

ASG Development Process

The Activity Safety Guideline (ASG) development process is critical to ensuring there is sector ownership of the ASG.

Development steps



The development steps will be the same for both new ASGs and revised ASGs.

Each ASG will be developed or revised using the following process:

1. A Working Group will meet in-person to draft content information.
2. Content from the meeting will be compiled by the Facilitator in the ASG template and version 1 sent to the Working Group to check accuracy.
3. Working Group feedback will be built into version 2 and sent to the Consultation Group.
4. Feedback from the Consultation Group will be considered for version 3 and sent to the Working Group who will meet online to finalise version 3.
5. Version 3 will be published as a draft on the SupportAdventure website for general feedback.
6. Feedback will be considered by the Working Group for the final ASG, which will be sent to the Reviewer.
7. After a review, it will be sent to the Editor who will edit and send on to WorkSafe for approval.
8. WorkSafe will publish the ASG on the WorkSafe website and the SupportAdventure website will link to it.

Development records

Feedback will be kept in the ROSA ASG drive. The contributors' names and feedback will be identifiable.

Advice will often be received via phone conversations. The conversation date, name of the person providing feedback, and key points will be recorded.

Compiling the database

Stakeholders are likely to include registered adventure activity operators, technical experts, guides and instructors, national and professional organisations, safety auditors, WorkSafe, and other regulatory bodies.

Compiling the database should involve:

- Researching WorkSafe's Adventure Activities Operators Register.
- Contacting known activity group members and asking them to supply contact information for others or to pass on the initial group development email.
- Announcing upcoming ASG development in the SupportAdventure newsletter and asking for expressions of interest.

Forming the development groups

The initial mailout to the database should include:

- An explanation of the project and the development process.
- A request for expressions of interest to volunteer as members of the Working or Consultation Groups.
- A request for any existing guidance material.

Once the Working and Consultation Groups are formed, there will be a mailout to inform the database of the group members.

Working group

Purpose

The Working Group provides the content, considers feedback from the Consultation Group, and works with the Facilitator to refine the content.

Composition



Forming a Working Group that is representative of the stakeholders is key to sector ownership of the guideline.

Ideally, this group will include four members with a suggested maximum of five.

- At least one technical expert will have experience of operating a commercial company delivering the activity.
- At least one technical expert will have no commercial interest in a company delivering the activity.

The Facilitator will approach potential group members to ensure that the Working Group is balanced. To ensure national representation and fulfilment of technical expert criteria, the Facilitator will seek advice on group membership from technical experts and national associations.

Consultation Group

Purpose

This group advises the Facilitator on the draft content created by the Working Group.

Composition

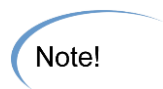


The Consultation Group represents the range of stakeholders.

The Consultation Group should include:

- Technical experts.
- Activity operators, instructors, and guides, particularly those representing a particular aspect of the activity that wouldn't otherwise have their perspective well considered.
- National organisations, eg safety audit providers, professional associations, training providers, and qualifications developers.

Content



Note!

A Core ASG will be the foundation for all ASGs, and that information won't be repeated in each activity ASG.

ASGs aren't designed to train operators in the activity. Operators will have a Technical Advisor with an understanding of the activity they provide. This understanding will apply the ASG guidance to specific sites and to hybrid activities.

Generally, this means that guidance should be on the *what* rather than *how*. Examples of *how* may be used if the Working Group feels that extra guidance is required on a particular topic.

Topics

ASGs will give guidance on at least the following topics:

- The intended use, audience, and the developers.
- Activity scope.
- Hazards – factors to consider when identifying significant hazards.
- Strategies to manage the hazards and risks.
- Trip management .
- Staff competence.
- Client screening, safety information, supervision.
- Equipment for clients, guides and instructors, and emergencies.

Content disagreements

If agreement cannot be reached within the Working Group, content will be sent to the Consultation Group for feedback.

Once there is general agreement on the content, it'll be included in the draft.

Reviews

Good practice evolves continually, making ASG reviews important to maintain sector currency.

Time between ASG reviews shouldn't exceed three years but could occur earlier if there is a shift in good practice or legislation. Each ASG will have a review date.

Appendix: Roles

Project Manager

The Project Manager will contract the Facilitator, provide them with this *Development Process* document, and be available for advice as required.

The contract will include the budget for the ASG.

Administrator

The Administrator will pay invoices that are consistent with the contract and invoice WorkSafe monthly, along with sending a monthly report to WorkSafe on project progress.

The Administrator will book travel for the Facilitator and Working Group and manage communications to the sector in consultation with the Project Manager.

Facilitator

The Facilitator manages the development or revision of the ASG.

They're responsible for forming the Working Group, facilitating the meetings, drafting the content in the standard template, and advising the Consultation Group and wider database on the content.

They'll work with the Administrator for Working Group travel bookings and, usually, venue and lunch bookings.

Once they have a final draft, they'll notify the Reviewer that it's in the ROSA Document Folder along with the record of the development process.

Reviewer

The Reviewer will check each ASG for consistency, including consistency with the development process.

Editor

The Editor will review the final draft of each ASG, ensuring consistency with the WorkSafe Style Guide.

They will publish them on the SupportAdventure website for one month for feedback before sending the final version to WorkSafe for approval and publication.