

### Australian Adventure Activity Standard and associated Good Practice Guides



WEBINAR B - Implementing the Australian AAS  
A national approach to safety outdoors



2

### PRESENTERS



Jamie Bennett  
Executive Officer – Outdoors WA



Dom Courtney  
Executive Officer – QORF / Outdoors Queensland



3

### Housekeeping



4



5

### Outdoor Council of Australia

National peak body advocating for and representing organisations and individuals engaged in outdoor adventure activities.



[www.outdoorcouncil.asn.au](http://www.outdoorcouncil.asn.au)

6



### Our Vision

An empowered community actively engaged in the outdoors



### Our Mission

To promote participation in the outdoors

7

INTRODUCTION

- Purpose of this session
- Brief overview of the project
- Inside the Australian AAS
- Inside the CORE Good Practice Guide
- Inside the Activity Good Practice Guides
- Questions in the Q&A area



8

Why we take people adventuring outdoors?

- self-confidence/self-efficacy,
- tension release,
- sense of accomplishment,
- increasing knowledge
- physical fitness/wellbeing,
- connection to others and nature,
- building trust and cooperation,
- goal setting,
- problem solving/thinking skills,
- 'character building',
- developing positive values and
- of course, having fun and enjoyment



9

Components of the Framework

- Standard
- Core Good Practice Guide
- Activity Good Practice Guides

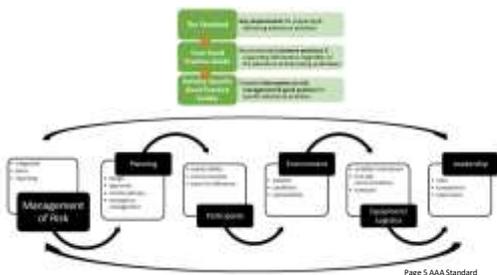


10

WHAT

<b>The Standard</b>	Key requirements for preparing & delivering adventure activities
<b>Core Good Practice Guide</b>	Recommended common practices & supporting information regardless of the adventure activity being undertaken
<b>Activity Specific Good Practice Guides</b>	Detailed information on risk management & good practice for specific adventure activities

11



12

The Standard



13

## The Standard: Key requirements for preparing & delivering adventure activities

### Contents Overview

Introduction	
Management of risk	
Efficiency	
Participation	
Engagement	
Equipment and facilities	
Flexibility	
Good practice guides	

### Table 1: Good practice guides

- Leadership and emerging practice evolution
- Group work
- Safety
- Resilience
- Local Area Profile (Local Area Profile)
- Shared practice and the emerging standard
- Facilities and the larger setting

Page 8 AAS Standard

14

## 2 Management of risk

### 2.1 Risk Management

Risk is defined as the 'effect of uncertainty on objectives' and can result in positive and negative outcomes. The management of risk involves systematically:

- identifying the range of factors and influences that might impact on achieving objectives, and
- putting in place coordinated activities to direct and/or control these factors (adapted from AS/NZS ISO 31000: 2018 Risk Management Guidelines).

The management of risk and the development of safety systems must focus on *all* stages of the design, planning, preparation and delivery of adventure activities.

Risk management systems must be flexible, adaptive and responsive.

While the AAAS identify a range of potential risks, these may not be fully comprehensive. The management of risk may include addressing aspects not identified in the Standard. These could include, but not be limited to such things as additional site-specific hazards.

Source Page 5 AAA Standard

15

### 1.5 Interpretation of the Standard and Good Practice Guides

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

- **Must:** used where a provision is mandatory, if the provider is to operate fully in accordance with AAAS or GPG's. [This is equivalent to the keyword "shall" used in other voluntary standards e.g. Standards Australia, other International Standards Organisations (ISO) etc.]
- **Should:** used where a provision is recommended, not mandatory. It indicates that the provider needs to consider their specific situation and decide for themselves whether it applies or is relevant.
- **Can/consist:** indicates a possibility and capability.
- **May/need not:** indicates a permission or existence of an option.

Preface Page 4 of Core GPG

16

### 2.2 Risk management requirements

Risk management is a commitment and process that must be integrated into all aspects of the provider's governance, management and operations. This ensures risk management is embedded into the policies and practices of the provider and covers all the factors that contribute to risk, not just those occurring during the delivery of the adventure activity itself.

A **risk management plan** identifies hazards and assesses risk for an activity and specifies how these will be managed. Risk management plans must be documented for each activity.

Page 5 of AAA Standard

17

## 2 Management of risk

### 2.1 Risk Management

Risk is defined as the 'effect of uncertainty on objectives' and can result in positive and negative outcomes. The management of risk involves systematically:

- identifying the range of factors and influences that might impact on achieving objectives, and
- putting in place coordinated activities to direct and/or control these factors (adapted from AS/NZS ISO 31000: 2018 Risk Management Guidelines).

