

Activity Notification Forms

The following information is listed for your guidance. Please read these instructions carefully. You may also like to refer to the LSG29 for further details.

Activities held at the Scout Hall or in “close proximity” are covered by the Scoutsafe Risk Awareness Form as displayed in your hall.

All activities outside of the immediate vicinity of the hall need an E1 form completed by all attending participants AND adults. A copy of Part 1 & 2 of the E1 needs to be sent to the Group Leader and the nominated Emergency Contact for the activity.

Any activity that is overnight or involves high risk activities (e.g. bushwalking, boating, rock related, etc) need to complete Part 3 of the E1 form with their rescue information. All three parts of the form are then to be sent to the following people:

- Group Leader
- your nominated Emergency Contact
- Region Commissioner Activities (activities@greaterwestscouts.com.au)
- Region Commissioner Venturer Scouts (venturers@greaterwestscouts.com.au)
- Local Authority (e.g. Police, NPWS)
- Local Activity Coordinator (LAC)

NB. Contact details for LACs can be found on the GWS Region website under Activities > Resources (www.greaterwestscouts.com.au/activities/resources). If you are unable to contact the designated LAC, please send a copy of the form to the Region Office responsible for the area that the activity is taking place.

Whenever Part 3 of the E1 form is required, a full participant list must be included. If you cannot provide all of the participants’ names (youth members and adults) before lodging the E1 then ensure a full list (with changes) arrives with the appropriate people **before the commencement of the activity**. Changes at the last minute which do not permit the sending of an updated attachment should be notified in person or by phone call to the Emergency Contact.

Other important considerations:

- ➔ All E1 forms need to be submitted **at least 2 weeks prior** to an activity.
- ➔ Part 1 must be completed by parents (not youth members) in its entirety and returned to the Activity Leader before the activity commences.
- ➔ Electronic copies of the E1 form are suitable for distribution to all persons listed above except that a signed original copy of the form must be submitted to the Emergency Contact before the commencement of the activity.
- ➔ The *Civil Liability Act 2002 (NSW)* provides that a leader who strictly adheres to scouting policies and procedures will be protected from personal liability.