



**Australian Parachute Federation Ltd**

# **APF Operational Committees'**

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## **Charters**

**VERSION 4,EFFECTIVE: 01 February 2019**

**STATUS: MANDATORY**

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## AMENDMENTS

This Operational Committees' Charters document replaces superseded charter documents, updated for the new CLG Constitution. See the following separate documents for guidance:

- (i) Board Charter and Board Committees' Charters;
- (ii) Board Procedures Guide: for advice on Board meeting procedures and Director selection, etc; and
- (iii) This document: covering Operational Committees' Charters.

REVISION	AMENDMENT DETAILS
2017.02.28	Original issue
2 – 2017.04.20	Minor amendments
3 – 2017.11.29	Inclusion of charters for: <ul style="list-style-type: none"><li>– World Parachuting Championships Committee</li><li>– Council Committees (ex Terms of Delegation for Council Committees)</li></ul> Other minor amendments <i>(marked with a vertical line in the left column)</i>
4 – 2019	<ul style="list-style-type: none"><li>• Delete World Parachute Championships Committee (event concluded)</li><li>• Move Council Committee Charter to Board Committee</li><li>• Reference Exposition where a committee will initiate changes</li></ul>

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For further information visit [www.apf.com.au](http://www.apf.com.au)

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# TECHNICAL AND SAFETY COMMITTEE CHARTER

## 1. PURPOSE

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The Technical and Safety Committee (**TSC**) assists with development and implementation of technical and safety matters, including the SMS, audit and surveillance and monitors regulatory and statutory operational issues.

## 2. MEMBERSHIP

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- 2.1 The committee will consist of the STM, STOs, NAO and NRO. The STM may appoint additional members.
- 2.2 Non-committee members, including members of management may attend all or part of a meeting of the TSC at the invitation of the Committee Chair.

## 3. ROLE AND RESPONSIBILITIES

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- 3.1 Assist with development and implementation of:
  - (a) the technical and safety aspects of the Operational Plan from the APF Strategic Plan; and
  - (b) the Organisational Safety Management System, and
  - (c) the Audit and Surveillance System.
- 3.2 Work with operational management on the implementation of the Operational Plan.
- 3.3 Monitor technical and safety aspects of the Operational Plan – Objectives and the Organisational Safety Management System, and report on their progress to the Board.
- 3.4 Provide a link between the membership and operational management on emerging operational issues.
- 3.5 Monitor regulatory and statutory operational issues facing the organisation.
- 3.6 In discharging its responsibilities, the TSC must have regard to the following policy objectives:
  - (a) Ensure parachute operations meet regulatory and statutory requirements;
  - (b) The safety policy, objectives and responsibilities defined in APF's Organisational SMS;
  - (c) Ensure an ALARP (as low as reasonably practical) approach to risk management is maintained across operational aspects of the APF's activities; and
  - (d) Encourage integrity in parachuting.

## 4. POWERS

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- 4.1 Develop and implement matters of a technical and safety nature with reference to the operational plan.
- 4.2 Provide recommendations to the CEO for consideration, on emerging issues outside the Operational Plan – objectives.
- 4.3 Issue Technical Directives.
- 4.4 As part of the APF internal change management process (APF Exposition 1.5.1) recommend changes to APF Rules and Regulations, policy and procedures manuals and advisory materials.

## 5. DECISION MAKING

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The quorum is at least four members

## **6. PROCESS**

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- 6.1 Chair
  - (a) The STM will chair the committee.
  - (b) In the absence of the Committee Chair, TSC members must elect one of their number as chair for that meeting.
  - (c) The Chair has a casting vote.
- 6.2 Convening and notice of meeting
  - (a) The Chair will convene meetings of the TSC. Notice will be given to every member of the TSC, of every meeting of the TSC, at the member's advised address for service of notice.
  - (b) There is no minimum notice period and acknowledgement of receipt of notice by all members is not required before the meeting may be validly held.
- 6.3 Minutes of meetings of the Committee must be kept available on the APF 365 Portal.

## **7. REPORTING REQUIREMENT**

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- 7.1 The Committee Chair will provide minutes of all meetings to the CEO.
- 7.2 An appointed minute taker other than the Chair will take minutes at all meetings
- 7.3 Outcomes/Motions will be extracted from the minutes and distributed to the appropriate personnel.
- 7.4 Develop strategies to achieve the goals in the Strategic Plan for inclusion in the Operational Plan.
- 7.5 CEO to ensure the minutes and proposals from the TSC are made available to the Board.

