

# MEMBERSHIP APPLICATION / RENEWAL

**Tax Invoice**  
(ABN 26 623 938 816)

For the period 1 October 2008 to 30 September 2009  
Please copy this Tax Invoice for your records. All costs include GST.

SURNAME		FIRST NAME	
ORGANISATION			
ABN		WEBSITE <span style="float:right">www.</span>	
POSTAL ADDRESS			
SUBURB		POSTCODE	
PHONE – Home		PHONE – Mobile	
PHONE – Work		FAX	
EMAIL			
METHOD OF CONTACT PREFERRED		<input type="checkbox"/> Email	<input type="checkbox"/> Post
MY INTEREST AREAS		<input type="checkbox"/> Outdoor Education <input type="checkbox"/> Campsite Management <input type="checkbox"/> Freelance Instructors <input type="checkbox"/> Outdoor Recreation (Commercial) <input type="checkbox"/> Outdoor Recreation (Not For Profit) <input type="checkbox"/> Tour Operator	
I would like to establish a reciprocal weblink with Outdoors WA having read and understood the terms and conditions overleaf		<input type="checkbox"/> Yes	<input type="checkbox"/> No
MEMBERSHIP	<input type="checkbox"/> ORGANISATIONAL	\$48.40	
	Representative Name/s: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	<i>PLUS:</i> <input type="checkbox"/> _____ Reps @ \$108.90 <i>e.g.</i> <i>Organisational Membership with 1 Rep: \$48.40+\$108.90 = Total \$157.30</i>  PLEASE SUPPLY REP NAMES SO THAT WE CAN LINK THAT PERSON TO YOUR ORGANISATION'S MEMBERSHIP	
	<input type="checkbox"/> INDIVIDUAL	\$121.00	
	<input type="checkbox"/> STUDENT	\$60.50	
	<input type="checkbox"/> ASSOCIATE	\$38.50	
NATIONAL AFFILIATIONS	<input type="checkbox"/> Australian Camps Association <input type="checkbox"/> Outdoor Council of Australia	___ Affiliations @ \$36.30 each Organisational & Individual members get <u>ONE</u> free	
<b>TOTAL COST</b>			
I confirm I have read the Code of Conduct overleaf and offer my signature below as a signal of my intention to support and adhere to the Code in all my outdoor programs.			
Outdoors WA respects your privacy and is committed to the Privacy Act. The information collected on this form is used for the purposes of administration and communication only. A List of Outdoors WA members is kept on our website as a service to both members and potential clients. To be removed from this list, please contact the Outdoors WA office.			
PAYMENT	<input type="checkbox"/> CHEQUE: Make payable to OUTDOORS WA (INC.) <input type="checkbox"/> CREDIT CARD: Name of Card _____ Card Type <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] Expiry Date: [ ] [ ] / [ ] [ ]		
FURTHER ENQUIRIES: TEL. (08) 9409 5632 FAX. (08) 9409 8788 EMAIL: executiveofficer@outdoorswa.org POSTAL ADDRESS: PO BOX 414 GREENWOOD WA 6924			

## OUTDOORS WA CODE OF CONDUCT

All members of Outdoors WA are governed by the Code of Conduct. The Code of Conduct is a working document that can be reviewed and modified by consensus at the Annual General Meeting. This general Code of Conduct is designed to provide guidance on acceptable standards of professional conduct. The Code focuses on essential matters. It should not however, be narrowly interpreted. While it contains specific principles, it is equally important that the spirit of these principles should govern professional conduct. The Code sets out minimum requirements. It is expected, though, that all members shall strive to achieve a level of professionalism in excess of such minimum requirements. Organisational members will be responsible for employees and volunteers adhering to the requirements of the code of conduct and should make them aware of the contents of this document. Members must:-

