

NEWCASTLE ORIENTEERING CLUB – MAPPING POLICY

Purpose

To set out how mapping projects – new maps, remaps and significant map updates – are proposed, approved, funded and supported by the Club, and how mappers are engaged.

Rationale

Mapping is distinct from event volunteering. It requires specialised skills, is undertaken as a project rather than in support of a single event, and can involve a substantial commitment: a full field-check of a state-level area can run to more than a hundred hours of fieldwork and several thousand kilometres of travel over multiple visits, often to remote areas requiring overnight accommodation. For this reason mapping is excluded from the Club's Volunteer Reimbursement Policy and is governed by this policy instead.

This separation is consistent with practice across Australian orienteering: Orienteering ACT excludes mapping from its member expense reimbursement policy and treats it as separately claimed work; Orienteering Queensland engages mappers under a dedicated mapping by-law with tiered contracting thresholds; and Orienteering WA operates a formal Mapper Agreement. This policy is standardised against Orienteering NSW arrangements: maps are registered and copyright is managed in accordance with ONSW Manual 7.1 (Mapping); payments follow the mechanisms in ONSW Manual 2.7 (Expense Claims), including a pre-agreed written amount and the ATO "Statement by a Supplier" form where a mapper has no ABN; and mappers may be sourced through the mapper register maintained by the ONSW office.

Definitions

Mapping project: a defined body of work to create a new orienteering map, remap an existing area, or make a significant update to an existing map (beyond the minor corrections normally made by a course setter).

Volunteer mapper: a Club member who donates their fieldwork and desktop time to a mapping project, and claims (at most) out-of-pocket travel and accommodation costs.

Contracted mapper: a mapper (member or external) engaged for a fee under a written quote or agreement.

Project Proposal and Approval

Every mapping project requires a short written proposal to the Committee before fieldwork begins. The proposal must set out the area and its intended use (club, State or National events), the estimated fieldwork effort, the expected number of trips and total travel distance, any accommodation required, and any mapping fee. The Committee approves the resulting project budget before work starts; projects with an expected total cost above \$300 must be approved at a Committee meeting. The 2024 Dungere State Forest field-check budget is the model for this practice.

For maps intended primarily for State or National events, the Club will seek external contributions where available – ONSW support, cost recovery through the event budget or levies, or grants – before committing Club funds.

Engagement and Support of Mappers

Volunteer mappers: The Club reimburses travel at the per-kilometre rate set in the Volunteer Reimbursement Policy (currently \$0.40/km) and accommodation at reasonable cost (shared where practical, receipts required). The per-event trip caps in the Volunteer Reimbursement Policy do not

apply to mapping; the approved project budget governs instead. A travel record must accompany each claim.

Contracted mappers: Engagement must be documented in a written quote or agreement covering scope, fee, expenses, timeline, deliverables (including source files) and ownership. Aligned with Orienteering Queensland's thresholds: projects under \$1,000 may be offered directly to a suitable mapper; between \$1,000 and \$5,000 the Club should seek quotes where practicable, including via the ONSW mapper register; above \$5,000 the work should be advertised more widely. Where a contracted mapper is a sole trader, the Club will meet any superannuation guarantee obligation that applies; a mapper without an ABN must supply a completed ATO "Statement by a Supplier" form. Payment is made on invoice.

Map Ownership and Registration

Maps produced under this policy, including source files, are the property of the Club. Maps are registered in accordance with ONSW Manual 7.1, which secures the Club's rights to hold events on the area and to set conditions or fees for use of the map by others, and copyright deposit requirements are met. The mapper is credited on the map.

Taxation

Reimbursements to volunteer mappers for travel and accommodation actually incurred are non-assessable in the mapper's hands. Fees paid to contracted mappers are income of the mapper, who is responsible for their own tax affairs; the Club's obligation is to hold a valid invoice or Statement by a Supplier.

Review and Related Documents

The Committee reviews this policy, including the contracting thresholds, annually as part of the budget process.

Related documents: NOC Volunteer Reimbursement Policy; NOC Vehicle Reimbursement Form; ONSW Manual 7.1 (Mapping), 2.7 (Expense Claims); Orienteering Queensland By-law 5.6 (Mapping); Orienteering ACT Member Expense Reimbursement policy.

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