



Guidance Note - Employment Practice for Outdoor Organisations

This Guidance Note for Employment Practice for Outdoor Organisations is designed to assist organisations within the outdoor sectors to fulfill commitments to meeting and exceeding existing regulatory requirements, to be adaptable to organisations of any size and niche, to prompt clear and transparent communication between employer and employee prior to engagement, without providing prescriptive answers.

- This guidance note should not be relied upon as a sole source of information.
- This guidance note should be used in conjunction with [National Employment Standards](#)
- Many further resources for both employer and employee can be found at these links to the [Fair Work Ombudsman](#) and [Safe Work Australia](#)

This guidance note is based on work done by a working group of industry volunteers that was formed by the Outdoor Council of Australia to focus on attraction and retention of workers, following the Outdoor Council of Australia’s 2021 National Summit. The board of the Outdoor Council of Australia adapted the information presented by the working group to develop this guidance note. The Outdoor Council of Australia thanks all volunteers for their contributions to this process.

The “Specifics” column is left intentionally blank for you to capture your organisation’s specific information.

Topic for Communication Prior to Engagement	Specifics
<p>An explanation of the role and its responsibilities, including:</p> <ul style="list-style-type: none"> • Activities • Expectations • Desired outcomes • Timeframes, if applicable • Time of “trial period” • Hours required 	
<p>A detailed breakdown of how the Employee’s remuneration (including pay) is calculated. Including, but not limited to:</p> <ul style="list-style-type: none"> • Employment Type <ul style="list-style-type: none"> ○ Casual ○ Permanent ○ Subcontractor. Who is required to hold insurances and permits? 	



<ul style="list-style-type: none"> • Hours of work and the logic behind how it is paid <ul style="list-style-type: none"> ○ Salary ○ Hourly rate ○ Day rate (or fraction of day rate $\frac{1}{2}$, $\frac{3}{4}$). If so, the makeup of the number of work hours this is based on, including overnight responsibilities, should be included. As well as an explanation of what happens if these hours are exceeded for whatever reason. <ul style="list-style-type: none"> ▪ Additional Pay ▪ Time In Lieu <ul style="list-style-type: none"> • How is this managed and by who? ○ Link to relevant Award or Enterprise Agreement ○ Explanation of Pay Grade/Tier • Superannuation requirements • Any non-monetary incentives associated with the role (eg private use of a vehicle, training provided, meals provided) • Allowances <ul style="list-style-type: none"> ○ Travel (if <i>and</i> how this is paid) ○ Equipment and PPE ○ First Aid ○ Overnight 	
<p>Ongoing Qualification, Training and Professional Development.</p> <ul style="list-style-type: none"> • Who is responsible for their upkeep, including: <ul style="list-style-type: none"> ○ Time Commitment ○ Cost • How does this differ for employment type (Permanent, Casual, etc...)? • Ongoing feedback on performance, including timing for reviews • Potential for growth/development of the Employee 	
<p>Who is responsible for providing:</p> <ul style="list-style-type: none"> • Meals • Accommodation • Equipment • Personal Protective Equipment • First Aid Kits, including restocking 	



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<p>Employer Specific Policies that may include, but are not limited to:</p> <ul style="list-style-type: none"> • Diversity and inclusion • Staff Induction • Safety and Wellbeing • In Field Staff Support • Fatigue • Program Cancellation • Code of Conduct • Protection of vulnerable people • Confidentiality • Dispute/grievance resolution • Required qualifications, for example: <ul style="list-style-type: none"> ○ First Aid ○ Working With Children Check/Police Check ○ Technical skill qualifications ○ Vaccination status 	
<p>Information about the Organisation:</p> <ul style="list-style-type: none"> • Vision, Mission, Aims, Objectives • Values of the organisation • Organisational structure, and hierarchy of staff • Information about clientele and other relevant information • Employee assistance services (if applicable) 	
<p>End of Employment responsibilities and termination policies</p>	