South Australian Adventure Activity Standards

Industry Endorsed Advice for Organisations, Guides and Leaders

Mountain Bike Riding

August 2015

SA Adventure Activity Standards
Update 2015

Contents

1   Welcome

Recreation South Australia welcomes you to the revised edition of The South Australian Adventure Activity Standards (AAS) 2015. Throughout the process of updating the AAS, Recreation SA has been pleased to be able to work with industry and Service Skills South Australia.

These AAS are in many ways reflective of practices across Australia and we thank the other States for sharing information throughout the process. The Standards address the minimum acceptable standards of safety, skills and behaviour expected when planning and undertaking outdoor adventure activities.

The AAS have been developed with the goal of assisting organisations, guides and leaders to plan and undertake outdoor adventure activities with dependent participants. This document should be used as a key part of your organisation's risk management program.

Participants undertaking adventure activities may already have a degree of skill and experience in a particular adventure activity, and as such may be less dependent upon the group leader for guidance and instruction. In these situations, the AAS should be adapted to reflect the experience of group members and the particular circumstances surrounding the adventure activity.

Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to its participants to have completed a thorough risk analysis of the activity and should have developed a risk management approach that takes into account potential and unexpected situations.

The AAS remain the intellectual property of Recreation SA to be used by the outdoor community in South Australia.

2   Introduction

2.1   Purpose

Adventure Activity Standards (AAS) are a set of voluntary guidelines that assist organisations, guides and leaders in the planning and provision of Adventure Activities for dependent participants. They are primarily designed for those who lead groups of participants where an established and evident duty of care exists. Developed through consultation with the Outdoor Recreation Industry they outline the minimum desirable standards of operation required to conduct safe activities.

For the purpose of the AAS:

a **dependent participant** is - a person who depends upon the Leader for supervision, guidance or instruction to support supervised participation in an adventure activity.

an **organisation** is - a group of persons organised for a particular purpose such as a commercial enterprise (business), association, club, school or government department.

All who use the AAS will apply it differently depending on each organisations collective skills and experience, and their degree of dependence upon the leader. Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to their participants and an expectation to comply with current South Australian legislation. *Even in the case where an organisation regards their participants as independent (e.g. a peer to peer lead ride where leadership is shared) there is still an expectation of their organisation to provide a duty of care.*

Versions of the AAS are available in every state across Australia. Although each states activities and legislative content may vary all AAS have a major objective to:

1. Promote Safety for both participants and providers
2. Provide Information for providers against legal liability claims and criminal penalties
3. Provide supporting evidence in obtaining insurance cover

With these objectives in mind the AAS are valuable for all types of organisations, businesses, guides and leaders. Whether you are a business owner providing evidence of good practice for your insurance renewal, the Operations Manager of an outdoor activity provider updating your Standard Operating Procedures or a leader looking to refresh your activity planning processes.

The AAS is a helpful source of industry endorsed advice that aims to make the industry a better place for us all.

2.2   Creation

The SA AAS were first produced in 2006 by Recreation SA who obtained permission to use the Victorian AAS as a base template. A thorough consultation was conducted with South Australian Outdoor Recreation Industry to ensure the SA AAS reflected South Australia's legal, government, environmental, social, education and industry conditions.

The 2014 update of the 2006 SA AAS was facilitated by Service Skills SA with support of Recreation SA and with funding provided by the Office for Recreation and Sport through the Sport and Recreation Development Inclusion Program.

The updated SA AAS are best described as a compilation of references from existing AAS that have been vetted by the SA Outdoor Recreation Industry. For more information on those who have contributed to this document please turn to **APPENDIX 1: Acknowledgments**

2.3   Activity Description

Mountain Biking is the riding of a bicycle specifically designed for off-road use, over unsealed surfaces in a variety of terrain usually in a natural setting.

2.4 Legal Responsibilities

Activity providers are legally required to comply with a range of Acts, regulations, codes of conduct and other legislative and civil laws. Some of these laws are contained in statutes and local authority bylaws, and others have been developed through judges' decisions (common law).

For detailed legal information please refer to **APPENDIX 3: Legal Detail**

The risk management and legal information in this document are a guide to the processes and procedures for reducing, eliminating, transferring or accepting risks. Several sections in this document refer to actions or incentives that will reduce the likelihood of injuries or incidents and enhance the enjoyment of all involved. When risk management is fully incorporated into all stages of an activity, safer activities result.

For risk management information please refer to **Section 3.1 Risk Management**.

2.5 Disclaimer

The information contained in this publication has been gathered through widespread industry consultation. All reasonable attempts have been made to ensure that it is accurate, relevant and current at the date of publication. Nevertheless, the Adventure Activity Standards (AAS) are only advisory and general in nature and should not be relied upon to meet individual or specific requirements. They are recommendations for voluntary application to adventure activity providers and participants. They are not binding on any person or organisation and have no legal force.

The AAS will not cover each and every circumstance of an adventure activity. Nor can they, when adhered to, entirely eliminate the risk or possibility of loss or injury. Consequently they should be used as a guide only. Whenever using the information contained in this publication or any AAS, all adventure activity providers should carefully evaluate the specific requirements of the intended adventure activity and the persons participating in it. If necessary, advice should be obtained from a suitably experienced and qualified professional person.

This publication and the information it contains are made available on the express condition that the Government of South Australia (Office for Recreation and Sport) and Recreation SA, together with the authors, consultants and advisors who have assisted in compiling and drafting this publication and the AAS are not rendering professional advice to any person or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person as a consequence of reliance upon anything contained in or omitted from this publication.

3 Planning

3.1 Risk Management

Risk is inherent in all adventure activities which makes risk assessment and subsequent management strategies a crucial component of the planning phase.

Aside from minimising accidents and incidents during activities, risk management is also a vital tool for any business, organisation or club. Risk management assists with strategic and operational management, program planning and delivery, and people and resource management. It also helps to develop awareness in communities where adventure activities take place.

Risk management for outdoor activities has implications for all outdoor activity providers who are responsible for complying with any legal requirements. This document is not sufficiently comprehensive to provide every piece of information about risk management for outdoor activities. Therefore, leaders and organisations are encouraged to seek further guidance, develop their own risk assessment and management systems, and review and update their systems regularly.

3.1.1. RISK MANAGEMENT PROCESS

The risk management process involves 'the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk'.[1] There are many Risk Management models used to meet the specific needs of adventure activities however AS/NZS/ISO 31000:2009 - Risk Management is widely recognised and accepted as a generic risk management model.

Organisations and Leaders can adopt a model that is consistent with AS/NZS/ISO 31000:2009 and best suits a particular circumstance. Risk Management processes are periodically reviewed to ensure continued relevance. While various models may achieve this goal, a risk management process generally incorporates the following five steps:

1.   **Identify -** all hazards
     What could potentially cause harm or loss?

2.   **Analyse -** assess and prioritise the risks of each hazard and address the highest priority first.
     What could happen and what might be the consequences?

3.   **Evaluate -** choose measures to control the risks.
     Can you eliminate the risk? Use another location? Use different equipment? Bring in an expert? Substitute with an activity with less risk? Substitute real risk for perceived risk?

4.   **Treatment** - implement appropriate control measures.
     Act to control or eliminate the risk.

5.   **Monitor & Review** - the control measures and review the process.
     Are the measures working? Does the process meet industry standards? What needs amending? Are the activity goals or outcomes still being achieved?

For more information on how to apply risk refer to the Handbook (HB) 246:2010 Guidelines for Managing Risk in Sport and Recreation Organisations which can be purchased through the Standards Australia website: http://infostore.saiglobal.com/store/details.aspx?ProductID=1421050

Please also refer to **APPENDIX 4: Sample Risk Management Templates** and **APPENDIX 3: Legal Details** for further legal obligations.

The Office for Recreation and Sport – Risk Management Resource (2014) can be viewed through their website: http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_association

---

[1] HB 246–2010 Managing risk in sport and recreation, published by Standards Australia pg. 4

3.1.2. RISK ASSESSMENT

Risks for adventure activities are generally classified under the three categories of people, equipment and environment.

- ✓ **People** risks may include participants who are physically or psychologically unprepared for an activity, or have known behavioural issues that affect the safety of the activity. People risks may also include leader fatigue, poor planning, lack of knowledge or skill, or complacency (Priest and Gass 2005)[2].
- ✓ **Equipment** risks may include insufficient gear for the group or an inferior standard of equipment.
- ✓ **Environment** risks may include adverse or unseasonal weather, sudden changes in river levels, high winds or danger from local wildlife. They do not include factors inherent in the adventure activity, such as getting wet whilst riding.

Providers should consider each of these risk categories (and others as identified) in relation to the specific activity and the group involved. As a risk management strategy, selected leaders should have the authority, skills and experience to:

- ✓ conduct the activity in the selected environments
- ✓ achieve the planned objectives
- ✓ effectively manage incidents
- ✓ supervise the group at all times using direct and indirect supervision
- ✓ preserve the environmental integrity of the route and campsites.

[2] Priest, S. and Gass, M., Effective Leadership in Adventure Programming, Champaign: Human Kinetics, 2005

3.2   Activity Plan

An activity plan helps a leader define and achieve objectives, and minimise the inherent risks to participants. A leader can plan an activity in various ways, and each leader or organisation will have their own approach to planning. It is recommended that leaders or organisations prepare an activity plan for all activities. Each organisation can determine how much of the plan they need to document.

Below is a breakdown of the factors to consider during the planning stage of any mountain bike riding activity.

Key Planning Areas

- **Participants –** (trip objectives, participant age, capabilities & experience, group size etc.)
- **Area** – (map suitability & availability, route selection, seasonal factors etc.)
- **Leader** – (leader's skills, familiarity with the area, cancellation procedure etc.)
- **Equipment** – (equipment, food & clothing)

Participants
- ✓ Activity objectives (desired outcomes) and participant expectations
- ✓ Size of the group
- ✓ Age, experience and skills of participants
- ✓ Socio-cultural demographics of the group or individual participants and implications (e.g. religious or cultural dress code)
- ✓ Fitness, disposition and known medical conditions of participants
- ✓ Standard of care required (e.g. child participants, paying customers)
- ✓ Duration of activity (including planned start and finish times)

Area

- ✓ Area and route selection (description of intended route)
- ✓ Area-specific information including the natural or cultural history of locations
- ✓ Availability and suitability of maps and track signage
- ✓ Terrain (route characteristics), and associated implications and hazards
- ✓ Land manager requirements (access restrictions, group sizes, permit requirements, booking requirements)
- ✓ Site's ability to withstand visitation with minimal impact (suitability of route and campsites for size and ability of group)
- ✓ Seasonal factors (rain, fire, availability of drinking water, river levels, escape routes, track conditions, other users)
- ✓ Remoteness and accessibility (including emergency exit locations)

Ride leaders may also need to consider the trail's classification categories to determine appropriate trails to meet the needs of the group and objectives (See **Appendix 8: Mountain Bike Riding Trail Classifications**) for details.

