of other visitors
- Let everyone enjoy nature's sounds. Keep noise to a minimum. Talk quietly especially when in large groups
- Avoid the use of bright lights, radios, electronic games, mobile phones and other intrusive urban devices

**Further information is located at www.Int.org.au*

REQUIREMENTS OF LEADERS

The performance of the leader is a critical factor in the safe conduct of a paddling activity. The leader is required to

- Accept responsibility for the planning, preparation and conduct of the activity
- Maintain current skills, qualifications and experience as required
- Accept responsibility for the environmental preservation of the site and surrounding area

This does not exclude the fact that dependent participants are responsible for their own actions in relation to the potential risks that may be encountered by choosing to participate in a kayaking activity.

Responsibilities of Leaders

Leaders are required to accept the following responsibilities

- To use professional judgement to make decisions that will ensure the safety of all group members and maintain the integrity of the environment including matters relevant to
 - People based risks*
 - Collect all documentation / forms signed by all dependent participants / parents or guardians (or ensure data is collected by the third party responsible for the group)
 - Communicate the risks relating to the activity to the group in a pre-activity briefing
 - Match the experience / capabilities of the group to the conduct of the activity and the conditions
 - Monitor the physical and psychological state of the group throughout the activity; control the pace and spread of the group
 - Confirm participant "head count" pre-departure; monitor throughout and confirm at conclusion
 - Ensure all incidents and accidents are documented and reported in writing to Outdoors WA in writing within seven (7) days or when practical
 - Site / route based risks*
 - Be familiar with the selected site(s) / route(s) and the scope of variation of conditions at the site(s) / route(s); check weather forecasts and water conditions pre -

- departure
 - Appropriately manage hazards
 - Be aware of and comply with the land / site manager's guidelines including minimal impact
 - Manage the whole group effectively; ensure that your group behaves with respect for other users
 - Ensure that all dependent participants remain within sight and earshot
 - Appoint appropriate external contacts to notify police etc. if not contacted by designated time/s
 - Notify nominated external contacts of safe return / completion when appropriate
 - Notify appropriate external contacts of safe return / completion
- Equipment based risks*
 - Check suitability, condition and use of all equipment prior to, during and on return
 - Ensure correct use of equipment by all dependent participants
 - Maintain and service all equipment in keeping with manufacturer's specifications
 - Ensure that a First Aid Kit and communication equipment suitable for the location are in good order
- Environmental based risks*
 - Apply Leave No Trace Principles
 - Comply with the land / site manager's guidelines including minimal impact principles relative to flora, fauna and rubbish removal
 - Report all environmental damage to the Department of Environment and Conservation or other land manager
 - Report any perceived breaches of the AAS to Outdoors WA

Recognition of Leaders

Common safe practice is that the organisation responsible for an activity is responsible for selecting suitable leaders for that activity. Such organisations include clubs, educational institutions, community groups and commercial businesses. It is widely acknowledged that a qualification does not always mean competence; that confidence does not always accompany a list of competencies and that experience can be more valuable than a qualification. It is also acknowledged that qualities such as sound judgement, compassion and fairness are vital for outdoor leaders but are less easily measured than skills, knowledge and experience.

Normally all leaders will have all of the required skills, knowledge, experience and qualities. As people develop leadership skills they may assist in leadership roles with a more experienced leader. Where a leadership team operates, the leader in-charge must ensure that all skills are available within the group.

Organisations MUST have a documented process to recognise leaders. Factors to be considered when determining an appropriate recognition of leaders framework include but are not limited to the outcomes of a risk management process that considers;

- Participant, client and community expectations
- The organisational culture, capacity and experience
- Human and financial resources available
- The set of skills, knowledge, experience and qualities for specific contexts as outlined in Appendix A

Leaders of adventure activities can be recognised using **one or more** of pathways detailed below. Organisations develop and apply the recognition pathway(s) appropriate to their specific context.

Possible pathways within a recognition of leaders framework

Organisational accreditation or qualification

Key factors of an organisational accreditation or qualification system may include but are not limited to;

- Recognises the skills of the leader using a formal process
- Supports and recognises the progressive development of skills
- Maintains documented evidence of the accreditation or qualification system
- Is maintained by a group of leaders, usually more experienced leaders. (e.g. a committee or training team)
- Identifies individuals who are approved to conduct assessments using the system
- Is benchmarked against other recognised guidelines or criteria as identified in Appendix A
- Is contextualised to the organisations requirements; may have currency requirements

Peer recognition and verification

Key factors of peer recognition and verification process may include but is not limited to;

- Recognises the skills of the leader using a peer recognition process
- Progressive skills development is supported and recognised using a mentoring or coaching approach
- Documented evidence may include log books or other records of participation
- Verification is often conducted in-situ during participation
- Is based on the experience and judgement of the peer who is recognising the leader
- Is benchmarked against organisational context, expectations and other related experience as identified in Appendix A
- Currency of skills is usually demonstrated through regular participation

Formal training qualifications

A relevant activity qualification in outdoor recreation along with accompanying log book. Refer to Appendix B for a list of appropriate qualifications.

