Activity Plan template

Name:

Entity:

Activity Plan name:

*Activity plans help bring to life the purpose and objectives of the activity. They also inform land manager about your proposed activity. An Activity Plan is required for each park you are requesting to become licensed for.*

**Inclusions in the activity plan should include:**

**Purpose / activity:** What is the purpose of the activity? (e.g. Bus tours, cruises, bushwalking)

**Location/s:** Are the location and conditions suitable for the activity? Please provide a list of parks and park sites that you are seeking to utilise (e.g. tracks, trails, visitor nodes). Supply maps or GPX files to support your application.

**Itinerary:** Provide a summary of the planned activity?

**Logistics:** What needs to be organised (e.g. other permissions, transport, equipment)?

**Participants**: Who are the participants and why is this activity relevant?

**Risk:** What are the main risks involved and how will these be managed?

**Leaders:** Who will lead the activity and what competencies do they have?

**Emergency Management:** How to respond in case of an emergency?

**Contingency:** How to respond if things change or if a park is closed?

**Sustainability:** How will you embed sustainable practices into your activity (e.g. reducing emissions, waste reduction)?

**First Peoples:** How will you respect and apply appropriate cultural values to the activity?

Acknowledgement

I have been on site and have determined that the park is suitable for the proposed activity

I and the staff I lead have the qualifications, skills and competencies to undertake the activity

I have a Risk Management Plan and can supply a copy of upon request

I have a Emergency Management Plan and can supply a copy upon request