Equipment

- ✓ Equipment, food, clothing and shelter requirements
- ✓ Condition and suitability of all equipment
- ✓ Expected weather conditions and implications (hypothermia, hyperthermia)
- ✓ Communication plan, including suitable communication equipment (e.g. satellite phone, emergency position indicating radio beacons or EPIRBs, personal locator beacons, flares, mobile phones, two-way radio) and its level of coverage
- ✓ First aid requirements
- ✓ Support and evacuation capabilities (e.g. vehicle) and availability of emergency medical assistance

    (see Section 5 Equipment)

Leader

- ✓ Leader to participant ratio
- ✓ Leaders' skills and competence to conduct the activity, effectively manage incidents and achieve the planned objectives
- ✓ Leaders' familiarity with the area
- ✓ Working With Children Check for individual leaders, where applicable (Section 3.12)
- ✓ Cancellation, modification or postponement procedure (e.g. due to forecasted or current adverse weather conditions, insufficient equipment, restrictions dictated by the land manager or environmental factors such as flood, drought, lightning or fire)
- ✓ Prepare a trip folder inclusive of a Risk Management Plan and Emergency Response Plan.

Reasons for cancelling, modifying or postponing a trip include (but are not limited to) inappropriate weather conditions, insufficient equipment, restrictions dictated by the land manager and environmental factors (flood, drought, fire).

FLAG: To assist the planning process leaders may run trial exercises prior to the activity to assess participant capability. In situations where this is not possible leader's activity plans should incorporate contingency options that can accommodate the varying degree of participant capability.

Conducting Activities in SA Parks or Forests Areas

When planning to run activities in Forest SA or Park SA reserves you may require a permit or licence. Permits and licences will vary depending on the type of activity being conducted and the organisation that you are from. To confirm what permits or licence may apply please visit the Parks SA website www.parks.sa.gov.au or visit the Forestry SA website https://www.forestry.sa.gov.au/ and download a copy of the Forestry Visitor Information brochure.

For those running activities in Forests please contact the relevant forestry office to advise them of your intended activity and to confirm that there aren't any conflicting forestry operations (harvesting) or events in the area (e.g. trail bike rally).

Park SA and Forest reserves are closed to the public from time to time. This is most likely to be when Total Fire Ban days are declared or when reserve management activities are taking place (e.g. commercial forestry, feral animal control).

Bicycles may only be ridden in selected Park SA reserves. Please check to ensure cycling is permitted by visiting www.parks.sa.gov.au

3.3   Pre-trip Documentation

Many sound reasons exist for documenting aspects of the activity plan (Section 3.2) such as ensuring that information about the activities and group is available if a group member is injured or incapacitated. Activity plan documentation enables search and rescue teams to conduct a search efficiently if necessary. Documentation may also assist with legal defences following an incident.

The leader and an external, non-participating contact person (necessary in an incident or emergency) should have access to all documentation. The suggested minimum amount of documentation required for an activity includes:

✓   Trip plan (designated start and finish times, and route description)

✓   an emergency strategy (Section 3.4) including contingency plans

✓   names, addresses, medical information and emergency contact details for all participants, leaders and assistant leaders.

✓   Medical and personal conditions along with the management strategies for relevant participants should be documented, including details of any conditions (e.g. asthma), and any medication or actions to be taken (e.g. self-administered inhaler). Medical conditions can include but are not limited to:

- diabetes
- epilepsy
- fainting and dizziness
- specific allergic reactions
- blood conditions that may affect bleeding or clotting
- impaired sight

- impaired hearing
- conditions that affect balance
- recent or longstanding injuries
- disability
- pregnancy
- migraines

✓   information for all participants, leaders and assistant leaders on food allergies, including the magnitude of reaction and management strategies, as well as medications and who can administer them

✓   any access permits, licences or approvals required by land managers such as Department of Environment, Water and Natural Resources, local councils or private landholders

✓   relevant public vehicle driving licence if transporting participants, vehicle and trailer registrations. More information is available via the South Australian Government via Service SA: http://www.sa.gov.au/topics/transport-travel-and-motoring/ezyreg

✓   a signed consent form from each participant that acknowledges the inherent risks of the activity after they have been fully briefed on those risks.

✓   participants' agreement that they receive medical assistance and evacuation (e.g. ambulance, helicopter) if required, as well as any other documentation required by an insurer or legal advisor

✓   signed consent by a parent/guardian for participants under 18 years.

FLAG: Throughout the ride, the leader must take reasonable steps to account for any known specific participant medical requirements.

3.4   Emergency Strategy

Even with appropriate policies and procedures, such as an activity plan (Section 3.2) and risk management process (Section 3.1.1), accidents and emergencies can still occur. These are often sudden and unexpected, can significantly affect groups and individuals, and require an immediate and planned response to contain the situation.

The emergency strategy complements the risk assessment and provides a framework for action in an emergency. Activity leaders and a suitable external, non-participating contact should fully understand the emergency strategy and be able to immediately access this document. A summary of emergency procedures should be one component of the preliminary group briefing.

An emergency strategy for an activity will vary according to the situation, but should include:

✓   emergency response actions, allocated roles and responsibilities

✓   emergency access and escape routes (where possible)

✓   assembly points where appropriate

✓   details of key organisations (e.g. land manager and police) and how to best contact them in an emergency (e.g. mobile phone, satellite phone, radio)

✓   planned activity start and finish times

✓   the emergency trigger time for the non-participating contact to inform emergency services (if the group fails to return or check in)

✓   contingency plans for foreseeable emergencies (e.g. falls, fire, flood)

✓   communication equipment that the group will carry

✓   relevant aspects of the land manager's emergency strategy

✓   strategies relevant to the features of the areas being visited (e.g. hike-a-bike section or river crossings)

✓   a strategy for maintaining supervision ratios if the planned activity changes (e.g. due to adverse conditions, an injured leader or participants withdrawing from the activity).

✓   Access to participant's personal and medical information

The trip leader should communicate with the relevant non-participating contact at designated time/s. Upon failure to do so the non-participating contact will commence the planned process/strategy to ultimately notify the police according to that process/strategy (trigger time).

Trip leader(s) and a non-participating contact, either within each organisation or otherwise, should be made aware of the emergency strategy.

Refer to **APPENDIX 5: Emergency Response Template**.

3.4.1   Incident Reporting

It is a legal requirement under the South Australian *Work Health and Safety Act 2012* that anyone (including an association, partnership, or sole trader) running a business or undertaking notify SafeWork SA immediately of any incident arising out of the conduct of that business or undertaking which involves:

•   a **fatality;**

•   a **serious injury** or **illness; or**

•   a **dangerous incident**.

A definition of what constitutes a "serious injury or illness" or a "dangerous incident" can be found in this SafeWork SA Incident Notification Factsheet:
http://www.safework.sa.gov.au/uploaded_files/003-2011_Incident_Notification.pdf

Failure to notify SafeWork SA of a notifiable incident can lead to a fine of up to $50,000.

The notification to SafeWork SA must be by the fastest possible means and can be made by phone or in writing (such as by fax, email or other electronic means). If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.

The person with management or control of a workplace must preserve the incident site (as far as reasonably practicable) until an inspector attends the site or directs otherwise. However, the site may be disturbed to remove a deceased person, assist an injured person, make the site safe, or to take actions associated with a police investigation.

All written notifications of notifiable incidents must use the approved form available at:
www.safework.sa.gov.au/show_page.jsp?id=2542#.UudAaiRe5GE

You must keep records of any notifiable incidents for at least five years. Failure to keep records for that time frame can result in a fine of up to $25,000.

"Volunteer associations" are exempted from compliance with the *Work Health and Safety Act 2012*. However, "volunteer association" in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a "volunteer association". Even if your organisation is a "volunteer association", it is still a good idea for it to comply with the general WHS duties.

3.5   Restriction to Participation

There may be times when a leader needs to exclude or remove a participant from an activity, or modify an activity for the safety of the group or an individual. This will be done at the leaders discretion and judgment either before departing or during an activity.

Reasons for excluding a participant may include (but not limited to) being under the influence of alcohol or drugs (including prescription drugs that may affect performance), being unable or unwilling to follow instructions, lacking suitable equipment, or having an inadequate level of fitness, physical ability or experience for the activity.

The leader should also consider operational restrictions that affect participation, including issues relating to weather, equipment, route difficulty, restrictions dictated by the land manager and environmental factors, such as trail conditions, flood, drought, lightning and fire.

A sound risk management plan will help the leader determine how and when these restrictions or modifications might apply.

3.6   Group Size

The group's size is important when considering group management and to protect the environment. When determining maximum and minimum group sizes, and the ratio of leader to participants leaders should consider the following:

✓   the group's and individuals' safety

✓   the activity's objectives

✓   a land manager's (e.g. Department of Environment, Water and Natural Resources South Australia) specific restrictions

✓   the activity's expected environmental impact

✓   the leaders' and participants' experience

✓   participant dispositions e.g. youth at risk

✓   the potential impact on other users

✓   conditions (environment, remoteness, weather)

✓   available equipment.

Where a large group is split into a number of smaller groups, each smaller group should have its own leader and assistant leaders who independently adhere to the AAS.

For the safety of both the group and the environment, the maximum group size for a mountain bike ride involving a dependent group should be 20 (including participants, ride leader and assistant ride leader/s).   Groups larger than this should be split into separate sub-groups.

3.7   Ratios (Leader: Participant)

When planning any outdoor activity, the ratio of qualified and/or experienced leaders to dependent participants needs to be considered. Some activity peak bodies provide maximum leader-to-participant ratios. In certain situations, judgment may dictate smaller or larger numbers of participants per leader.

Ratios are determined by a risk assessment process, the following factors are taken into consideration (where applicable):

- ✓   outcomes of the risk management process
- ✓   the leaders' experience
- ✓   participants' expected capabilities (i.e. experience, competence, fitness, mental disposition)
- ✓   type, difficulties, distance and condition of trails, vehicle tracks or roads
- ✓   field of vision
- ✓   environmental conditions (weather, terrain)
- ✓   planned activity duration
- ✓   optimum group size (Section 3.6)
- ✓   location remoteness
- ✓   land Owner or Land Manager Requirements
- ✓   availability of communications and access
- ✓   equipment suitability and availability.

Leaders may utilise the following information in group size (Section 3.6) as a starting point, to then modify the number in their group according to the outcome of their risk management process, taking into account the variables listed above. The risk assessment should justify the choice of ratio.

Suggested Ratios

The suggested ratio as a standard should be no less than one leader to 10 participants (1:10).

The participant numbers should be reduced from this as the risk factors increase. Of critical importance is participant ability, terrain, remoteness, access to support, first aid capability within the group and emergency response time.

The suggested ratios created significant debate amongst the industry advisors (in the working group). This debate exemplifies the critical need for an experienced leader to apply manageable ratios dependent on all the risk factors. Suggested ratios varied from two leaders to ten participants (2:10) in remote areas to one leader to 10 competent participants (1:10) in urban areas.

It was also commented that the concept of remote being 30 minutes from emergency medical attention needed to be applied with caution because there are examples of emergency services taking 45 minutes to attend outer metropolitan incidents. Caution was also expressed in the difference between highly professional commercial operations with organised support and a community event with novice riders.

FLAG: Ratios should be set by a qualified and/or experienced person with knowledge of the activity, location, equipment and group.

FLAG: *An accompanying adult without these skills and abilities may be responsible for the welfare and supervision of participants, but they would not be an assistant leader. As such, it is not recommended that leaders include these people in the leader-to-participant ratio. For example a teacher accompanying students on excursions.*

3.8   First Aid

A person (including an association, partnership, or sole trader) conducting a business or undertaking (PCBU) (whether or not for profit) has a legal requirement under the South Australian *Work Health and Safety Regulations 2012* to ensure that:

- first aid equipment is provided in the workplace;
- first aid equipment is accessible to each worker; and
- there is access to facilities for the administration of first aid.

"Volunteer associations" are exempted from compliance with the *Work Health and Safety Act 2012*. However, "volunteer association" in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a "volunteer association". Even if your organisation is a "volunteer association", it is still a good idea for it to comply with the general WHS duties.

