



Industry Standards Panel
(formerly the Registration and Accreditation Panel)

Operational Procedures

Outdoors WA

Outdoors WA

This policy and the operation of the Industry Standards Panel (ISP) is to be reviewed annually. The review is to include the structure, processes and policies and performance. The review is the responsibility of the Outdoors WA Board.

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1 Introduction and Background

1.1 FUNCTIONS OF THE PANEL

- 1.1.1 Draft and maintain policy and standards within the jurisdictions of organisational accreditation, activity standards, leader registration and codes of conduct;
- 1.1.2 Provide specialist and or technical advice to the Outdoors WA Board;
- 1.1.3 Convene / liaise with the Technical Working Committees (TWC's) as required;
- 1.1.4 Provide specialist advice to government and community agencies within the jurisdictions of leader registration, organisational accreditation and activity standards;
- 1.1.5 Fulfil the role of arbitrator for requested for reviews, appeals and alleged breeches of standards and codes of conduct.

1.2 STRUCTURE OF THE PANEL

1.2.1 The Panel shall comprise 10 - 20 persons with a variety of experience and or current involvement in the delivery of outdoor adventure activities. Panellists shall be representative of the scope of the industry and attracted to the Panel via targeted invitation and public call for expressions of interest. Examples of relevant jurisdictions and areas of expertise include

- The Department of Environment and Conservation;
- The Department of Sport and Recreation;
- The Department of Education and Training;
- Tourism WA and or Tourism Council WA;
- Persons involved with industry training;
- Persons with particular interest in outdoor leader registration;
- Persons with particular interest in organisation/campsite accreditation;
- Persons with particular interest in activity specialisations and standards;
- Any and all of the persons of the TWC's;
- The ISP Executive Secretary shall act as Chair of the ISP.

1.2.2 The Panel may convene Technical Working Committees as required in consultation with the Executive Officer: such TWC's may be convened temporarily for the purposes of providing expertise to an issue or situation that has arisen: such TWC's will be based upon the Adventure Activity Standards Technical Working Committees;

1.2.3 The President and Executive Officer of Outdoors WA are ex-officio members of the Panel.

1.3 PROCESSES OF THE PANEL

1.3.1 Panel to meet at 7pm on the first week of each of March, June, August, November and additionally as required;

1.3.2 ISP Executive Secretary is to Chair and provide executive support to the Panel;

1.3.3 Meeting agenda items to include but not restricted to:

- Reports on the operation of the industry quality framework including accreditation, activity standards and leader registrations (operational issues, developments etc);
- Requests for reviews, complaints, appeals and allegations;
- Matters referred from Outdoors WA Board for consideration and/or action

- 1.3.4 Agendas and Minutes of the Panel are to be distributed to all Panel members including the President and Outdoors WA Executive Officer;
- 1.3.5 Meeting agendas should be distributed 1 week in advance of pending meetings;
- 1.3.6 The Panel shall have the authority to progress discussions and make decisions via email if sufficient attendance is not possible; in such circumstances a two week feedback window shall be managed by the ES following which decisions shall be based upon the majority of feedback;
- 1.3.7 Where a person has been contracted or employed by Outdoors WA to work wholly or partly in the area of the Panel's responsibility, the person will be a full member of the Panel for the period of the contract. The Panel shall be finally responsible for determining or recommending policy to the Board. In all other respects the Panel shall work in partnership with the staff member / contractor in forwarding the industry development agenda and initiatives of Outdoors WA for which they are jointly responsible.

2 Process for Selection of Members

2.1 APPOINTMENT OF PANEL MEMBERS

2.1.1 Outdoors WA Board shall appoint members to the Panel for 2-year terms following expressions of interest.

2.2 APPOINTMENT OF CHAIRPERSON / EXECUTIVE SECRETARY

2.2.1 The Executive Secretary role is a paid role appointed by Outdoors WA Board for a two year term, with annual review. The Executive Secretary shall Chair the ISP. The President and Executive Officer of Outdoors WA are responsible for maintaining close links with the Chair.

3 Communication and Reporting Relationships

3.1 The Panel shall report to the Outdoors WA Executive Officer via its Chair

4 Liaison with Other Bodies

4.1 No Panel member is authorized to communicate externally unless so authorized by the Outdoors WA Executive Officer or the Panel Chair

5 Expectation of Members – Code of Conduct

5.1 INTRODUCTION

The Outdoors WA Code of Conduct, industry Codes of Conduct and the specific matters outlined below apply to all members of the Panel .

An appointment to the Panel carries with it responsibilities and obligations. Ignorance about those responsibilities can damage both the individual and the organisation. People appointed as members should understand their responsibilities. This can assist them to contribute in a positive way.

This section includes information on ethical issues that may confront members and provides practical guidance. The Panel has chosen to adopt this code and members are expected to observe and comply with it. The Panel is of the view that adopting these expectations will assist and strengthen the Panel's and Sub Committee's ability to perform their functions as specified in the Terms of Reference.

5.2 PERSONAL BEHAVIOUR

5.2.1 Understand the Panel or its Sub - Committees Roles

Members will -

- Maintain a clear understanding of the purpose and functions of the Panel;
- Maintain or develop an understanding of the various registration, accreditation and activity standards schemes and programs within its jurisdiction;
- Maintain an up to date understanding of the relevant initiatives of the Panel;
- Operate within the framework of the Terms of Reference.

5.2.2 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;
- Express concerns to the Chair or other relevant person(s) about decisions or actions contrary to the Panel's operating procedures.

5.3 RECORD KEEPING AND USE OF INFORMATION

5.3.1 Intellectual Property

All documentation produced by the Panel forms part of the intellectual property of Outdoors WA.

5.3.2 Use of Confidential Information

Sometimes sensitive matters are discussed by the Panel. These may be discussed only within the membership of the specific Panel and in strict confidence. All decisions shall be documented and appropriate minutes prepared.

5.3.3 Security of Information

While Outdoors WA is primarily responsible for the storage and management of the Panel records, members have individual responsibility for any document, tape, disk or other record in their custody. Records shall not be left in places where they may be seen by non-members such as home, an office or motor vehicle.

5.4 CONFLICTS OF INTEREST

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

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

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

Accordingly members will:

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