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Enclosed and Coastal

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Waters Paddle-craft

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Australian

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Adventure Activity

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Good Practice Guide

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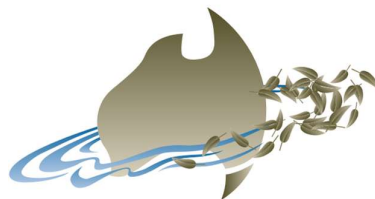
Guidance for canoeing, kayaking (sit in & sit on top kayaks) and

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stand up paddleboarding on enclosed and *coastal waters*.

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**Outdoor Council
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Representing the
Outdoor Sector Nationally

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15 Traditional Owner Acknowledgement

16 We acknowledge the *Traditional Owners* of Country throughout Australia and their continuing connection
17 to land, waters and community. We pay our respects to the people, the cultures and the Elders past and
18 present.

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30 needs of the *dependent participants*.

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39 condition that Outdoor Council of Australia together with the authors, consultants, advisers and the
40 Australian Adventure Activity Standard Steering Committee members who assisted in compiling, drafting
41 and ratifying the documents:

- 42
- are not providing professional or legal advice to any person or organisation; and
 - are not liable for any loss resulting from an action taken or reliance made on any information or
44 material contained within the Australian Adventure Activity Standard, Good Practice Guides and
45 associated documents.

46 Version details

Version	Date	Details
1.0	23 Sept 2019	Version one release.
2.0	2026	

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49 Foreword

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51 "When I experience dadirri, I am made whole again. I can sit on the riverbank or walk through the trees;
52 even if someone close to me has passed away, I can find my peace in this silent awareness. There is no
53 need of words. A big part of dadirri is listening."

54 **Dr Miriam-Rose Ungunmerr-Baumann AM**

55

56 The Australian Adventure Activity Standard and Good Practice Guides are designed to ensure effective,
57 responsible, sustainable and safe delivery of adventure activities to *dependent participants*. They can help
58 people across the outdoor sector to develop appropriately managed adventure activities which enhance
59 individuals and our communities, while protecting the environment and culturally significant places. In
60 doing this, these documents can help ensure that people will continue to enjoy the benefits of adventure
61 activities well into the future.

62 Best wishes for all your adventures.

63 **The Australian Adventure Activity Standard Steering Committee**

64 **Outdoor Council of Australia**

65

Creation

The Australian Adventure Activity Standards (AAAS) and accompanying Good Practice Guides (GPGs) were developed through a national project and launched in 2019. They drew together, and built upon, the various state and territory-specific adventure activity standards that had previously operated across Australia, replacing a fragmented set of arrangements with a single, nationally consistent voluntary framework. The original development drew on the input of a wide range of outdoor and adventure activity experts with extensive experience, supported by expert advisory groups and informed by open consultation across *activity providers*, education authorities and other stakeholders.

The Steering Committee gratefully acknowledges the members of the various focus groups, industry consultation, working groups and expert advisors for their work and contributions, and thanks the State and Territory Governments for funding the original development.

The AAAS and GPGs are now maintained by the Outdoor Council of Australia (OCA). They are subject to comprehensive review at least every five years, with targeted reviews undertaken in response to serious incidents, fatalities, relevant court decisions, or material changes in regulation or practice. Reviews are overseen by the Steering Committee and conducted in accordance with the AAAS Review and Update Methodology — a pragmatic, mixed-methods process combining legislative and regulatory analysis, currency checking of cited standards and instruments, stakeholder consultation, data-informed *risk assessment*, and structured expert input through the Expert Advisory Group, followed by open public consultation before endorsement.

The first comprehensive review under this methodology was undertaken in 2025–26. The review was facilitated, and the Standard and Good Practice Guides drafted, by The OREAS Group Dr David Marsden for and on behalf of the Outdoor Council of Australia. The Outdoor Council of Australia gratefully acknowledges the contributions of all who took part in the review:

- Dr David Marsden (PhD), Lead Consultant (The OREAS GROUP)
- Lori Modde, Project Sponsor (OCA Chair)
- the members of the AAAS Steering Committee, who provided governance, direction and endorsement of the reviewed documents;

Lori Modde, OCA Chair, Outdoors NSW, ACT

David Marsden, Lead Consultant, The OREAS Group

Andrew Atfield, Tasmania Government

Andrew Knight, Outdoors Victoria

Dom Courtney, Outdoors Queensland

Jodie Freund, South Australian Government

Katie Brown, Outdoors WA

Mitchell Hardy, NT Government

Neil Le Febvre, Outdoors WA

- the members of the Expert Advisory Groups, who contributed specialist knowledge and reviewed drafts across the Core and activity Good Practice Guides; and
- the *activity providers*, education authorities, peak bodies and individuals who contributed through public consultation, focus groups, and submissions.

Further details of the creation and review of the AAAS and GPGs can be found at www.australianaas.org.au, where updates are also published.

Funders

The Steering Committee gratefully acknowledges and thanks the State and Territory Governments for funding the original development and 2026 review.

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Preface

About these documents

The Australian Adventure Activity Standard (AAAS) and related Good Practice Guides (GPGs) are an industry good-practice framework for safe and responsible planning and delivery of outdoor adventure activities with *dependent participants*.

The AAAS and related GPGs provide guidance on responsible activity delivery, including safety and respect for the environment, cultural heritage and other users. They are not a full legal compliance framework.

Activity *providers* are encouraged to obtain independent professional and legal advice in relation to their obligations and duties in delivering adventure activities and should reference the relevant laws to the area in which they intend to undertake the adventure activity.

Dependent Participants

A *dependent participant* is a person who is owed a *duty of care* by the *activity provider* and who wholly or partially on the provider's systems, processes and operational practices for the support, supervision, guidance or instruction needed to take part in an activity. In most cases this means a participant who reasonably relies on the provider for their safety. The degree of dependence may vary over the course of an activity.

Considerations for determining whether a person is a *dependent participant* may include, but are not limited to:

- whether the organisation is providing a service or product to the person
- whether the organisation owes the person a *duty of care* in the circumstances
- whether the person reasonably relies on the provider for the support, supervision, guidance or instruction needed to participate safely.

Considerations for determining the **level of dependence** may include, but are not limited to:

- the foreseeable level of competence of the participant in the activity, and the degree of reliance this creates on the provider's work system, including reliance on *activity leaders*
- the foreseeable level of self-reliance of the participant to reasonably manage their own safety
- the variation, or possible variation, in the degree of dependence or self-reliance throughout the activity
- the individual context, nature and circumstances of the activity
- the relevant circumstances and particular facts relating to the responsibilities assumed by the provider.

Does the Standard and Good Practice Guides apply to me?

The Australian Adventure Activity Standards (AAAS) and associated Good Practice Guides (GPGs) are primarily designed to support activity *providers* conducting lead or supported adventure activities involving *dependent participants* with the aim of delivering safe, responsible and well-managed experiences. Each *provider* must determine, based on their specific circumstances, whether the participants they work with are dependent and/or their level of dependency on the provider's systems and operations. Providers should use the AAAS and relevant GPGs to ensure that the activities they lead are planned and delivered in accordance with the Standard.

Australian *providers* operating internationally can use the AAAS and GPGs as a benchmark for safe practice, while complying with the laws and relevant standards of the jurisdiction in which the activity is conducted. Legal advice should be obtained where activities cross jurisdictions.

183 *Activity providers* include outdoor education and adventure businesses, schools, universities, TAFEs, camps,
184 clubs and organised “meet-up” groups, youth organisations, not-for-profits, and community-based
185 organisations that deliver adventure activities to *dependent participants*. An individual may also be an
186 *activity provider* where they hold the ultimate legal *duty of care* to participants. “The Standard” and the
187 GPGs apply to a provider as a “whole organisation” rather than to “specific roles” within it.

188 Some providers may have their own standards or guidelines appropriate to their *duty of care*. These should
189 be reviewed periodically to ensure current *duty of care* expectations are met, and “the Standard” and the
190 GPGs may assist with such reviews.

191 Are they legally binding?

192 The AAAS and GPGs are not legal requirements. However, they may refer to specific laws and regulations
193 which may be legally binding on *activity providers*. Some *land managers* and other organisations may
194 require compliance. This may be as a condition of obtaining a licence, permit or other permission, or some
195 other condition (e.g. a contract).

196 Under Australian common law and relevant legislation, *providers* have a legal *duty of care* towards
197 *dependent participants* in some circumstances. In broad terms, the legal duty requires *providers* to take
198 reasonable care that their actions and omissions do not cause reasonably foreseeable injury to *dependent*
199 *participants*.

200 It is important to be aware that adventure activities in Australia operate within a complex legal landscape.
201 *Activity providers* must understand the obligations that apply to them and seek independent professional
202 and legal advice where any obligation is unclear.

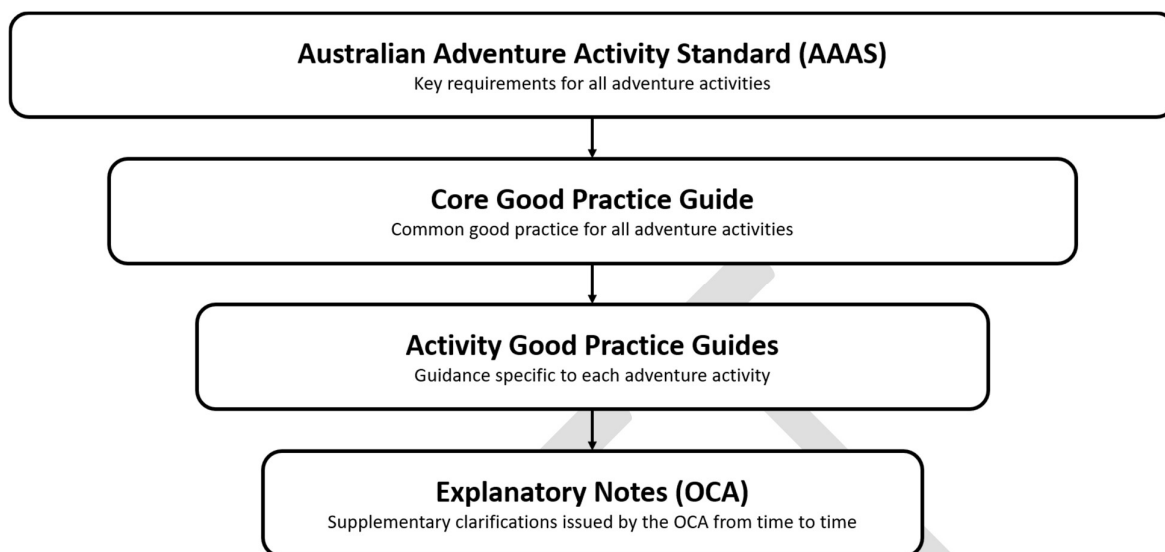
203 The following obligations include, but are not limited to, those set out in detail in Appendix A — Principal
204 legal obligations, grouped by the function each obligation performs:

- 205 • Work health and safety — the foundational legal duty for the majority of providers, including the
206 primary *duty of care*, officers' due-diligence duty, consultation, safe systems of work, and
207 notifiable-incident reporting.
- 208 • *Duty of care*, negligence and consumer protection — the common law *duty of care*, the Civil
209 Liability Act (or equivalent) of each state and territory, and the Australian Consumer Law.
- 210 • Protection of children and vulnerable persons — Working with Children and Working with
211 Vulnerable People schemes, Child Safe Standards and Reportable Conduct Schemes.
- 212 • Transport of participants — land, water and air — heavy vehicle, road transport, domestic
213 commercial vessel, recreational marine and civil aviation obligations.
- 214 • Land access, environment and cultural heritage — park, Crown land and reserve licensing, the
215 EPBC Act, Aboriginal cultural heritage law(s) and/or regulation(s), and biosecurity duties.
- 216 • Information privacy, equity and employment — the Privacy Act and Australian Privacy Principles,
217 anti-discrimination law(s) and/or regulation(s), and the Fair Work Act and relevant award.
- 218 • Substances, food and licensed items — medicines and poisons, food safety, liquor and tobacco,
219 and firearms obligations.
- 220 • Activity-specific licensing — fisheries and recreational fishing licensing, and animal welfare duties.

221 Appendix A is an orientation only and is not exhaustive. It does not constitute legal advice, and the relevant
222 law(s) and/or regulation(s) of the jurisdiction(s) of operation must in each case be determined and
223 complied with.

224 Structure of the Standard and Good Practice Guides

225 The guidance for adventure activities comprises several related documents. For any activity, the AAAS (the
226 Standard), the Core GPG, the relevant activity GPG, and any applicable Explanatory Notes issued by the
227 Outdoor Council of Australia, from time to time, should be consulted.



228

229 *Figure 1.1: Structure of the Standard and Good Practice Guides*

230 The documents present cumulatively more specific information. Providers should determine how they use
231 the AAAS and GPGs based on their context and need, and are encouraged to draw on them when
232 developing and reviewing their standard operating procedures. Activity providers are encouraged to obtain
233 independent professional and legal advice on their obligations and to reference the laws relevant to the
234 area in which they operate.

235 Interpretation of the Standard and Good Practice Guides

236 The following words and phrases are used in all documents and have specific meanings:

237 **Must:** used where a provision is mandatory, if the provider is to operate fully in accordance with AAAS or
238 GPGs. (This is equivalent to the keyword “shall” used in other voluntary standards e.g. Standards Australia,
239 other International Standards Organisations (ISOs) etc.)

240 **Should:** used where a provision is recommended, not mandatory. It indicates that the provider needs to
241 consider their specific situation and decide for themselves whether it applies or is relevant. A “should”
242 statement describes good practice. Departure from a “should” statement does not of itself establish a
243 breach of duty — a provider may meet its obligations by other means appropriate to its context — but
244 providers should be able to explain the basis for a different approach.

245 **Can/cannot:** indicates a possibility and capability.

246 **May/need not:** indicates a permission or existence of an option.

247 **But are/is not limited to:** used to indicate that a list is not definitive and additional items may need to be
248 considered depending on the context.

249 The following formatting is used throughout:

250 Defined words are in italics. They are defined in the Glossary.

251 Examples are in smaller italic 9-point font.

252 In document references are underlined. References are to section heading titles.

254 1 Introduction

255 1.1 Enclosed and coastal waters paddle-craft

256 This Good Practice Guide (GPG) covers paddling a *paddle-craft* on waters that are either *enclosed waters* or
257 *coastal waters*, up to a maximum of 5 *nautical miles* from the coast. It does not include paddling a *paddle-*
258 *craft* on *inland waters* or beyond 5 *nautical miles* from the coast. The aim of the activity can vary and may
259 include but is not limited to pleasure, challenge, experience, journeys and/or educational or other
260 outcomes.