All persons conducting a business or undertaking should familiarise themselves with the Safe Work Australia *First Aid In The Workplace Code of Practice* (updated March 2015), which gives advice on workplace first aid, including the contents of first aid kits for remote locations. The Code also states that workers in remote locations should have access to appropriate communication systems. View the Code via the following link:
http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf

For more information regarding the South Australian *Work Health and Safety Regulations 2012* and *Work Health and Safety Act 2012* turn to **APPENDIX 3: Legal Details - 2.3.11 Additional considerations – *Work Health and Safety Act 2012.***

3.8.1   First Aid Training

The unit of competency, **HLTAID003 Provide First Aid** (or equivalency) is a minimum standard for first-aid trained personnel. However, the level of first aid competency required will depend on the risk management assessment Activities in remote or isolated areas or for participants with disabilities may require more specialised first aid knowledge.

For activities and programs that are in **remote areas or a multi pitch environment** a higher level of first aid competency, such as **SISOOPS305A Provide First Aid in a Remote Location** or higher should be held by at least one leader.

For first aid specific information please refer to the Safe Work Australia *First Aid in the Workplace Code of Practice* (updated March 2015)*:* http://www.safework.sa.gov.au/uploaded_files/CoPFirstAidWorkplace.pdf

Further guidance about working in remote or isolated areas is available in the Safe Work Australia *Managing the Work Environment and Facilities Code of Practice* (dated December 2011):
http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/626/Managing_the_Work_Environment_and_Facilities.pdf

For more information on volunteer organisations compliance please contact the SafeWork SA Help Centre on telephone 1300 365 255 or view their Fact Sheets found at: http://www.safework.sa.gov.au/show_page.jsp?id=112115#faqs

3.9   Environmental Sustainability Plan

Environmental sustainability is an underlying factor in all adventure activities and is the responsibility of all involved. In particular participants need to be made aware of their responsibilities to protect South Australia's natural and cultural heritage.

There are many models and recommendations that assist with minimum impact, conservation and environmental protection. It is up to leaders and organisations to select the best method that suits their particular circumstances.

All management models, organisational policies and standard operating procedures follow the Leave No Trace - 7 Principles.

1.   **Plan Ahead and Prepare**

2.   **Travel & Camp on Durable Surfaces**

3.   **Dispose of Waste Properly**

4.   **Leave What You Find**

5.   **Minimise Campfire Impacts**

6.   **Respect Wildlife**

7.   **Be Considerate of Your Hosts and Other Visitors**

To view a detailed list of factors to include into a mountain bike activity plan turn to **APPENDIX 6: Environmental Sustainability for Mountain Biking**

The Leave No Trace - 7 Principles can be viewed here: http://www.lnt.org.au/programs/7-principles.html

3.10   Weather

Effective planning requires access to up-to-date weather and fire information. The most up-to-date information is available through the Bureau of Meteorology PH: 1300 659 215 or www.bom.gov.au/sa/. This website provides information on weather, seas and hydrology, and some historical data.

It's the responsibility of the leader to assess the weather before and during the activity. This will involve analyzing the forecast from various sites which will provide a holistic indication of the weather likely to be experienced.

Fire Danger Season
In most areas, the fire danger season in South Australia usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks or forests during this time. Some areas have year round bans on wood fires. Open flames are banned in all parks and forests on days of extreme fire danger. For more information please visit the Parks SA website www.parks.sa.gov.au or the Forestry SA website https://www.forestry.sa.gov.au/ and download a copy of the Forestry Visitor Information brochure.

On Total Fire Ban days forest reserves are closed and park reserves may be closed to public. The onus is on the leader to check the fire ban status for the area they are visiting. Total Fire Ban days are declared by the Country Fire Service (CFS).

For up-to-date information visit:

• CFS Office: www.cfs.sa.gov.au/site/contact_us.jsp

• Department of Environment, Water and Natural Resources: www.environment.sa.gov.au/firemanagement/Home

3.11 Sun Safety

Sunburn is a risk for anyone who participates in outdoor activities. Leaders should take reasonable steps to prevent or minimise the likelihood of staff and participants suffering excessive sun exposure.

Measures can include:

- ✓ encouraging everyone to wear activity- and weather-appropriate clothing

- ✓ encouraging everyone to wear hats and sunglasses

- ✓ conducting physically demanding activities in the cooler part of the day where possible

- ✓ encouraging everyone to drink water

- ✓ encouraging everyone to use sunscreen (minimum SPF 30+ recommended)

- ✓ taking breaks in shaded areas.

For more information on sun safety, refer to:

• Sun Smart: www.sunsmart.com.au/
• Cancer Council Australia: www.cancer.org.au/preventing-cancer/sun-protection/

3.12 Child Protection

Organisations and leaders need to consider safety requirements when working with children.

The *Children's Protection Act 1993* requires that organisations that offer sporting and recreational services wholly or partly for children (under 18 years of age) must ensure that appropriate policies and procedures are in place so as to establish and maintain a child safe environment within the organisation.

To provide a child safe environment organisations are legally required to:

- ✓ conduct criminal history assessments for people working with children in *prescribed positions

- ✓ ensure that appropriate reports of any suspected abuse or neglect of children are made to the Department for Education and Child Development

- ✓ lodge a statement about their child safe environment policies and procedures with the Department for Education and Child Development.

The *Children's Protection Act 1993* also includes a legal requirement for certain people within organisations that offer sporting and recreational services to report suspected child abuse and neglect to the Child Abuse Report Line (13 14 78). This is known as mandatory notification.

The mandatory notification requirements apply to a range of people, including anyone employed by the organisation who is engaged in the actual delivering of sporting and recreational services to children, or anyone in a management position who has direct responsibility for the delivering of sporting and recreational services to children.

These people must notify the Department for Education and Child Development if they suspect on reasonable grounds that a child has been or is being neglected or abused. It does not matter if the suspected neglect or abuse happened in the course of their work or somewhere else, like at home or school. It only matters that their suspicion about the neglect or abuse was formed in the course of their work.

Click on the embedded links above or visit the resources below to find out the obligation of your organisation:

Families SA: www.families.sa.gov.au/pages/protectingchildren/CSEHome/

Office for Recreation and Sport: http://ors.sa.gov.au/about_us/publications

Office for Recreation and Sport Publication: **Keeping Children Safe in Recreation and Sport**:
http://ors.sa.gov.au/__data/assets/pdf_file/0009/150021/Keeping_Children_Safe_Booklet_2015.pdf

* NOTE: A "prescribed position" is a role that involves one or more "prescribed functions" as defined under section 8B (8) of the *Children's Protection Act 1993*. These functions include regularly working with or around children in an

unsupervised capacity, and also the supervision and management of people in such roles. Organisations should seek legal advice if uncertain about whether a particular position is a "prescribed position".

3.13 Privacy

Providers will inevitably collect personal information about participants, perhaps including their names, addresses, phone numbers, emails, and so forth. It might also be necessary for some providers to collect medical details, such as allergies and medical conditions that might be relevant to the activity.

The *Privacy Act 1988* stipulates detailed procedures in relation to the collection, storing and distribution of confidential information. However, the *Privacy Act* may not apply to some providers, because small business operators (businesses or not-for-profits with annual turnover of less than $3 million) are generally not bound by the *Privacy Act*. However, there are some exceptions. These exceptions are unlikely to be relevant to providers of adventure activities, but legal advice should be sought about your specific circumstances in the event of uncertainty.

Information about the *Privacy Act 1988,* to whom it applies, and what it requires of those to whom it applies, can be found here: http://www.oaic.gov.au/privacy/about-privacy.

Regardless of whether or not you are bound by the *Privacy Act 1988*, all providers are subject to a "duty of confidence". This duty makes it unlawful to use confidential information for unauthorised purposes. This would include providing participant's personal details to third parties for purposes unrelated to their participation in the relevant activity. For instance, selling personal details to a mail-order company would be a clear breach of the duty of confidence. It would also likely be a breach of the duty of confidence to provide personal details to a related organisation that offers activities you think the participant might be interested in, even if this is done in good faith and not for financial gain.

3.14 Food safety

All businesses, whether of a commercial, charitable or community nature, that involve themselves with the handling of food intended for sale, or the sale of food, must comply with the *Food Act 2001* and the *Food Regulations 2002*.

The "sale of food" includes providing food under a contract for services, or supplying food under a contract together with accommodation, services, or entertainment.

The *Food Act* and the *Food Regulations* impose a range of obligations upon those who sell food. These include obligations to notify local councils of their existence prior to starting food handling operations, and complying with various health and hygiene responsibilities. The *Australia New Zealand Food Standards Code* sets out in detail the food safety standards with which businesses must comply. It can be accessed here: http://www.foodstandards.gov.au/code/Pages/default.aspx

Local council environmental health officers routinely inspect food businesses for compliance with the legislation. The consequences of breaching these standards range in severity and include warning letters, expiation notices, prohibitions orders, and prosecution.

If your business is involved in the sale of food, or the handling of food for intended sale (even if only for charitable or community purposes), you may need to seek legal advice about how to ensure compliance with all relevant food legislation.

4   Leaders

4.1   Role

This AAS refers to **leaders** and **assistant leaders**. The leader's performance is a critical factor in the safe conduct of an outdoor activity. The leader is required to accept the overall responsibility for conducting the activity by:

- ✓ maintaining current skills, qualifications and experience as required
- ✓ implementing and/or supervising activities suitable for the individual, group and environment
- ✓ taking responsibility for the environmental preservation of the sites and surrounding areas.
- ✓ delegating individual tasks whilst maintaining the ultimate responsibility

The **leader** may also have responsibility for the planning and preparation of activities. They supervise and aim to achieve the objectives of the group or individual participants' session. In the case that this responsibility falls with another person the leader still needs to be familiar with these obligations. Refer to **Section 4.2 Responsibilities of Leader** for more detail.

An **assistant leader** is an individual has the qualifications and/or experience to act as an additional support to the activity leader, and/or may have responsibility for a group of participants on an adventure activity under direct or indirect supervision. They have the skills and knowledge to take charge of the group and facilitate egress or evacuation should the primary leader be unable to do so.

FLAG: *The leader's and assistant leaders' overall responsibility does not exclude the fact that dependent participants are responsible for their own actions, both in relation to obvious risks that may be encountered and also in following the directions/instruction of the leader.*

4.2   Responsibilities of a Leader

To Participants

- ✓ Provide a reasonable level of guidance and instruction to dependent participants to enable supervised participation in an adventure activity
- ✓ Provide a reasonable level of leadership for dependent participants during adventure activities
- ✓ Take reasonable steps to ensure that the level of knowledge, ability, skill and equipment of each participant is appropriate for the level of difficulty and complexity of the trip.
- ✓ Establish and maintain a rapport with participants; maintain the well-being of participants and others in the group

    Carrying out a full briefing session and ensuring that all participants and staff understand it (Section 4.6 Pre-Activity Briefing)

To Manage the Activity

- ✓ Apply technical skills and knowledge to conduct an adventure activity for dependent participants/ with or without indirect and direct supervision
- ✓ Confirm the activity plan is completed and appropriate (Section 3.2)
- ✓ Ensuring that participants and staff documentation has been completed and collated
- ✓ Create a Risk Management Plan (Section 3.1)
- ✓ Comply with any land manager's requirements, including permits and approvals
- ✓ Check weather forecasts and warnings prior to the activity, monitor environmental conditions during the activity and take action to manage/respond to hazardous or extreme weather conditions
- ✓ Confirm that all equipment is in an appropriate condition; uses equipment in accordance with manufacturers recommendations and/or standard operating procedures
- ✓ Check the first aid kit and communication equipment for serviceability before the activity
- ✓ Ensure leaders and assistant leaders have suitable knowledge and or qualifications to be considered as competent.