## **8. TERM**

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The TSC operates as a standing committee with core set positions. Whilst the incumbent employees or volunteers hold these set positions, they remain on the TSC.

## **9. RESOURCES**

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The TSC may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the TSC, with external resources requiring the approval by the CEO.

# AVIATION COMMITTEE CHARTER

## 1. PURPOSE

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The Aviation Committee (**committee**) develops objectives and strategies for addressing aviation issues in APF parachuting operations and for considering changes to APF Exposition Part 4 – Aircraft Operations in Support of Parachuting and the Jump Pilot Manual.

## 2. MEMBERSHIP

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2.1 The Committee consists of:

- (a) the NAO; and
- (b) up to seven members who should all be familiar with aviation matters.

2.2 The CEO in consultation with the NAO will appoint members to the Committee or remove and replace members of the Committee as required.

2.3 Non-committee members, including members of management may attend all or part of a meeting of the Committee at the invitation of the Committee chair.

## 3. ROLE AND RESPONSIBILITIES

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Provide advice on aviation issues.

## 4. POWERS

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Recommendations will be referred to the Technical and Safety Committee for consideration.

## 5. DECISION MAKING

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A quorum is at least four members.

## 6. PROCESS

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6.1 Chair

- (a) The NAO will chair the committee.
- (b) In the absence of the Committee Chair, the Committee members must elect one of their number as chair for that meeting.
- (c) The Chair has a casting vote.

6.2 Meetings

The Committee will meet at least once annually and as often as the Committee members deem necessary in order to fulfil their role.

## 7. REPORTING REQUIREMENT

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7.1 The Committee Chair will provide minutes and/or proposals to the STM and CEO.

7.2 An appointed minute taker other than the Chair will take minutes at all formal meetings.

7.3 Outcomes/Motions will be extracted from the minutes and distributed to the appropriate personnel.

7.4 Develop strategies to achieve the goals in the Strategic Plan for inclusion in the Operational Plan.

7.5 CEO & NAO to ensure the minutes and proposals go before the TSC.

## 8. TERM

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Composition of the committee will be reviewed annually by NAO and CEO.

## **9. RESOURCES**

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The Committee may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the Committee, with external resources requiring the approval by the CEO.

# FUNDING COMMITTEE CHARTER

## 1. PURPOSE

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The Funding Committee (**committee**) develops guidelines for sports development grants, and provides assistance to the APF on other funding issues as required.

## 2. MEMBERSHIP

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- 2.1 The Committee will consist of a minimum of five members including least one Board member.
- 2.2 The CEO in consultation with the committee chair will appoint or replace members of the Committee.
- 2.3 Non-committee members, including other members of management, may attend all or part of a meeting of the Committee at the invitation of the Committee Chair.

## 3. ROLE AND RESPONSIBILITIES

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- 3.1 Ensure that the APF has a relevant, respected and user-friendly funding system to benefit members.
- 3.2 Receive and assess Level 2 applications for the Fiona McEachern Sport Development Fund (FMSDF / Fi Fund) and make recommendations to the APF CEO/NDO.
- 3.3 Receive and assess Level 3 FMSDF applications and make recommendations to the Board.
- 3.4 Review the published FMSDF guidelines and our own procedures at least annually, initiating improvements and updates as necessary.
- 3.5 Monitor all types of sport funding allocations against APF objects and the Strategic Plan.

In discharging its responsibilities, the Committee must have regard to the following policy objectives:

- (a) Ensuring the participation and funding of events is aligned with the APF's Strategic Plan; and
- (b) Ensuring that any funding is appropriate and fiscally responsible.

## 4. POWERS

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- 4.1 Funding criteria may only be changed by resolution of the APF Board.
- 4.2 Recommendations will be referred by the CEO to the Board for consideration.

## 5. DECISION MAKING

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A quorum is at least three members.

## 6. PROCESS

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- 6.1 Chair
  - (a) The Committee members must elect one of their number to chair the committee.
  - (b) The Chair has a casting vote.

### 6.2 Meetings

The Committee will meet as often as the Committee members deem necessary in order to fulfil their role. Meetings and discussion amongst committee members may take whatever form best suits the committee.