261 This GPG covers activities that are identified by three considerations:

- 262 • activities involving *dependent participants*
- 263 • the type of *paddle-craft* being paddled – this GPG relates to craft suitable for paddling the above
- 264 waters
- 265 • the type of body of water being paddled – this GPG relates to paddling *enclosed waters* or *coastal*
- 266 *waters* within 5 *nautical miles* of the coast.

267 1.2 Type of craft

268 *Paddle-craft* are a type of watercraft propelled and manoeuvred by the user(s).

269 The types of *paddle-craft* covered include:

- 270 • sea kayaks which have a suitable design for paddling *coastal waters* and *open waters* and paddled
- 271 with a double-bladed paddle
- 272 • kayaks including enclosed sit in kayaks and sit on top kayaks
- 273 • canoes
- 274 • stand up paddleboards (SUPs)
- 275 • other emerging *paddle-craft* with a similar design.

276 *Paddle-craft* that are not covered include:

- 277 • “surf” related craft (e.g. surf boards, boogie boards, etc.)
- 278 • sailing watercraft
- 279 • motor propelled craft (e.g. motor boats, personal watercraft like jet ski, etc.).

280 A key feature of this type of *paddle-craft* is that participants generally operate a separate *paddle-craft* to
281 that of the guide or instructor.

282 The type of *paddle-craft* being used may effect the hazards and risks involved and relevant safety
283 requirements.

284 1.3 Type of body of water

285 The hazards and risks involved, relevant safety requirements and type of *paddle-craft* suitable may change
286 depending on the body of water being paddled.

287 The two types of waters this GPG covers:

- 288 • *coastal waters* (i.e. waters off the coast out to a number of *nautical miles* seaward, up to a
- 289 maximum of 5 *nautical miles*) and
- 290 • *enclosed waters* (e.g. coastal bays, harbours, declared coastal lakes, inlets, river seaward entrances etc.).

291 With *dependent participants*, paddling generally occurs on *enclosed waters* and/or *coastal waters*.

292 1.3.1 Enclosed waters

293 *Enclosed waters* are also known as partially smooth, semiprotected, intermediate and sheltered.

294 These waters include enclosed coastal bays, harbours, declared port waters and similar waters that are
295 generally offer some form of limited protection from the environment or weather. *Enclosed waters* can be
296 the interface between *inland waters* and/or *coastal waters*. The relevant *marine safety agency* for the
297 jurisdiction of operation will generally declare what areas are considered *enclosed waters*. Refer to the
298 relevant *marine safety agency* for details.

299 For the purposes of using this document, *enclosed waters* are considered:

- 300 • any *marine safety agency* declared *enclosed waters*, partially smooth, semi-protected,
301 intermediate and sheltered
- 302 • declared coastal lakes, as well as salt water inlets, enclosed coastal bays, harbours and declared
303 port waters
- 304 • rivers inside the seaward entrance up to the point at which the water is no longer affected by tides
305 to the extend it changes the activity hazards and risks.

306 *Enclosed waters* are generally the interface between *coastal waters* and/or *inland waters*.

307 In using this document, it is important to understanding the difference between *enclosed waters* and *inland*
308 *waters*. The difference between *enclosed waters* and *inland waters* generally corresponds with specific
309 requirements for safety equipment and other safety measures due to the different environmental
310 conditions, required by the relevant *marine safety agency* for the jurisdiction of operation.

311 (Also see 1.4 Important considerations below.)

312 1.3.2 Coastal waters

313 *Coastal waters* (also known as unprotected or beyond *enclosed waters*): All waters other than *inland waters*
314 or *enclosed waters*, and extending a specific number of *nautical miles* seaward. Jurisdictions define the
315 *coastal waters* number of *nautical miles* seaward differently but generally this is between 2 and 3 *nautical*
316 *miles*. Refer to the relevant *marine safety agency* for the jurisdiction of operation for details.

317 1.3.3 Inland waters

318 *Inland water* is also known as smooth waters, protected waters or inland waterways.

319 These waters include rivers (inside the seaward entrance), creeks, canals, lakes, reservoirs and any similar
320 waters either naturally formed or manmade and which are either publicly or privately owned, but does not
321 include any navigable rivers, creeks or streams within declared port waters. Refer to the relevant *marine*
322 *safety agency* for the jurisdiction of operation for details of declared port waters and declared *inland*
323 *waters*.

324 For the purposes of using this document, *inland water(s)* is used to identify:

- 325 • any marine safety authority declared *inland waters*, smooth waters, protected waters or inland
326 waterways
- 327 • any *inland waters* (as defined by the definition provided above) but excluding waterways at the
328 point at which the water current becomes affected by tides to the extend it changes the activity
329 hazards and risks.

330 (Also see 1.4 Important considerations below.)

331 *Inland water* can be *flat-water* or *white-water*.

332 *Flat-water* is any body of water or waterway that is not *white-water*. The same waterway can have sections
333 of *flat-water* and *white-water*.

334 *White-water* is a section of a waterway where the water current or tidal movement is sufficient to create
335 hydrological feature(s) such as, but not limited to *rapids*, *eddies*, *waves*, *whirlpools* etc.

336 1.3.4 Marine safety terminology

337 See Marine safety terminology summary for waters throughout Australia in [Appendix A5](#).

338 1.3.5 Wave zones

339 *Wave zones* involves water conditions where *waves* are breaking (i.e. a *surf zone*) or surging.

340 At times *paddle-craft* may transit through or operate in or near *wave zones*.

341 This GPG is not intended to address surf situations involving:

- 342 • surf related *paddle-craft* (e.g. surf boards, boogie boards etc.)
- 343 • activities that are primarily “surf” related (e.g. surfing, boogie boarding, body surfing etc.).

344 1.4 Important considerations

345 There may be ambiguity as to if this Good Practice Guide and/or another activity Good Practice Guide (e.g.
346 *inland water* paddle-craft) is suitable for:

- 347 • a particular type, style or design of *paddle-craft* (e.g. new designs that are emerging etc.)
- 348 • the type of body of water the activity being operated on (i.e. the interface areas between *inland*
349 *water* and *enclosed water* is unclear)
- 350 • situations where the activity operates in both *inland water* and *enclosed water* at different times.

351 An appropriate assessment of the *paddle-craft*, body of water and activity context needs to be completed
352 to determine the appropriate activity Good Practice Guide or standards that apply.

353 Where there is no suitable activity Good Practice Guide or standard, an appropriate *risk management plan*
354 needs to be completed to address the hazards and risks associated with but not limited to the *paddle-craft*,
355 the body of water, the activity type and the activity context. The *paddle-craft* needs to be confirmed as
356 being a suitable design and manufactured for the context of the activity it is being used. The [Core GPG](#) and
357 any closely related activity GPG(s) may assist in developing such a *risk management plan*.

358 1.5 Exclusions summary

359 Activities that are not covered by this Good Practice Guide are:

- 360 • water bodies:
 - 361 ○ paddling on waters that are in *inland waters* (Refer the [Inland Water Paddle-craft GPG](#))
 - 362 ○ paddling on *open waters* or beyond 5 *nautical miles* from the coast
- 363 • *paddle-craft*:
 - 364 ○ use of surf related *paddle-craft* (e.g. surf boards, boogie boards etc.)
 - 365 ○ sailing watercraft
 - 366 ○ motor propelled craft (e.g. motor boats, personal watercraft like jet ski, etc.)
- 367 • activities:
 - 368 ○ involving swimming without a *paddle-craft*
 - 369 ○ that are primarily “surf” related (e.g. surfing, boogie boarding, body surfing etc.)
 - 370 ○ involving competitive events including adventure races
 - 371 ○ associated with “*camping*” (e.g. tent sites, cooking, etc.) while on overnight or extended
372 paddling activities (Refer the [Camping GPG](#)).

373 1.6 Related activities

374 Directly related activities are:

- 375 • *camping* when undertaking overnight or extended paddle activities (Refer the [Camping GPG](#))

- 376 • *inland waters paddling* (Refer [Inland Water Paddle-craft GPG](#)).
- 377 Other activities that may occur with paddling that have good practice guides include:
- 378 • angling (Refer the [Angling GPG](#))
- 379 • snorkelling (Refer the [Snorkelling GPG](#)).

380 2 Management of Risk

381 *Risk management* in outdoor and adventure settings is highly context-specific. In natural environments
382 there is an almost infinite range of combinations of participants, purpose, weather and local conditions,
383 and every provider differs in structure, size, philosophy and operating environment. *Risk management*
384 therefore cannot be a 'tick-the-box' exercise or a 'one size fits all' approach; risk systems should be flexible,
385 adaptive and highly responsive to the circumstances of each activity, drawing on recognised frameworks
386 such as AS ISO 31000:2018 and AS ISO 4980:2023.

387 The section guides providers to build a risk system that fits their own structure and operating environment
388 rather than copying another organisation's. A volunteer-led club might apply it as a lightweight but
389 documented plan with strong dynamic assessment in the field; a commercial operator might use it to
390 underpin a formal, audited *risk management* system. In every case it directs the provider to make risk
391 thinking flexible, adaptive and responsive to the actual circumstances of each activity.

392 2.1 Context Matters

393 *See Core GPG (Management of Risk).*

394 2.2 Risk management framework and process

395 *See Core GPG (Management of Risk).*

396 2.3 Risk management plan

397 *See Core GPG (Management of Risk).*

398 2.4 Dynamic risk assessment

399 *See Core GPG (Management of Risk).*

400 2.5 Incident reporting

401 *See Core GPG (Management of Risk).*

402 3 Planning

403

404 Sound planning is what turns intent into safe and consistent delivery. Clear management and approval
405 processes help a provider manage risk, with the people responsible for approving processes, plans and
406 procedures varying according to the organisation's context. Good planning considers the purpose of the
407 activity, the people involved, group size, the cultural and environmental values of the place, and what to do
408 when conditions change or things go wrong.

409 Here the guidance helps a provider translate intent into a repeatable, defensible process. Approval roles
410 can be scaled to context — a single coordinator in a small operation, or a tiered sign-off structure in a larger
411 one. The material can shape activity-plan templates, prompt early engagement with *Traditional Owners*
412 and *land managers*, and ensure emergency planning and field documentation are in place and reviewed
413 before participants arrive.

414 3.1 Activity planning

415 The *marine safety agency*, *land owner* and/or *land manager* law(s), regulation(s) and/or requirements must
416 be determined and complied with.

417 Activity planning considerations may include but are not limited to:

- 418 • water body hazards and risks
- 419 • likelihood and consequences of changing water levels
- 420 • possible changes to any natural formations which may have an effect on hazards or risks
- 421 • access and egress points
- 422 • communication options for the area
- 423 • participant considerations (see section [4 Participants](#))
- 424 • activity objective(s)
- 425 • the supervision required
- 426 • *paddle-craft* type
- 427 • other associated equipment required
- 428 • personal protective equipment necessary
- 429 • incident response equipment
- 430 • possible interactions with marine wildlife
- 431 • *land manager* and *marine safety agency* regulation and requirements
- 432 • considerations regarding support vessels (e.g. escort boats for longer crossings, novice groups or remote
433 locations)
- 434 • any other relevant considerations listed in this document and in the [Core GPG](#).

435 Activity plans should include:

- 436 • appropriately detailed maps and/or charts of the area
- 437 • preferred routes and contingency routes
- 438 • routes to avoid
- 439 • standard operating procedures for managing hazards
- 440 • an emergency management plan
- 441 • a *risk assessment* and management plan
- 442 • environmental *trigger points* and standard operating procedures for when they occur (See [5.7](#)
443 [Weather and conditions trigger points](#)).

444 Activity plans must establish the *trigger points* for relevant types of activities and *paddle-craft* for:

- 445 • maximum wind strength
- 446 • wind direction
- 447 • currents
- 448 • tides, including tidal flow generated through the tidal change period
- 449 • wave and *swell* heights
- 450 • marine life encounters (e.g. sharks, jellyfish, whales, crocodiles, sea lions/seals)
- 451 • visibility.

452 3.2 Management and approval of activities

453 See *Core GPG (Planning)*.

454 3.3 Activity plans

455 See *Core GPG (Planning)*.

456 3.4 Group size

457 See *Core GPG (Planning)*. *Group size for this activity is addressed under Participants in this guide.*

3.5 Cultural, environmental and historical values

See *Core GPG (Planning)*.

3.6 Emergency management planning

Emergency management plan requirements must be based on the outcome of the *risk management plan*.

Considerations when developing emergency management plans may include but is not limited to:

- types of emergencies the *risk assessment* plan identifies
- remoteness of the activity
- ease of access or egress during activity (e.g. high cliffs)
- the ability of the *activity leaders* and/or the *paddle-craft* to be used as an effective rescue platform (e.g. would the paddle-craft used enable a rescue in high winds etc.)
- the practicality of carrying extensive first aid equipment (e.g. remote first aid supplies, oxygen, AEDs etc.)
- consider carrying a marine VHF radio for communication with Coast Guard, Coast Rescue and nearby vessels
- consider personal locator devices appropriate to the activity, including PLB and/or AIS personal transmitter

A nonparticipating contact must be used as part of the emergency management plan.

An activity intentions plan must be:

- provided in accordance with any *land manager* or *marine safety agency* requirement
- provided to the nonparticipating contact along with any relevant information needed.

The use of relevant rescue systems and procedures must be practiced periodically.

Considerations for rescue scenario training may include expected and foreseeable rescue scenarios for the type of water body, *paddle-craft* and conditions.

Where there is only one *activity leader*, the emergency management plan must have arrangements that allow participants an adequate and appropriate communication system if the leader becomes incapacitated.

Also refer to the Core GPG.

See *Core GPG (Planning)* for the general requirements and further detail.

3.7 Reporting notifiable incidents

See *Core GPG (2 Incident reporting)*.

3.8 Activity leader required documentation

See *Core GPG (Planning)*.

4 Diversity, equity and inclusion

Adventure *activities* are delivered by, and for, people of diverse identities, abilities, cultures, life experiences and circumstances. Recognising that diversity, and providing equitable opportunities for safe and meaningful participation, is fundamental to safe and effective practice.

In practice this section guides providers to design activities that include rather than exclude, applying across interactions between leaders, participants and others encountered during an activity. A provider can use it to review enrolment and communication practices for barriers, build cultural and psychological safety

497 into leader briefings, and ensure complaint and review mechanisms are visible and accessible. It is intended
498 to be read alongside the Participants and Responsibilities sections rather than in isolation.

499 The recommendations in this section apply alongside, and inform the application of, the subsequent
500 sections of the Core, including without limitation 5 Participants, 5.3 *Vulnerable participants*, 5.5 Privacy of
501 information, 5.3 Cultural safety, 4.4 Psychological safety and dignity, and 8
502 Responsibilities and roles. Those sections continue to apply in their own terms; where requirements
503 overlap, the more onerous applies.