- ✓ Ensure participants have the required equipment and check critical items
- ✓ Delegate tasks to assistant leaders, other leaders and participants as appropriate
- ✓ Respond to an emergency using an Emergency Response Plan and apply First Aid as required
- ✓ Ensure that minimal environmental impact message is conveyed and adhered to
- ✓ Notify appropriate persons of safe completion
- ✓ Ensure that any incidents are managed, reported and recorded
- ✓ Ensure equipment is accounted for and packed away.

4.3   Responsibilities of an Assistant Leader

The following are expectations of an assistant leader if they are to be included in the leader-to-participant ratio:

- ✓ Assist the leader as instructed and undertake activity-specific tasks as delegated
- ✓ Provide a reasonable level of supervision for dependent participants during adventure activities
- ✓ Possess relevant documented or demonstrated skills to safely conduct the activity
- ✓ Understand the detail of the activity plan, risk management plan and emergency strategy
- ✓ Initiate an emergency response as required appropriate to skills and experience
- ✓ If the leader becomes incapacitated, assumes the responsibilities of the activity leader.

A Supervising Leader works in conjunction with an Adventure Activity Leader and does not assume responsibility of technical aspects of the adventure activity.

4.4   Leader Competency Recognition

A leader requires competencies, experience and sound judgment at a level appropriate for the activity.

As a benchmark a leader should have acquired skills at least equivalent to the appropriate units of competency identified in the SIS10, Sport, Fitness Recreation Training Package (see next section).

Individual organisations will need to decide which leader competencies and equivalencies they expect informed by adherence to effective risk management practices and legal requirements. A mountain bike leader may demonstrate competency by any of the following:

National Accredited Qualifications (from the National Training Framework)
Certificate III, Certificate IV or a Diploma of Outdoor Recreation, with specialisations in mountain bike guiding.

National Accredited Units of Competency (from the National Training Framework)
A statement of attainment from a registered training organisation that specifies the appropriate units of competency. This maybe referred to as Skills Set (see next section).

Industry Accreditations
This refers to courses that have been created and are recognised by Industry. They are not part of the National Training Framework however industry may use the accreditation as a competency benchmark. For Mountain Bike Riders this may include Internal Industry Accreditations.

Industry Experience
In some cases organisation will determine the competency of a leader on their proven skills developed solely by experience. Leaders need to demonstrate to the organisations satisfaction that they possess the required skills and currency that meet the leadership, group management, technical capacities and safety requirements of the activity.

National Outdoor Leader Registration Scheme (NOLRS)
Registered as leader under the NOLRS (www.outdoorcouncil.asn.au) at one of the following registration levels appropriate to the activity context:

- Mountain Biking

NOLRS is currently applied in Queensland and Western Australia.

4.5   Skills

As detailed in the previous section the competency of a bushwalking leader can be determine in several ways. To assist an organisation or leader assess if they are meeting the industry standard we suggest using the bushwalking specific skills sets below from the SIS10 training package as a comparative skills tool.

MOUNTAIN BIKE RIDING SKILLS SETS

- Mountain Bike Guide (Controlled to Intermediate Environment)

- Mountain Bike Guide (Intermediate Environment)

- Mountain Bike Instructor (Intermediate Environment)

Each skills set contains a group of accredited units of competency and each unit of competency outlines a list of skill outcomes.

To view the units of competency in each skills sets turn to **APPENDIX 7: Nationally Accredited Skills Sets.**

To view the skills outcome related to each unit of competency or to see the SIS10 Sport, Fitness and Recreation Training Package visit: http://training.gov.au/Training/Details/SIS10

To view the required First Aid Unit of competency turn to Section 3.8.1 First Aid Training.

4.6   Pre-Activity Briefing

Leaders will clearly communicate all information about an activity to potential participants, leaving sufficient time for them to make an informed decision about their participation.

All participants and leaders should use agreed and understood communication (briefing, calls). It is essential that this is devised before the trip and that it is included as a component of the pre-trip briefing.

Each leader and organisation may have a preferred way to deliver a pre-activity briefing. The method may depend on an activity's length and complexity. The briefing should make participants aware of:

✓   activity objectives

✓   the activity's nature and inherent risks

✓   common risk and how to avoid them

✓   current and anticipated conditions (e.g. environment, remoteness, weather)

✓   the land managers' requirements (e.g. specific conditions that apply to the site

✓   how the session will be managed (timings, procedures)

✓   agreed methods of communication within the group (signals and calls)

✓   essential equipment and clothing

✓   the correct use and fit of equipment

-   cycling helmet that complies to Australian Standard AS/ANZ 2063 – 1996

-   bike compliant with licensing regulations

✓   the group management process

✓   the agreed methods of communication within the group (signals and calls), which they will devise before commencing the activity

✓   the duration, route plan, emergency routes and specific landmarks or locations

✓   the leader's expectations of participants, and their responsibility to behave as requested (e.g. conduct, safety zones, equipment)

✓   any restrictions to participate

✓   the type of food, the amount of food and water they will need and water availability

✓   the participant obligation to be responsible for their own actions*, both in relation to obvious risks that may be encountered and also in following the directions/instruction of the leader on any trip.*

The leader will conduct a verbal check that enables participants to voice concerns about their capabilities, and a final check that participants have completed and submitted all documentation. (3.3 Pre-trip Documentation)

Leaders should ask participants to acknowledge that they understand the content of the briefing, and ask them to voice any concerns and ask questions about the activity. Leaders should consider an alternative briefing method for participants from non-English speaking backgrounds.

5   Equipment

Equipment requirements will vary according to the planned ride (including the route and its objectives), the environmental conditions, and the nature and size of the group. The leader and group should have easy access to emergency and contingency equipment.

Leaders should be satisfied that all participants set out with suitable equipment, food and clothing for the planned ride. It is recommended that this be achieved by reference to a tailored checklist, which should be provided to participants in advance.

Equipment carried will depend on the nature and duration of the trip.

5.1   Leader's Equipment

The leader should have a first aid kit, communication equipment (including a whistle), and the following gear:

✓   emergency response plan, process or procedure documentation

✓   participant medical/consent forms or synopsis

✓   emergency communication equipment (e.g. mobile phone, satellite phone, details of nearest land line, radio, EPIRB/PLB if in remote area etc.)

✓   Tools for bike repair including

-    chain breaker and piece of chain

-    chain repair components

-    spoke key

-    spanner(s), allen key(s), screwdriver(s)

-    multi fit pump

-    puncture repair kit including tyre levers

-    inner tubes (2) (different sizes)

-    brake cable / hydraulic inners (2) (multiday rides only)

-    gear cable inners (2) (multiday rides only)

-    brake pads

It is also the responsibility of the group leader to ensure that the following equipment be carried in a support vehicle or accessible on multi day trips.

✓   lubricant

✓   rag (2)

✓   headset spanner

✓   pedal spanner

✓   crank puller

✓   pliers with cable cutter

✓   pressure gauge

✓   adjustable spanner 300mm

✓   cone spanner (2)

✓   spare pair pedals

✓   emergency derailler

✓   super glue

✓   bolt and nut emergency pedal

✓   chain tool

✓   various cable ties

✓   duct tape

Group Specific Equipment (generally the responsibility of the leader)

Group equipment will differ depending on the expected conditions of the ride and will be informed by the risk management plan, emergency strategy and activity plan. Refer to equipment for ride leader.

5.2   Participants

- ✓ correctly fitting cycling helmet compliant to Australian Standard AS/ANZ 2063 – 1996
- ✓ puncture repaid kit including spare tube
- ✓ clothing appropriate to the requirements of the route and potential weather conditions (denim is NOT advised)
- ✓ appropriate footwear (enclosed)
- ✓ personal medication including sun and insect protection
- ✓ bike suitable for off road use / compliant with licensing regulations:
    - off road tyres
    - front and rear brakes
    - gears
    - mountain bike handle bars
- ✓ suitable and sufficient water carrying capabilities

5.3   Maintenance and Storage

In commercial operations the care and maintenance of the equipment is the responsibility of the operators. It is recommended that an equipment maintenance log is kept. A check list for all gear going out on a ride should be in place, and all equipment should be checked on return, with used or worn items replaced.

6 Further Information

6.1 Organisations

Bike SA
111 Franklin Street, Adelaide, SA 5000 PH:(08) 8168 9999 http://www.bikesa.asn.au/

Country Fire Service
GPO Box 2468, Adelaide SA 5001 PH:(08) 8463 4200 www.cfs.sa.gov.au/site/contact_us.jsp

Department of Environment, Water and Natural Resources
GPO Box 1047,   Adelaide SA 5001 PH: (08) 8204 1910 www.environment.sa.gov.au

Department of Primary Industries and Regions South Australia (PIRSA)
GPO Box 1671, Adelaide SA 5001 PH: (08) 8226 0299 www.pir.sa.gov.au

Forestry SA
PO Box 162 Mount Gambier SA 5290 PH: +61 8 8724 2888 https://www.forestry.sa.gov.au/

Leave No Trace
PO Box 71, Cottesloe WA 6911 PH: 1300 884 086 http://www.lnt.org.au

Outdoor Educators' Association of South Australia (OEASA)   www.oeasa.on.net/

Office for Recreation and Sport
PO Box 219, Brooklyn Park 5032 SA PH: (08) 7424 7677 www.ors.sa.gov.au/

Outdoor Council of Australia
150 Caxton Street, Milton Qld 4064 PH: (07) 3369 9455 www.outdoorcouncil.asn.au

Outdoors SA
PO box 2047 Glynde, Plaza SA 5070   www.outdoorssa.org.au/

Parks SA
PH: (+61 8) 8204 1910   www.environment.sa.gov.au/parks/home

Recreation SA
3/95 King William Road, Unley SA 5061 PH: (08) 8271 6874 www.recreationsa.org

SAMBA
www.samba.asn.au

SA Health
PH: (08) 8226 6000   www.sahealth.sa.gov.au

SafeWorK SA
GPO Box 465, Adelaide SA 5001 PH:1300 365 255 www.safework.sa.gov.au

Service SA
PH: 13 23 24 www.sa.gov.au/

Service Skills Australia
GPO Box 4194, Sydney NSW 2001 PH: (02) 8243 1200 www.serviceskills.com.au

Service Skills SA
PO Box 248, Kent Town, SA 5071 PH: 08 8362 6255 www.serviceskillssa.com.au

South Australian Legislation
Attorney-General's Department, GPO Box 464 Adelaide SA 5001 PH: 08 8207 1000 www.legislation.sa.gov.au

TAFE SA Regency Campus
137 Days Rd, Regency Park SA 5010 PH: +61 8 8348 4444 www.tafesa.edu.au/campuses/metro/regency

6.2   Resources

Bureau of Meteorology www.bom.gov.au/sa

Cancer Council Australia www.cancer.org.au

Country Fire Service Resources www.cfs.sa.gov.au/site/resources.jsp

Codes of Practices www.safework.sa.gov.au/show_page.jsp?id=5892#.UwvmGY0e7FE

Civil Liability Act 1963 (SA) www.legislation.sa.gov.au/browseActs.aspx

Child Protection Act 1993 (SA) www.legislation.sa.gov.au/browseActs.aspx

Fair Trading Act 2010 (SA) www.legislation.sa.gov.au/browseActs.aspx

First Aid www.safework.sa.gov.au/show_page.jsp?id=5463#.UvB27ySsvFE

First Aid in the Workplace Code of Practice www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/first-aid-in-the-workplace

