

Activity safety guideline — development process

Content

1. [Establishing ASG database and development groups](#)
2. [ASG development roles](#)
3. [ASg content outline](#)
4. [Development process for new ASGs](#)
5. [Developing ASGs for activities with existing guidance material](#)
6. [ASG review](#)
7. [MBIE and ASG development](#)
8. [Development records](#)
9. [Content disagreements](#)
10. [Process disagreements](#)
11. [Publication of ASGs](#)

1. Establishing ASG database and development groups

Stakeholders are likely to include:

Known technical experts¹, other activity operators, guides and instructors, national organisations/associations/groups e.g. outdoor safety audit providers, outdoor safety auditors, NZ Outdoor Instructors Association (NZOIA) technical sub-committee and/or industry training organisations and providers, safety organisations, volunteer and non-commercial organisations (to the degree that they are already involved, the activity falls within their scope and/or technical experts ask for their inclusion), Ministry of Business, Employment and Innovation (MBIE)² and any other relevant regulatory bodies e.g. Maritime NZ (MNZ), Civil Aviation Association (CAA).

Database development is likely to involve:

¹ Technical Experts: for the purposes of the development process a technical expert is a person with sufficient experience and knowledge in an activity who could be used to assist an organisation with technical tasks and safety advice. Supporting criteria include:

- An ability to represent current industry best practice on safety topics and
- Activity experience from a variety of settings and/or
- Being nationally recognised within the activity group for their activity safety knowledge
- Being highly regarded by the activity group
- Having a level of literacy that enables giving feedback on emailed guideline iterations
- Being prepared to work in a team and to work positively towards developing the guideline
- Being prepared to champion the end product

² Formerly the Department of Labour, which became part of the new Ministry of Business, Innovation and Employment on 1 July 2012.

- Contacting known activity group members by phone and/or email (individuals, associations and groups) and asking them to supply contact information for others or to pass on the initial group development email
- Announcing upcoming activities for ASG development in the Adventure and Outdoor Update newsletter, with a call for expressions of interest
- Asking organisations who have worked with the activity group previously to share their database and/or connect this process to someone who is able to supply the right information
- Searching the internet for activity group members
- Initial group development email asking that the reader forward it to anyone whom they think should receive it.

Initial mail out to database includes:

- Explanation of the project, the development process and levels of engagement
- Request for expressions of interest in being involved in the various development groups
- Request for existing guidelines and other guidance material
- Establishment of working, support and reference groups – including group composition checks (see 'Roles' section of this document for group role descriptions, composition requirements and development processes)

Finally, once groups are confirmed, there will be a mail out to inform the database of development group members.

2. ASG development roles

Facilitator

The facilitator manages the Activity Safety Guideline (ASG) development process, is responsible for facilitating the development group meetings, drafting the content of the guidelines, and for advising the development groups on matters of national moderation of content - this may include checking with other resources such as experts working in similar technical or environmental situations, qualification providers and outdoor safety auditors.

Working group

This group provides information and concepts for the guideline content, considers feedback from the support group, and works with the facilitator to refine the content to meet the objectives of the ASG.

Composition

Technical experts – the mix of technical expert experience and knowledge should represent the variety of ways the activity is operated commercially in New Zealand e.g. different environmental and operational constraints.

At least one technical expert must have no commercial interest/responsibility in operating a company delivering the activity.

At least one technical expert must have experience operating a commercial company delivering the activity.

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

Development

Group members must be nominated. Nominations must be supported by two activity group members (self-nomination if thus supported is appropriate); one nominator must be from outside the nominees organisation.

A participation request could be made to an individual from the facilitator based on advice from sources such as technical experts, activity associations or groups, qualification setting bodies and auditors.

To help ensure national representation, and fulfilment of other technical expert criteria:

- Advice on group membership will be sought from known technical experts and relevant national associations and other groups
- Advice on group membership may be sought from qualification providing bodies that have developed qualifications with that activity group. They could be asked for their views and also asked to cross check the proposed group makeup against the technical experts used for their qualification development process. This process may include discussing the proposed final list of technical experts, and/or discussing the entire database involved in the initial mail-out for expressions of interest.

If there are too many nominations received, the nominees will be advised of the situation and asked to refine their group to the required number. Any technical experts who step out of the working group will be invited to participate at the support group level.

- If the nominees are unable to reduce the final group number to the budgeted level, alternative means of managing the costs of meetings will be suggested. These could include

splitting the funding available between all group members, group members choosing to participate via conference calls, group members accessing funding from other sources.

