



## **STANDING ORDERS FOR KARTING AUSTRALIA EXECUTIVE COMMISSION AND STANDING COMMITTEES**

### **Scope**

**This Standing Order applies to the Executive Commission and Standing Committees as appointed by the Board of Karting Australia (KA)**

### **Definitions**

**KA** means the Australian Karting Association Ltd.

**Board** means the Directors of KA acting as a body which includes the Chairman.

**CEO** means the Chief Executive Officer of KA.

**Club** means a Kart Racing Club affiliated with a Member State.

**Committee** means a Standing Committee, appointed by the Board in accordance with the provisions of this Standing Order.

**Committee Member** means a person who has been appointed as a member of a Standing Committee.

**Constitution** means the Constitution of the Australian Karting Association Ltd.

**Director** has the same meaning as in the Constitution.

**Executive Officer** means either a member of the Board or an KA employee or a suitably competent person appointed to organise and manage the normal operational affairs of a Committee including the calling of a meeting at the direction of the Committee Chair, the co-ordination of an agenda and the recording and distribution of all minutes of meetings

**Motorsport Australia** means the Confederation of Australian Motor Sport Limited under whose delegated authority KA derives its authority to run Karting throughout Australia.

**Member State/s** means the state and territory Karting Associations that have affiliated with KA in accordance with the Constitution.

**State Karting Council** means the body established under the Constitution in each State.

### **Objective**

The objective of this Standing Order is to define the responsibilities and powers of the Executive Commission and KA Standing Committee's to support the efficient administration of the organisation of sprint kart racing in Australia.

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## **Standing Order 1. Establishment**

- 1.1** The Executive Commission is established by the Board in accordance with these Standing orders to provide high-level communication between the Member States and the executive and Board of Karting Australia.
- 1.2** Standing Committees are management committees responsible to the CEO/Board and may be established for an enduring or fixed term or on a project or issue basis.

## **2. Composition**

- 2.1** The Executive Commission and any Committee shall consist of a:
  - i) Chair who may be a member of the Board or the CEO; and
  - ii) A number of other members with the appropriate suite of skills to undertake the functions assigned to the Committee by the Board or the CEO.
- 2.2** Executive Commission/Committee Members shall hold office for the calendar year for which they are appointed or for the balance of that calendar year if they are appointed during that year; or for such other period as the Board determines or as is detailed in these Standing Orders.
- 2.3** The CEO may appoint an Executive Officer of the Committee who shall provide administrative support to the Committee. Such person (unless they are a member of the Board) will not be members of the Committee and shall not have any entitlement to vote.
- 2.4** In addition to the Executive Commission/Committee Members, the following individuals shall be able to attend each meeting of the Committee to take part in discussions but not to move, second or vote on motions:
  - i) Directors of KA;
  - ii) CEO of KA; and
  - iii) Other relevant management together with external parties who are not Directors but whose expertise or input is relevant to the operation of the Committee may attend by invitation of the Chair.
- 2.5** The Board may, in its sole discretion, remove from office any Committee Member during the term of their appointment without need for litigation and without any requirement for giving reasons to do so.
- 2.6** All members of the Executive Commission/Committees (other than the Executive Officer who may be members of KA staff or independent contractors to KA) act at all times in a voluntary capacity. They may be reimbursed for out-of-pocket expenses incurred in fulfilling their role/s in accordance with KA Policies.

## **3. Functions & Responsibility**

- 3.1** Executive Commission/Committee members must not allow personal interests or the interests of associated persons to conflict with the interests of the organization.
- 3.2** All Executive Commission/Committee members must declare to the Chair any material conflict of interest (both actual and perceived), and/or any potential conflict of interest. Each Committee Member's independence is assessed by the Chair on an individual basis focusing on an assessment of each Committee Member's capacity to bring independence of judgement to Committee decisions and recommendations.
- 3.3** The Executive Commission/Committee shall have responsibilities as determined by the Board and defined within the relevant Schedule to this Standing Order.