Forestry Act 1950 http://www.legislation.sa.gov.au/LZ/C/A/FORESTRY%20ACT%201950.aspx

Incident Forms www.safework.sa.gov.au/show_page.jsp?id=2542#.UudAaiRe5GE

Keeping Children Safe in Recreation and Sport

http://ors.sa.gov.au/__data/assets/pdf_file/0009/150021/Keeping_Children_Safe_in_Recreation_and_Sport_booklet.pdf

Parks SA www.environment.sa.gov.au/parks/home

TGA (training.gov.au) www.training.gov.au

Standards Australia www.standards.org.au/

Volunteers Protection Act 2001 (SA) www.legislation.sa.gov.au/LZ/C/A/VOLUNTEERS%20PROTECTION%20ACT%202001.aspx

Work Health and Safety Act 2012 (SA) www.legislation.sa.gov.au/LZ/C/A/WORK HEALTH AND SAFETY ACT 2012.aspx

Work Health and Safety Regulations 2012 (SA) www.legislation.sa.gov.au/LZ/C/R/WORK HEALTH AND SAFETY REGULATIONS 2012.aspx

Risk Management

AS/NZS ISO 31000:2009, Risk management - Principles and guidelines. http://infostore.saiglobal.com/store/Details.aspx?ProductID=1378670

Handbook (HB) 246:2010 Guidelines for Managing Risk in Sport and Recreation Organisations http://infostore.saiglobal.com/store2/Details.aspx?ProductID=1421050

Office for Recreation and Sport – Risk Management Resource. http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_association

Interstate AAS

Victorian AAS: http://outdoorsvictoria.org.au/aas-list-of-standards/

Tasmanian AAS: http://www.dpac.tas.gov.au/divisions/csr/sportrec/publications/adventure_activity_standards

New South Wales AAS: http://www.oric.org.au/AAS/index.html

Queensland AAS: http://qorf.org.au/industry/downloads-master/aas/

Western Australian AAS: www.outdoorswa.org/page.php?id=7

Activity Specific Resources

Adelaide Mountain Bike Trails http://adelaidemtbtrails.com/

Adelaide Mountain Bike Club http://ambc.asn.au/

Escape Goat http://escapegoat.com.au/

Southern Flinders Rough Riders Group http://melrosemountainbike.com

Inside Line http://www.insideline.com.au/

International Mountain Bicycling Association Australia (IMBA) http://imba-au.com/

Mitcham Council www.mitchamcouncil.sa.gov.au

Mountain Bike Codes of Advocacy http://www.bikesa.asn.au/RiderInfo_WheretoRide_MountainBikingCodes

7   Appendices

Appendix 1: Acknowledgments

Appendix 2: Abbreviations & Terms

Appendix 3: Legal Details

Appendix 4: Sample Risk Management Templates

Appendix 5: Sample Emergency Response Templates

Appendix 6: Environmental Sustainability

Appendix 7: National Accredited Skills Sets

Appendix 8: Mountain Biking Riding Classifications

Appendix 1: Acknowledgments

Content References

Extensive content within the SA AAS has been sourced from the:

- Queensland Adventure Activity Standards Version 2
- New South Wales Adventure Activity Standards–Guidelines for the Provision of Mountain Biking Version 1.0

Service Skill SA would like to thank the Queensland Government Department of National Parks, Recreation, Sport and Racing & Outdoor Recreation Industry Council (ORIC) of NSW for providing permission to incorporate the content of each states AAS.

We would like to acknowledge those who produced & contributed to these AAS:

- QLD Department of Communities, Sport and Recreation Services
- Queensland Outdoor Recreation Federation
- Outdoor Recreation Industry Council (ORIC) of NSW
- QLD and NSW Outdoor Recreation Industry

Activity Working Group

Specific operational details were developed through the skills and knowledge of activity specific working groups. Representatives consulted in this process included:

Over the Edge

Wilderness Escape Outdoor Adventures

Escape Goat Adventures

Scouts SA

Forestry

Bikeabout

Parks SA

Appendix 2: Abbreviations & Terms

Definition of terms

Assistant leader: A person who gives the leader additional support and/or is responsible for achieving the objectives of a group's adventure activity. The assistant leader's responsibilities remain the same whether or not the session is for commercial purposes. (commercial or not) (NOLRS 'Guide').

Briefed: Inform (someone) thoroughly, especially in preparation for a task.

Dependent group: A group of people who rely upon a leader or organisation with an established and evident duty of care.

Dependent Participant: A person who depends upon the leader for supervision, guidance or instruction to support supervised participation in an adventure activity.

Direct Supervision: The leader is physically present at all times during the activity which allows them to supervise and / or instruct each participant which allows them to respond to issues as they arise.

Duty of care: An obligation that a sensible person would have to treat others and the public with care, attention, caution and prudence. If they do not, their actions are considered negligent.

Qualified and/or Experienced: A leader is identified by industry to have the minimum level of skills, knowledge and experience to carry out the activity safely and to industry standard . These skills, knowledge and experience maybe obtain through accredited training, industry recognised training and industry verified experience.

Guide: An outdoor recreation guide advises individuals and groups in outdoor recreation activities.

Independent participants: A person who possesses the skills and knowledge to participate in an adventure activity without dependence on a Leader. A person who acknowledges the inherent risk and assumes responsibility for their own safety and welfare.

Indirect Supervision: Leaders can oversee the activity at a distance which ensures safety but minimises interruption.

Leader: A qualified/and or experienced person who is responsible for and coordinates the entire group, including supervision, to achieve the objectives of the group's or individual participants' session. A leader's responsibilities remain the same whether or not the session is for commercial purposes.

Organisation: A person or group of persons organised for a particular purpose that provides a mountain biking experience for either commercial (for profit) or non-commercial (not-for-profit or community group) purposes.

Participant: A person whose welfare is the responsibility of a leader or assistant leader.
Note: The *National Outdoor Leader Registration Scheme* refers to a participant as a client. A participant may also be known as a dependant.

Peer: A person who is equal to another in one or more of the following: A person who has equal standing with another or others, as in abilities, rank, qualifications, age, background, and / or social status.

Skills Set: Skill Sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package(s), which link to a licence or regulatory requirement, or defined industry need.

Standard operating procedure: A set of written instructions that document procedures to help outdoor leaders and managers implement best practice systems to safely deliver activities.

Summary of Abbreviations

AAS   Adventure Activity Standards

AS   Australian Standard

CBD   Central Business District

CFS   Country Fire Service

EPIRB   Emergency Position-Indicating Radio Beacon

GPS   Global Positioning System

NOLRS   National Outdoor Leaders Registration Scheme

NRT   Nationally Recognised Training

NTIS   National Training Information Service

OCA   Outdoor Council of Australia

o/18   Over 18

PCBU   Person conducting a business or undertaking

PLB   Personal Locator Beacon

RTO   Registered Training Organisation

SIS10   Sport, Fitness Recreation Training Package

u/18   Under 18

VET   Vocational education and training

Appendix 3: Legal Details

The following general information on legal liability in contract and negligence does not provide a complete and accurate description of the law on these topics, or necessarily relate to every provider's circumstances. While this general information may be helpful, it is offered on the basis that providers will not rely on it solely, but will obtain their own independent legal advice.

Basis of legal liability

The common law of **contract** and **negligence** governs <u>legal liability for personal injuries</u> or property damage. Relevant legislation includes the *Limitations of Actions Act 1936*, the *Supreme Court Act 1935*, the *Civil Liability Act 1936*, the *Competition and Consumer Act 2010* and the *Fair Trading Act 1987* may also apply.

The following explores the potential scenarios for legal liability, before considering how it is possible to exclude liability.

1 Claims in Contract

A claim in contract can only be made if a contract exists between the person who suffered the loss or injury and the provider. If injury or damage occurred because the provider did not exercise reasonable care in providing the service, a court may find that they breached the contract, which entitles the party to claim compensation for the loss or injury suffered.

A claim in contract may require a court to consider whether:

- a **contract** exists between the parties
- a **breach of** an express or implied **term** of the contract has occurred
- **Compensation** must be paid.

Below follows an overview of the considerations that are relevant to each of these questions.

1.1 Contract

Any agreement that requires both parties to the agreement to give something valuable is a contract. A contract may be written or oral, or both. For example, a contract would exist between a provider and a participant if the provider had agreed to provide services, and the participant had agreed to pay for those services.

To establish a claim in contract, a contract must exist between the person who suffered injury or loss and the provider against whom the injured party has made the claim. So if the person who suffered injury or loss did not agree to pay for any services provided by the provider (e.g. perhaps the person was part of a school group, and the school paid), there may be no contract between that person and the provider.

The requirement that the injured party must have a contract with the provider is one of the things that makes a claim for breach of contract different to a claim in negligence.

1.2 Breach of a term

If there is a contract between the two relevant people (i.e. the provider and the participant), then the next question is whether any term of that contract has been breached. To have a claim in contract, a breach of a term of the contract must have occurred.

A term of a contract may be an express term or an implied term. An express term is a term expressly stated in the contract (either in writing or orally). An implied term is a term that is not expressly stated in the contract, but that is said to "arise by implication" and is treated as if it were an express term in the contract.

There are several reasons that an "implied term" might arise. A term might be implied in a contract because legislation says it must be implied. Another reason a term might be implied is where that term is necessary to give effect to the contract, or where it is clear that both parties assumed that the implied term formed part of the agreement between them, but did not state it as an express term.

Implied terms may impose additional obligations upon a provider when providing a service. For example, a court might well decide that there is an implied term between a provider and a participant that a provider must exercise the degree of reasonable skill and care expected of a competent provider.

Another example is that under the *Australian Consumer Law*, certain guarantees about the quality of services provided must become implied terms of some types of contracts. However, it is possible to exclude or restrict such terms in some circumstances where the contract involves "recreational services" such as rock climbing and similar activities: see section 42 of the *Fair Trading Act 1987*, and Regulation 5 and Form 1 of the *Fair Trading Regulations 2010.* This issue is considered in greater depth in section 3 of this Appendix, on exclusion of liability.

1.3 Compensation

If a court finds that a breach of either an express or implied term of the contract has occurred, for example that the provider did not exercise reasonable care in providing the service, a party may claim compensation (damages) for the loss or injury suffered as a result.

2 Claims in Negligence

The common law (law developed by the courts over time) and some statute law (laws created by Parliament), such as the *Civil Liability Act 1936*, establish the law of negligence.

To make a successful claim in negligence, a party must establish that:

- the provider owed a duty of care to take reasonable measures to ensure the safety of their clients or participants
- a breach of this duty of care occurred
- the breach of the duty of care caused the injury or loss suffered.

As the result of a successful claim in negligence, the court awards damages against the provider to compensate for the loss or injury that the claimant suffered.

2.1 Establishing a duty of care

Although the law does not automatically impose a duty of care, and each case's unique circumstances must be considered to determine whether there is a duty of care, such a duty may well be imposed where one party (the provider) assumes responsibility for another in providing adventure activities.

A 'duty of care' means a duty to take reasonable care to protect someone from foreseeable harm or loss.

2.2 Determining a breach in a duty of care

2.2.1 Standard of care

If a party makes a claim and a court finds that a provider owes a duty of care, the court must decide whether the provider has breached that duty. To decide whether a breach has occurred, the court must first determine the appropriate level or standard of that duty of care.