504 4.1 Diversity of participants and leaders

505 *See Core GPG (Diversity, equity and inclusion).*

506 4.2 Inclusive practice

507 *See Core GPG (Diversity, equity and inclusion).*

508 4.3 Cultural safety

509 *See Core GPG (Diversity, equity and inclusion).*

510 4.4 Psychological safety and dignity

511 *See Core GPG (Diversity, equity and inclusion).*

512 4.5 Information, communication and consent

513 *See Core GPG (Diversity, equity and inclusion).*

514 4.6 Leader competence

515 *See Core GPG (Diversity, equity and inclusion).*

516 4.7 Concerns, complaints and review

517 *See Core GPG (Diversity, equity and inclusion).*

518 5 Participants

519 Every activity depends on the people taking part, and on the information and support they receive before
520 and during it. Pre-activity information and communication help potential participants, parents or legal
521 guardians and client organisations make an informed decision about taking part, and continue through
522 consent, acknowledgement of risk, and the care of those who may be vulnerable. Supporting participants
523 well — from first enquiry to supervision in the field — is central to safe and respectful practice.

524 Its purpose is to help a provider ensure people know what they are signing up for and are appropriately
525 supported once they arrive. Pre-activity information can be adapted to the audience and activity,
526 participation restrictions set defensibly, and additional safeguards put in place for *vulnerable participants*
527 and minors. The supervision guidance lets a provider calibrate direct versus *indirect supervision* to the
528 activity, environment and group.

529 5.1 Participant considerations

530 Participant considerations should include:

- 531 • participant considerations in the Core GPG - Participants section
- 532 • general health and mobility
- 533 • age

- 534 • comfort with water environments
- 535 • participant ability to swim
- 536 • participant previous activity experience
- 537 • participant paddling ability and capability in the conditions.

538 5.2 Information provided pre-activity

539 Participant pre-activity information should communicate:

- 540 • information as detailed in the Core GPG - Information provided pre-activity
- 541 • possible aquatic hazards and risks
- 542 • participant provided clothing and footwear requirements.

543 *See Core GPG (Participants) for the general requirements and further detail.*

544 5.3 Activity leader to participant ratios and group size

545 5.3.1 Supervision ratios and group size considerations

546 Considerations when determining the supervision ratio and group size must include:

- 547 • the type of water body being paddled
- 548 • *activity leader* capability and experience
- 549 • water body conditions
- 550 • access and egress conditions
- 551 • weather conditions
- 552 • visibility
- 553 • if access and egress is through surf
- 554 • ability of participants to reliably self-rescue or assisted rescue
- 555 • the length and how committing the paddle is to reach a suitable egress location
- 556 • participant swimming ability
- 557 • the size of the *paddle-craft*
- 558 • the design of the *paddle-craft*
- 559 • the number of participants in each *paddle-craft*
- 560 • the suitability of the *paddle-craft* for the type of activity and environment
- 561 • the suitability of the *paddle-craft* for the participants
- 562 • considerations for determining supervision requirements in the Core GPG.

563 5.3.2 Supervision ratios recommendations

564 Supervision must be based on an appropriate *risk management* assessment and considerations listed in the
565 section above.

566 The following table outlines the recommended supervision that should be used.

567 (See table next page.)

568

Water body /situation	Leader requirements	One seat craft	Two seat craft	Three seat craft
Inland water	Refer inland water paddle-craft GPG	Refer inland water paddle-craft GPG	Refer inland water paddle-craft GPG	Refer inland water paddle-craft GPG
Enclosed water	Per guide/instructor	Up to 6 craft*, Up to 6 Participants	Up to 4 craft*, Up to 8 Participants	Up to 4 craft*, Up to 12 Participants (See Note 1)
Enclosed water "more difficult conditions" #^	Per guide/instructor	Up to 4 craft*, Up to 4 Participants	Up to 3 craft*, up to 6 Participants	Not recommended
Coastal waters within the seaward limit defined by the relevant <i>marine safety agency</i> (typically 2–3 nautical miles from the coast)	Per guide/instructor	Up to 6 craft*, Up to 6 Participants	Up to 4 craft*, Up to 8 Participants	Not recommended
Coastal waters beyond the <i>marine safety agency</i> seaward limit (typically beyond 2–3 nautical miles from the coast), up to a maximum of 5 nautical miles from the coast and/or in "more difficult conditions" #^	Per guide/instructor, and a minimum of 2 guides/instructors (See Note 2)	Up to 4 craft*, Up to 4 Participants	Up to 3 craft*, up to 6 Participants	Not recommended
Open waters	Per guide/instructor, and a minimum of 2 guides/instructors	only recommended for participants with suitable training and experience	only recommended for participants with suitable training and experience	only recommended for participants with suitable training and experience

570 Notes:

- 571 • *= excludes guide/instructor craft
- 572 • ^= Would only occur in training situations
- 573 • # = "more difficult conditions" listed in section 6.2.6 *More difficult conditions*
- 574 • Note 1 – Where there is only a single guide/instructor, the recommended ratio for 3-seater craft
- 575 on *enclosed water* is – "up to 2 craft, up to 6 participants" – given the potential for a large number
- 576 of participants in the water requiring assistance at the one time. Where there is more than one
- 577 guide/instructor, the recommended ratio for each guide/instructor is as listed in the table i.e. "up
- 578 to 4 craft, up to 12 participants per guide/instructor"
- 579 • Note 2 – Guide/instructors operating greater than 1 NM from the coast should have "more difficult
- 580 conditions" competencies
- 581 • For considerations relating to minors refer to Core GPG regarding child safety and supervision
- 582 requirements when related to responsible persons.
- 583 • Where an activity requires movement through surf with novice participants, consideration should
- 584 be given to using two *activity leaders*. The surf height and participant experience must be assessed
- 585 in determining the actual leader requirement.

- Where all participants are competent in the conditions, all participants are adults, and conditions are favourable, the recommended ratios may be relaxed (e.g. up to 1:10 in *enclosed waters*). Variations from the recommended ratios must be documented through the provider's *risk management* process. Refer to Paddle Australia Qualification Scheme (PAQS) guidance.

5.3.3 Stand Up paddleboards recommended supervision

The following table outlines the recommended supervision that should be used when stand up paddleboarding.

Table 5.2: Stand Up paddleboards recommended supervision

Water body	Leader requirements	Supervision
Inland water	Refer inland water paddle-craft GPG	
Enclosed water	Per activity leader	Up to 8 craft*, Up to 8 Participants
Coastal waters		Not recommended
Open waters		Not recommended

Notes:

- *= excludes guide/instructor craft
- For considerations relating to minors refer to Core GPG regarding child safety and supervision requirements when related to responsible persons.

5.4 Supervision and management during the activity

5.4.1 Management of activities

A procedure must be in place to ensure a hierarchical management system is used and *activity leaders* are allocated tasks as necessary. (For example, a trip leader is assigned and delegates tasks as appropriate.)

Procedures must ensure there is:

- appropriate communication within the group
- the ability to communicate to obtain external assistance in the event help is required.

A procedure must be in place to monitor the weather and water body conditions.

A procedure should be in place to monitor relevant weather forecasts and warnings.

Procedures must be used to limit the group becoming too spread out.

Appropriate access or egress points must be used.

Appropriate manual handling procedures must be used when handling heavy equipment.

Dynamic risk assessment(s) must be used to consider the following hazards and risks:

- loose rope/tape or loops that could cause entanglement or entrapment
- wind strength and direction that could affect the crafts performance
- ongoing correct operation of the *paddle-craft*
- loose items are properly stowed and secured.

5.4.2 Recommended water and weather conditions

5.4.2.1 Water and weather conditions

The interaction between and the effect of weather, water and/or surf conditions must be considered.

When winds are greater than 21 *knots* in the vicinity of the activity area the activity plan, risks and appropriateness of the activity must be reassessed.

Planning must take into account that wind *gusts* are typically higher than average forecast wind speed.

621 Activity operation recommendations for water and weather conditions that *dependent participants* are
622 experiencing include:

- 623 • winds should be less than 17 *knots* or 29 km/hr
- 624 • where water is shallow, particularly with a large *fetch* that causes breaking *waves* at low wind
- 625 speeds, consider lower wind-speed *trigger points* for alternative plans
- 626 • seas should be less than 0.5 metres
- 627 • access or egress should involve surf less than approximately 0.5 metre
- 628 • access or egress should not involve plunging *waves*
- 629 • crossing ocean bars should occur on an incoming tide
- 630 • distance from a suitable egress should be less than 1.5 *nautical miles* or 2.78 km, unless it is
- 631 *enclosed waters* when it should be less than 2 *nautical miles* or 3.7 km.

632 Where suitably competent participants are involved and/or other suitable *risk management* procedures are
633 in place, activity operation recommendations for water and weather conditions may increase but should
634 not exceed:

- 635 • winds greater than 26 *knots* or 48 km/hr
- 636 • seas greater than 1.0 metres
- 637 • surf greater than 1.0 metre
- 638 • distance from a suitable egress of 5 *nautical miles* or 9.26 km
- 639 • consideration should be given to wind direction relative to tide and current; wind blowing against
- 640 tidal flow or current can produce shorter, steeper and breaking *waves* at lower wind speeds than
- 641 otherwise expected
- 642 • tidal flow rate at the activity location and time (peak flow against peak wind warrants particular
- 643 caution).

644

645 5.4.2.2 Offshore winds

646 Appropriate *risk management* and planning must be undertaken if winds are blowing offshore.

647 *Risk management* mitigation considerations if paddling in winds blowing offshore may include but is not
648 limited to:

- 649 • significant shelter that provides leeward protection from the wind
- 650 • location ensures offshore winds would blow *paddle-craft* to a landmass with appropriate egress
- 651 • the *paddle-craft* are appropriate for the conditions
- 652 • the participants have been verified to be appropriately competent for the conditions
- 653 • a competent *safety boater* is monitoring the activity with immediate access to an appropriate
- 654 powered *safety boat*.

655 5.4.3 Restricted visibility activities

656 Each *paddle-craft* must have an appropriate light when operating in restricted visibility (including darkness,
657 fog, or other low-visibility conditions).

658 *Paddle-craft* lighting must comply with relevant *marine safety agency* and/or *land manager* requirements.

659 An appropriate means must be in place to identify the *activity leader's* craft in restricted visibility (e.g. a
660 distinguishing light colour or marker on the leader's craft).

661 5.4.4 Other vessels

662 When operating in areas with other vessels, the 'give way rules' must be observed.

663 5.4.5 Activity leader familiarity of the waterbody

664 The *risk assessment* must identify the *activity leader* familiarity with the water body requirements.

665 Considerations when identifying the *activity leader* familiarity with the water body requirements must
666 include:

- 667 • the type of site
- 668 • local hazards and risks
- 669 • the ability to use procedures to manage hazards
- 670 • knowledge and ease of identifying access, egress and emergency access points throughout the
- 671 activity
- 672 • the potential for hazards and risks changing based on differing water and weather conditions
- 673 • the ratio of activity guides with familiarity of the water body to activity guides who are not
- 674 • the varying level of experience and competence of the *activity leaders*.

675 5.4.6 Activity leader experience and capability to manage incidents

676 The experience of *activity leader(s)* should be confirmed as suitable for the activity context, including the
677 capability to manage incidents in the conditions expected to be encountered.

678 5.4.7 Environmental hazards

679 Considerations when assessing the hazards and risks must be locationally specific and must include:

- 680 • the locationally specific complexities of water movement (e.g. interaction of freshwater and saltwater
- 681 at estuary mouths, channel constrictions, structural currents)
- 682 • ability of participants
- 683 • wind speed and direction
- 684 • *fetch*
- 685 • the speed of currents and tides
- 686 • *swell*, sea, and wave heights
- 687 • wave type (i.e. plunging, spilling or surging)
- 688 • the depth of the water, including being too shallow
- 689 • the proximity of floating and stationary hazards (e.g. reef, navigation marks, moored or anchored
- 690 vessels, debris)
- 691 • dangerous wildlife.

692 5.4.8 Activity briefing

693 *Activity briefings* should be conducted at appropriate times during the activity, not only at the start. This
694 includes pre-launch, pre-landing, and prior to significant transitions (e.g. crossing surf, ocean bars, exposed
695 sections).

696 Before undertaking an activity, the information and requirements to be communicated may include but are
697 not limited to:

- 698 • identifying all the *activity leaders* and their role
- 699 • activity logistics (e.g. activity length, time etc.)
- 700 • correct fitting of *lifejackets*
- 701 • when *lifejackets* are to be worn
- 702 • footwear requirements
- 703 • storage of personal medication
- 704 • securing glasses or sunglasses
- 705 • relevant *personal thermal protection* requirements
- 706 • sun protection
- 707 • other essential equipment and clothing requirements
- 708 • correct procedure(s) in the event of a capsize or falling out of or off the craft
- 709 • suitable information and instruction on hazard avoidance including but not limited to:
 - 710 ○ ways to recognise hazards where appropriate
 - 711 ○ hazard avoidance techniques
 - 712 ○ rescue techniques including self-rescue

- 713 • the correct handling and navigation of the craft
- 714 • navigation requirements when interacting with other watercraft
- 715 • relevant paddler communication within the craft
- 716 • the group management process including but not limited to:
 - 717 ○ group conduct
 - 718 ○ spacing where relevant
 - 719 ○ launching and landing procedures
 - 720 ○ any designated lead and tail-end craft
 - 721 ○ actions in the case of an emergency
 - 722 ○ relevant communication between craft
 - 723 ○ methods and signals to communicate over longer distances or noisy environments
- 724 • any relevant methods of waterproofing equipment
- 725 • any requirements relating to associated activities such as swimming and/or diving, jumping,
- 726 swinging or sliding into water
- 727 • relevant other safety and communication equipment details
- 728 • confirmation that participants understand the brief and what is required of them, including the
- 729 risks involved.

730 5.4.9 Associated activities

731 Procedures should address the possibility of participants undertaking associated activities before, during or
732 after the *paddle-craft* activity.

733 If associated activities (e.g. swimming, beach activities, bushwalking) are allowed or provided by a provider, an
734 appropriate *risk management plan* must be implemented. For overnight camping, refer to the Camping
735 GPG.

736

737 5.4.10 Paddling through surf

738 Procedures while paddling in or out of surf must include:

- 739 • ensuring helmets are worn
- 740 • only one *paddle-craft* is on a wave at any one time
- 741 • having a path designated for paddling out and paddling in
- 742 • checking the location, terrain, water and wave type is suitable for the activity
- 743 • operating where possible away from other water users
- 744 • participants are briefed regarding the appropriate wet exit and capsize technique for the *paddle-*
- 745 *craft* being used
- 746 • establishing an appropriate timing for the entry into the surf
- 747 • identifying and avoiding obstacles (e.g. rocks, reef, etc.)
- 748 • have an appropriate system for rescue and recovery of participants and equipment
- 749 • appropriate supervision is provided to both those in the surf area and those that are not
- 750 • determining activity management system communications
- 751 • securing or stowing all equipment.