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- 3.4** The Executive Commission/Committee shall act within the parameters of the Schedule to this Standing Order, the Constitution of KA, the General Standing Regulations of KA, all KA Policies and Procedures, the International Sporting Code of the FIA, the National Competition Rules of CAMS and Australian laws.
- 3.5** The powers of the members of the Executive Commission/Committee shall be limited to acting on requests from the CEO and/or Board and stipulated in this Standing Order. No individual Committee Member carries any power in their own right.
- 3.6** The Executive Commission/Committee has no delegated authority from the Board to determine outcomes of its reviews and investigations and the Board retains its authority over such matters.

#### **4. Operation**

##### **4.1 Procedures**

- i) The Executive Commission/Committee shall meet as frequently as may be required, by teleconference, video conference or other electronic means as determined by the Chair;
- ii) The date, time and place of each meeting of the Committee shall be notified to all eligible persons approximately seven (7) days prior to the meeting;
- iii) The agenda for each meeting of the Committee will be prepared by the Chair in consultation with the CEO.

##### **4.2 Quorum**

- i) The quorum for a Committee meeting shall be 50% of the Committee members.
- ii) No business may be transacted at a meeting if a quorum is not present.

##### **4.3 Right of Discussion and Recommendation**

- i) The Executive Commission/Committees including the Executive Officer/s shall have:
  - (a) the rights of discussion on any subject brought before the Committee; and
  - (b) The rights of recommendation to the CEO and through the CEO to the Board;
  - (c) The right to provide discussion papers to the CEO and through the CEO to the Board

The determination of any matter of recommendation will be by consensus.

##### **4.4 Reporting to the CEO of KA**

- i) Any matters which could be reasonably deemed as significant should be advised to the CEO in a timely and appropriate manner.
- ii) The Chair will liaise with the CEO regarding the outcomes of each meeting.
- iii) Any written recommendations and papers for discussion with the CEO, the executive team and or the Board will be provided to the CEO.
- iv) The Committee, through its Chair, will report as required by the Board through the CEO on the Committees progress for its designated area of responsibility.

##### **4.5 Modification of this Standing Order**

This Standing Order may only be amended by the Board.

#### **5. Confidentiality**

Each Committee member shall be bound to observe strict confidentiality.



## **Schedule 1: EXECUTIVE COMMISSION – COMPOSITION, RESPONSIBILITIES and FUNCTIONS**

### **Purpose**

The Executive Commission provides the high-level conduit between the Member States and the executive and Board of Karting Australia. Its primary role is to ensure that the relationship between Karting Australia and the Member States is structured, collaborative and collegiate while allowing issues of concern to Karting Australia and individual and collective Member States to be discussed in a forum that will benefit the sport of karting as a whole.

### **Composition**

The Executive Commission will comprise the following members;

- Chair – who shall be the CEO of KA;
- 1 Representative of each Member State – who will normally be the President of each Member State or such other person approved by the Board.

### **Responsibilities & Functions**

The Executive Commission will have the responsibility to:

- Provide a State based feedback and communication forum on karting issues with KA;
- Communicate with their State on matters discussed by the Commission;
- Provide advice to the Board on issues and matters considered important to the sport of Karting in Australia;
- Provide advice to the Board on the ongoing progress of the Strategic Plan and suggest adjustments and developments to the Strategic Plan from time to time;
- Keep the Board advised of State based issues of which it considers that the Board ought to be aware so as to ensure that the sport of Karting is developed and enhanced within each Member State and nationally;
- Ensure that the Member States are aware of and fulfilling the responsibilities allocated to them in accordance with By-law 1;
- Maintain positive lines of communication between the Member States and the Board so as to ensure a positive and collegiate working relationship;
- Provide advice to the Board on the development of facilities needed to enhance the conduct of karting nationally;
- Provide advice to KA on the matter of the most appropriate use of the Track Development Fund and priorities for the application of funds from the Track Development Trust;
- Provide advice to the Board on programs that it considers will be of benefit in the ongoing development of karting nationally;
- Assist the Board with the establishment and implementation of specific state based and national programs that may be approved by the Board for implementation from time to time;
- Provide advice to the Board on the standards that it considers ought to be applied to encourage the development, construction and maintenance of Karting circuits across Australia;

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The Executive Commission will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for Karting (KA → State → Club);
- Provide general support and advice to the CEO and the Board on any matters relating to karting;

The Executive Commission shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations.