Support group

Role

This group advises on the guideline content created by the working group, and therefore supports them towards making current, useful and industry representative recommendations. Their advice will be sought on a minimum of one iteration of the guideline.

Note: advice and feedback will most likely occur via email.

Composition

- Technical experts
- Activity operators, instructors and guides – people who are not at technical expert level but who have sufficient experience and knowledge that they can give useful technical content advice to the Working Group and/or represent a particular aspect of the activity group that would otherwise not have its perspective well considered
- National organisations, associations and groups to the degree that they are already involved and/or technical experts ask for their inclusion. Examples of these include outdoor safety audit providers, outdoor safety auditors, guides/instructor associations, industry training providers, and industry qualifications developers

Development

- Expressions of interest resulting from the initial database mail-out and other ASG publicity
- Request for participation from the facilitator (as per the working group)
- Request for participation from activity group members/stakeholders
- Group composition will be checked with technical experts and relevant associations and groups (as per the working group)

Reference group

Role

This group will receive emails to let them know who is on the working group, and what stage of the process the ASG development is at.

Composition

Any interested party and MBIE: note that in smaller activity groups the reference group may not exist, other than MBIE, or be very small due to all primary stakeholders being involved at working and support group level.

Development

Expressions of interest resulting from the initial database mail-out and other ASG publicity.

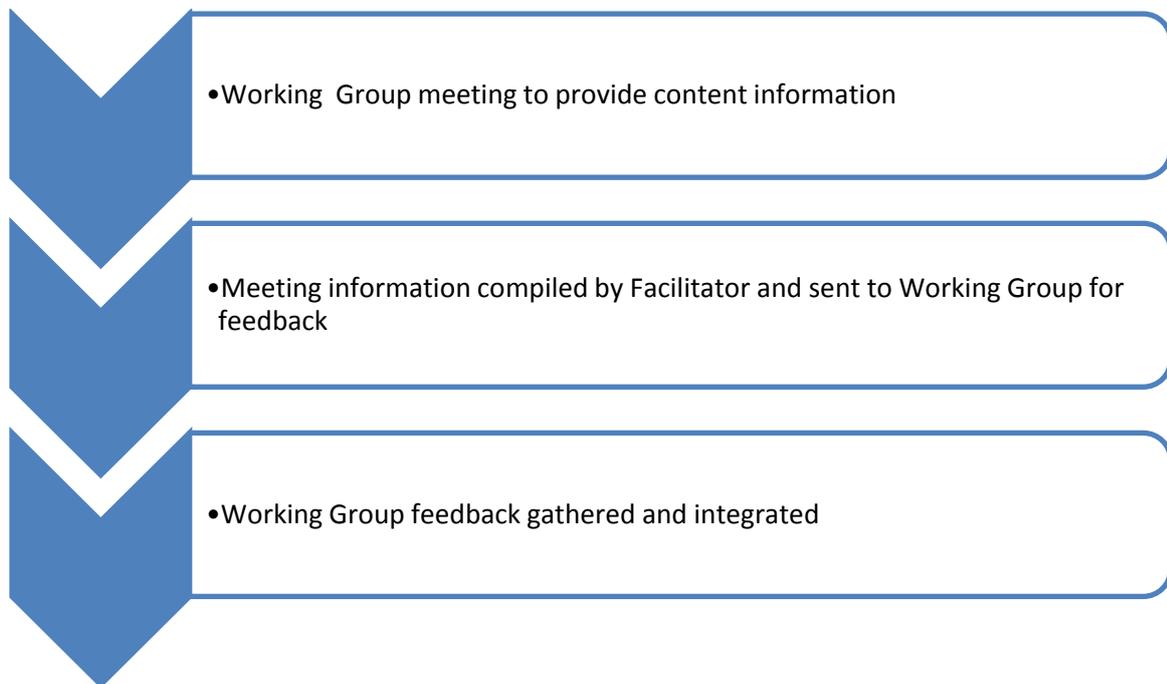
3. ASG content outline

ASG content will give guidance on at least the following topics:

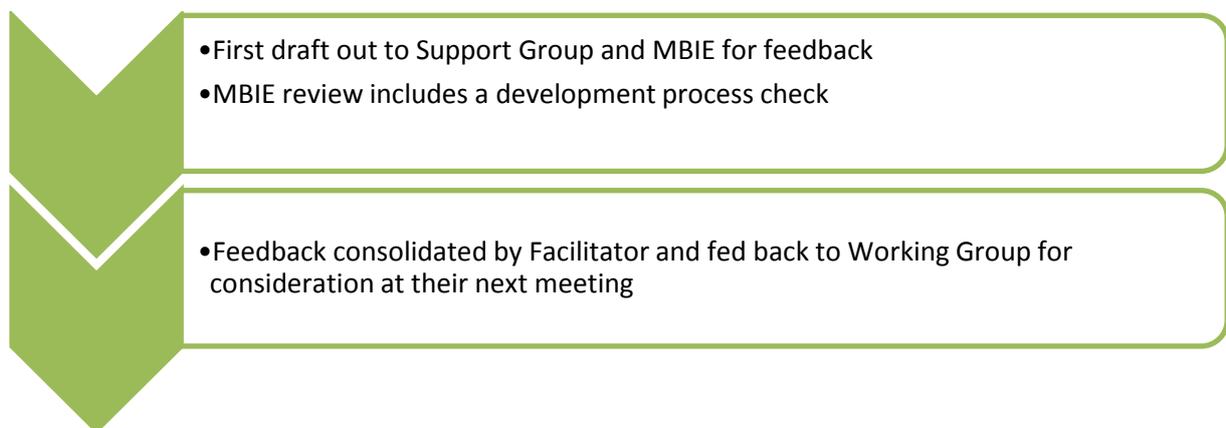
- Operator Health and Safety responsibilities, including an outline of the hazard management process and safety system reviews
- The link between the ASG and the Health and Safety Legislation
- Introductory statements covering the ASGs intended use, audience, and developers
- Activity scope of the guideline
- Any applicable activity grading systems
- Hazards – factors to consider when identifying significant hazards commonly associated with the activity and its environment
- Safety Management strategies — good practice strategies to manage the significant hazards
- Injuries – the most likely serious harm injuries and the most common injuries
- Trip management – trip familiarity, communications, trip monitoring and accessing external support
- Staff - competence recommendations for guides and instructors
- Clients – assessing, safety information, supervision
- Equipment – clients, guides and instructors, emergency, general operational.

4. Development process for new ASGs

Each group will operate within an agreed Terms of Reference and be provided with a guidance document to assist them to develop the guidelines as per the overarching principles in the ASG description document.



Feedback process repeated as required to form a first draft



Blue and green steps repeated as needed to form the final draft

- Final meeting is likely to be by conference call

Final draft published on SupportAdventure website for one month of sector wide consultation



- Submissions affecting technical content will be presented to the Working Group for consideration and incorporated in the ASG as appropriate

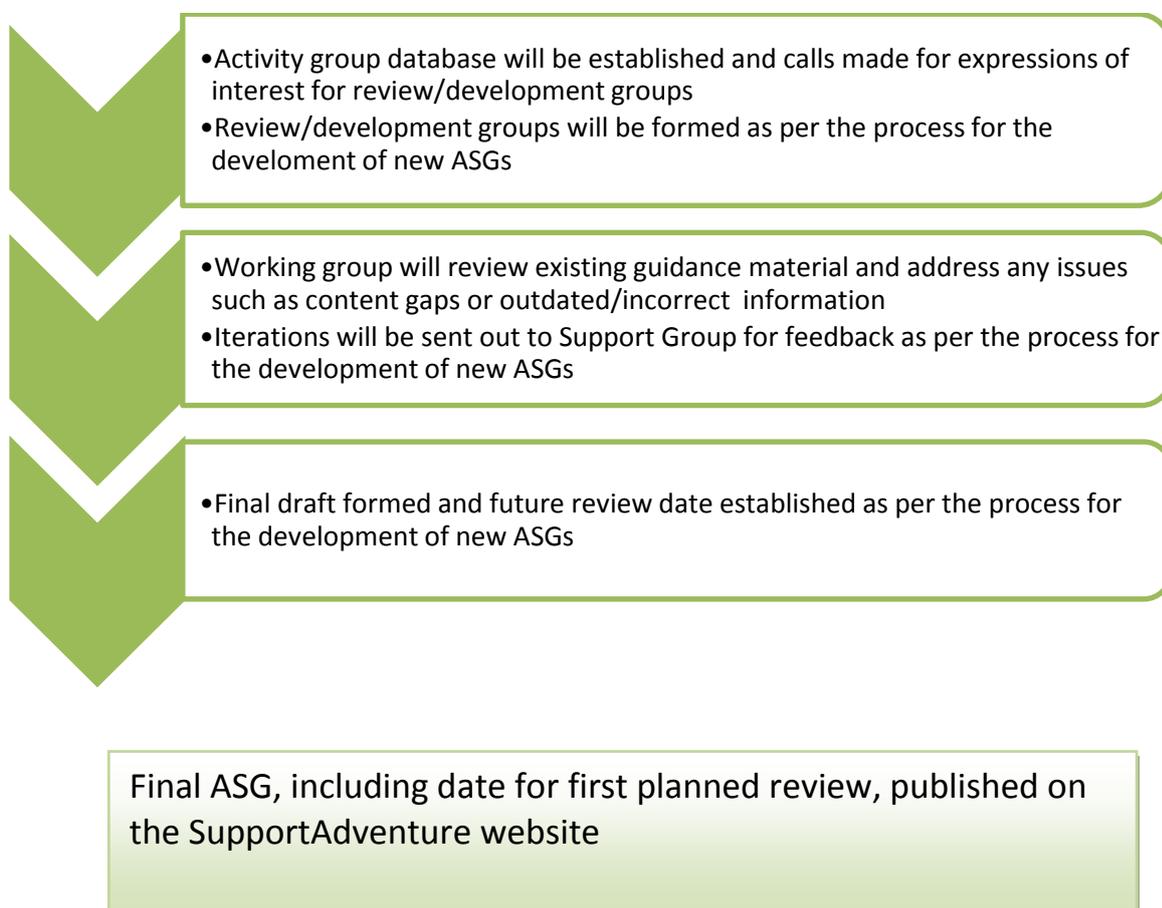
- MBIE will be informed of suggested changes and may review the submissions and responses