752

753 5.5 Participation restrictions

754 See Core GPG (Participants).

755 5.6 Vulnerable participants

756 See Core GPG (Participants).

757 5.7 Health and wellbeing

758 See Core GPG (Participants).

759 5.8 Privacy of information

760 See Core GPG (Participants).

761 6 Environment

762 Environmental conditions can directly affect the safety of an activity, and everyone involved shares
763 responsibility for protecting the natural and cultural heritage of the places they visit. Weather, fire, water,
764 terrain, wildlife and the requirements of *land owners* and managers all shape what can be done safely and
765 respectfully. Providers must actively identify, reduce and manage both the risks the environment poses and
766 the impact an activity has upon it.

767 For providers, the guidance encourages planning around the localised, in-situ conditions at the specific time
768 and place of an activity, rather than relying on general assumptions. The trigger-point approach can set
769 clear go/no-go and modification thresholds, fire and severe-weather planning can be aligned with the
770 relevant guidance material, and *land manager* requirements confirmed. Activity-specific detail is expected
771 to come from the relevant activity GPG, with this section providing the common baseline.

772

773 6.1 Environment considerations

774 Environmental considerations may include but is not limited to:

- 775 • the type and features of the water body used for the activity
- 776 • hazards present or likely to be present
- 777 • weather conditions (see 5.2.1 Weather conditions) including but not limited to wind strength,
778 direction and the *fetch* associated with the activity location
- 779 • water conditions (see 5.2.2) and/or wave conditions (see 5.2.3) including but not limited to:
 - 780 ○ *swell* and sea conditions
 - 781 ○ tide, tide variances and current affects
- 782 • other water users
- 783 • water body navigational requirements
- 784 • *marine safety agency* laws or regulations
- 785 • the effect of falling out of or off the *paddle-craft*
- 786 • the effect of getting wet during the activity
- 787 • climate and weather
- 788 • the effect of flora
- 789 • the fauna expected
- 790 • culturally significant sites
- 791 • effect on terrestrial and marine environments.

792 6.2 Paddling conditions

793 The interaction between and the effect of land features, weather, water and/or *wave* conditions must be
794 considered.

795 Unless otherwise indicated, provisions related to weather and water conditions relate to conditions that
796 will be experienced by the paddlers.

797 6.2.1 Weather conditions

798 Weather conditions considerations may include:

- 799 • wind strength
- 800 • wind direction
- 801 • *fetch*
- 802 • temperature
- 803 • rain
- 804 • lightning
- 805 • visibility (e.g. fog, rain, poor light)

806 6.2.2 Water conditions

807 Water conditions may include:

- 808 • *swell* and/or sea (e.g. waves: wind, tidal, long, reflected, tsunami and *breaking waves*)
- 809 • tides, tide variances and slack water periods
- 810 • currents (e.g. tides, rips, eddies, overflows and sweep, outlet, channel and structural currents)
- 811 • water temperature and affect
- 812 • water depth (e.g. will waves break, reef depth, conditions based on tide such as ocean bars etc.)
- 813 • water quality.

814 6.2.3 Wave conditions

815 Wave conditions may include:

- 816 • wave height
- 817 • *swell/wave period*
- 818 • *breaking wave* type (plunging or spilling)
- 819 • location of a *wave zone* or *surf zone* in relation to activity.

820 6.2.4 Water quality

821 Areas where the water is polluted or contaminated and may pose a risk to human health should be
822 avoided.

823 Polluted or contaminated water may include water effected by:

- 824 • floating debris
- 825 • chemicals
- 826 • rubbish
- 827 • sewage
- 828 • upstream runoff (e.g. urban runoff such as oil from roads, industrial operations, etc.)
- 829 • animal waste or carcasses
- 830 • waterborne microorganisms (e.g. E.Coli, Gardia, blue-green algae, Cholera, Hepatitis, etc.).

831 6.2.5 Land features

832 Land features may include:

- 833 • proximity to obstacles (e.g. reef, rocks, sea wall, etc.)
- 834 • terrain that effects the ability to return to shore (e.g. cliffs)

- 835 • terrain that effects the *fetch*.

836 6.2.6 More difficult conditions

837 For the purposes of this GPG, “*more difficult conditions*” may include:

- 838 • areas of exposed coastline with overfalls, tidal races, currents, difficult landings, or *open crossings*
- 839 • *open crossings* with wind speeds above 10 *knots* (moderate breeze or above on the Beaufort
- 840 Scale)
- 841 • *seas* over 1.0 metre
- 842 • surf over 1.0 metres
- 843 • distances beyond 4 *nautical miles* from the nearest shore.

844 6.3 Weather and water conditions information

845 6.3.1 Weather information

846 Appropriate sources must be used for:

- 847 • current and forecast weather
- 848 • current and forecast weather warnings
- 849 • current and forecast water conditions.

850 Also see *Beaufort Wind Force Scale* in [Appendix A1](#) and Weather information in [Appendix A4](#).

851 6.3.2 Wind gusts and wind speed forecasts

852 Planning and procedures must take into account that wind *gusts* are typically higher than average forecast

853 wind speed.

854 Wind *gusts* are typically 40% higher than the average wind speed listed in forecasts. Refer [Appendix A4](#) for

855 additional detail.

856 6.3.3 Water conditions information

857 Sources of water conditions information to assess the suitability of the water body for the activity should

858 include but is not limited to:

- 859 • the Bureau of Meteorology relevant information
- 860 • local information sources (e.g. marine safety authorities, local organisations etc.)
- 861 • inspection of the site.

862 6.4 Environmental hazards risk management planning

863 Environment hazards that must be addressed in the *risk management plan* include:

- 864 • immersion in the water causing drowning and/or exposure
- 865 • entrapment in or under *paddle-craft*
- 866 • wind strength
- 867 • wind direction
- 868 • tides
- 869 • currents
- 870 • *waves, swell and/or seas*
- 871 • land features (e.g. cliffs, reef, rocks, ocean bars)
- 872 • sunlight exposure
- 873 • other watercraft and users (e.g. ships, motorised & sailing vessels, personal watercraft, kite surfers, divers,
- 874 snorkellers, etc.)
- 875 • floating objects (e.g. fishing nets, shark nets, oil slicks, etc.)
- 876 • walking surface for entry, exist or moving about out of the *paddle-craft*
- 877 • water and environment temperature

- 878 • water contamination
- 879 • creatures that pose a hazard
- 880 • seasonal area users (e.g. whales).

881 6.5 Marine safety and land manager or owner requirements

882 Also refer to *Land Owner* and/or Manger in the Core_GPG.

883 Procedures must be used to determine and comply with all relevant *marine safety agency* and *land*
884 *manager* requirements.

885

DRAFT

886 *Land managers* may include:

- 887 • a national *marine safety agency*
- 888 • *marine safety agencies* in the jurisdiction of operation
- 889 • harbour masters in port jurisdictions
- 890 • marine authorities
- 891 • marine national parks authorities
- 892 • marine sanctuary authorities
- 893 • local waterway managers.

894 Procedures should be used to determine and comply with any *traditional owner* and cultural heritage
895 requirements. (Refer Core_GPG.)

896 6.6 Marine navigation requirements

897 Relevant requirements must be complied with where indicated by:

- 898 • buoyage systems (i.e. lateral, cardinal, isolated danger, special and safe water marks)
- 899 • zone signage (i.e. buoys and beacons)
- 900 • navigation signals (i.e. navigation lights, dayshapes, code flags and whistle signals).

901 Where interaction occurs with other watercraft the required relevant 'steering and sailing rules' must be
902 complied with.

903 6.7 Weather and conditions trigger points

904 The *risk management plan* and emergency management plan must include guidance on *trigger points* and
905 associated actions for:

- 906 • wind strength
- 907 • wind direction
- 908 • relevant water conditions (e.g. waves, swell, tides, currents, ocean bars) and
- 909 • wind direction relative to tidal flow and current.

910 The *risk management plan* and emergency management plan should include guidance on *trigger points* and
911 associated actions for:

- 912 • *trigger points* listed above
- 913 • extreme cold temperature
- 914 • extreme hot temperatures
- 915 • hazardous surf warnings
- 916 • lightning
- 917 • marine wind warnings
- 918 • ocean wind warnings
- 919 • *severe weather* warnings
- 920 • thunderstorm warnings
- 921 • tropical cyclone advice: watch and warning
- 922 • tsunami: watch and warning.

923 Any weather-related *trigger points* must be based on the relevant Bureau of Meteorology weather
924 warnings and information, as well as actual weather conditions.

925 Actions for the possible *trigger points* may include but is not limited to:

- 926 • cancellation of activity
- 927 • modification of activity
- 928 • moving to areas that are protected from strong winds

- 929 • moving to areas that are protected from hail
- 930 • preparations to avoid the risks associated with lightning
- 931 • evacuating to a safe location.

932 6.8 Lightning

933 Whilst thunder is audible groups should avoid:

- 934 • being on the water
- 935 • handling paddles or metallic equipment (e.g. paddles with metal shafts, etc.).

936 When thunder is audible, a suitable location should be sought, to wait out the thunderstorm.

937 Considerations for locations to wait out the thunderstorm both on and off the water should include but not
938 limited to avoiding:

- 939 • being on the water
- 940 • being on the highest ground in the area
- 941 • tall trees or structures that may act like a lightning rod
- 942 • water saturated ground near watercourse's
- 943 • caves
- 944 • locations where group is unable to spread out.

945 6.9 Bushfire, prescribed fire and fire danger

946 *See Core GPG (6 Bushfires/fire danger).*

947 6.10 Environmental conditions, safety and impact management

948 *See Core GPG (Environment).*

949 6.11 Tree safety

950 *See Core GPG (Environment).*

951 6.12 Drinking water safety

952 *See Core GPG (Environment).*

953 6.13 Food safety

954 *See Core GPG (Environment).*

955 6.14 Wildlife safety

956 Procedures should be in place to minimise the risks associated with wildlife that may be encountered.

957 The types of wildlife encounters that may need to be considered include but is not limited to:

- 958 • crocodiles
- 959 • dolphins
- 960 • jellyfish
- 961 • sea lions
- 962 • seals
- 963 • sharks
- 964 • snakes
- 965 • venomous creatures (e.g. Blue Ringed Octopus, Sea Snakes, Lionfish, Stonefish, Sea Urchins, Cone Shells,
- 966 Stingrays, Jellyfish, Hydroids & Stinging Corals, etc.)
- 967 • whales

968 • other relevant local aquatic animals.

969 Also refer following sections [5.11 Observing marine animals](#) and [5.12 Environmental sustainability](#)
970 [procedures](#).

971 See *Core GPG (Environment)* for the general requirements and further detail.

972 6.15 Observing marine animals

973 *Marine safety agency* and regional *land manager* marine animal requirements must be complied with (e.g.
974 water body, marine national park or marine sanctuary).

975 Procedures relating to marine animals may include but is not limited to:

- 976 • keeping a specific distance away
- 977 • maintaining a constant speed
- 978 • keeping a constant direction and avoiding sudden direction changes
- 979 • not approaching head on
- 980 • not separating individuals from their group
- 981 • not coming between a mother and their young
- 982 • avoiding birthing areas
- 983 • abiding by local area closures (e.g. during breeding season).

984 6.16 Environmental sustainability procedures

985 See *Core GPG (6 Env. sustainability (App L))*.

986 6.16.1 Travel and camp on durable surfaces

987 Travelling in an area on durable surfaces may include but is not limited to:

- 988 • use recognised access (put in), egress (take out) and rest locations
- 989 • put in and take out wherever possible from areas with a durable surface
- 990 • use a system to tie up *paddle-craft* that avoids damage to the bank or vegetation
- 991 • carrying *paddle-craft* wherever possible rather than dragging them.

992 6.16.2 Dispose of waste properly

993 Dispose of waste properly may include but is not limited to:

- 994 • planning for human waste management for the specific location
- 995 • carry out food and general waste
- 996 • carry out human waste and personal hygiene waste
- 997 • appropriately securing items so they are not lost overboard
- 998 • advise landowners or managers where waste problems exist.

999 6.16.3 Leave what you find

1000 Leave what you find may include but is not limited to:

- 1001 • avoiding introducing or transporting non-native species of flora, fauna and/or pathogens (e.g.
1002 before changing waterways: emptying water, cleaning paddle-craft and equipment, following *land manager*
1003 requirements or recommendations etc.).

1004 6.16.4 Be considerate of your hosts and other visitors

1005 Be considerate of your hosts and other visitors may include but is not limited to:

- 1006 • when accessing waterways use gates in preference to climbing over a fence
- 1007 • leave gates as you find them
- 1008 • being time efficient when using high use access (put in) and egress (take out) (e.g. boat ramps)

- 1009 • determining and adhering to *land managers* or owners requirements
1010 • leave vehicles and trailers in locations that allows others appropriate access (put in) and egress
1011 (take out).

1012 6.16.5 Respect wildlife

1013 See [5.10 Observing marine animals](#) above.

1014 See [Core GPG – Appendix J: Environmental sustainability](#).

1015 6.16.6 Plan ahead and prepare

1016 Plan ahead and prepare may include but is not limited to:

- 1017 • understanding the ecology of the area in order to implement and explain minimal impact
1018 practices.

1019 6.16.7 Minimise impact of fire

1020 See [Core GPG – Appendix J: Environmental sustainability](#) and [Camping GPG](#).

1021 6.17 Water environments

1022 See [Core GPG \(Environment\)](#).

1023 7 Equipment and logistics

1024 The right equipment, well chosen and well maintained, is fundamental to safe delivery. Equipment
1025 requirements differ from one activity and context to another, spanning personal and group gear, first aid
1026 and medication, communications and transport. Deciding what is genuinely needed, keeping it fit for
1027 purpose, and organising the logistics around it are everyday responsibilities for any provider.

1028 It helps a provider decide what equipment is genuinely needed, who is responsible for it, and how it is kept
1029 fit for purpose. The framework can drive equipment checklists matched to each activity, inspection and
1030 maintenance schedules appropriate to scale, and communications and first aid provisions matched to the
1031 remoteness and risk of the activity. It supports consistent logistics decisions without imposing a single
1032 equipment list on every provider.

1033 7.1 Framework for equipment requirements

1034 See [Core GPG \(Equipment and logistics\)](#).

1035 7.2 Equipment requirements

1036 7.2.1 Personal attire

1037 Procedures must be in place to ensure appropriate clothing and *personal thermal protection* is available
1038 and fit for purpose for the expected and foreseeable weather conditions.