## **7. REPORTING REQUIREMENT**

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- 7.1 The Committee Chair will provide minutes or specific outcomes of all meetings to the CEO.
- 7.2 An appointed minute taker other than the Chair will take minutes at all formal meetings
- 7.3 Outcomes/Motions will be distributed to the appropriate personnel.
- 7.4 Develop strategies to achieve the goals in the Strategic
- 7.4 CEO to ensure all Level 2 and Level 3 proposals for funding are put to the Board.

## **8. TERM**

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Annual.

## **9. RESOURCES**

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The Committee may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the Committee, with external resources requiring the approval by the CEO.

[Click here](#) to access the [APF Sport Development Funding Guidelines](#)



# AWARDS COMMITTEE CHARTER

## 1. PURPOSE

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The Awards Committee (**committee**) assesses nominations and reviews the categories and criteria for awards.

## 2. MEMBERSHIP

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- 2.1 The Committee consists of a minimum of five members including at least one member of the Board.
- 2.2 The CEO in consultation with the committee chair will appoint members to the Committee or remove and replace members of the Committee.
- 2.3 Non-committee members, including other members of management, may attend all or part of a meeting of the Committee at the invitation of the Committee Chair.

## 3. ROLE AND RESPONSIBILITIES

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- 3.1 Ensure a comprehensive outline of the various awards that are available, and the application process are maintained on the APF website.
- 3.2 In special cases, initiate a nomination, and may recognise achievements and notable events.
- 3.3 Assess nominations for Service Awards, Honorary Life Memberships and Master of Sport Parachuting Awards, other national international awards including but not limited to FAI, ASAC, Australia Honours and Hall of Fame.
- 3.4 Review categories and criteria for awards, initiate ideas for awards and recognition, and recommend changes.
- 3.5 Ensure the APF Board is presented with a complete and accurate list of Achievement Awards for Board ratification.
- 3.6 Assess nominations for the annual Tim Bates Award for Outstanding Skydiver of the Year and select the winner in consultation with the Bates family.
- 3.7 In discharging its responsibilities, the Committee must have regard to the following policy objectives:
  - (a) The promotion and development of sports parachuting; and
  - (b) Recognition of outstanding achievements by members.

## 4. POWERS

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- 4.1 Awards criteria may only be changed by resolution of the APF Board.
- 4.2 Recommendations will be referred to the Board for consideration.
- 4.3 Make recommendations to the Board for the following awards: Service Awards, Honorary Life Memberships, Achievement Awards and Master of Sport Parachuting awards.
- 4.4 Seek Board approval before nominating a person for a non-APF Award.

## 5. DECISION MAKING

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A quorum is at least four members.

## 6. PROCESS

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- 6.1 Chair
  - (a) The Committee members must elect one of their number to chair the committee.

(b) The Chair has a casting vote.

## 6.2 Meetings

The Committee will meet as often as the Committee members deem necessary in order to fulfil their role. Meetings and discussion amongst committee members may take whatever form best suits the committee.

## 7. REPORTING REQUIREMENT

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- 7.1 The Committee Chair will provide minutes or specific outcomes/recommendations to the CEO.
- 7.2 An appointed minute taker other than the Chair will take minutes at all formal meetings
- 7.3 Outcomes/Motions will be distributed to the appropriate personnel.
- 7.4 CEO to ensure the proposals for awards are put before the Board.

## 8. TERM

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Annual.

## 9. RESOURCES

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The Committee may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the Committee, with external resources requiring the approval by the CEO.

# RIGGING COMMITTEE CHARTER

## 1. PURPOSE

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The Rigging Committee (**committee**) develops parachute certification and maintenance standards and assists with associated issues and for considering changes to APF Exposition Part 5 – Parachute Airworthiness.

## 2. MEMBERSHIP

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2.1 The Committee consists of:

- (a) the NRO; and
- (b) up to seven members who should have recognised knowledge of parachute equipment.

2.2 The CEO in consultation with the NRO will appoint members to the Committee or remove and replace members of the Committee as required.

2.3 Non-committee members, including members of management may attend all or part of a meeting of the Committee at the invitation of the Committee chair.

## 3. ROLE AND RESPONSIBILITIES

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Provide advice on parachute certificate of maintenance standards and associated issues

## 4. POWERS

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Recommendations will be referred to the Technical and Safety Committee for consideration.

## 5. DECISION MAKING

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A quorum is at least four members.

## 6. PROCESS

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6.1 Chair

- (a) The NRO will chair the committee.
- (b) In the absence of the Committee Chair, the Committee members must elect one of their number as chair for that meeting.
- (c) The Chair has a casting vote.