Final ASG, including an indication of the date of first scheduled review, published on the SupportAdventure website

5. Developing ASGs for activities with existing guidance material

ASGs may be developed for activities with some form of existing guidance material. This material may have been developed directly by activity specific groups or associations, or indirectly facilitated by national associations or other peak organisations. Guidance material that has been so developed will be reviewed as per the following process.

Ideally all guidelines published as ASGs will have a same/similar look and feel and overall structure of content. It is acknowledged that for existing guidance material that is well established and/or already has significant industry buy-in, the streamlining of the look and feel may occur over a period of time.



6. ASG review process

A recommended review schedule will be developed for each ASG; this will be based on the advice of the development groups and will likely reflect the degree of agreement on guideline content and experience of the activity group regarding discussions on safety matters at a national level. Time between ASG reviews should not exceed three years.

Significant review will be discouraged within the first year of an ASG's release.

A review or amendment may be requested at any time.

The process for each review/amendment will reflect the degree of change expected to be necessary.

The ASG project leader will convene a group to inform the depth needed for a particular review. The group must include activity specific technical experts and may include representatives from relevant industry associations, industry training providers and organisations, and auditing providers. The group will conduct an environmental scan to identify the degree of change that has occurred to recommended good practice in that activity.

Once the depth needed for the review has been established the ASG project leader will action the review. This could range from communicating with the sector that the existing ASG will not change, to re-engaging the initial working group for a series of meetings or even re-establishing all development groups. The working group should use no more than 80% of its original members unless there is a composition issue.

Overall responsibility for managing the review process will rest with the organisation responsible for managing the ASG project.

7. MBIE and ASG development

Future ASGs are expected to be industry led – as per the process outlined in this document.

MBIE may also prepare, publish and manage future ASGs, but only if it is decided that shortcomings in safety management of particular activities require MBIE intervention at this level.

8. Development records

General feedback

Feedback on iterations will be kept in clearly labelled electronic files. Contributor name and feedback will be clearly identifiable.

External expert advice

Advice will often be received via phone conversations. The conversation date, expert's name, and key points of advice will be noted.

Where expert advice is received electronically it will be catalogued alongside the development group's comments.

9. Content disagreements

If agreement cannot be reached within the working group or between the working group and the facilitator:

- Content point will be sent out as appropriate to experts for advice; experts may include audit providers and auditors, members of the support group, engineers, regulatory bodies, lawyers, qualification providers
- Advice will be gathered and given to the working group for consideration
- Once there is general agreement on the content point it will be included in the draft. Working group members who disagree with the broader group's final decision will have their disagreement noted.

10. Process disagreements

If agreement cannot be reached between the facilitator and the group/group member MBIE may be invited to assist with resolution.

11. Publication of ASGs

ASGs will be published on the SupportAdventure website, subject to meeting the ASG development and/or review processes as outlined above.

MBIE may reference the ASG on its website and link to it on the SupportAdventure website.