Leader registration schemes

Registration as an activity leader under a registration scheme. Refer to Appendix B for a list of appropriate registration/award schemes.

Examples of how leader recognition pathways may be applied

1. A club or community group may consider peer recognition and verification an appropriate means of recognising leaders within their context and expectations;
2. A small organisation determines that it will use a national registration scheme as its primary recognition pathway with peer verification during initial supervised programs.
3. A large community based organisation may apply their own organisational accreditations, supplemented by peer recognition and verification in specific situations that are appropriate to their organisational culture;
4. A commercial outdoor education provider may consider that a Certificate III in Outdoor Recreation and their own organisational accreditations are a basis for employment and supplement this with a peer recognition and verification during a period of probationary employment.

FIRST AID REQUIREMENTS

Paddling groups require leaders with first aid skills in addition to the competencies listed in Appendix A. The following framework guides the level of first aid qualification required.

- Senior First Aid (within one hour from definitive medical care)
- Advanced / Wilderness / Remote Area First Aid (beyond one hour from definitive medical care)

REQUIREMENTS / RESPONSIBILITIES OF ORGANISATIONS

Organisations / centres sanctioning the conduct of paddling activities for dependent groups of people are required to

- Maintain current and appropriate insurance
- Provide and maintain a point of contact for leaders at all times
- Report incidents and accidents to relevant jurisdictions in writing within seven(7) days
 - Insurers
 - Land Managers
 - Outdoors WA (recommended)
- Provide leaders with the necessary resources to conduct the activity in accordance with all aspects of this Standard and external regulations
- Verify and accept responsibility for the current competence of leaders selected for paddling activities

EQUIPMENT

Equipment requirements vary with the objectives of the activity, the group characteristic profile and the environmental conditions likely to be encountered. When planning equipment requirements for a session it is important to consider all possible eventualities and to select equipment that will minimise cultural and environmental impact of the activity. Equipment requirements are also influenced by WA Marine (Hire and Drive Vessels) Regulations administered by the Department of Planning and Infrastructure.

Participant's Equipment*

The following equipment requirements apply to all dependent participants

- Personal clothing to protect against sun, wind, rain, cold
 - EG wetsuits, thermal underwear, fleece, paddling jackets as required
 - Suitable footwear (ie old track shoes, wetsuit booties); thongs are NOT suitable
 - Sun protection
- Craft suitable for the proposed activity, conditions and participants
 - Stability levels
 - Durability
 - Suitable as buoyancy aids (to maintain positive buoyancy)
 - Capable of being towed by rope or hand (have end loops)
 - (Preferably) be constructed of highly visible materials (ie bright colours)
- Paddles suitable to the craft and the participants' skill levels
- Personal Flotation Devices (PFD)
 - Participants must wear an appropriate PFD at all times while on the water
 - PFD's must be (at least) consistent with the Australian Standard for Type 2 or 3
 - PFD's must be the correct size
 - PFD's have an attached pealess whistle to attract attention in an emergency situation (recommended)
- Drinking water
- Helmets must be worn by all participants at all times whilst on the water when the risk of head injury is deemed likely (EG inland rivers, white water), such that they
 - Provide ample protection to the forehead, temple and back of the head
 - Fit so as not to move, but not to be so tight as to be uncomfortable
 - Have an effective strap / buckle to fix the helmet securely in place

- Have a good system to absorb the shock from impacts and to provide a separation distance between the outside of the helmet and the paddler's head
- Helmets used on rivers greater than international river grade 2 should meet European Standard CE 1385

Leader's Equipment*

The following equipment requirements, in addition to that listed above, apply to leaders conducting dependant group paddling activities

- Personal Flotation Devices (PFD)
 - Leaders must wear a PFD with a whistle consistent with the Australian Standard for Type 1, 2 or 3 at all times while on the water (for excursions greater than 2 nautical miles from shore Type 1 must be worn)
- Rescue equipment
 - Throw bags (minimum 15 metres floating rope)
 - Suitable quick release equipment to tow another kayak
 - Rescue knife
 - Slings, karabiners and pulleys (for Grade 2+ waters)