6.2 Meetings

The Committee will meet at least once annually as often as the Committee members deem necessary in order to fulfil their role. Meetings and discussion amongst committee members may take whatever form best suits the committee.

## 7. REPORTING REQUIREMENT

---

7.1 The Committee Chair will provide minutes of all meetings to the STM and CEO.

7.2 An appointed minute taker other than the Chair will take minutes at all formal meetings

7.3 Outcomes/Motions will be extracted from the minutes and distributed to the appropriate personnel.

7.4 Develop strategies to achieve goals in the Strategic Plan for inclusion in the Operational Plan.

7.5 CEO to ensure the minutes and proposals go before the TSC and made available to the Board.

**8. TERM**

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Reviewed annually by NRO and CEO.

**9. RESOURCES**

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The Committee may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the Committee, with external resources requiring the approval by the CEO.

# SPORT AND COMPETITION COMMITTEE

## 1. PURPOSE

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The Sport and Competition Committee (SCC) is tasked with development and implementation of sport and competition skydiving matters. It is responsible for advising the Board in fulfilling its oversight responsibilities as those relating to the policies for Sport and Athlete Development goals in the Strategic Plan for inclusion in the Operational Plan.

## 2. MEMBERSHIP

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- 2.1 The committee will consist of the following officers and coaches:  
National Development, National Coach, National Competitions, National Judge, Regional Coaches. The CEO in consultation with the National Coach will appoint or replace members of the Committee.
- 2.2 Non-committee members, including members of management may attend all or part of a meeting of the SCC at the invitation of the Committee Chair.

## 3. ROLE AND RESPONSIBILITIES

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- 3.1 Tasked with development and implementation of:
- (a) ways to achieve the goals in the Strategic Plan for inclusion in the Operational Plan; and
  - (b) the APF Sporting Code; and
  - (c) performance-based funding guidelines (in consultation with the Funding Committee).
- 3.2 Monitor the effectiveness of Operational Plan Objectives and report on their progress to the Board.
- 3.4 Provide a link between the membership and operational management on emerging sport and competition developments.
- 3.5 Responsible for:
- (a) Developing and implementing athlete, coaching and judging development pathways;
  - (b) Long-term Athlete Development through talent identification programs;
  - (c) Assisting with the selection of Australian Parachute Team members;
  - (d) Assessing and approving bids for National Parachuting Championships and advising the Board on those decisions;
  - (e) Monitoring the annual planned outcomes or milestones in Sport and Athlete Development;
  - (f) Through the CEO, enhancing the quality of Board discussion on Sport Development Policy matters and facilitate effective decision-making in these areas; and
  - (g) Performing such additional tasks as may be delegated to the Committee by the Board or CEO.

## 4. POWERS

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- 4.1 Develop and implement strategies for sport and competition with reference to the strategic plan.
- 4.2 Provide recommendations to the CEO for consideration, on emerging issues outside the Operational Plan objectives.
- 4.3 Review and recommend changes to the APF Sporting Code.

## 5. DECISION MAKING

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The quorum is at least four members

## **6. PROCESS**

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### 6.1 Chair

- (a) The National Coach will chair the committee.
- (b) In the absence of the Committee Chair, SCC members must elect one of their number as chair for that meeting.
- (c) The Chair has a casting vote.

### 6.2 Convening and notice of meeting

- (a) The Chair will convene meetings of the SCC. Notice of SCC meetings will be provided to all committee members, at the member's contact address for service of notice.
- (b) There is no minimum notice period and acknowledgement of receipt of notice by all members is not required before the meeting may be validly held.

### 6.3 Minutes of meetings of the Committee must be kept available on the APF 365 Portal.

## **7. REPORTING REQUIREMENT**

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7.1 The Committee Chair will provide minutes or specific outcomes of all meetings to the CEO.

7.2 An appointed minute taker other than the Chair will take minutes at all formal meetings

7.3 Outcomes/Motions will be distributed to the appropriate personnel.

7.4 CEO to ensure the minutes are made available to the Board

## **8. TERM**

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The SCC operates as a standing committee with core set positions. Whilst the incumbent employees or volunteers hold these set positions, they remain on the SCC.

## **9. RESOURCES**

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The SCC may have access to internal and external resources for any matter pertaining to the powers, responsibilities or duties of the SCC, with external resources requiring the approval by the CEO.