The court determines the standard of care by taking into account all the relevant circumstances and the specific facts of each case. To determine the appropriate level or standard, a court considers the provider's and clients' experience and the conditions at the time, and might ask experts in the field for advice.

A court will find that the provider has not met the standard of care (i.e. a breach of the duty of care has occurred) if the evidence, on the balance of probabilities, establishes that the provider has not acted reasonably in the circumstances.

For example, some participants could find themselves in an outdoor recreation activity that is better suited for more advanced participants. The provider may have led people in the group to believe that they did not require a certain skill level, so they enrolled in a group incorrectly described as suitable for beginners. If an accident occurred due to their inexperience, and these 'novice' participants were injured, it is possible that a court might find that the provider, and the leader and guide, breached its duty of care because of its failure to adequately instruct, advise and perhaps supervise the group.

The following is a suggested guide (not a complete list) to the standards that a provider, guide, instructor, teacher or staff member should try to meet.

- Ensure that the activity is appropriate for the skills and experience of intended participants.
- Ensure that the intended activity isappropriate for the known, expected andforecasted conditions.
- Provide adequate staff and leader supervision.
- Provide competent and appropriately trained staff and leaders.
- Provide safe and properly functioning and adjusted equipment.
- Provide reasonable food and safe shelter if relevant.
- Give participants reasonable guidance, instruction and direction.
- Depending on the activity, have adequate knowledge of the area where the activity will occur, and be able to provide reasonable first aid, emergency backup and rescue.

The law requires the provider to protect participants from known hazards associated with the activity, and from those risks that could arise (i.e. risks that the provider, instructor, teacher, or staff member or guide can reasonably foresee), against which they could take reasonable preventative measures.

To limit the potential for legal liability and minimise the risk of injury, each organisation must implement risk and safety management processes that identify foreseeable risks and implement measures to control them. For the same reasons, all providers, leaders or guides should, as a minimum have appropriate first aid and activity-specific training.

This is particularly important when the activity is a specialised one. In these circumstances, as a participant will rely on the special skills and knowledge of the provider, leader or guide, a higher standard of care might be expected of the provider, leader or guide.

2.2.2 Defence — no breach of duty
The *Civil Liability Act 1936* provides a kind of 'defence' against some actions for negligence, where the action is based on an allegation that a leader, guide or provider failed to take adequate precautions. In essence, the Civil Liability Act states that a leader, guide or provider has not breached his or her duty of care to take precautions unless:

- the risk was foreseeable and 'not insignificant'
- in the circumstances, a reasonable leader, guide, or provider would have taken precautions that the leader, guide or provider did not take.

In determining whether a reasonable person would have taken precautions that the leader, guide or provider did not take, a court will consider (amongst other relevant issues) the:

- probability that harm would occur if they did not take care
- likely seriousness of the harm
- burden of taking precautions to prevent the risk of harm
- social utility of the activity that creates the risk of harm.

2.3 Establishing that the breach caused the harm
To hold someone liable for paying damages in negligence, the court must establish that the breach of duty caused the harm suffered.

Defences

2.3.1 Voluntary assumption of risk
If it can be proved, on the balance of probabilities, that a participant was fully aware of the risk of an activity, and fully comprehended the nature and extent of the risk, and then freely accepted that risk, then this will be a defence to a claim in negligence. It will not be a defence, however, if the injury was caused by the inexperience or incompetence of the provider, defective equipment, or inadequate supervision or instruction, as it is highly unlikely that any participant would have known about or consented to accept such risks.

If the risk of harm were an obvious one then it would be assumed (unless proven otherwise) that the person who suffered the harm was aware of the risk.

2.3.2 Duty to Warn
A person who owes a duty of care to another person to give a warning, or other information about a risk, satisfies that duty if reasonable care is taken to give that warning or other information. This is potentially very important in the context of an adventure activity where it may be prudent for the provider to give all participants printed instructions and warnings (where appropriate) and obtain signed acknowledgements. However, section 38 of the *Civil Liability Act 1936* states there is no duty to warn of an 'obvious risk'.

2.3.4 Contributory negligence
If a participant's own lack of reasonable care caused or contributed to his or her accident, then a court may decide that any damages otherwise payable by the provider should be reduced to take this into account. When considering by how much to reduce the damages, a court may even, in extreme cases, decide to reduce the damages by 100 per cent and so defeat the claim.

2.3.5 Inherent Risks
A person is not liable in negligence for harm suffered by another person as a result of an inherent risk. An inherent risk is a risk that cannot be avoided by the exercise of reasonable care.

2.3.6 Exclusion/waiver of liability agreements
Some providers might ask participants to sign a 'waiver to sue' or 'release' or 'exclusion of liability' form prior to participating in an activity. In some instances, the court may decide that these documents validly exclude a provider from liability. Exclusion of liability agreements are usually written statements that say that a provider cannot be sued if a participant is injured or killed. Each participant signs the agreement before the supplier supplies the services. These agreements must be carefully drafted and comply with any applicable legislation. It is a good idea to seek legal advice to ensure your form is properly drafted. The use of these agreements may enable suppliers of recreational services to exclude their liability for negligence and limit their liability for a participant's injury or death. This issue is considered in greater depth in section 3 of this Appendix, on exclusion of liability.

2.3.7 Good Samaritans
Under the *Civil Liability Act 1936* a person who comes to the aid of another person who appears to need emergency assistance (such as first aid or CPR) cannot be held liable for anything they do, as long as it is in good faith, isn't reckless, and is done without expectation of payment or any other gain.

A good Samaritan is not protected if he or she is under the influence of alcohol or recreational drugs at the relevant time.

2.3.8 Volunteers

The *Volunteers Protection Act 2001* protects volunteers from liability for injury to another when they are acting in good faith and without recklessness in the course of carrying out community work for a community organisation. This immunity does not operate if the volunteer's ability to carry out the work properly was impaired by alcohol or recreational drugs or the volunteer was knowingly acting outside the scope of the activities authorised by the community organisation or contrary to instructions given by the community organisation.

A volunteer is a person who does community work on a voluntary basis. This includes work for which a person receives reimbursement of reasonable expenses but does not include court-ordered community work. Community work is not for private financial gain and is performed for charitable, sporting, educational and other purposes.

2.3.9 Expressions of regret

The *Civil Liability Act 1936* states that no admission of liability or fault can be inferred from the fact a person expressed regret about an incident relating to the injury.

2.3.10 Limitation on claims for personal injury damages

The *Civil Liability Act 1936* states that an injured person cannot obtain damages for non-economic loss (e.g. pain and suffering, loss of expectation of life, etc.) unless the person's ability to lead a normal life was significantly impaired by the injury for at least seven days or the person reasonably incurred medical expenses above a prescribed value

The Act also puts a cap on damages for non-economic loss at $312,340 (as at the 2015 financial year, but indexed annually).

2.3.11 Additional considerations

Providers may also wish to consider the following obligations:

Work Health and Safety Act 2012

The *Work Health and Safety Act 2012* outlines the laws relating to the health and safety requirements that affect most workplaces in South Australia.

The Act applies to anyone who runs a business or undertaking (including an association, partnership, or sole trader), except volunteer associations. "Volunteer associations" are exempted from compliance with the *Work Health and Safety Act 2012*. However, "volunteer association" in this context has a very specific meaning – it means a group of volunteers working together for community purposes, with no employees. You should seek legal advice before assuming that your organisation is a "volunteer association". Even if your organisation is a "volunteer association", it might still be a good idea for it to comply with the general WHS duties.

The Act requires persons to whom it applies to ensure as far as reasonably practicable that the workplace is without risks to the health and safety of any person (not just workers). Officers of the person conducting the business or undertaking (e.g. directors of a corporation, or committee members of an association) must exercise due diligence in making sure the person conducting the business or undertaking ensures the workplace is without risk. Not exercising such due diligence can in some circumstances be a criminal offence.

The Act also requires particular work processes or equipment to be "authorised" by Safe Work SA, and that certain types of work only be carried out by workers with particular qualifications or experience. The specific work processes, equipment, and types of work that are affected by these requirements are set out in the *Work Health and Safety Regulations 2012.*

The *Work Health and Safety Regulations 2012* also set out additional matters about specific issues that may arise in particular workplaces, and describe how to prevent or minimise risks in those workplaces, For instance, the Regulations contain provisions about workplaces that require employees to participate in diving. These provisions are legally binding.

Additionally, codes of practice produced by Safe Work SA may provide information on how to prevent or minimise risks in a provider's specific workplace. Providers are not technically legally required to comply with these codes, but in practice they should be treated as if they were laws, because courts are required to use them as guides to what is "reasonably practicable" in particular types of workplaces.

To see the relevant Work Health and Safety Codes of Practice go to:
http://www.safework.sa.gov.au/show_page.jsp?id=5892#.UwvmGY0e7FE

Also see Section 3.8 First Aid Planning

Work Health and Safety Amusement Structure Compliance

Any amusement device that meets the definition as listed in the *Work Health and Safety Regulations 2012* must be registered for use by either SafeWork SA or an equivalent WHS regulator from interstate before use in South Australia.

The devices must be signed off by a professional engineer or other competent person (as defined in the Regulations) stating the device/ride has been inspected and is safe to operate.

The device must be operated only by someone who has been trained and instructed in its proper operation.

There are a range of other requirements for such structures or devices that can be found in the *Work Health and Safety Regulations 2012*, Chapter 5, Part 2, Division 4, Subdivision 2.

To see the relevant Work Health and Safety Codes of Practice go to:
http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/guidance-amusement-devices

Children's Protection Act 1993

Organisations and leaders need to consider safety requirements when working with children.

The *Children's Protection Act 1993* requires that organisations that offer sporting and recreational services wholly or partly for children (under 18 years of age) must ensure that appropriate policies and procedures are in place so as to establish and maintain a child safe environment within the organisation.

To provide a child safe environment organisations are legally required to:

✓ conduct criminal history assessments for people working with children in *prescribed positions

✓ ensure that appropriate reports of any suspected abuse or neglect of children are made to the Department for Education and Child Development

✓ lodge a statement about their child safe environment policies and procedures with the Department for Education and Child Development.

The *Children's Protection Act 1993* also includes a legal requirement for certain people within organisations that offer sporting and recreational services to report suspected child abuse and neglect to the Child Abuse Report Line (13 14 78). This is known as mandatory notification.

The mandatory notification requirements apply to a range of people, including anyone employed by the organisation who is engaged in the actual delivering of sporting and recreational services to children, or anyone in a management position who has direct responsibility for the delivering of sporting and recreational services to children.

These people must notify the Department for Education and Child Development if they suspect on reasonable grounds that a child has been or is being neglected or abused. It does not matter if the suspected neglect or abuse happened in the course of their work or somewhere else, like at home or school. It only matters that their suspicion about the neglect or abuse was formed in the course of their work.

NOTE: All references to legislation in this Appendix are to South Australian legislation unless otherwise indicated.

3 Limiting or excluding liability
3.1 Limiting liability for breach of contract

As has been mentioned above, the *Australian Consumer Law* requires that certain terms be implied into contracts which guarantee that services will be fit for the purpose they were provided for, and that services will be rendered with due care and skill. These implied terms are likely to apply to many contracts for the provision of adventure activities. That means that if something goes wrong, the provider might be liable for breach of contract for failing to provide the services with due care and skill.