All deliberations and recommendations shall be in the interests of safety and karting generally on a national basis.

In pursuing an issue in the national interest, the Executive Commission will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.



## Schedule 2 – NATIONAL SAFETY COMMITTEE

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### Powers

The Safety Committee is empowered to make recommendations to the CEO/Board in supporting the administration of safety related issues at KA licensed circuits across Australia when requested to do so by the CEO and/or Board.

### Composition

The Safety Committee of up to eight (8) people and will comprise the following members;

- Safety Delegate (Chair)
- National Medical Officer
- Safety Risk Management and Compliance Manager (National Track Inspector (Who shall also be the Executive Officer))
- Engineering Technical Expert/s (safety)
- Risk Management Expert
- 2 Accredited Track Inspectors appointed by KA

### Responsibilities & Functions

The Safety Committee may from time to time be asked to advise or make recommendations in the following areas:

- Establish the standards necessary for the design, construction and maintenance of Karting circuits across Australia;
- Establish minimum safety standards to be applied at all levels of karting competition in Australia;
- Establish an appropriate track safety inspection and audit regime;
- Establish a safety inspection and development matrix for use in the consistent assessment of all issues of safety in karting;
- Consolidate, analyse and maintain a matrix of track safety issues arising from:
  - track inspections;
  - post event debriefing; and
  - consultation with circuit owners/operators;
- Advise KA, the Board, Ordinary Members, Clubs and competitors on all matters related to general safety, track safety, safety of competitors, pit crew, officials and spectators;
- Advise the Board or any rules that should be enacted or amended so as to enhance the safety levels of all kart racing activities in Australia;
- Keep abreast of technological and other advancements in track safety and competitor safety:
  - Assess them for application in Australia;
  - Ensure circuit owners/operators are advised and consulted on technological and other opportunities that may be available;
- Establish in consultation with circuit owner/operators a forward looking implementation plan for track safety issues arising from the analysis of the track safety matrix;
- Through management liaise with the Ordinary Members, circuit owners/operators to ensure the circuits are maintained to an appropriate level of safety, commensurate with the track safety matrix, activity/function and risk;
- Through the KA representative to the CIK, proactively interact with the CIK on track safety related issues.
- Review and recommend as appropriate safety addendums to the KA Manual;
- Ensure that National events are only ever conducted at circuits that meet or exceed the national track safety criteria for national level events;



The Committee will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for track safety inspections;
- Provide general support and advice to the CEO and the Board on any matter relating to circuits, including but not limited to track safety related issues and any other matter referred by the CEO to the Committee for advice and/or action;
- Liaise with the National Medical Advisor with respect to the areas of common interest and/or interdependency.

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

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#### **SKILLS**

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector;
- Knowledge of risk management for motorsport;
- Knowledge of general motorsport safety requirements;
- Knowledge of karting competition administration at Club/State/National level would be advantageous;
- Knowledge of the KA Karting Manual would be advantageous;
- Sound knowledge of Occupational Health and Safety legislation and regulations;
- High level of communication skills;
- Customer first mentality;
- Must have the ability to listen, analyse, think creatively and work in a team environment;

Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.



## Schedule 3 – NATIONAL OFFICIALS COMMITTEE

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### **Powers**

The Officials Committee is empowered to make recommendations to the CEO/Board in supporting the administration of the sport of karting through the establishment and implementation of enhanced standards of officiating, stewarding and the overall control of race meetings at KA licensed circuits and KA sanctioned events across Australia when requested to do so by the CEO and/or Board.