- 1) Act in a professional manner when dealing with staff, clients and peers:
  - brief clients and staff about safety and emergencies procedures;
  - identify and follow through relevant duty of care responsibilities;
  - maintain and store activity equipment used by clients and staff correctly;
  - use honesty and integrity to underlie their entire professional decisions and actions.
  - respect the rights, dignity and worth of every human being and at all times safeguard their interests.
  - strive to improve their professional services and to keep their knowledge up to date.
  - refrain from any conduct or action which may tarnish the image of the Outdoor Recreation industry.
- 2) Aim to provide safe quality experiences for any person involved in programs with particular reference to the following:
  - all participants with particular regard for equal opportunity (as per the Equal Opportunity Act 1977);
  - all participants with particular regard for occupational health and safety (as per the W.A. Occupational, Health and Safety Act);
  - all participants with particular regard for child protection (as per Child Protection Bill or equivalent).
- 3) Meet and abide by all legal and statutory requirements including:
  - Public Liability Insurance
  - Professional Indemnity
  - Business Registration
  - Voluntary worker's insurance
  - Workers Compensation
- 4) Implement minimal impact practices appropriate to the environment, including (but not limited to) the following:
  - involving participants in implementing and monitoring minimal impact;
  - travelling on the tracks provided (driving, walking, riding);
  - choosing campsites carefully;
  - ensuring fires (if any) are safe;
  - dealing appropriately with rubbish and other waste disposal;
  - using toilets provided;
  - protecting native species and habitats (including avoiding harassment of wildlife);
  - avoiding the use or purchase of endangered species and products;
  - avoiding bringing firearms, flora or fauna into protected areas; and
  - abiding by all of the rules and regulations of the respective land managers responsible for the areas used (e.g. CALM, local Government authorities).
- 5) Demonstrate consideration of gender, cultural and ethnic differences in their professional practice, by:
  - identifying, adopting and practicing a policy of equal opportunity, as per the Equal Opportunity Act 1977;
  - demonstrating a consistent policy of non-discrimination on the basis of gender;
  - demonstrating an understanding of and respect for local cultures and environments;
  - operating in accordance with relevant legislation and regulation;
  - operating in accordance with any guidelines or local rules of the host community, expressed or implied;
  - conveying to participants the value of local cultures, traditions and environments, and the need for sensitive protection;
  - portraying realistic images of the host community and the environment in question;
  - explaining what constitutes accepted behaviour in the areas being visited;
  - leading by example, using positive reinforcement and taking corrective action where necessary, to gain participant compliance with suggested practices.
- 6) Ensure accurate keeping of relevant records, including:
  - participant's health and medical information;
  - booking and or hire agreements;
  - personal employment agreements; and
  - accident / incident reports.
- 7) Maintain current relevant first aid qualifications and upgrade when necessary;
- 8) Comply with clearly defined Standard Operating Procedures and relevant documented guidelines:
  - develop an emergency management plan for routine and non-routine incidents and activate if necessary;
  - identify and reduce or remove hazards that threaten the safety of clients and staff or property;
  - ensure that an appropriate Hygiene Policy has been considered and is followed (that appropriate hygiene procedures and conditions in the preparation of foods, toileting and related personal hygiene matters are adhered to);
  - establish that the environment is suitable for the proposed activity and ability of the group.
- 9) Understand employer's Statement of Policy:
  - identify and understand the aims and objectives of the organisation or business regardless of its educational, recreational or experiential focus.
- 10) Commit to ongoing Professional Development:
  - participate in sufficient personal and professional development so as to ensure retention of registered skill level; and
  - participate in activities that will upgrade their ability to communicate with and manage participants within sensitive natural and cultural settings.

## MEMBERSHIP SERVICES AND BENEFITS

Outdoors WA seeks to foster the provision of safe, high quality outdoor programs in WA. Outdoors WA is an active member of the industry's national bodies including the Outdoor Council of Australia and the Australian Camps Association. At state level, Outdoors WA represents and advocates on behalf of persons and organisations delivering outdoor programs for community, educational and corporate purposes with the Departments of Sport and Recreation, Education and Training, Environment and Conservation, Tourism, and Water, plus Future Now, the WA Sports Federation and so on. This complex network of liaisons ensures that the needs of outdoor leaders and their interests are kept well informed and serviced. Outdoors WA holds and annual state conference, hosts an e-newsletter, professional development forums and seminars. Outdoors WA maintains the National Outdoor Leader Registration Scheme (NOLRS) and advocates programs in Accreditation and Adventure Activity Standards (AAS). Members receive discounts on all products and services.

## WEB LINKS

Outdoors WA is pleased to offer organisational members the opportunity to establish reciprocal web links. The following conditions apply:-

- linked organisation must be a financial member;
- organisation's logo must be emailed to Outdoors WA as a JPEG, JPG or TIFF, stating clearly it is for the weblink service;
- organisations must place Outdoors WA's logo on their home page with an active link to the Outdoors WA website (at organisation's expense);
- applications can be received with membership renewal, and are subject to committee approval

## MEMBERSHIP OPTIONS

<b>INDIVIDUAL MEMBER</b> Open to all individuals working in, or with an interest in, the outdoors. Includes all benefits, full voting rights and affiliation to the ACA or OCA.	<b>ORGANISATIONAL MEMBER</b> Open to all organisations working in, or with an interest in, the outdoors. Organisational members are entitled to display the Outdoors WA logo accompanied by the text ' <i>Organisational Member of Outdoors WA</i> '. Reciprocal weblink also applies.
<b>ASSOCIATE</b> Available to all supporters of Outdoors WA who work in, or have an interest in, the outdoors. Associates receive most member benefits but not voting rights or affiliation to national associations.	<b>STUDENT MEMBER</b> This discounted option is available to all full time students with an interest in the outdoors. Affiliation to a national body is NOT included.