1039 Clothing should be of a colour that makes it easily visible for other water users or rescue services.

1040 Procedures must be in place to ensure reasonable and appropriate sun safety measures are taken.

1041 Procedures must be in place to ensure appropriate footwear that is fit for purpose for the expected and
1042 foreseeable terrain is used.

1043 Footwear considerations may include:

- 1044 • the type of waterway
1045 • the type of *paddle-craft*
1046 • the weight of the footwear should the wearer become immersed

- 1047 • the appropriateness of the means of securing the footwear to the foot
 - 1048 • the possibility of the surf or current dislodging the footwear.
- 1049 Prescription spectacles and sunglasses if worn should be secured with a suitable restraint.
- 1050 **7.2.2 Helmets**
- 1051 Helmets may be used where there is a foreseeable risk of head injury, such as potential to capsize in a *surf*
- 1052 *zone*, over a reef, or near rocks.
- 1053 Where used, helmets must be appropriate for the paddling activity.
- 1054 Considerations for helmets for paddling activities must include:
- 1055 • water appropriately drains from the helmet
 - 1056 • it provides suitable protection from impacts.
- 1057 **7.2.3 Activity equipment**
- 1058 Any *marine safety agency*, *land owner* and/or *land manager* law(s), regulation(s) and/or requirements must
- 1059 be complied with for:
- 1060 • *paddle-craft* design
 - 1061 • *lifejackets*
 - 1062 • rescue equipment
 - 1063 • a suitable bailing device, if required for the *paddle-craft* design.
- 1064 Equipment must be manufactured for use in the context of the activity:
- 1065 • *paddle-craft*
 - 1066 • *lifejackets*
 - 1067 • helmets
 - 1068 • rescue equipment.
- 1069 An appropriate design standard for equipment must be used where one is available.
- 1070 Refer details of standards that may be relevant in Appendix A2.
- 1071 Note – carrying the *marine safety agency's* required equipment for *coastal waters* operations beyond 2
- 1072 *nautical miles* from the coast provides comprehensive equipment coverage across all *enclosed waters* and
- 1073 *coastal waters* activities, including restricted visibility activities and emergencies.
- 1074 **7.2.4 Paddle-craft**
- 1075 The type of *paddle-craft* used must be appropriate for use in the context of the activity.
- 1076 Considerations for *paddle-craft* should include but is not limited to:
- 1077 • the design is appropriate to the context of the activity
 - 1078 • possess the strength to withstand all foreseeable forces
 - 1079 • does not impede exit in the event of capsize
 - 1080 • means of exit is suited to the paddler's capabilities
 - 1081 • where appropriate has a means of bailing water
 - 1082 • has appropriate buoyancy aids installed where necessary
 - 1083 • does not sink, remains horizontal when swamped and remains suitable as buoyancy for its crew
 - 1084 • capable of being towed by rope and grasped by hand
 - 1085 • fitted with appropriate end loops or toggles that do not form entrapment hazards
 - 1086 • any grab or outside lines (also known as a deck line) are appropriate, suitably attached, have a
 - 1087 diameter of no less than 6mm and do not form entrapment hazards
 - 1088 • any lines can be appropriately stowed to prevent them becoming an entrapment hazard
 - 1089 • the stability of the craft is suited to the paddler's capabilities

- 1090 • the material or finish does not cause injury
- 1091 • where necessary, has a means to be secured to prevent floating away
- 1092 • where necessary are fitted with appropriate footrests
- 1093 • where integral to the design, has the appropriate fittings (e.g. covers, plugs or hatch covers)
- 1094 • preferably of a colour that is clearly visible to other water users or rescue authorities
- 1095 • an appropriate means of preventing water entering the cockpit (e.g. spray decks)
- 1096 • if a suitable rudder or retractable fin is required to assist directional control
- 1097 • stand up paddleboards (SUPs) having a means of attaching the paddler via a leg leash to the craft
- 1098 to prevent separation from the craft
- 1099 • a means of attaching the paddle via a leash to the craft to prevent loss of the paddle
- 1100 • have the appropriate navigation light(s) when required.

1101 Where a means of bailing water out of the *paddle-craft* is required to remove water, a suitable means of
 1102 bailing must be provided to each individual *paddle-craft*.

1103 7.2.5 Paddles

1104 The type of paddle used must be appropriate for use in the context of the activity.

1105 All paddles must float.

1106 Consideration should be given to if a means of attaching the paddle via a leash to the craft is required to
 1107 prevent loss of the paddle.

1108 A spare paddle must be carried where required by the *marine safety agency* in the jurisdiction of operation.

1109 When a spare paddle is not mandatory, a spare paddle should be carried.

1110 7.2.6 Life jackets

1111 The type of life jacket used must be appropriate for use in the context of the activity.

1112 The buoyancy provided by life jackets must be suitable for the environment they are used in.

1113 Inflatable *lifejacket* designs (i.e. automatic or manual inflating *lifejackets*) should NOT be used with *paddle-*
 1114 *craft*. (See [Appendix A2.2](#)).

1115 Refer details of life jacket standards in [Appendix A2](#).

1116 7.2.7 Rescue equipment

1117 The rescue equipment to be available to *activity leaders* must be appropriate for use in the context of the
 1118 activity.

1119 Rescue equipment each *activity leader* must have readily available for use includes:

- 1120 • a whistle appropriate for water environments
- 1121 • a suitable means of cutting rope
- 1122 • an appropriate releasable means of towing a *paddle-craft* (e.g. 15m of floating rope with a quick
 1123 release system)
- 1124 • a stirrup to assist paddlers back into the *paddle-craft*
- 1125 • a paddle float except where the *paddle-craft* are stand up paddleboards (SUPs).

1126 The *marine safety agency* in the jurisdiction of operation required safety equipment must be carried.

1127 *Marine safety agency* required safety equipment may include:

- 1128 • waterproof buoyant torch
- 1129 • hand held orange smoke signals
- 1130 • hand held red distress flares
- 1131 • approved EPIRB or where permitted a PLB.

1132 An appropriate means of communication must be carried.

1133 Refer to a list of equipment to consider in [Appendix A3](#).

1134 7.2.8 Navigation equipment

1135 The type of navigational equipment and aids must be appropriate for use in the context of the activity.

1136 A compass must be carried where required by the *marine safety agency* in the jurisdiction of operation.

1137 Refer to a list of equipment to consider in [Appendix A3](#).

1138 7.2.9 Other equipment

1139 Carrying appropriate extra clothing or *personal thermal protection* must be considered.

1140 Consideration for carrying extra clothing or *personal thermal protection* may include:

- 1141 • the participants involved
- 1142 • the paddling conditions
- 1143 • the duration of the activity.

1144 Refer to a list of equipment to consider in [Appendix A3](#).

1145 7.3 First aid equipment and medication

1146 *See Core GPG (Equipment and logistics).*

1147 7.4 Communications equipment

1148 *See Core GPG (Equipment and logistics).*

1149 7.5 Use of equipment

1150 7.5.1 General

1151 Prior to use of equipment, all relevant people must receive appropriate training and advised of any relevant
1152 manufacturers instructions or limitations.

1153 All equipment must be checked for serviceability prior to its use.

1154 Safety equipment with expiry dates (e.g. EPIRP, PLB, flares, etc.) must be check that they remain serviceable
1155 prior to the activity.

1156 Procedures must be used so that relevant provided equipment is hygienic.

1157 Provided equipment that may require hygiene procedures includes but is not limited to:

- 1158 • wetsuits
- 1159 • footwear
- 1160 • hats and/or helmets
- 1161 • other personal attire.

1162 7.5.2 Headwear

1163 Hats or helmets should be worn while on the water.

1164 Helmets should be worn while paddling in or out through surf and while paddling around rocks or reefs.

1165 Helmets should be considered when playing on-water games (e.g. canoe polo, tag games).

1166 7.5.3 Paddle-craft

1167 *Paddle-craft* must be checked for serviceability before use.

1168 7.5.3.1 Stand up paddleboards leg leash
1169 Paddlers of stand up paddleboards (SUPs) must be attached via a leg leash to the craft unless a *risk*
1170 *assessment* indicates otherwise (e.g. risk is too high in surf).

1171 7.5.4 Paddles
1172 Paddles must be checked for serviceability before use.
1173 All paddles should be a suitable size for the person.

1174 7.5.5 Life jackets
1175 Life jackets used must be:
1176 • the correct size for the person
1177 • adjusted and used correctly.
1178 Life jackets must be worn at all appropriate times during the activity.

1179 7.5.6 Rescue equipment
1180 Appropriate rescue equipment must be readily available for use.
1181 Examples of rescue equipment include towlines, a pump or bailing device, spare *lifejackets* and headwear

1182 7.6 Transport
1183 See Core GPG (*Equipment and logistics*).

1184 7.7 Maintenance of equipment
1185 Equipment and inspection records must conform with any law or regulation requirements.
1186 The harshness of the environment must be considered in developing procedures relating to equipment
1187 maintenance and serviceability.
1188 All equipment should be inspected periodically that it is serviceable.
1189 Personal equipment (e.g. *personal thermal protection*, wetsuits, hats etc.) should be hygienically cleaned after
1190 use.
1191 It is recommended that relevant equipment should be individually identifiable to assist manage equipment
1192 maintenance and serviceability.
1193 A retirement of equipment procedure should be developed.
1194 Considerations for a retirement of equipment procedure may include but is not limited to:
1195 • type of use
1196 • frequency of use
1197 • prevailing conditions when used
1198 • actual deterioration, wear and tear
1199 • extreme usage events or patterns
1200 • age
1201 • years in service
1202 • manufacturers recommendations.
1203 See Core GPG (*Equipment and logistics*) for the general requirements and further detail.

1204 7.8 Storage of equipment
1205 Activity equipment should be stored in accordance with the manufacturers recommendations or
1206 instructions.

- 1207 Considerations for storage of equipment may include but is not limited to:
- 1208 • equipment is clean and dry
 - 1209 • the storage is free from harmful chemicals
 - 1210 • the storage is free from damp conditions
 - 1211 • the storage is free from environmental exposure including Ultraviolet (UV) light
 - 1212 • and avoids extremes of temperature
 - 1213 • the storage is free from interference of fauna or vermin.
- 1214 See Core GPG (*Equipment and logistics*) for the general requirements and further detail.

1215 8 Responsibilities and roles

1216 This section sets out the responsibilities and roles of persons involved in the planning and delivery of
 1217 enclosed and *coastal waters* paddlecraft activities under this guide. It must be read in conjunction with
 1218 Core GPG Section 8, which contains the generic responsibilities and roles framework applicable to all
 1219 outdoor activities. Where a sub-section below states 'See Core GPG', the full requirements for that sub-
 1220 section are set out in the Core GPG and apply without modification to enclosed and *coastal waters*
 1221 paddlecraft activities delivered under this guide.

1222 8.1 Responsibilities and roles framework

1223 See Core GPG Section 8.1 — the responsibilities and roles framework, including the three operational
 1224 leadership roles of *Leader*, *Assistant Leader* and *Support person*, applies without modification to enclosed
 1225 and *coastal waters* paddlecraft activities delivered under this guide.

1226 8.2 Naming conventions

1227 See Core GPG Section 8.2. This guide uses the standard Core GPG role terms — *Leader*, *Assistant Leader*
 1228 and *Support person* — throughout. Where a provider uses activity-specific titles, they map as follows:

- 1229 Paddling guide or paddling instructor — equivalent to *Leader* in the Core GPG. The same
 1230 knowledge, skill and experience framework in Appendix M applies to both guide and instructor
 1231 delivery; the practical scope and depth required is determined by the delivery context.
- 1232 Second *activity leader* or supporting *activity leader* — equivalent to *Assistant Leader* in the Core
 1233 GPG.
- 1234 *Support person* — the Core GPG term is used unchanged (see Core GPG Section 8.4.3).

1235 8.3 Provider responsibilities to prepare and support leaders

1236 See Core GPG Section 8.3 — the provider responsibilities to prepare and support leaders apply without
 1237 modification to enclosed and *coastal waters* paddlecraft activities delivered under this guide.

1238 8.4 Leader responsibilities and role descriptions

1239 See Core GPG Section 8.4 — the leader responsibilities and role descriptions, including the role descriptions
 1240 for *Leader* (8.4.1), *Assistant Leader* (8.4.2) and *Support person* (8.4.3), and the leader fitness for work
 1241 requirements (8.4.4), apply without modification to enclosed and *coastal waters* paddlecraft activities
 1242 delivered under this guide.

1243 8.4.1 Leader — operational responsibility in the field

1244 The *Leader* carries operational responsibility in the field for the activity and all participants, working within
 1245 the provider's systems and direction; see Core GPG Section 8.4.1 for the full role description.

1246 8.4.2 Assistant Leader — delegated responsibility

1247 The *Assistant Leader* supports the Leader and carries delegated operational responsibility for defined
1248 elements or participant groups, operating under the Leader's direction; see Core GPG Section 8.4.2.

1249 8.4.3 Support person

1250 The *Support person* is a non-technical role that assists *activity leaders* in managing participants and does
1251 not carry the technical responsibilities of a Leader or *Assistant Leader*. The key responsibilities of this role,
1252 and its important limitations — including that a *support person* must not be treated as an *activity leader* for
1253 the purpose of calculating *activity leader* to participant ratios — are as set out in Core GPG Section 8.4.3.

1254 8.4.4 Leader fitness for work

1255 Leaders and *assistant leaders* must be physically and psychosocially fit for the demands of the role;
1256 providers must take reasonable steps to manage risks arising from factors including physical and
1257 psychosocial fitness, alcohol, medication, other substances and fatigue; see Core GPG Section 8.4.4.

1258 8.4.4.1 Physical and psychosocial fitness

1259 The provider must ensure, so far as is reasonably practicable, that each person assigned to a Leader or
1260 *Assistant Leader* role is physically and psychosocially capable of the demands of enclosed and *coastal*
1261 *waters* paddlecraft — which vary with activity variant, water zone and conditions. Leaders must self-assess
1262 their fitness before accepting a role; see Core GPG Section 8.4.4.1.

1263 8.4.4.2 Alcohol, medication and other substances

1264 Alcohol and other substance consumption should be discouraged during or immediately before an activity
1265 where it could impair a leader's performance. Leaders must carry any required medication appropriate to
1266 the activity duration and environment; see Core GPG Section 8.4.4.2.

1267 8.4.4.3 Fatigue

1268 Physical and mental fatigue creates significant risk, particularly for leaders managing on-water emergencies
1269 and rescue situations; providers must implement reasonable controls including appropriate scheduling, role
1270 allocation and self-assessment procedures; see Core GPG Section 8.4.4.3.

