

Introduction

The core of this policy is that Walks, irrespective of type, are run by Leaders who are selected by the Outings Secretary. On a walk the Leader is the responsible decision maker who seeks to ensure a safe trip which is satisfying for all participating walkers.

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

Types of Walks

Single day walks	Daywalks (DW)
Multi day walks	Through Walks (TW) Overnighters (ON) Basecamps (BC) Accommodated Trips (AT) Amongst multi day walks there can be quite an overlap in style and how they are managed.

Walks Program

Programs are prepared for each calendar year and reflect the seasonality of south-east Queensland in particular. Therefore, in the summer months easier walks will be offered while the hardest walks of the year are in the winter months. Spring and Autumn walks lie in between in terms of expected effort.

Outside the walks program are Strolls which are currently less than half day walks in urban areas, typically on a weekday.

Daywalks in the main are run on Saturdays with a minority run on days such as Thursday, Friday or Sundays.

Given there are 52 weeks in a year, the number of walks offered is expected to be about 40 per year. This would typically work out to be two per month plus some Thursday walks, say 6 per year, plus some others such as on public holidays.

Finance

The guiding principle is that where transport is provided by members, the cost of the provision of that transport is to be borne by those walkers (members and temporary members). The Club seeks to not make a loss in such arrangements, but losses may occasionally occur. The aim is not to make a loss over the course of the year.

Longer trips can include plane flights and overnight accommodation. How these are arranged will be at the Leader's discretion. However, these arrangements should consider ease of purchase and the ease of claiming refunds. Generally, the Club would only become financially involved when the pooling of a booking is advantageous to the members.

On Daywalks and walks when members are driven from Brisbane, the Leader, in consultation with the Treasurer, will set a fee based on the distance and the cost of fuel. The Leader will collect the fee, usually at the start of the trip, and make arrangements for the funds to reach the Treasurer who will reimburse the drivers, who are exempt from payment of the fee. There may be other costs such as ferry fares. These payments should be made directly with the operator. If there is an option for bulk purchase, then these costs should be included in the fee charged by the Club.

If a walker does not participate in these arrangements, then they will be classified as going “Privately” and a fee will be charged. This fee will be set by the Management Committee. The purpose of this fee is to ensure the Club does not incur a loss on the trip because of reduced participation in the pooling of car transport.

On some trips transport is provided by public transport and the Club does not impose a fee.

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/>

Emergency Officer

Every trip must have an Emergency Officer. The Emergency Officer cannot be a person on the trip. The role of an Emergency Officer is to act as a communication point between the trip and family members of people on the trip. The Emergency Officer may need to deal with Police and others involved in dealing with situations that arise. If an emergency arises the Emergency Officer should advise the President and the Outings Secretary who can then organise any other action to be taken by the Club.

Pre Outing

- Inform the Outings Secretary of the date and route of the pre-outing via email or SMS.
- Members on the pre-outing must be capable walkers who can cope with extraordinary circumstances as they arise. Novice walkers are not suitable to be members of pre- outings.
- 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.

Submit an Article for Jilalan

- Discuss who might be suitable as an Emergency Officer and the Grade with Outings Secretary.
- Calculate the costing based on the distance of driving.

Collect Nominations

- Print out and complete a Nomination Form. Ensure all have completed a Medical Information Form.
- Evaluate all members’ and temporary members’ capabilities.
- Print out Temporary Member Forms (and Medical Information Form) as required.

Car Pooling

- Invite suitable member walkers to be drivers and note the details of their cars on the Nomination Form.
- Most cars have five seat belts, but it should be unusual for there to be a driver with 4 passengers. This should be discouraged and only used for short distances and when the passengers are not tall. Vehicles with more than 5 seats will be subject to the Leader's discretion.

The Night Before

- 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 plus:
- Map (in waterproof protector)
- Notebook and pencil (to leave notes in emergencies)
- Mobile phone

At the Meeting Point

- Welcome walkers, collect fees as well as completed and signed Temporary Member Forms.
- Ensure all walkers, adult and child / members and non-members have completed "Medical Information" forms
- Ensure that drivers know the route and re-grouping spots.
- Exchange mobile phone numbers with each vehicle.
- 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.
- Introduce walkers, usually in a circle, check that they are adequately prepared and advise of details of walk and safety conventions.
- Appoint a Tail-End Charlie and ensure they are aware of their responsibilities. and all stay ahead of the Tail-End Charlie.

On the Walk

- Remain aware of signs of stress among walkers. Encourage, assist with load, rest, eat etc as necessary.
- Keep the group together by regularly regrouping.
- After the walk, make sure all cars move off.
- Remind walkers to shout "rock" immediately if a stone or rock dislodges and falls and to regroup at track junctions.
- Leave gates as you find them and do not disturb stock and take care around fences.
- Tread lightly & leave the environment as you find it and 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 Temporary Member forms, money and receipts to the Treasurer.
- Advise the Membership Officer of all enquiries received about the Walk.
- Write a report for the Club magazine using the Jilalan Guidelines.

In Case of Medical Emergency

- Use the Emergency+ App or dial 000 or 112 to contact ambulance (or other Emergency Service).
- Contact the Emergency Officer.
- 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 details of the emergency.
- Listen carefully to instructions given and repeat them within the hearing of another.
- Write an Incident Report as soon as possible. Record all details of what occurred, injuries sustained, immediate response and first aid provided. Submit the Incident Report to the Outings Secretary.

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 details of the situation.
- 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.
- Write a report as soon as possible. Record all details of what occurred, injuries sustained, immediate response and first aid provided.