



National
Outdoor
Leaders
Registration
Scheme

National NOLRS Subcommittee

Terms of Reference

and

Operational Procedures

This policy and the operation of the National NOLRS Subcommittee is to be reviewed annually. The review is to include the structure, processes and policies and performance. The review is the responsibility of the Outdoor Council of Australia.

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1 Introduction and Background

1.1 FUNCTIONS OF THE NOLRS SUB COMMITTEE

- 1.1.1 To make and position decisions about the implementation and management of the Scheme in accordance with the policies and procedures of the Outdoor Council of Australia (OCA);
- 1.1.2 To make recommendations to the Board of the Outdoor Council of Australia regarding the development of the Scheme
- 1.1.3 To assist state / territory organisations to implement / operate the Scheme;
- 1.1.4 To facilitate communication between state / territory organisations;
- 1.1.5 To stimulate, collate, process and respond to feedback from stakeholders with regard to the content and operations of the Scheme;
- 1.1.6 To manage all NOLRS - related issues referred by the Board of the Outdoor Council of Australia;
- 1.1.7 To process and approve applications for Partnered Assessment Provider status; and
- 1.1.8 To investigate and make recommendations to the Board following requests for reviews, appeals and / or alleged breaches of standards and codes of conduct.

1.2 SELECTION / STRUCTURE OF THE NOLRS SUB COMMITTEE

- 1.2.1 The NOLRS Sub committee shall consist of up to ten (10) persons who shall voluntarily serve for a period of two (2) years coinciding with the Annual General Meeting schedule of the Association;
- 1.2.2 Such persons shall achieve position on the Sub committee by way of a call for Expression of Interest and / or a targeted approach by either the Board of the Outdoor Council of Australia or the existing Sub committee;
- 1.2.3 The group of ten (10) persons will collectively represent both a cross section of the sectors of the outdoor industry AND the various states and territories of Australia as much as is possible; and
- 1.2.4 The Board of the Outdoor Council of Australia shall appoint the Chair of the Sub committee who must also be a member of the Board.

1.3 PROCESSES OF THE NOLRS SUB COMMITTEE

- 1.3.1 Members of the Sub committee shall be listed on the Association's website including their state of origin and email contact address;
- 1.3.2 The Sub committee shall meet bi – monthly and additionally as required;
- 1.3.3 Meetings shall be convened by teleconference or via SKYPE and supported by email and telephone based communications;
- 1.3.4 The Chair shall convene all meetings including agendas being advised in advance;
- 1.3.5 Outcomes and actions of meetings shall be recorded, distributed to all Sub committee members and Board members; and
- 1.3.6 All documentation produced by the Panel forms part of the intellectual

property of the Outdoor Council of Australia.

2 Communication and Reporting Relationships

- 2.1 The Sub committee shall report to the Board of the Outdoor Council of Australia via its Chair each and every time the Board meets;
- 2.2 No Sub committee member is authorised to communicate externally (i.e. outside the industry) unless so authorized by the Outdoor Council of Australia

3 Expectation of Members – Code of Conduct

3.1 RESPONSIBILITIES

Members of the Sub committee shall be expected to conduct themselves within the policies of the Outdoor Council of Australia. An appointment to the Sub committee carries with it responsibilities and obligations. Ignorance about those responsibilities can damage the individual, the organisation and the industry. People appointed as members should understand their responsibilities.

- The OCA wishes to operate in an environment where people show respect for others and their property. Respect is defined as considering another's physical and mental well being, and valuables, to ensure limited or no damage is caused to either;
- The OCA wishes to operate in an environment, which is free from harassment. Harassment is defined as any action directed at an individual or group, which creates a hostile, intimidatory or offensive environment;
- The OCA wishes to operate in a non – discriminatory environment. By this we mean where everyone has an equal opportunity and receives a fair go in accordance;
- Demonstrate a positive commitment to OCA policies, rules and programs;
- Respect the confidentiality of information, which comes to them in the course of their duties; and
- Uphold, and not injure or compromise, the standing and reputation of OCA.

3.2 PERSONAL BEHAVIOUR

3.2.1 Understand the Sub Committees Roles - members will

- Maintain a clear understanding of the purpose and functions of the Sub committee;
- Maintain or develop an understanding of the registration Scheme
- Maintain an up to date understanding of the initiatives of the Sub committee; and
- Operate within the framework of the Terms of Reference.

3.2.2 Participate - members will

- Attend all meetings; where attendance is not possible members will submit an apology and contribute to the business of the meeting agenda by email;
- Participate actively and work co-operatively with fellow members and stakeholders to achieve agreed goals;
- Prepare for meetings by reading and considering papers circulated with the agenda;
- Relate to each other with professionalism, courtesy and respect;
- Act loyally and in good faith; and
- Express concerns to the Chair or other relevant person(s) about decisions or actions contrary to the Sub committee's operating procedures.

4 Conflicts of Interest

4.1.1 Members are expected to place public interest above personal interest and not to use their position for personal gain.

4.1.2 Conflicts between private interests and duties as a member can arise when:

- A member stands to make a financial gain from decision of the Sub committee;
- A member's spouse, children or near relative stands to make a financial gain from a decision of the Sub committee; and or
- A member holds membership of another organisation likely to benefit from a decision of the Sub committee.

4.1.3 Accordingly members will:

- Declare matters of a private interest such as investments, relationships, voluntary and paid work and membership or other groups that may conflict or be perceived to conflict with the member's duty as a member of the Sub committee;
- Announce for recording any issues of potential conflict to ensure they are transparent and capable of review; and
- Disqualify themselves from any the Sub committee discussions and decisions where a conflict of interest has, or could occur.