However, the *Fair Trading Act 1987* provides that for providers of 'recreational services' (which includes sporting activities and other activities undertaken for recreation or leisure which involve a significant degree of physical exertion or risk), liability under these implied terms can be limited by asking participants who are over 18 to sign a particular form before a witness. The form must use the exact wording contained in the *Fair Trading Regulations 2010*. That wording can be found here: http://www.cbs.sa.gov.au/assets/files/rec_service_bro.pdf

If that form is signed, and witnessed, and the relevant terms are brought to the attention of the person signing it, as well as any third-party participant, (i.e. the form cannot simply be buried in the middle of a larger contract and not mentioned by the provider) then the guarantees as to due skill and care and fitness for purpose implied under the *Australian Consumer Law* cannot be relied upon by any participant who suffers an injury, except in certain circumstances, such as where the injury was caused by reckless conduct of staff.

This may be helpful in limiting liability, but it is no guarantee that a provider will not be sued for breach of contract. Depending on the circumstances, there may be other implied or express terms that the provider will have breached, and that are not excluded or limited by this form. Also, staff may engage in reckless conduct, or the participant may be under

18 (in which case liability is not excluded by signing the above-described form). Providers should seek legal advice about their own particular circumstances and what they can do to limit their liability.

3.2   Limiting liability for negligence

It is also possible to ask participants to sign a form (or to include a term in your standard contract) which limits liability for negligence. There is no form prescribed by law for this purpose. If the form or term is very carefully drafted, it is possible to exclude liability for negligence. However, this will only be effective against the person signing the contract or form. It is therefore desirable to ensure every participant in any activity signs a relevant form, not just, for instance, the leader of a group that is paying for all the participants.

It is also prudent to include a 'disclaimer' or 'notice' which carefully explains all the risks associated with the relevant activity, and then to ensure this disclaimer or notice is brought to the attention of every participant. This will assist in establishing the defence of voluntary assumption of risk (and contributory negligence) if an injury results.

Again, there is no easy and surefire means of effectively excluding all liability for negligence, and legal advice should be sought about your organisation's particular circumstances.

4 Disclaimer

The above comments on legal liability in Contract and Negligence and defences and limitations thereto do not purport to be a complete and accurate description of the law on these topics. The State Government of South Australia (Office for Recreation and Sport) and Recreation SA, its servants and agents are not by these comments providing legal advice to any person, company or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person, company or organisation as a consequence of or in reliance upon anything contained in, implied by, or admitted in this document.

Appendix 4: Sample Risk Management Templates

Introduction:

The following templates have been included as examples for guidance purposes and are incomplete. If one of these templates is to be used, information specific on the risk you have identified, reasons for determining the level of risk and action required will need to be incorporated. The document should be developed by the leader or organisation prior to the commencement of the activity. You should keep a copy of any completed sheets for your records.

The following templates have been reproduced with permission from the Office for Recreation and Sport and Outdoors WA (WA AAS)

Appendix 4: Sample Risk Management Templates

Potential Risk	Level of Risk	Reason for Risk Rating	Action	Resources Required	Responsibility	Timeline	Communication	Risk Treated	Review Date
Risk and Date Identified.	Rating risk as low, moderate, high).	Risk Rating.	What is to be done	Specify resources required.	Assign responsibility for the action to be completed.	Proposed completion date.	Strategy to inform relevant parties e.g. committee personnel, sponsors, members).	(Yes/No), Date Treated.	

Appendix 4: Sample Risk Management Templates

Risk Management Planning
(to be completed by Instructor/Assessor prior to commencement of activity. Copies for leaders/instructors 24hr contact, file)

Name of organisation:	Type of activity:
Commencement date and time of activity:	Date and approx. time due out:
Location (see Site Plan):	
Instructors/guides:	Number of participants:
Necessary staff skills:	
Aims of the activity:	
Experience of participants:	
Medical conditions of participants (summary of significant medical conditions from Medical Information Forms):	
Medications:	

Risks (List the possible events where an accident, injury or loss could occur)

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____

	Dangers/Real Risks List the factors that could lead to the risk eventuating	**Risk Management Strategies** What will you do to reduce the real risks
People Attributes people bring to an activity: skills, attitudes, physical fitness, health, age, fears, numbers, etc.		
Equipment Resources that impact on the activity: clothing, helmets, harnesses, ropes, descenders, gloves,		
Environment Factors that impact on the activity: weather, terrain, site specific issues, access, etc.		

Appendix 5: Emergency Response Template

Introduction:

The following template has been included as an example for guidance purposes and is incomplete. If this template is to be used, information specific to the activity, location, participants etc. will need to be sourced and incorporated.

Emergency is defined in many jurisdictions as an event that requires a significant, coordinated response. The concepts of emergency and emergency management must be viewed in context, and emergency planning must account for the range of possible causes and responses. For example, natural emergencies are caused by storms, bushfires, floods, drought or weather extremes that may create an emergency. Similarly, outdoor leaders need also to prepare for emergencies caused by humans, such as accidents, lost or missing persons, or equipment failure; or social hazards, such as substance abuse and misuse, emotional trauma, or infectious diseases or food poisoning.

Plan Overview:

Verify	Confirm that there is an emergency situation.
Notify	Notify appropriate authorities and staff of emergency event.
Assess	Determine the extent and nature of the emergency.
Act	Respond to situation based on requirements, skills and responsibilities.

Emergency contacts (phone numbers):

Key organisations	Best contact methods (mobile or satellite phone, radio)
Police, Ambulance, Fire	000 triple zero (112 from mobile)
Land Manager	Etc.
Etc.	Etc.

Assembly Location:

Identify and describe locations of established evacuation assembly points and ensure every person knows them.

Site plan:

The map must include locations of: emergency assembly and evacuation areas, first aid kits, firefighting equipment, water, gas and power isolation points and dangerous goods.

Roles and responsibilities:

Outline the responsibilities of all key personnel involved in the activity and their contact details.

Key Personnel	Responsibilities	Contact
e.g. Leader	Determine seriousness of incident, implement planned response, e.g. notify home organisation and external support, manage the group, administer appropriate first aid (as required)	
e.g. Assistant Leader	Etc.	
Authorised media spokesperson	Etc.	
Etc.	Etc.	

Media Management:

Outline procedures for when media makes contact with staff members; for example, outline the people who have clearance to speak to media, and who media should be directed to for information on the emergency and what information they can provide.

Routine Incidents:

Incident Type	Response Actions
Electrical failure	
Ruptured water pipe	
Etc.	

Non- routine Incidents:

Incident Type	Response Actions
Bushfire	
Building fire	
Lost or missing person	
Injury / medical	
Storm / flood	
Snake bite	
Etc.	

Specific communication equipment carried by group:

List types and number of communication devices that group may have, such as:
- ✓ mobile phone
- ✓ UHF radio
- ✓ satellite phone
- ✓ etc.

Relevant aspects of land managers' emergency strategy:

Identify and access any land management requirements for emergency strategy, including the following.
- ✓ strategies relevant to the specific features of the areas being visited (e.g. river crossings)
- ✓ detail any site specific features that may require particular attention during an emergency response situation.
- ✓ a strategy for maintaining supervision ratios if any changes to the planned activity occur.
- ✓ detail plans of how to maintain group supervision during the course of the emergency response.

Post-emergency debrief:

Outline what discussions or debriefs will be required after the incident to refine response procedures.
The severity of the incident will determine the level of debrief.

Post-incident reporting:

Complete an incident/accident report form and file accordingly. The form should outline details of the incident, including the:
- ✓ date and time of the incident
- ✓ personnel involved
- ✓ type of incident
- ✓ first aid administered.

The above template was reproduced from the QLD AAS with permission from the Queensland Government Department of National Parks, Recreation, Sport and Racing.

Appendix 6: Environmental Sustainability for Mountain Biking

Plan Ahead and Prepare

✓ Plan to Leave No Trace

✓ Areas of ecological sensitivity or significance are identified and avoided

✓ Areas of cultural or heritage significance are identified and avoided

✓ Never ride in areas where cycling is prohibited

✓ Seek permits if necessary

✓ Understand the regulations and special concerns of the area you access.

Travel and Camp on Durable Surfaces

✓ Durable surfaces include established tracks, gravel, rock and dry grass where possible.

CAMPING

✓ Opt to use existing campsites when possible

✓ Keep campsites small. Focus activity where there is minimal vegetation.

✓ Campsite activity in natural areas is dispersed to avoid creating focused areas of impact

✓ Campsites are located at least 100m from any isolated water source

✓ Vegetation and natural features around campsites are not disturbed or modified

✓ Use floored tents with poles

✓ No trenches around tents

✓ Leave the campsite in better condition than you found it.

MOUNTAIN BIKING

✓ Existing tracks are used; new tracks are not established

✓ Do not detour; dismount and walk instead

✓ Brake gently before corner and avoid skidding to protect the track surface from erosion

Dispose of Waste Properly

RUBBISH

✓ All general waste is carried out and disposed of properly in a rubbish bag

✓ Recyclable waste is carried out and separated where possible

✓ Food and organic waste is carried out; burning food waste is only conducted where permitted by the Land Owner or Land Manager

✓ Waste water (from food or personal hygiene) is disposed of by straining food and solid matter then scattering at least 100m from any water source

✓ Tracks, activity sites and campsites are free of spilled food waste prior to departure

✓ Biodegradable detergents and hygiene products are used sparingly

✓ Smokers waste is carried in a suitable container

✓ Where practicable, leaders should encourage participants to remove rubbish left by previous users.

HUMAN WASTE & HYGIENE

- ✓ Human waste is carried out in an appropriate container or disposed of in a temporary pit style toilet (if allowed in the area)
- ✓ Existing toilets are used where possible; Go at least 100m from watercourses and your campsite. Dig a hole, 8 to 15cm deep (in the biologically active layer in the soil). When done, ensure you refill your hole.
- ✓ Personal hygiene waste is carried out in a suitable container

Leave What You Find

- ✓ Vegetation, rock formations and natural features are not disturbed, modified or removed
- ✓ Culturally significant sites are afforded appropriate respect; rock art is not touched, arte facts are not disturbed; sacred sites are avoided.
- ✓ Avoid introducing or transporting non-native species. E.g. do not transport firewood
- ✓ Help prevent the spread of weeds and pathogens by checking your vehicle, camping equipment and clothing to ensure they are clean before visiting parks, waterways and forests.

Minimise the Impact of Fires

FIRE BANS

In most parks, the fire danger season in South Australia usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks during this time. Some parks have year round bans on wood fires. Open flames are banned in all parks on days of extreme fire danger.

These are declared by the Country Fire Service (CFS). Parks may be closed to visitors on Total Fire Ban days. The onus is on the leader to check the fire ban status for the area they are visiting.

For up-to-date information visit:

- ✓ CFS Office: www.cfs.sa.gov.au/site/contact_us.jsp
- ✓ Department of Environment, Water and Natural Resources: www.environment.sa.gov.au/firemanagement/Home

Outside of fire danger seasons apply the following:

- ✓ Light fires in parks only where permitted. Many parks do not permit open fires
- ✓ Check with the land managers for current restrictions on lighting fire
- ✓ Carry any cigarette butts out with you.

CAMP FIRES

- ✓ Fuel stoves are used where possible; alternative night-time light sources (torches) are used where appropriate
- ✓ Firewood is collected from fallen dead wood no larger than the persons forearm and only where firewood collection is permitted by the Land Owner or Land Manager
- ✓ Existing fireplaces are used where available; creating new fireplaces is avoided
- ✓ Ash and coal waste is completely extinguished and disposed of properly using water
- ✓ Light fires in cleared areas away from tents vegetation (be away of both ground and overhanging vegetation). Create a four meter perimeter clear of leaves and branches.
- ✓ Do not place rocks around the fire as they conduct heat and damage the surrounding vegetation. They may also explode.

