

Guidelines for Leading a Walk

(Version 5 as at 1-2-06, compiled by BCBC Working Group 2004/2005)

Introduction

Leading can be fun and greatly enhance the experience of bushwalking and bushcraft skills. Never hesitate to ask for help from other experienced walkers. As walking parties and conditions can vary considerably, each walk is different.

Planning

- Use the internet and other members' knowledge to understand the area, its terrain and vegetation. Consult maps.
- Obtain permits for National Parks or permission from owners to access private property for the pre-outing and the walk. <https://www.epa.qld.gov.au/parks/iaparks/gds/>

Pre Outing

- This is ideally done within two months of the walk.
- For safety, the pre-outing group should consist of three people and the Outings Secretary needs to be informed of the date and route of the pre-outing.
- During the pre-outing record parking locations, distances, directions, times, navigational notes, terrain, major landmarks, shortcuts, emergency exit routes, lunch and morning tea spots and times. Be aware that things take longer if the group is bigger or contains inexperienced walkers.

Submit an Article for *Jilalan*

- Follow the *Jilalan Guidelines*.
- Discuss an Emergency Officer and the Grade with Outings Secretary.
- Calculate the costing based on the distance of driving.

Maintain Checks on Conditions

Weather: www.bom.gov.au

Roads: <https://www.racq.com.au/cars-and-driving/safety-on-the-road/road-conditions>

Fire: <http://www.emergency.qld.gov.au/>

Park Alerts: <https://parks.des.qld.gov.au/park-alerts/?listby=park>

Park Permits: <https://parks.des.qld.gov.au/licences-permits/>

Collect Nominations

- Print out and complete a Nomination Form.
- Prepare a verbal description of the walk and present it at the General Meeting prior to the walk.
- After the meeting and via phone calls and emails later, collect nominations and add the names, phone numbers etc. to the Nomination Form.

- Evaluate if all members and visitors are capable of doing the walk.
- Advise newcomers to eat breakfast beforehand, to bring the essential equipment and to ensure that their household members have the emergency Officer's phone number.
- Print out Visitor's Forms as required.

Car Pooling

- Invite suitable member walkers to be drivers and note the details of their cars on the Nomination Form.
- Inform drivers if using gravel roads & creek crossings.

The Night Before

Prior to an outing, contact the Emergency Officer to advise details of the walkers, the drivers, car shuffles and car parking locations as well as any changes to the plans.

Essential Equipment

Usual requirements ([LINK](#)) plus:

- Whistle (for emergencies)
- First aid kit (minimum of sunscreen, band aids, bandages, pain relief tablets, anti-histamines, tweezers, scissors, safety pins)
- Map (in waterproof protector)
- Notebook and pencil (to leave notes in emergencies)
- Completed Nomination Form ([LINK](#))
- Spare change if needed when collecting walk fees
- Mobile phone

At the Meeting Point

- Welcome walkers collect fees and completed and signed Visitor's Forms.
- Ensure that drivers know the route and re-groupings spots.
- Exchange mobile phone numbers with each vehicle.
- Try to leave on time.
- Notify Emergency Officer of departure time, absence of any walkers and details of any changes of plan.

At the Walk Site

- See property owner or ranger if relevant.
- Check all vehicles have arrived and are parked safely. Beware of cattle.
- Introduce walkers, usually in a circle, check that they are adequately prepared and advise of details of walk and safety conventions such as maintaining visual contact with the walker in front and the walker behind and re-grouping at intersections and on other occasions.

- Appoint a Tail-End Charlie.

On the Walk

- Be sure that the fastest walkers know when to wait and re-group.
- Remain aware of signs of stress among walkers. Encourage, assist with load, rest, eat etc as necessary.
- Keep the group together by regularly regrouping.
- Keep walkers informed of the route and point out items of interest.
- If a walker needs a toilet stop, the Tail-End Charlie goes ahead out of sight and then waits.
- In an emergency ensure an experienced person stays with injured person.
- After the walk, make sure all cars move off.
- Remind walkers to shout *rock* if a stone or rock dislodges and falls.
- Ask confident, experienced walkers to assist others over difficult sections.
- Be encouraging but give clear directions and discourage inappropriate behaviour. Explain why certain actions are dangerous.
- Leave gates as you find them.
- Do not disturb stock.
- Take care with fences, bearing in mind that it is usually easier to go under them.
- Tread lightly & leave the environment as you find it.
- Carry out all rubbish.

After the Walk

- Immediately contact the Emergency Officer to report the safe return of all walkers.
- Return all walk forms, signed visitors' forms, money & receipts to the treasurer
- Contact Outings Officer with any useful feedback about ability of new walkers, potential new leaders, closures or changes in track or terrain and any problems or difficulties experienced.
- Write a report for the Club magazine using to the *Jilalan Guidelines*.

In Case of Medical Emergency

- Use the *Emergency+* App or dial 000 or 112 to contact ambulance (Emergency +)
- Contact the Emergency Officer in case of media contact before the walk returns.
- If the emergency Officer is not able to be contacted, try the President, Outings Secretary, other Committee Member, or a Long Term Experienced Club member, in that order, until one takes on the role of "Co-ordinator".
- Be prepared to advise full detail of the emergency:
 - Location, contact number, what happened,
 - Condition of the ill/injured – breathing, consciousness, eyes dilated, pain,

- Action already taken, first aid experience in the party, nearest road, car, house, best route to location, weather, available food and water.
- Listen carefully to instructions given and repeat them within the hearing of another.
- Write a report as soon as possible. Record all details of what occurred, injuries sustained, immediate response and first aid supplied.

In Case of Lost Person(s) or Overdue Party Emergencies

- Determine if the missing person(s) is truly lost or missing or simply running late.
- If they are deemed lost contact the Emergency Officer to advise of the delay and to ask for next-of-kin to be contacted.
- If the emergency Officer is not able to be contacted, try the President, Outings Secretary, other Committee Member, or a Long Term Experienced Club member, in that order, until one takes on the role of co-ordinator.
- If all those contacts fail, use the emergency app or phone 000 or 112 to contact police. Be sure to ask for FMR to be contacted.
- Be prepared to advise full detail of the situation:
 - Location of individual and group, contact details, what happened,
 - Action already taken, first aid experience in the party, nearest road, car, house, best route to location, weather, available food and water.
- Listen carefully to instructions given and repeat them within the hearing of another.
- The Emergency Officer organizes everything at the Brisbane end and remains the point of contact until they advise otherwise.
- Stay with the party and in regular contact with the Emergency Officer.
- The Club will organize a search if required, either in-house or by contacting FMR.
- Only FMR contacts media, SES etc.
- Write a report as soon as possible. Record all details of what occurred, injuries sustained, immediate response and first aid supplied.

Note: 000 is the Australian number for the Emergency Services Operator, 112 is the International mobile phone contact number that connects to the Emergency Services Operator. It connects to any phone company, not just your phone service provider.