The management of risk and the development of safety systems must focus on *all* stages of the design, planning, preparation and delivery of adventure activities.

Risk management systems must be flexible, adaptive and responsive.

While the AAAS identify a range of potential risks, these may not be fully comprehensive. The management of risk may include addressing aspects not identified in the Standard. These could include, but not be limited to such things as additional site-specific hazards.

Source Page 5 AAA Standard

18

The development and implementation of risk management involves several steps. These include:

- specifying the context of the adventure activity/s
- identifying people, equipment and environmental hazards
- assessing who or what might be harmed, how and to what extent
- determining the level of risk considered acceptable to the participants or client organisation/activity provider
- analysing the risks and selecting appropriate risk controls. This informs decisions on what risk management controls are required for the context and objectives
- implementing the controls
- having a communication structure to inform people of their relevant responsibilities
- actively monitoring risks and the effectiveness of controls
- modifying risk controls as and when necessary.

Effective risk management also includes ensuring compliance with all relevant laws and/or regulations that apply to the activity and the context. It should be noted these may change over time.

Page 6 of AAAS Standard

19

## 3 Planning

### 3.1 Planning

Whether preparing for one, or a series of activities, the management, design and delivery of adventure activities requires good planning. Planning allows providers to:

- meet their own objectives (e.g. to comply with laws, provide enjoyable/educative experiences, protect financial viability); and
- contribute to the objectives of their members, clients or partners (e.g. achieve personal goals, social interaction, leadership/ skill development).

There must be a process in place for the development and approval of activity plans that suit the context and purpose.

Page 6 of AAAS Standard

20

## 3.2 Activity plans

Activity plans help bring to life the purpose and objectives of the activity. They also inform decisions made before, during and after the activity.

Inclusions in the activity plan will vary but should include:

- purpose: What is the purpose of the activity?
- participants: Who are the participants and why is this activity relevant?
- location/s: Are the location and conditions suitable for the activity?
- risk: What are the risks involved and how will these be managed?
- emergency Management: How to respond in case of an emergency?
- logistics: What needs to be organised (e.g. permission, transport, equipment)?
- leaders: Who will lead the activity and what competencies and currency do they need?
- contingency: How to respond if things change?

Source Page 6 AAAS Standard

21

## 4.1 Participants

The needs and abilities of participants must be considered at every stage of adventure activity design, management, planning and delivery.

Considerations relating to participants should include:

- taking reasonable steps to understand the abilities and needs of individual participants, group and/or client organisations
- using understanding of participants to design, plan and deliver an appropriate program
- effectively communicating timely information about the activity or program and its requirements
- implementing a process to obtain relevant details on pre-existing health or personal conditions, informed consent and acceptance of risk to participate before the activity begins
- meeting any legislative or legal compliance expectations relating to participant health and safety. Some examples: vulnerable persons and child safety protection laws and regulations, privacy laws, anti-smoking/ drug laws, sex discrimination laws and regulations, allergy and anaphylaxis safety for minors' laws etc.

Page 7 of AAAS Standard

22

## 7.1 Leadership

Adventure activities must be led by competent people who have appropriate skills, knowledge and experience.

Page 9 of AAAS Standard

23

Providers must ensure activity leaders involved in activity delivery:

- conform with the providers' risk management systems
- have current, verified and documented skills, knowledge, experience
- only assume roles within their skills, knowledge, experience
- provide an appropriate level of supervision for the activity context
- are fit to fulfil their duties (e.g. managed for health, fatigue, medications)
- comply with appropriate activity-specific recommendations of activity leader to participant ratios.

Page 9 of AAAS Standard

24

## STANDARD REVIEW - Group questions

1. What documents does your organisation have that address some of the Standard?
2. Pick a section - have a look at your own documents
3. Pick a section - have a look at someone else's operational procedures on the same
4. What's covered, what's not. Good examples that you may have seen?