Group Equipment*

The following equipment is required for all dependant group paddling activities

- Spare paddle(s)
- Kayak repair kit (comprehensive in the case of extended expeditions)
- Roll of duct tape
- Appropriate First Aid resources
- Communication equipment (as appropriate to the location)
 - Mobile phone, UHF radio, marine radio, satellite phone, EPIRB or marine VHF radio (if greater than 2 nautical miles from shore)
 - Signalling mirror / torch
 - Signal flares
 - 0 – 2 nautical miles from shore - minimum 2 red and 2 orange hand held flares
 - 2 – 5 nautical miles from shore - as above plus EPIRB
 - Over 5 nautical miles from shore - as above plus 2 parachute flares and marine radio unless within 1 mile of an island that is less than 5 nautical miles from the mainland shore
 - 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
- Bailing device (excludes sit – on – tops)
- Anchor (optional)
- Navigation equipment
 - Map and compass
 - GPS for extended kayaking / sea kayaking expeditions (recommended)
- Additional dry clothing

DEFINITION OF TERMS

- **Activity Provider** – an entity, person or group of persons assuming the role of providing the activity (the activity provider) for a dependent group of participants for a specific commercial or not – for – profit purpose
- **Dependent Group / Participant** – a group or individual within a group whose welfare associated

with participating in the activity is in part the responsibility of the leader; who is dependent upon the leader for their safe participation in the activity which may be so deemed by law or contract

- **Outdoor Leader** - term for an individual accepting the roles of leading and managing the outdoor activity; can be a guide or instructor; can be paid or voluntary;
- **Competency** - minimum industry agreed standard of skill and knowledge necessary for a specific activity being conducted at a specific level
- **Responsible Adult** – adult person deemed, by the outdoor leader, as adequately capable of accepting responsibility for selected aspects of the management of the group and or its participants in conjunction with the safe conduct of the activity
- **Flat Water** – defined as waterways where a wave will not be generated larger than 0.3m
 - sheltered and calm waters (eg swimming pool, dam, inland lake, sheltered inlet, large river pool, marina)
 - minimally affected by wind; minimal slow moving flow of water
 - ease of access to shore; participants are not more than 100m from shore
- **Sea Water (Conditions Grading)** - vary depending many factors including the following
 - Beaufort number
 - Duration the wind has been blowing
 - Fetch – distance over which the wind has blow
 - Depth
 - Bottom type and shape
 - Presence and type of shore lines
 - Currents
 - Air and sea temperature
 - Tide
- **White Water** - defined as a waterway where current or tidal movement is sufficient to create micro flows producing features such as eddy's, waves, drops and whirlpools
 - **International River Grading System** - provides an indication of the degree of difficulty of a rapid and/or river.
 - **Grade 1:** Easy - slow to medium flowing water with very small, regular waves or riffles; relatively few obstacles, with an easy path to find and follow; suitable for novices
 - **Grade 2:** Medium - rapids are straightforward with medium sized, regular waves; the path through rapids can be clearly seen from the water and is often indicated by well-defined chutes or 'V's of water; some obstacles that require maneuvering around, but paddlers with a good command of basic strokes can easily miss them
 - **Grade 3:** Difficult - rapids have moderate, irregular waves and strong currents; maneuvering is required to follow the preferred route; small to medium sized stoppers may have to be negotiated; route is difficult for inexperienced paddlers to see and scouting is advisable; suitable for experienced Whitewater paddlers, with the ability to roll an advantage
 - **Grade 4:** Advanced - rapids have large waves and powerful confused currents; drops are big and stoppers can be large and unavoidable; fast maneuvers may need to be made; route is not clear, and scouting may be needed; suitable only for very experienced whitewater paddlers with consistent skills and reliable rolls
 - **Grade 5:** Expert - extremely long, obstructed or powerful rapids; rapids may contain very large unavoidable drops, waves, and stoppers and turbulent, unpredictable currents; fast and accurate maneuvering is necessary; eddies may be very small, turbulent and scarce; route is complex and scouting is highly recommended; suitable only for expert paddlers, who are willing to accept the higher level of risk; rolling in adverse conditions is essential; swimming is very dangerous.
 - **Grade 6:** Extreme - rapids are extremely technically difficult, powerful and unpredictable; rarely paddled, and if they are paddled successfully they are usually downgraded to Grade 5 plus; river cannot be paddled without severe risk to life.

ACKNOWLEDGEMENTS

The Adventure Activity Standards initially developed by The Outdoor Recreation Centre in Victoria proved to be an invaluable resource in the development of the Western Australian Adventure

Activity Standard for canoeing, kayaking and sea kayaking.