Forestry SA does not permit camping in fire danger seasons (DEC- MARCH). Restricted camping is available in April & March under certain conditions. For a list of these condition please contact Forestry SA.

NOTE: If you are camping in a SA Australian forest you are required to purchase a camping permit.

Add Parks info – approved campsites, generators not allowed

Respect Wildlife

- ✓ Travel quietly and observe wildlife from a safe distance.
- ✓ Leaders and Organisations offer information about the role a species has to plays in their environment and the importance of its position within an ecosystem.
- ✓ Don't approach nesting, feeding or breeding sites
- ✓ Leaders and Participant's do not feed wildlife; food is stored securely, especially at night
- ✓ Injured wildlife are reported to the Land Owner or Land Manager
- ✓ Sightings of known feral animal species and locations of invasive plant species are reported to the Land Owner or Land Manager
- ✓ Vehicles and equipment are appropriately cleaned to avoid spreading environmental pathogens (e.g. fungal spores) and invasive plant species
- ✓ Vehicles and equipment are free of plant material prior to leaving or entering an area
- ✓ Leaders and Organisations do not conduct Adventure Activities in Quarantine Areas

Be Considerate of Your Hosts and Other Visitors

- ✓ The traditional inhabitants of the country are appropriately acknowledged at the commencement of the activity
- ✓ Learn about the cultural history of the land. Recognise, acknowledge and respect local knowledge
- ✓ Respect the wishes and regulations of all hosts, including Indigenous, pastoral, land managers and locals.
- ✓ Leaders and Organisations afford other users the courtesy of peaceful enjoyment of the area
- ✓ Leaders and Organisations apply strategies to avoid over-crowding at popular public areas
- ✓ The use of powered generators, amplified sound, music or lighting is minimised to reduce disturbance to other users
- ✓ Activity sites and group congregation areas are managed to reduce disturbance to other users
- ✓ Secure permits and suitable permission before visiting place.
- ✓ Observe the safety of other groups by signalling appropriately to warn of dangers e.g. falling rocks, snakes.

Further information is available at Leave No Trace Australia: **www.lnt.org.au**

Appendix 7: National Accredited Skills Sets

The following skills sets are taken from the SIS10 Outdoor Recreation Training Package V3 that have been identified through consultation with the Outdoor Council of Australia (OCA), the peak body for the Outdoor Recreation industry. They are also used as the basis for the registration requirements of programs like the National Outdoor Leader Registration Scheme (NOLRS).

Each skill set comprises of group of units of competency which are defined by a unit code and title. The descriptions for the unit code can be found at http://training.gov.au/Training/Details/SIS10.

Each skills set outline a suggested list of skills that can be used as an industry benchmark for that activity.

SISSS00070 - Mountain Bike Guide (Controlled to Intermediate Environment) (Release 5)

Those wishing to guide mountain bike tours (controlled to intermediate environment).

Unit code	Unit title
HLTAID003	Provide first aid
SISOCYT201A	Select, set up and maintain a bike
SISOCYT202A	Demonstrate basic cycling skills
SISOMBK201A	Demonstrate basic off-road cycling skills
SISOMBK303A	Guide off-road cycling tours
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00071 - Mountain Bike Guide (Intermediate Environment) (Release 5)

Those wishing to guide mountain bike tours in intermediate environments.

Unit code	Unit title
HLTAID003	Provide first aid
SISOCYT201A	Select, set up and maintain a bike
SISOCYT202A	Demonstrate basic cycling skills
SISOMBK201A	Demonstrate basic off-road cycling skills
SISOMBK302A	Apply advanced off-road cycling skills
SISOMBK303A	Guide off-road cycling tours
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR303A	Guide outdoor recreation sessions
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities

SISSS00072 - Mountain Bike Instructor (Intermediate Environment) (Release 5)

Those wishing to instruct mountain bike tours in intermediate environments.

Unit code	Unit title
HLTAID003	Provide first aid
SISOCYT201A	Select, set up and maintain a bike
SISOCYT202A	Demonstrate basic cycling skills
SISOMBK201A	Demonstrate basic off-road cycling skills
SISOMBK302A	Apply advanced off-road cycling skills
SISOMBK303A	Guide off-road cycling tours
SISOMBK404A	Instruct off-road cycling skills
SISONAV302A	Apply navigation skills in an intermediate environment
SISOODR302A	Plan outdoor recreation activities
SISOODR404A	Manage risk in an outdoor activity
SISOOPS201A	Minimise environmental impact
SISOOPS304A	Plan for minimal environmental impact
SISOOPS306A	Interpret weather conditions in the field
SISXCAI306A	Facilitate groups
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency responses
SISXOHS101A	Follow occupational health and safety policies
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
TAEDEL301A	Provide work skill instruction

Appendix 8: Mountain Bike Riding Classifications

The following Mountain Bike Riding Classifications are from the South Australian Trails Website. A PDF version can be downloaded from:
http://www.southaustraliantrails.com/pdf/MOUNTAIN%20BIKE%20TRAIL%20CLASSIFICATIONS_FINAL.pdf

MOUNTAIN BIKE TRAIL CLASSIFICATIONS EASY (Class 1)	
	Description
Overview	Easy Trails are most suitable for children, families, elderly, disabled, novices, social groups and others seeking a relatively short distance trail requiring a basic level of skill and fitness.
Elements for classification	
Corridor (Width) (Height)	(Min.) 3m (Min.) 3.7 m
Tread (Minimum Width)	1.5 m (single track)
Surface	Generally a modified, compacted surface relatively smooth and free of obstacles.
Distance	0 – 8km
Gradient	Maximum 10% Maximum sustained pitch 5% Desired gradient 0 – 10% Out slope 4% maximum
Minimum turning radius	4m
Level of skill / experience	A basic level of skill and fitness is required. Previous trail experience not essential
On-trail facilities	Facilities along the trail may include lookout platforms, seats, mounting blocks, step overs, shallow fords, barrier rails, bridges, watering points, interpretative and/or management signs.
Trailhead facilities	The trailhead will be marked with a sign, specifying the name, distance, classification, multi-use code of conduct and other relevant information. Trailhead facilities may include car parking, map dispensers, toilets, drinking water and information shelters. (Facilities will be dependent on the number of visitors using the trail or other attractions in the area.)
Recommended trail flow	Open and Flowing

* There may be circumstances where trails with a surface and slope similar to Class 1 exceed the suggested distance. These trails should be upgraded to Class 2 or 3.

MOUNTAIN BIKE TRAIL CLASSIFICATIONS INTERMEDIATE (Class 2)	
	Description
Overview	Intermediate Trails are most suitable for individuals and social groups seeking a short to medium distance trail requiring a moderate level of skill and fitness. Intermediate Trails are most likely to be a combination single trail and/or fire road with obstacles, variable surface, and a moderate slope. Intermediate Trails are likely to be multi-use so encounters with other users including cyclists, walkers, runners and horse riders should be expected.
Elements for classification	
Corridor (Width) (Height)	(Min.) 1.5m (Min.) 3.7m
Tread (Minimum Width)	70 cm
Surface	A variable surface is likely that may include sections of rock, sand, clay, gravel, etc. Obstacles such as rocks, logs, jumps, drop offs are likely. Shallow ford crossings
Distance	Maximum 40 km
Gradient	Maximum 15% Maximum sustained pitch 10%.
Minimum turning radius	3m
Level of skill / experience	A moderate level of fitness is required. Trail riding experience recommended.
On-trail facilities	Facilities along the trail may include lookout platforms, seats, barrier rails, bridges, watering points, interpretative and/or management signs, step overs, shallow ford crossings.
Trailhead facilities	The trailhead will be marked with a sign, specifying the name, distance, classification, multi-use code of conduct and other relevant information. Trailhead facilities may include car parking, map dispensers, toilets, drinking water and information shelters. (Facilities will be dependent on the number of visitors using the trail or other attractions in the area.)
Recommended trail flow	Open and Flowing, with short sections of Tight and Technical

* There may be circumstances where trails with a surface and gradient similar to Class 2 exceed the suggested distance. These trails should be upgraded to Class 3.

MOUNTAIN BIKE TRAIL CLASSIFICATIONS
◇ADVANCED (Class 3)

	Description
Overview	Advanced Trails are suitable for individuals and social groups seeking a very challenging trail requiring a high level of skill, fitness and possibly endurance.
	Advanced Trails are most likely to consist of challenging single trail and/or fire road with many obstacles, variable surface, and steep sections.
	Advanced Trails may possibly be multi-use so encounters with other users possibly including cyclists, walkers, runners and horse riders should be expected.
Elements for classification	
Corridor (Width) (Height)	Min. 1.5m Min. 2.5m
Tread (Minimum Width)	Min. 30 cm
Surface	Usually a variable surface with sections of rock, sand, clay gravel, etc. Obstacles may include challenging rocks, logs, jumps, and drop offs. Fording creeks
Distance	Advanced Trails can be any length.
Gradient	Maximum 20% (Max. sustained pitch 10%.)
Minimum turning radius	2m
Level of skill / experience	A high level of skill and fitness is required. Previous experience essential. Map reading skills and animal health and welfare knowledge is essential.
On-trail facilities	Generally facilities are not provided except in relation to specific safety or environmental considerations.
Trailhead facilities	The trailhead will be marked with a sign, specifying the name, distance, classification, multi-use code of conduct and other relevant information. Trailhead facilities may include car parking, map dispensers, toilets, drinking water and information shelters. (Facilities will be dependent on the number of visitors using the trail or other attractions in the area.)
Recommended trail flow	Mostly Tight and Technical with some Open and Flowing sections

MOUNTAIN BIKE TRAIL CLASSIFICATIONS
◆ ◆ **SEVERE (Class 4)**

	Description
Overview	Severe Trails are suitable for DH riders with dual suspension bikes who want an experience that is extreme in its nature.
	Severe Trails will be built for DH riders specifically with race events in mind, but it can be expected that these trails will be used by some members of the public outside of the race events.
	Severe Trails will be single directional for specific use. Warnings will need to deter walkers and other users from using these trails.
	Severe trails can be designed so that the impacts are greatly reduced. Proper planning and construction will ensure the excessive gradient sections of the trail are made sustainable.
Elements for classification	
Corridor (Width) (Height)	Min. 1m Min. 2.5m
Tread (Minimum Width)	Min. 30cm
Surface	Highly variable surface with sections of rock, sand, clay gravel, etc. Obstacles may include challenging rocks, logs, jumps, and drop offs.
Distance	Usually less than 5km and are often measured in minutes. Trails should take at least one minute, two to four is preferable in regard to the fastest riders.
Gradient	10 – 15% sustained pitch with some sections up to 50%
Minimum turning radius	2m
Level of skill / experience	A very high level of skill and strength is required. Previous experience is essential and suspension is highly recommended.
On-trail facilities	Facilities needed are access to roads for shuttle runs. These trails may require additional labour to build and extensive ongoing maintenance due to intensive use and steep gradients. Maintenance can be minimized by trail armouring and control measures.
Trailhead facilities	The trailhead will be marked with a sign, specifying the name, distance, classification, multi-use code of conduct (if relevant) and possibly management information. Trailhead signs should include strong warnings about the trail. Car parking may be required.
Recommended trail flow	Mostly Tight and Technical with some Open and Flowing sections