1271 8.5 Leader readiness and capability

1272 See Core GPG Section 8.5 — the leader readiness and capability requirements, including leadership
1273 knowledge, skill and experience (8.5.1), provider responsibilities under the Outdoor Leader KSE Framework
1274 (8.5.2), first aid (8.5.3), knowledge and skill acquisition (8.5.4), verification (8.5.5), currency (8.5.6) and
1275 verification and currency records (8.5.7), apply to enclosed and *coastal waters* paddlecraft activities
1276 delivered under this guide.

1277 The detailed knowledge, skill and experience required of a Leader is set out in Appendix M of this guide,
1278 and of an *Assistant Leader* in Appendix N. The program planning matrix (leader-matching tool) is set out in
1279 Core GPG Appendix O, the recognition-of-competence pathways in Core GPG Appendix P, and the
1280 indicative experience bands in Core GPG Appendix Q.

1281 8.5.1 Leadership knowledge, skill and experience

1282 The provider must ensure each person in a Leader or *Assistant Leader* role holds integrated knowledge, skill
1283 and experience appropriate to the responsibilities of the role and the specific paddlecraft context. This is a
1284 non-delegable provider obligation that cannot be satisfied by a qualification alone — it requires active,
1285 documented verification against the role's responsibilities; see Core GPG Section 8.5.1.

1286 8.5.2 Provider responsibilities under the Outdoor Leader KSE Framework

1287 Providers must verify the capability of every person assigned to a Leader or *Assistant Leader* role across the
1288 nine domains of the AAAS Outdoor Leader KSE Framework, scaled to the activity context and the capability
1289 level required for the water zone; see Core GPG Section 8.5.2. The enclosed and *coastal waters* paddlecraft

1290 activity scope, and the leader requirements that flow from activity variant and water zone, are set out at
1291 the head of Appendix M.

1292 8.5.3 First aid

1293 Leaders must hold a current first-aid qualification appropriate to the activity, environment and applicable
1294 work health and safety law(s) and/or regulation(s); for remote coastal or offshore operations, a remote or
1295 wilderness first-aid qualification should be considered. See Core GPG Section 8.5.3.

1296 8.5.4 Knowledge and skill acquisition

1297 Knowledge, skill and experience may be developed through, but is not limited to, formal qualifications,
1298 industry training, provider-based programs, structured participation or a combination; no single method
1299 has primacy; see Core GPG Section 8.5.4.

1300 8.5.5 Verification

1301 For each person in a Leader or *Assistant Leader* role, the provider must verify knowledge, skill, experience
1302 and currency in context before the person carries the role. Verification must include place-specific
1303 familiarisation with the water body or bodies the leader will operate on, and — where the activity,
1304 environment or participant group warrants it — a period of supervised work under an experienced leader
1305 sufficient to demonstrate integrated capability in the operating environment. The detailed knowledge, skill
1306 and experience against which verification is made is set out in Appendix M (Leader) and Appendix N
1307 (*Assistant Leader*), and pathway guidance is in Core GPG Appendix P; see Core GPG Section 8.5.5.

1308 8.5.6 Currency

1309 Knowledge, skill and experience must be current. The provider must determine the minimum currency and
1310 recency requirements appropriate to the context — having regard to the water zone, the activity variant,
1311 the participant group, the frequency of practice, and the consequences of a lapse in capability — and verify
1312 currency for each person in a leadership role before they carry the role. Rescue competencies specific to
1313 this activity must be practised periodically to maintain currency. The means by which currency may be
1314 established are set out in Core GPG Section 8.5.6.

1315 8.5.7 Verification and Currency Records

1316 Providers must maintain records of how verification was conducted — including the basis, method, date
1317 and person responsible — for each person in a leadership role, retained consistent with the provider's
1318 record-keeping obligations; see Core GPG Section 8.5.7.

1319

Glossary

Also refer to Terms and definitions in [Core GPG](#).

Activity leader: collective noun to describe paddling “guides” and/or “instructors”.

Aeration: mixing of air and water to form bubbles and froth. The level of aeration of water effects the amount of buoyancy the water provides to a swimmer or watercraft. Paddling in *white-water* that involves higher levels of water aeration may indicate the need for wearing *lifejackets* with higher levels of buoyancy.

Beaufort Wind Force Scale (also referred to as the “Beaufort Scale”): a system for estimating wind strengths without the use of instruments, based on the effects wind has on the physical environment.

Breaking waves: *swell* that reaches shallower water and crests as the fast-moving back spills over the slower front. *Breaking waves* can be plunging or spilling. (Also see *waves*.) There is three types of breaking waves – plunging, spilling or surging waves.

Camping: the use of a temporary site for overnight camping.

Coastal Waters (Also known as open water, unprotected): All waters other than *inland waters* or *enclosed waters* and extending a specific number of *nautical miles* seaward. Refer to the relevant *marine safety agency* for the jurisdiction of operation for details. (Jurisdictions define the *coastal waters* number of *nautical miles* seaward differently but generally this is between 2 and 3 *nautical miles*.) For the purposes of this Good Practice Guide, paddling activities are covered up to a maximum of 5 *nautical miles* from the coast (refer [Section 1.1](#)).

Enclosed waters (also known as partially smooth, semiprotected, intermediate and sheltered): waters that include enclosed coastal bays, harbours, declared port waters and similar waters that are generally offer some form of limited protection from the environment or weather. *Enclosed waters* can be the interface between *inland waters* and/or *coastal waters*. The relevant *marine safety agency* for the jurisdiction of operation will generally declare what areas are considered *enclosed waters*. Refer to the relevant *marine safety agency* for details.

Fetch: the length of water over which a given wind has blown. This effects the sea state.

Flash Flooding: is flooding in a localised area with a rapid onset.

Flat-water: a waterway or body of water that is not *white-water*.

Gusts: increases in wind speed lasting just a few seconds.

Inland waters (Also known as smooth waters, protected waters or inland waterways): waters that include rivers (inside the seaward entrance), creeks, canals, lakes, reservoirs and any similar waters either naturally formed or manmade and which are either publicly or privately owned, but does not include any navigable rivers, creeks or streams within declared port waters. Refer to the relevant *marine safety agency* for the jurisdiction of operation for details of declared port waters.

Knot(s): A measurement of speed used in nautical situations. One *knot* is one *nautical mile* per hour. (1 *Knot* = 1.852 Kilometres per hour.)

Land manager: the party that has legal responsibility for managing a particular environment. This may include the power to restrict access or place conditions and/or requirements on anyone accessing that particular environment. Includes managers of rivers, waterways and other bodies of water (also see *land owner*).

Lifejacket: a worn device that provides the wearer with additional buoyancy in water. (Also known as Personal floatation device (PFD))

1361 *Marine safety agency*: the statutory organisation that regulates the safety of watercraft and their
 1362 operations, in the jurisdiction the activity is conducted.

1363 *More difficult conditions*: Refer section 6.2.6 More difficult conditions.

1364 *Nautical Mile*: a *nautical mile* (NM) is a unit of distance equal to 1,852 metres (1.852km).

1365 *Open crossings*: a journey that is more than 4 NM in length with no chance of landing during the journey.

1366 *Paddle-craft*: a type of watercraft propelled and manoeuvred by the user.

1367 *Personal thermal protection*: clothing worn to mitigate the effects of the temperature of the environment.

1368 *Rapid(s)*: part of a waterway where the geological features cause increased water speed, turbulence and/or
 1369 other hydrological feature(s).

1370 *River hazard(s)*: a hazard created by a watercourse's geology and flora, the water within it or a combination
 1371 of both. Common *river hazards* include but is not limited to: level of *aeration* of the water, drops,
 1372 entrapment points, fast flowing water, floating objects, undercut rocks, recirculations, *rapids*, sieves,
 1373 strainers, submerged objects etc.

1374 *Safety boat*: a watercraft operated by a *safety boater* that has been specifically designated to providing
 1375 safety coverage during an activity. For example, a safety kayaker using a white-water kayak providing onriver safety
 1376 coverage during a raft trip, a rescue boat used to assist canoe activities on a lake etc.

1377 *Safety boater*: an *activity leader* who has the additional skills, knowledge and experience necessary to
 1378 provide safety support from a *safety boat*. (Refer *safety boat* for examples.)

1379 *Sea kayaking*: involves paddling a *paddle-craft* on waters that are not *inland waters*. It includes the use of
 1380 both sit in and sit on top *paddle-craft*.

1381 *Seas*: the local conditions created by wind blowing on water and creating movement. (*Seas* are described
 1382 by the Bureau of Meteorology as calm, smooth, slight, etc.)

1383 *Surf zone*: an area that has *breaking waves* that are plunging or spilling. (Also see *breaking waves*, *wave*
 1384 *zone* and *waves*.)

1385 *Swell*: waves of energy travelling through water. Because swell can be generated far off the coast, these
 1386 waves can come as a surprise since it could be sunny with little wind when they arrive. Swell is described by
 1387 the Bureau of Meteorology in terms of its wave length, period and wave height. (Also see *waves*.)

1388 *Swell/Wave period*: the average time between crests (or troughs) of *swell* or *waves*.

1389 *Trigger point*: a particular circumstance or situation that causes an action to occur.

1390 *Waves*: *swell* that reaches shallower water and peaks. Involves energy travelling through water created by
 1391 intense weather systems that are higher, steeper and more chaotic than usual. (Also see *swell*.) There are
 1392 three types of *waves*: plunging, spilling and surging waves. (Also see *breaking waves*.)

1393 *Wave zone*: an area that has surging *waves* or *breaking waves* that are plunging or spilling. (Also see
 1394 *breaking waves*, *surf zone* and *waves*.)

1395 *White-water*: a section of a waterway where the water current or tidal movement is sufficient to create
 1396 hydrological feature(s). Hydrological feature(s) may include but not limited to *rapids*, eddies, waves,
 1397 whirlpools etc.

1398

1399 Acronyms

1400 The following acronyms are used in this Good Practice Guide.

1401 AAAS: Australian Adventure Activity Standard

1402 AIS: Automatic Identification System

1403 EPIRB: Emergency Position-Indicating Radio Beacon

1404 GPG: Good Practice Guide

1405 ISO: International Organization for Standardization

1406 NATA: National Association of Testing Authorities

1407 OCA: Outdoor Council of Australia

1408 PAQS: Paddle Australia Qualification Scheme

1409 PFD: Personal Floatation Device

1410 PLB: Personal Locator Beacon

1411 UV: Ultraviolet

1412

1413 Appendices

1414 Appendix A Principal legal obligations

1415 *See Core GPG (Appendix A).*

1416 Appendix B Management of Risk

1417 *See Core GPG (Appendix B).*

1418 Appendix C Summary of AS ISO 31000 – risk management

1419 *See Core GPG (Appendix C).*

1420 Appendix D Risk management process

1421 *See Core GPG (Appendix D).*

1422 Appendix E Risk analysis information

1423 *See Core GPG (Appendix E).*

1424 Appendix F Risk management plan template examples

1425 *See Core GPG (Appendix F).*

1426 Appendix G Dynamic risk assessment process

1427 *See Core GPG (Appendix G).*

1428 Appendix H Benefit–Risk Assessment

1429 *See Core GPG (Appendix H).*

1430 Appendix I Emergency management planning framework

1431 *See Core GPG (Appendix I).*

1432 Appendix J Health & wellbeing considerations for risk management

1433 *See Core GPG (Appendix J).*

1434 Appendix K Privacy of information

1435 *See Core GPG (Appendix K).*

1436 Appendix L Environmental sustainability procedures

1437 *See Core GPG (Appendix L).*

1438 Appendix M First aid and medication considerations

1439 *See Core GPG (Appendix M).*

1440

Appendix N Knowledge, skill and experience — Leader

Each knowledge, skill and experience requirement in this appendix is to be applied by the provider within the context of the planned enclosed and coastal waters paddlecraft activity — including the activity variant (craft type and water zone) and the operational setting in which it is delivered. The requirements are not a minimum checklist to be satisfied mechanically — they are a framework for the provider to assess and confirm the capability of each person in a leadership role against the demands of the specific activity. This appendix contains only the requirements specific to enclosed and coastal waters paddlecraft; the generic Leader knowledge, skill and experience is set out in Core GPG Appendix M.

Activity scope and leader requirements

The technical requirements for activity leaders in this guide vary across two primary dimensions: the type of craft being paddled and the water zone in which the activity operates. Sea kayaks require significantly different technical skills from stand up paddleboards, particularly in relation to capsize recovery, bracing and surf management.

The water zone — from sheltered enclosed waters to coastal paddling within 1.5 nautical miles of shore, to more difficult conditions beyond 1.5 nautical miles — determines the sea state management, tidal knowledge and rescue capability required. The table below summarises the principal variables.

Table N.1: Activity variants and operating settings — enclosed and coastal waters paddlecraft

Variable	Enclosed waters	Coastal (within 1.5 NM of shore)	More difficult conditions (>1.5 NM from shore)
General conditions	Protected water body; minimal swell.	Wind <17 knots; seas <0.5 m; surf <0.5 m.	Wind <26 knots; seas <1.0 m; surf <1.0 m (suitably competent participants).
Rescue demand	Participant self-rescue and basic assisted rescue.	Full assisted rescue in open conditions; surf access/egress rescue where applicable.	Advanced open-water rescue; ability to manage participants in swell and current.
Distance management	Access to safe egress within 2 NM along the enclosed water body.	Access to safe egress — mainland shore or sheltered island landing — within 1.5 NM at all points along the route.	Access to safe egress up to 5 NM measured to the nearest safe landing (mainland or island); second leader required; enhanced emergency equipment.
Tidal and swell knowledge	Minimal (enclosed).	Tidal flow, swell direction and coastal hazard awareness.	Advanced tidal and sea state management; offshore wind management.
Craft-specific operating envelope	SUPs appropriate; sea kayaks and other paddlecraft appropriate.	SUPs appropriate only for short coastal excursions of approximately 300–500 m from a sheltered beach launch site.	SUPs not appropriate; sea kayaks or other suitable touring craft only.

Activity leaders must hold competence appropriate to the water zone and conditions of the activity they are leading. Leaders intending to operate more than 1 nautical mile from the nearest safe egress (mainland or island) must hold competencies for more difficult conditions.

The domains below contain only the requirements specific to enclosed and coastal waters paddlecraft; they do not repeat the generic content of Core GPG Appendix M.

1463 Safety and risk management

1464 the Leader identifies and manages hazards specific to enclosed and coastal waters paddlecraft activities,
1465 including conditions-based risk, offshore wind, surf access and marine wildlife hazards.

1466 Knowledge

1467 The Leader understands the coastal paddlecraft-specific hazard profile, including wind, sea state, swell, surf
1468 type, offshore wind drift risk, marine wildlife, marine traffic rules and night paddling requirements.