Other references include

- Australian Canoeing Safety Guidelines www.canoeing.org.au
- Department of Planning and Infrastructure www.dpi.wa.gov.au/marine

FEEDBACK, REVIEW & APPEALS

The AAS are designed to be 'living' standards with feedback, requests for review and/or appeal against aspects of a standard considered to be healthy part of the development process, one that will ensure the currency & relevancy of the standards. Feedback, requests for review and/or appeals will be managed by the Industry Standards Panel. Details and proformas are available at www.outdoorswa.org / industry quality framework / Industry Standards Panel.

FURTHER INFORMATION

Contact Outdoors WA for further information or to obtain contact details of the organisations conducting paddling activities and training.

TELEPHONE: 08 9468 0102
EMAIL: executiveofficer@outdoorswa.org
WEB: www.outdoorswa.org

Appendix A: Provisional skills, knowledge, experience and qualities

This set of skills is taken from the Queensland Adventure Activity Standards and reflects Skills Sets from the SIS10 Outdoor Recreation Training Package that have been identified through consultation with the Outdoor Council of Australia (OCA), the peak body for the Outdoor Recreation industry and will be utilised as the basis for the registration requirements of programs like the National Outdoor Leader Registration Scheme (NOLRS). Descriptions for the unit code can be found at training.gov.au

In the absence of any other agreed list, they are provided as a provisional list until such time as a review of the AAS in its entirety occurs.

This is a suggested list of skills. Organisations can use this as a guide and may amend to suit their specific needs and contexts.

Outdoor Leader competencies

Generic outdoor leader skills/competencies

HLTFA301B	Apply first aid
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

Canoeing Guide Flat Water

Any individual who takes the responsibility to be the canoe guide on flat and undemanding water requires the outdoor leader generic competencies and the following canoeing competency or equivalent.

SISIOCNE302A	Apply canoeing skills
SISIOCNE303A	Perform deep water rescues
SISOCNE305A	Guide canoeing trips on flat and undemanding water

Kayak Guide Flat Water

Any individual who takes the responsibility to be the kayak guide on flat and undemanding water requires the outdoor leader generic competencies and the following kayak competency or equivalent.

SISOCNE202A	Perform deep water rescues
SISOKYK302A	Apply kayaking skills
SISOKYK304A	Guide kayaking trips on flat and undemanding water

Canoeing Instructor Flat Water

Any individual who takes the responsibility to be the canoeing instructor on flat and undemanding water requires the outdoor leader generic competencies and the following kayak competency or equivalent.

SISOCNE303A	Apply canoeing skills
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SISOCNE202A	Perform deep water rescues
SISOCNE306A	Instruct canoeing skills on flat and undemanding water
SISXOHS402A	Implement and monitor occupational health and safety policies
TAEDEL301A	Provide work skill instruction

Kayaking Instructor Flat Water

Any individual who takes the responsibility to instruct kayaking on flat and undemanding water will have the above generic competencies AND the following kayak competency or equivalent.

SISOKYK302A	Apply kayaking skills
SISOCNE202A	Perform deep water rescues
SISOKYK407A	Instruct kayaking skills on flat and undemanding water
SISXOHS402A	Implement and monitor occupational health and safety policies
TAEDEL301A	Provide work skill instruction

Sea Kayaking Guide Easy to moderate conditions

Any individual who takes the responsibility to guide sea kayaking activities in easy to moderate conditions requires the outdoor leader generic competencies AND the following sea kayaking competency or equivalent.

PUAOPE002A	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
SISOKYS304A	Demonstrate sea kayaking skills in moderate to difficult conditions
SISOKYS406A	Plan and navigate a sea kayaking inshore passage
SISOOPS203A	Interpret weather for marine environments
SISXOHS402A	Implement and monitor occupational health and safety policies

Sea Kayaking Instructor Easy to moderate conditions

Any individual who takes the responsibility to instruct sea kayaking activities in easy to moderate conditions requires the outdoor leader generic competencies PLUS the Sea Kayaking Guide Easy to moderate conditions AND the following sea kayaking competency or equivalent.

SISOKYS407A	Instruct sea kayaking in easy to moderate conditions
TAEDEL301A	Provide work skill instruction

Sea Kayaking Guide moderate to difficult conditions

For those wishing to instruct sea kayaking activities in moderate to difficult conditions

Any individual who takes the responsibility to guide sea kayaking activities in moderate to difficult conditions requires the outdoor leader generic competencies AND the following sea kayaking competency or equivalent.