25



26

The CORE Good Practice Guide



27

**Core Good Practice Guide** Recommended common practices & supporting information regardless of the adventure activity being undertaken

<b>Contents Overview</b>	<b>8.0 Introduction</b>
1. Introduction	8.1.1. Environment related planning
2. Management of risk	8.1.2. Vision point
3. Planning	8.1.3. Objectives and controls
4. Participation	8.1.4. Site safety
5. Environment	8.1.5. Access and/or fire risk
6. Equipment and Supplies	8.2. Hazards, potential the and its target
7. Incidents	8.2.1. Hazards trigger points
8. Incident and Action	8.2.2. Hazards control measures
	8.3. Tree safety
	8.4. Drinking water safety
	8.5. Food safety
	8.6. Wildlife safety
	8.7. Land owner and/or manager requirements

Contents and full index at the back of Core GPG

28

Environmental Triggers

29

**Core Good Practice Guide** Recommended common practices & supporting information regardless of the adventure activity being undertaken

<b>Contents Overview</b>	<b>8.0 Introduction</b>
1. Introduction	8.1.1. Environment related planning
2. Management of risk	8.1.2. Vision point
3. Planning	8.1.3. Objectives and controls
4. Participation	8.1.4. Site safety
5. Environment	8.1.5. Access and/or fire risk
6. Equipment and Supplies	8.2. Hazards, potential the and its target
7. Incidents	8.2.1. Hazards trigger points
8. Incident and Action	8.2.2. Hazards control measures
	8.3. Tree safety
	8.4. Drinking water safety
	8.5. Food safety
	8.6. Wildlife safety
	8.7. Land owner and/or manager requirements

Contents and full index at the back of Core GPG

30

5.4 Drinking water safety

The 'drinking water safety' law(s) and/or regulation(s) of the relevant jurisdiction(s) must be determined and complied with.

Procedures used must protect drinking water sources from the possibility of pollution or contamination from human waste, activities and/or rubbish.

During the activity there should be access to sufficient water to meet anticipated requirements. This may include but is not limited to:

- accessing water from a water source
- carrying quantities appropriate for the type of activity, its anticipated intensity and weather conditions.

An appropriate water purification method should be used when the water quality is uncertain.

31

7 Leadership	25
7.1 Framework for leadership roles	26
7.2 Planning competence	26
7.3 Leader role	27
7.4 Assistant leader role	27
7.5 Responsible person role	27
7.6 Competence	28
7.6.1 Competence models	28
7.6.2 Evidence policy for competence	28
7.6.3 Evidence competence	28
7.7 Recognition of competence	29
7.7.1 Framework	29
7.7.2 Evidence	29
7.7.3 Recognition	29
7.7.4 Recognition pathways	29
7.7.5 Recognising competent competence	29
7.7.6 Evidence of information provided	29

32

### 7.7 Recognition of competence

Leaders and assistant leaders require a range of skills, knowledge, experience, attitudes and attributes along with sound judgment to be able to competently lead and supervise an activity.

The determination of competence to lead an activity can be achieved in a range of ways. The following provides guidance on how this may be achieved.

33

#### 7.7.1 Framework

Providers responsible for the delivery of an activity must be responsible for selecting suitably competent persons to lead and supervise that activity.

Providers must decide how to determine the competence of activity leaders using ethical and sound practices.

Leaders and assistant leaders of activities can have competencies recognised through a number of pathways.

34

#### 7.7.4 Recognition pathways

The pathways used for recognising competence may include but are not limited to:

- training qualifications and/or a training course
- outdoor sector or organisational accreditation system
- leader registration scheme
- peer recognition and verification process.

A combination of pathways may be used.

35

CORE GPG REVIEW - Group questions

1. What documents does your organisation have that address some of the CORE GPG?
2. Pick a section - have a look at your own documents
3. Pick a section - have a look at someone else's operational procedures on the same
4. Good examples that you may have seen?

36

Questions

37



Competency - skills and experience of outdoor leaders

Class 9	All Core level bushwalking skills, all core level bushwalking skills plus All class 4 units plus	All Core level bushwalking skills, all core level bushwalking skills plus All class 4 units plus		
	Apply intermediate bushwalking skills	30C000100A	Apply intermediate bushwalking skills	30C000100A
	Apply navigation skills in an intermediate environment	30C000300A	Apply navigation skills in an intermediate environment	30C000300A
	Manage risk in an outdoor activity	30C000400A	Manage risk in an outdoor activity	30C000400A
	Implement and monitor personal level health and safety policies	30A000400A	Implement and monitor personal level health and safety policies	30A000400A
	Use and maintain a competency or overnight kit	30C000500A	Use and maintain a competency or overnight kit	30C000500A
			Use intermediate bushwalking skills	30C000100A
			Use intermediate navigation equipment	30C000300A
			Apply risk management skills	30C000400A

Page19 Bushwalking GPG

44

Finding the information on the web - training.gov.au



<https://training.gov.au/Home?ga>

45

**Essential and Performance Criteria**

Essential	Performance criteria
1. Identify and describe the bushwalking requirements, including the objectives of activities, specific objectives of the walk, the terrain, equipment and safety requirements.	1.1 Identify and describe bushwalking requirements, including the objectives of activities, specific objectives of the walk, the terrain, equipment and safety requirements. 1.2 Identify an appropriate activity terrain according to relevant legislation and environmental guidelines and procedures.
2. Determine resources	2.1 Assess equipment and resources available for bushwalking activities. 2.2 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.3 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.4 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.5 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.6 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.7 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.8 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.9 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities. 2.10 Assess relevant legislation, relevant legislation and professional standards for bushwalking activities.
3. Apply walking skills	3.1 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.2 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.3 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.4 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.5 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.6 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.7 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.8 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.9 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities. 3.10 Apply walking skills in accordance with relevant legislation and professional standards for bushwalking activities.