1469 This should include, but is not limited to: coastal paddlecraft hazards (wind strength and direction, sea
1470 state, swell height and wave type); offshore wind and participant drift risk; surf access and egress hazard
1471 profile; dangerous wildlife (sharks, stingrays, marine stingers); marine give-way rules for paddlecraft; and
1472 night paddling lighting and navigation requirements.

1473 Skills

1474 The Leader applies conditions assessment, offshore wind management and pre-launch briefing skills to
1475 manage the specific safety risks of enclosed and coastal waters paddlecraft activities.

1476 This should include, but is not limited to: assessing wind, sea state and swell against conditions limits and
1477 making proceed, modify or cancel decisions; managing offshore wind drift risk including identifying leeward
1478 shelter; applying continuous conditions monitoring throughout the activity; and briefing capsize, self-rescue
1479 and assisted rescue procedures before launch.

1480 Experience recommended

1481 The Leader has operated on enclosed and coastal waters under a provider safety system, applying
1482 conditions-based trigger criteria in real decisions and responding to on-water emergencies.

1483 This should include but is not limited to: applying conditions-based trigger criteria in real proceed, modify
1484 or cancel decisions; managing participant capsize events and conducting assisted rescues; and responding
1485 to on-water emergencies including participant separation, hypothermia onset and communication failure.

1486 Technical activity leadership

1487 the Leader applies technical knowledge, paddling skills, equipment competence and rescue capability for
1488 sea kayaks and other paddlecraft on enclosed and coastal waters.

1489 Knowledge

1490 The Leader understands the full range of technical content required to deliver enclosed and coastal waters
1491 paddlecraft activities, including craft characteristics, paddling and rescue techniques, equipment,
1492 navigation and group management on water.

1493 This should include, but is not limited to: sea kayak types and hull characteristics; fundamental paddling
1494 techniques (forward, reverse, sweep, draw, bracing); wet exit, self-rescue and assisted rescue (T-rescue,
1495 Hand of God); rolling technique and when it is practicable; towing systems and sea kayak equipment; tidal
1496 prediction and coastal navigation; sea state assessment (Beaufort scale, swell and wind chop); SUP types
1497 and operating envelope; lifejacket selection and thermal protection requirements; emergency signalling
1498 (marine VHF radio, EPIRB, PLB, flares); and group management on water (lead and sweep roles, paddle and
1499 whistle signals).

1500 Skills

1501 The Leader applies the practical paddling, rescue, navigation and group-management skills required for
1502 enclosed and coastal waters paddlecraft activities.

1503 This should include, but is not limited to: demonstrating and teaching sea kayak strokes and rescue
1504 techniques (T-rescue, Hand of God) in open water; reading surf and leading participants through surf access
1505 and egress; rigging and operating a tow system in conditions; fitting spray decks and lifejackets for
1506 individual participants; reading tide tables and marine charts for coastal navigation; operating emergency

1507 signalling equipment (marine VHF Mayday, PLB, flares); and managing group spread using lead and sweep
1508 paddlers, paddle and whistle signals.

1509 Experience recommended

1510 The Leader has led sea kayak groups on enclosed and coastal water across a range of sea state and wind
1511 conditions, including rescue, surf, tidal navigation, towing and emergency signalling.

1512 This should include but is not limited to: leading sea kayak groups across a range of sea state and wind
1513 conditions; executing assisted rescues in open water; leading participants through surf access and egress;
1514 planning coastal tours using tide tables and marine charts; operating emergency signalling equipment; and
1515 managing towing situations for fatigued or injured participants.

1516 Leadership and group management

1517 the Leader manages group cohesion and supervision across the specific challenges of paddling groups on
1518 open and coastal water.

1519 Knowledge

1520 The Leader understands the group management requirements of paddling groups on enclosed and coastal
1521 water, including lead and sweep craft roles, procedures for participant separation on open water, and
1522 pacing and regrouping strategies for mixed-ability groups.

1523 This should include, but is not limited to: lead and sweep craft roles and their responsibilities; procedures
1524 for participant separation on open water including visual contact maintenance and communication signals;
1525 and pacing strategies, regrouping points and use of faster paddlers to assist sweep duties for mixed-ability
1526 groups.

1527 Skills

1528 The Leader applies group-positioning, briefing and on-water logistics skills to maintain supervision and
1529 cohesion across paddling groups.

1530 This should include, but is not limited to: positioning lead and sweep craft to maintain visual contact with
1531 all participants and preventing group spread beyond manageable supervision distance; briefing participants
1532 on group management procedures, communication signals and what to do if separated, before launch; and
1533 managing rest stops on water (rafting up) and at shore egress points including surf or tidal landings.

1534 Experience recommended

1535 The Leader has managed group cohesion on enclosed and coastal water across varying paddling ability
1536 levels and on-water events.

1537 This should include but is not limited to: managing group cohesion on open and coastal water with
1538 participants of varying paddling ability and fitness; and managing participant separation events on water
1539 and applying pre-briefed procedures to locate and reunite the group.

1540 Decision-making and judgement

1541 the Leader applies coastal paddlecraft-specific decision triggers and go/no-go criteria for conditions and
1542 route management.

1543 Knowledge

1544 The Leader understands the proceed, modify and cancel decision triggers specific to coastal paddlecraft
1545 activities, including the conditions and egress factors that drive mid-activity decisions.

1546 This should include, but is not limited to: wind speed thresholds (17 knots for standard conditions, 21 knots
1547 requiring reassessment), sea height limits, surf height limits, offshore wind assessment criteria and
1548 identifying deteriorating conditions mid-activity; and emergency egress decision-making including
1549 managing a downwind or following-sea run to an unplanned egress point.

1550 Skills

1551 The Leader applies judgement and decision-making skills against coastal paddlecraft conditions limits
1552 before and during the activity.

1553 This should include, but is not limited to: assessing current and forecast conditions against activity limits
1554 before launch and communicating the proceed, modify or cancel decision; managing mid-activity conditions
1555 deterioration by identifying the nearest suitable egress and leading the group to safety; and distinguishing
1556 between participant fatigue and distress as indicators requiring immediate response versus pacing
1557 adjustment.

1558 Experience recommended

1559 The Leader has made real conditions-based decisions and managed mid-activity changes on coastal
1560 paddlecraft activities.

1561 This should include but is not limited to: making conditions-based proceed, modify or cancel decisions for
1562 coastal paddlecraft activities; and leading a group to early egress in real deteriorating conditions.

1563 Planning and program management

1564 the Leader manages activity-specific planning for coastal and enclosed water paddlecraft programs.

1565 Knowledge

1566 The Leader understands the route, tidal, forecast and emergency planning requirements for enclosed and
1567 coastal waters paddlecraft activities.

1568 This should include, but is not limited to: route planning for coastal paddlecraft including selecting access
1569 and egress points suitable for craft type and expected conditions, identifying emergency egress points at
1570 regular intervals, noting communication blackspots and planning tidal windows; and marine weather
1571 forecast sources (Bureau of Meteorology marine zone forecasts), monitoring requirements immediately
1572 before launch, and interpreting wind gusts relative to average forecast wind speed.

1573 Skills

1574 The Leader applies route planning, forecast interpretation and conditions-limit skills to plan and adjust
1575 coastal paddlecraft activities.

1576 This should include, but is not limited to: planning a coastal paddlecraft route including egress options at
1577 regular intervals, tidal window assessment and a communication plan; and accessing and interpreting
1578 marine weather zone forecasts and applying conditions limits to route and timing decisions before and
1579 during the activity.

1580 Experience recommended

1581 The Leader has planned and delivered coastal paddlecraft tours and adjusted plans in response to forecast
1582 or on-water conditions.

1583 This should include but is not limited to: planning and delivering coastal paddlecraft tours using marine
1584 weather forecasts, tide tables and chart-based route planning; and adjusting route plans based on pre-
1585 activity or mid-activity conditions assessment.

1586 Environment and place-based knowledge

1587 the Leader applies coastal and water-body-specific knowledge relevant to paddlecraft operations. Place-
1588 based knowledge is critical because the paddling environment is dynamic and largely uncontrollable in real
1589 time — wind, swell, tidal flow and sea state continue regardless of leader intent.

1590 Knowledge

1591 The Leader understands the local hydrological, coastal and meteorological characteristics of the specific
1592 waterway, including hazards that affect paddlecraft activities there.

1593 This should include, but is not limited to: local tidal patterns, prevailing and seasonal winds, typical sea
1594 state, and location of rocks, reefs, shoals and submerged hazards; coastal hazards including ocean bars,
1595 tidal rips and their identification, wave reflection from headlands creating confused sea states, and the
1596 effect of shallow water on wave breaking; local sea breeze patterns including typical onset time, strength
1597 and interaction with offshore swell; and local dangerous wildlife.

1598 **Skills**

1599 The Leader applies place-based assessment skills at the specific waterway, recognising local hazards and
1600 adjusting routes accordingly.

1601 This should include, but is not limited to: identifying local tidal rips, current lines and wave reflection zones
1602 at the specific paddling location and briefing participants on avoidance; reading local sea conditions against
1603 knowledge of the specific water body and making route adjustments; and briefing participants on local
1604 dangerous wildlife, water temperature, sun exposure and other place-specific hazards before launch.

1605 **Experience recommended**

1606 The Leader has operated at the specific waterway across multiple seasons and conditions and worked
1607 under local access and land-manager requirements.

1608 This should include but is not limited to: operating at the specific water body across multiple seasons and
1609 conditions and applying place-specific knowledge to route planning and risk management; and working
1610 under the specific access, egress and land-manager requirements for the paddling location.

1611 **Communication and interpersonal skills**

1612 the Leader applies communication methods specific to the challenges of managing groups on open and
1613 coastal water.

1614 **Knowledge**

1615 The Leader understands the paddle, whistle and marine VHF radio communication systems used on
1616 enclosed and coastal water, including distress protocols.

1617 This should include, but is not limited to: standardised paddle signals (stop, come here, help needed, OK),
1618 whistle signals and their interpretation, and hand signals for participants within hearing range; and marine
1619 VHF radio operation including channel 16 as the international distress and calling channel, making a
1620 Mayday call, and communication protocols between activity leaders on the water.

1621 **Skills**

1622 The Leader applies paddle, whistle and marine radio communication skills to maintain contact and
1623 coordinate emergency response.

1624 This should include, but is not limited to: using and teaching standardised paddle and whistle signals to
1625 maintain communication across a spread paddling group in noisy or distant conditions; and operating a
1626 marine VHF radio, making a practice Mayday call, and briefing participants on the location of
1627 communication and emergency equipment before launch.

1628 **Experience recommended**

1629 The Leader has maintained effective communication with a spread paddling group in real on-water
1630 conditions.

1631 This should include but is not limited to: maintaining effective communication with a spread-out paddling
1632 group using paddle signals and radio in real on-water conditions.

1633 **Self-management and professional practice**

1634 Not modified for enclosed and coastal waters paddlecraft — the requirements of Core GPG Appendix M
1635 (domain M.8) apply in full.

1636 Outdoor living, activity and travel skills

1637 the Leader applies paddlecraft-specific travel and logistics skills for coastal touring and extended paddle
1638 programs.

1639 Knowledge

1640 The Leader understands the loaded paddlecraft, hydration, nutrition and tidal-aware camping requirements
1641 for coastal touring and extended paddle programs.

1642 This should include, but is not limited to: loaded sea kayak management for coastal touring including
1643 packing principles for stability and trim, hatching of gear to maintain buoyancy, and the effect of laden
1644 weight on paddling performance, bracing and self-rescue; hydration and nutrition requirements for
1645 sustained paddling effort including fluid intake in wind and sun exposure, energy requirements for multi-
1646 hour and multi-day coastal tours, and limited opportunities to stop on exposed coastal routes; and tidal-
1647 aware coastal campsite selection including identifying camp sites above the high water mark, managing
1648 craft storage on tidal beaches, and minimum-impact camping in coastal environments.

1649 Skills

1650 The Leader applies loaded-kayak packing, hydration management and group logistics skills to coastal
1651 paddlecraft programs.

1652 This should include, but is not limited to: packing and loading a sea kayak for coastal touring by distributing
1653 weight for stability, securing gear in hatches and on deck, and checking trim before launch; and managing
1654 hydration and nutrition for group paddling programs including rest stop logistics on water and at shore
1655 access points.

1656 Experience recommended

1657 The Leader has led or participated in multi-day coastal sea kayak tours with loaded craft.

1658 This should include but is not limited to: participating in or leading multi-day coastal sea kayak tours with
1659 loaded craft, managing daily logistics including tidal windows, campsite selection and craft management.

1660

1661 Appendix O Knowledge, skill and experience — Assistant Leader

1662 This appendix sets out the knowledge, skill and experience expected of a person carrying the Assistant
1663 Leader (second activity leader or supporting activity leader) role described in Section 8.2. The role is
1664 structured against the same nine domains as Appendix M; the requirements of Appendix M apply, with the
1665 variation that each domain is applied at the level of the delegated tasks, under the direction of the Leader
1666 and within the provider's systems. This appendix contains only the requirements specific to enclosed and
1667 coastal waters paddlecraft; see also Core GPG Appendix N.

1668 Safety and risk management

1669 As for Safety and risk management — the Assistant Leader must be able to identify the coastal paddlecraft
1670 hazards relevant to their assigned tasks — including conditions changes, offshore wind drift, wildlife and
1671 capsize risk — follow the Leader's safety procedures and contribute to emergency response under
1672 direction. They are not required to lead risk-management planning for the whole activity.

1673 Technical activity leadership

1674 As for Technical activity leadership — applied to the delegated tasks only. The Assistant Leader must hold
1675 the paddling, rescue and equipment skills sufficient for the water zone and participant group they are
1676 assigned to support. This includes: fitting spray decks and lifejackets; assisting with participant capsize
1677 recovery; participating in assisted rescues under the Leader's direction; and operating in a sweep or lead
1678 position as directed.

1679 Leadership and group management

1680 As for Leadership and group management — applied to the assigned participant sub-group or monitoring
1681 area. The Assistant Leader maintains visual contact with their assigned participants, uses their position on
1682 the water to support group cohesion, and reports changed conditions or participant welfare concerns
1683 promptly to the Leader.

1684 Decision-making and judgement

1685 As for Decision-making and judgement — limited to the scope of decisions delegated by the Leader. The
1686 Assistant Leader must recognise deteriorating conditions or developing participant risk and communicate
1687 these promptly to the Leader, and make immediate safety decisions within their assigned area while
1688 referring broader activity management decisions to the paddling guide.

1689 Planning and program management

1690 As for Planning and program management — limited to supporting the Leader's plans. The Assistant Leader
1691 must be familiar with the activity plan, route, emergency egress points, communication plan and
1692 emergency management plan, and coordinate their assigned elements within those plans.

1693 Environment and place-based knowledge

1694 As for Environment and place-based knowledge — sufficient for the assigned water zone and tasks. The
1695 Assistant Leader must have sufficient knowledge of the specific water body's tidal patterns, hazards and
1696 local conditions to carry out their supervisory and support duties safely.