PUAOPE002A	Operate communications systems and equipment
SISOCNE202A	Perform deep water rescues
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
SISOOPS203A	Interpret weather for marine environments
SISXOHS402A	Implement and monitor occupational health and safety policies

Sea Kayaking Instructor moderate to difficult conditions

Any individual who takes the responsibility to instruct sea kayaking activities in moderate to difficult conditions requires the outdoor leader generic competencies PLUS the Sea Kayaking Guide moderate to difficult conditions AND the following sea kayaking competency or equivalent

SISOKYS409A	Instruct sea kayaking in moderate to difficult conditions
TAEDEL301A	Provide work skill instruction

Canoeing Guide White Water Grade 2

For those wishing to guide canoeing trips on white water grade 2

Unit Code	Unit Title
SISONAV201A	Demonstrate navigation skills in a controlled environment
SISOCNE304A	Apply inland canoeing skills on Grade 2 water
SISOCNE307A	Guide canoeing 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
SISOOPS305A	Provide first aid in a remote location
SISOOPS306A	Interpret weather conditions in the field
SISOWWR201A	Demonstrate self rescue skills in white water
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies

Canoeing Instructor White Water Grade 2

Any individual who takes the responsibility to instruct canoeing activities on white water grade 2 water requires the Canoeing Guide White Water Grade 2 competencies AND the following competency or equivalent

SISOCNE409A	Instruct canoeing skills on Grade 2 water
SISOWWR302A	Demonstrate white water rescues and recoveries
SISXOHS402A	Implement and monitor occupational health and safety policies
TAEDEL301A	Provide work skill instruction

Canoeing Guide White Water Grade 3

For those wishing to guide canoeing on White Water Grade 3

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

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

Canoeing Instructor White Water Grade 3

Any individual who takes the responsibility to instruct canoeing activities on white water grade 3 water requires the Canoeing Guide White Water Grade 3 competencies AND the following competency or equivalent

SISOCNE511A	Instruct canoeing skills on grade 3 water
SISONAV201A	Demonstrate navigations skills in a controlled environment
SISOWWR403A	Perform complex white water rescues and recoveries
TAEDEL301A	Provide work skill instruction

Kayaking Guide White Water Grade 2

For those wishing to guide kayaking activities on white water grade 2

Unit Code	Unit Title
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
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
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response
SISXOHS101A	Follow occupational health and safety policies

Kayaking Instructor White Water Grade 2

Any individual who takes the responsibility to instruct kayaking activities on white water grade 2 requires the Kayaking Guide White Water Grade 2 competencies AND the following competency or equivalent

SISOKYK408A	Instruct kayaking skills on Grade 2 water
SISONAV201A	Demonstrate navigation in a controlled environment
SISXOHS402A	Implement and monitor occupational health and safety policies
TAEDEL301A	Provide work skill instruction

Kayaking Guide Grade 3 water

For those wishing to guide kayaking activities on grade 3 water

SISOKYK406A	Demonstrate inland kayaking skills on Grade 3 water
SISOKYK409A	Guide kayaking trips on Grade 3 water

SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISONAV201A	Demonstrate navigation skills in a controlled environment
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

Kayaking Instructor White Water Grade 3

Any individual who takes the responsibility to instruct kayaking activities on white water grade 3 requires the Kayaking Guide White Water Grade 3 competencies AND the following competency or equivalent

SISOKYK510A	Instruct kayaking skills on Grade 3 water
SISXOHS402A	Implement and monitor occupational health and safety policies
TAEDEL301A	Provide work skill instruction

Appendix B: Qualifications and registration/award schemes

The intention of this list is to identify common qualifications utilised in WA that may be considered when identifying the skills required to perform the activity. **This list is not comprehensive. The list is reviewed as part of the Adventure Activity Standards review process. An up-to-date list is maintained on the Outdoors WA Website.**

Qualifications

- VET Outdoor Recreation Training Package Certificate III or higher with a skills set / competency list consistent with the requirements of Appendix A of this document
- Notre Dame University – Bachelor of Outdoor Recreation with appropriate units consistent with the requirements of Appendix A of this document
- La Trobe University – Bachelor of Outdoor Education with appropriate units consistent with the requirements of Appendix A of this document

Registration/award schemes

- National Outdoor Leadership Registration Scheme in appropriate canoeing, kayaking or sea kayaking.
- Australian Canoeing Award Scheme in the level appropriate to the activity context.
 - Canoe/Kayak Lifeguard
 - Flatwater Instructor and Guide
 - Assistant Coach Award
 - Sea Leader
 - Advanced Sea Instructor
 - Whitewater Instructor and Guide
 - Advanced Whitewater Instructor
 - Coastal Sit On Top Guide

Further details in the Canoeing Award handbook at www.canoe.org.au