46

Competency - skills and experience of outdoor leaders

Class 9	All Core level bushwalking skills, all core level bushwalking skills plus All class 4 units plus	All Core level bushwalking skills, all core level bushwalking skills plus All class 4 units plus		
	Apply intermediate bushwalking skills	30C000100A	Apply intermediate bushwalking skills	30C000100A
	Apply navigation skills in an intermediate environment	30C000300A	Apply navigation skills in an intermediate environment	30C000300A
	Manage risk in an outdoor activity	30C000400A	Manage risk in an outdoor activity	30C000400A
	Implement and monitor personal level health and safety policies	30A000400A	Implement and monitor personal level health and safety policies	30A000400A
	Use and maintain a competency or overnight kit	30C000500A	Use and maintain a competency or overnight kit	30C000500A
			Use intermediate bushwalking skills	30C000100A
			Use intermediate navigation equipment	30C000300A
			Apply risk management skills	30C000400A

Page19 Bushwalking GPG

ADI  
The star

47

**7.3 Group size**

The following table outlines the maximum group size that should be used when leading bushwalks for specific classes of bushwalks.

Also, refer to considerations for determining group size in [Class 9/10](#).

Bushwalking Class	Day	Overnight
1-2	45	22
3	45	22
4	23	22
5-6	19	19

**7.3.1 Bushwalking minimum group size**  
The recommended minimum group size should be three for class 4, 5 and 6 bushwalks.

Page 11 Bushwalking GPG

48

**7.3.2 Supervision recommendations for minors**

Leader requirements - Minors Day 1-2	Day	Overnight
2 responsible persons minimum or 3 activity leaders depending on context	1-20	1-20
2 responsible persons minimum or 3 activity leaders depending on context	22-42	1-20
1 activity leader and 1 responsible person minimum *suitable support available		1-20
1 leader and 1 assistant leader		1-20
Maximum group size* (also refer land owner/manager requirements)	20	21

Leader requirements - Minors Class 4	Day	Overnight
1 activity leader and 1 responsible person minimum *suitable support available	1-20	1-20
1 leader and 1 assistant leader	1-20	1-20
Maximum group size* (also refer land owner/manager requirements)	22	22

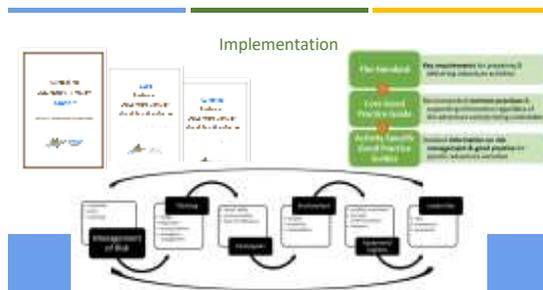
Page 11 Bushwalking GPG

49

**ACTIVITY GPG REVIEW - Group questions**

1. What documents does your organisation have that addresses some of the detail in the Activity GPG?
2. What do your outdoor leaders carry with them?
3. What process could you create to review your leadership requirements; ratios etc.
4. Good examples that you may have seen?

50



51

**Resources within to assist**

- There are resources embedded within the CORE and Activity Good Practice Guides:
  - An overview of risk management practices
  - Risk Management Plan Template
  - Dynamic Risk Assessment process
  - Environmental Sustainability procedures
  - First aid kit and medical considerations
  - Recognition of competence pathways.
  - River and walk grading systems
  - Recommended equipment lists

52

**Where to find the standard?**

<https://australianaas.org.au/>

53



54

**Wrap up – Thank You**

- Please take a few minutes to complete a simple survey about this webinar. Go to <https://www.surveymonkey.com/r/AustAASWeb>
- Contact Outdoors WA for WA inquiries
  - Contact local State peak bodies for other states
  - ACT queries to Outdoors NSW
  - Tasmanian queries to Outdoors Vic
  - Qld and NT queries to QORF
- The recording to be provided – post webinar and on website

55

More details