1697 Communication and interpersonal skills

1698 As for Communication and interpersonal skills — applied to delegated communications. The Assistant
1699 Leader must be able to use standardised paddle and whistle signals, operate a marine VHF radio at the
1700 basic level required for their tasks, and communicate promptly with the Leader about anything affecting
1701 safe delivery.

1702 Self-management and professional practice

1703 As for Self-management and professional practice — applied to the Assistant Leader role. The Assistant
1704 Leader must self-assess fitness for work, maintain paddling and rescue currency appropriate to the water
1705 zones in which they operate, and operate within professional and ethical boundaries.

1706 Outdoor living, activity and travel skills

1707 As for Outdoor living, activity and travel skills — applied to the delegated tasks and activity context. The
1708 Assistant Leader must be able to manage their own equipment and personal logistics for the duration of
1709 the activity and support the Leader in managing group logistics at shore access points.

1710 Appendix P Recognition of competence: pathways to verification

1711 See Core GPG Appendix P. The recognition-of-competence pathways — formal qualifications and training,
1712 provider-based assessment and prior learning — apply without modification to enclosed and coastal waters
1713 paddlecraft activities. For this activity, industry qualifications issued under paddling or aquatic recreation
1714 schemes may be relevant to formal-pathway verification, but are not mandatory — capability verified
1715 through provider-based assessment is equally valid where it addresses the requirements of Appendix M.

1716 Appendix Q Indicative experience bands and evidence expectations

1717 See Core GPG Appendix Q. The indicative experience bands and evidence expectations support the
1718 provider's verification of leader experience for enclosed and coastal waters paddlecraft activities. When
1719 applying the bands, providers should have regard to the water zone, the craft type and the complexity of
1720 the operating conditions in which the leader has operated.

1721 Appendix R Australian Bureau of Meteorology weather warnings 1722 and trigger points

1723 See Core GPG (Appendix R).

1724 Appendix S Program planning matrix: leader-matching tool

1725 See Core GPG Appendix O. The program planning matrix (leader-matching tool) applies without
1726 modification to enclosed and coastal waters paddlecraft activities. Providers rate the three factors —
1727 provider support and backup availability, environment and proximity, and activity complexity — and read
1728 off the recommended minimum leader configuration. For enclosed and coastal waters paddlecraft, activity
1729 complexity is informed by the water zone and activity variant (see Appendix M, Activity scope and leader
1730 requirements).

1731 Appendix T Beaufort wind force scale

1732 See the Core GPG.

1733 Appendix U Equipment standards

1734 Relevant equipment standards (or the equivalent) that must be considered:

1735 Lifejackets

1736 The *marine safety agency lifejacket* standards or specifications for the jurisdiction of the activity must be
1737 complied with.

1738 Activity *providers* must verify the specific *lifejacket* standard recognised by the *marine safety agency* in the
1739 jurisdiction of operation. Recognition of Australian Standards (AS 4758) and International Standards (ISO
1740 12402 series) varies by jurisdiction and is subject to change — *providers* should not rely on the standards
1741 listed below in isolation.

1742 Considerations for *lifejackets* used for *paddle-craft* must include but is not limited to:

- 1743 • the appropriate type, features and level is used for the activity
- 1744 • provides sufficient additional buoyancy for the type of water environment
- 1745 • does not restrict essential movement or ability to exit the *paddle-craft* if required

- 1746 • the design allows the wearer to use the ‘white-water float position’ and swim both ‘offensively’
1747 and ‘defensively’.
- 1748 Considerations for *lifejackets* used for *paddle-craft* should also include:
- 1749 • *lifejackets* should be of fluorescent or other highly visible colour with reflective tape or stripes
1750 • dark-coloured or low-visibility *lifejacket* designs (e.g. slalom-style) should not be used as the primary
1751 *lifejacket* for guided activities.
- 1752 **Lifejacket level 100+ (formerly known as Type 1)**
- 1753 Relevant standards for *lifejacket* level 100+ (formerly known as Type 1):
- 1754 • Australian Standard AS 4758.1:2015 Lifejackets General requirements
1755 • Any standard or specifications approved by the *marine safety agency* for the jurisdiction of the
1756 activity
1757 • Where approved by a “recognised appraiser” (see [section A2.3 below](#)):
1758 • International Standard ISO 12402-2:2020 Personal flotation devices Part 2: Lifejackets,
1759 performance level 275 – Safety requirements
1760 • International Standard ISO 12402-3:2020 Personal flotation devices Part 3: Lifejackets,
1761 performance level 150 – Safety requirements
1762 • International Standard ISO 12402-4:2020 Personal flotation devices Part 4: Lifejackets,
1763 performance level 100 – Safety requirements
1764 • New Zealand Standards NZS 5823:2005 Specification for buoyancy aids and marine safety
1765 harnesses and lines
- 1766 **Lifejacket level 50 and 50S (formerly known as Type 2 and Type 3)**
- 1767 Relevant standards for *lifejacket* level 50 (formerly known as Type 2) and *lifejacket* level 50S (formerly
1768 known as Type 3):
- 1769 • Australian Standard AS 4758.1:2015 Lifejackets General requirements
1770 • Any standard or specifications approved by the *marine safety agency* for the jurisdiction of the
1771 activity
1772 • Where approved by a “recognised appraiser” (see [section A2.3 below](#)): International Standard ISO
1773 12402-5:2020 Personal flotation devices Part 5: Buoyancy aids (level 50) – Safety requirements
- 1774 **Inflatable lifejackets**
- 1775 It is strongly recommended that inflatable *lifejacket* designs (i.e. automatic or manual inflating *lifejackets*)
1776 are NOT used with *paddle-craft*.
- 1777 **Recognised appraiser**
- 1778 A “recognised appraiser” may include:
- 1779 • A certifying body accredited by the Joint Accreditation System of Australia and New Zealand (JAS–
1780 ANZ), or
1781 • A laboratory with National Association of Testing Authorities (NATA) accreditation, or
1782 • A notified body in accordance with the European Union Maritime Equipment Directive, Module B
1783 (MED–B), or
1784 • A body approved by *marine safety agency*.
- 1785 **Appendix V Equipment considerations**
- 1786 **Paddles**
- 1787 Considerations for all types of *paddle-craft* should include but is not limited to:
- 1788 • appropriate for the type of craft
1789 • appropriate to the build and skill levels of the participants

- 1790 • the paddle will float if lost overboard
- 1791 • where appropriate a suitable means of securing the paddle to prevent it floating away.

1792 Paddle-craft related

1793 Additional *paddle-craft* equipment may include but is not limited to:

- 1794 • suitable device for bailing water and where necessary a backup device
- 1795 • suitable spare paddles
- 1796 • leg leash for stand up paddleboards (SUPs)
- 1797 • where appropriate a suitable means of securing craft to prevent it floating away
- 1798 • spray decks
- 1799 • *paddle-craft* waterproof navigation light(s) (e.g. all round white light, appropriate torch)
- 1800 • suitable pump for inflating craft if an inflatable paddle-craft
- 1801 • paddle float.

1802 Emergency response equipment

1803 Emergency equipment must include but is not limited to:

- 1804 • appropriate rescue equipment (see [6.1.7 Rescue equipment](#) section)
- 1805 • an appropriate communication device (see both the [Core GPG – Equipment: Communications](#) and [A3.5 Communication equipment](#) list below)
- 1806 • first aid kit (see the [Core GPG – First aid equipment and medication](#)) in waterproof storage
- 1807 • documentation (see the [Core GPG - Emergency management planning and Activity leader required documentation](#))
- 1808 • a waterproof method of storing and carrying documentation and communications equipment.

1811 Additional emergency equipment may include but is not limited to:

- 1812 • waterproof matches
- 1813 • fuel stove and associated equipment for heating water and/or food
- 1814 • shelter for injured person (e.g. small tent, bivvy bag, tarp or space blanket)
- 1815 • insulated mat
- 1816 • sleeping bag.

1817 Navigation equipment

1818 Navigation equipment may include but is not limited to:

- 1819 • compass
- 1820 • GPS
- 1821 • appropriate maps and/or charts
- 1822 • spare batteries for GPS
- 1823 • *paddle-craft* navigation light(s)
- 1824 • anemometer
- 1825 • tide chart.

1826 Communication equipment

1827 Communications equipment may include but is not limited to:

- 1828 • emergency position indicating radio beacon (EPIRB)
- 1829 • flares in appropriate waterproof storage
- 1830 • mobile phone
- 1831 • personal locator beacon (PLB)
- 1832 • Automatic Identification System (AIS) personal transmitter
- 1833 • satellite phone/communicator
- 1834 • signalling mirror

- 1835 • sea emergency water dye
- 1836 • two-way radio (marine or UHF as appropriate)
- 1837 • waterproof light source (e.g. torch, strobe light, chemical light stick)
- 1838 • whistles appropriate to water environment on each *lifejacket*.

1839 Repair kit

1840 Repair equipment may include but is not limited to:

- 1841 • duct tape
- 1842 • inflatable *paddle-craft* material repair kit
- 1843 • paddle repair kit
- 1844 • spare fittings (e.g. valve, plug or bung)
- 1845 • tools appropriate to assist repairs.

1846 Personal items

1847 Personal items may include but is not limited to:

- 1848 • contact lens or glasses
- 1849 • drink bottle
- 1850 • lip balm
- 1851 • medication
- 1852 • personal hygiene products
- 1853 • sunglasses
- 1854 • sunscreen.

1855 Clothing

1856 Clothing may include but is not limited to:

- 1857 • appropriate footwear
- 1858 • *personal thermal protection* clothing (e.g. wetsuits, dry suits, thermal underwear, fleece, beanies etc.)
- 1859 • sun hats (e.g. legionnaire hat etc.)
- 1860 • helmets or helmets with sun visor
- 1861 • sun protection clothing (e.g. 'rash' shirts, long sleeve shirts, board shorts, long pants, etc.)
- 1862 • wind protection clothing (e.g. spray jacket, rain jacket etc.).

1863 Other

1864 An appropriate supply of drinking water must be available.

1865 Other items may include:

- 1866 • food related equipment (e.g. storage, preparation, cooking, serving and cleaning)
- 1867 • hygiene related equipment (e.g. hand wash system, etc.)
- 1868 • toileting and personal hygiene systems and products (e.g. toileting removal or disposal system, personal hygiene product removal or disposal system, etc.)
- 1869 • waste (e.g. rubbish, food waste, etc.) removal system
- 1870 • *camping* related equipment (refer Camping GPG).

1872 Appendix W Weather information

1873 *See the Core GPG.*

1874 Wind strength forecast vs gust strengths

1875 Wind is made up of *gusts* and lulls. The Bureau of Meteorology forecasts of wind speed and direction are the average of these *gusts* and lulls. The *gusts* are typically 40% higher than the average wind speed.

1877 Based on *gusts* the rule of thumb that *gusts* are 40% higher than average windspeed, the table below
 1878 shows the potential gust you could expect for different forecast average wind speeds and associated wind
 1879 warning category.

1880 *Table W.1: Wind strength forecast vs gust strengths*

Average wind speed in knots (km/hrs)	Gust strength that should be planned for in knots (km/hrs)	Wind Warning thresholds
10 (19 km/hr)	14 (26 km/hr)	
15 (28 km/hr)	21 (39 km/hr)	
20 (37 km/hr)	28 (52 km/hr)	
26 (48 km/hr)	36 (67 km/hr)	Strong wind warning issued

1881 See <http://www.bom.gov.au/marine/knowledge-centre/reference/wind.shtml> for full details.

1882 Weather warnings

1883 The following table details the:

- 1884 • current Australian weather warnings
- 1885 • associated possible weather for each warning
- 1886 • mainland warning trigger points for issuing warnings for strong winds and hail.

1887 Bureau of Meteorology weather warnings and associated weather Table:

1888 *Table W.2: Weather warnings*

Severe Weather Warning	Severe Thunderstorm Warning	Marine Wind Warning	Tropical Cyclone Advice: Watch or Warning
High tides			
Large surf			
Blizzards			
Heavy rain/ <i>flash flooding</i>	Heavy rain/ <i>flash flooding</i>		
Strong winds Wind >63 km/h Gusts >90 km/h	Strong winds Gusts >90 km/h	Strong winds Wind >26 knots (or >48 km/h)	Strong winds Wind >62 km/h or >=34 knots
	Tornadoes		
	Hail (>=2cm)		
	Lightning		

1889 Marine related wind warnings:

- 1890 • “Strong winds warning” For winds averaging from 26 *knots* up to 33 *knots* (48 km/hr to 61 km/hr)
- 1891 • “Gale warning” For winds averaging above 33 *knots* up to 47 *knots* (above 61 km/hr to 87 km/hr)
- 1892 • “Storm Force Wind Warning” Winds averaging above 47 *knots* and up to 63 *knots* (above 87 km/hr
 1893 to 116 km/hr)
- 1894 • “Hurricane Force Wind Warning” Winds averaging above 63 *knots* or more (above 116 km/hr).

1895 Bureau of Meteorology information:

1896 The Bureau of Meteorology also provides a range of services and information can be found at:

- 1897 • <http://www.bom.gov.au/weather-services/WeatherGuideMarine.pdf>
- 1898 • <http://www.bom.gov.au/weather-services/WeatherGuideLand.pdf>
- 1899 • <http://www.bom.gov.au/marine/knowledge-centre/hazards.shtml>
- 1900 • <http://www.bom.gov.au/marine/knowledge-centre/reference/wind.shtml>
- 1901 • <http://www.bom.gov.au/marine/knowledge-centre/reference/waves.shtml>

Appendix X Marine waters terminology

Terminology used by jurisdiction

Marine safety bodies throughout Australia use a range of terms that define the type of water that *paddle-craft* might operate on. The following is a list of terminology (as at August 2017).

Table X.1: Terminology used by jurisdiction

Jurisdiction	Terms used to describe waters
NSW	Inland waterways, enclosed waters, open waters
NT	Inland waters, intermediate waters (including sheltered waters) and open waters
QLD	Smooth, partially smooth, beyond smooth and partially smooth (open water)
SA	Protected, semi-protected and unprotected
TAS	Smooth, sheltered and coastal
VIC	Inland, enclosed and coastal
WA	Protected and unprotected

Terminology used in this and other good practice guides

Terminology used in this GPG:

- *Coastal Waters* (Also known as open water, unprotected)
- *Inland waters* (Also known as smooth waters, protected waters or inland waterways)
- *Enclosed waters* (also known as partially smooth, semi-protected, intermediate and sheltered.)

For discussion on terminology used in this GPG refer section [1.3 Type of body of water](#).

Appendix Y Additional information

See the *Core GPG*.

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