### **Composition**

The Officials Committee will comprise the following members:

- National Official's Co-ordinator (Chair)
- National Technical Commissioner
- National Prosecutor
- State Official's Co-ordinators (maximum of 1 per state)
- Up to three (3) other Persons

### **Responsibilities & Functions**

The Officials Committee may from time to time be asked to advise or make recommendations in the following areas:

- Establish the standards necessary for the effective control and officiating at karting events across Australia;
- Establish appropriate standards and guidelines for officials of all levels at all karting events;
- Establish appropriate 'officials career pathways' so as to attract and encourage people to participate as officials in the sport of karting;
- Ensure that the process of officiating at karting events is conducted so as to meet the objectives of the KA;
- Ensure that appropriate standards and a consistent grading system for Stewards is applied;
- To follow a "Customer First" mentality in dealing with drivers, competitors, fellow officials and stakeholders in the sport;
- Develop suitable training programs to ensure that all Officials at Karting events in Australia are effectively trained:
  - In their obligations and duties under the regulations;
  - In the efficient and effective enforcement of the rules of racing and KA's technical rules while meeting at all times the objectives of KA with emphasis on fairness of competition, safety, respect, and transparency in decision making;
  - So as to allow them to advance through the various grades of officiating in Karting in Australia;
- To ensure that the judicial system applied at all KA events:
  - respects the requirements of natural justice and due process at all times;
  - affords consistency of interpretation and outcomes (including penalty) across KA events of all levels
- To review and recommend changes in the management and control of race meetings;
- To ensure that race meetings are conducted in the safest manner possible utilising appropriate targeted risk management principles;
- To ensure, through the implementation of suitable training and assessment that all State Associations and Affiliated Clubs are utilising the best possible approach to officiating at events;
- To consider matters referred to it by the Board from time to time;
- Establish appropriate checklists and pro-forma's to simplify the process of conducting a race meeting and reporting back to either to the Member State or to KA;





- Establish processes to ensure that the Officials are conducting race meetings efficiently at all time.
- Review and recommend as appropriate officials related addendums to the KA Manual;
- Develop, implement and review training packages for all KA Officials;
- Develop, implement and oversee an operational framework for the approval of Supplementary Regulations for State and National Championship events;
- Develop, implement and oversee an operational framework for the issuing of Nationally Approved Race Permits.

The Committee will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for officials training and assessment;
- Provide general support and advice to the CEO and the Board on any matter relating to the efficient and effective conduct KA officiating programs along with any related issues and any other matter referred by the CEO to the Committee for advice and/or action;

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

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## SKILLS

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector including risk management for motorsport is essential;
- Extensive knowledge of karting competition administration at Club/State/National level is essential;
- Knowledge of the KA Karting Manual is essential;
- Sound knowledge of judicial procedures and the essential notions of natural justice, procedural fairness and consideration of only relevant matters in judicial hearings and decision making is essential;
- Broad understanding of motorsport at multiple levels;
- High level of communication skills;
- Customer first mentality;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.



## Schedule 4 – VINTAGE KARTING COMMITTEE

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### **Powers**

The Vintage Committee shall when requested from time to time to do so by the CEO and/or Board make recommendations in supporting the administration of the framework of Vintage Karting participation at Club, State, National and International event level within Australia. Authority extends to all areas of Vintage Karting participation including parades and multi-kart demonstration events, rules and regulations, registration process of Vintage karts, event allocation and implementation as referred to it by the CEO and /or the Board from time to time.

### **Composition**

The Vintage Committee of up to eight (8) people (including a Secretary) and will comprise the following members;

- Chair (appointed by the CEO)
- Up to 6 people whom ideally represent the various eras in Vintage Karting
- Secretary

### **Responsibilities & Functions**

The Board; or CEO (through liaison with the Committee Chair) will refer matters/issues/projects to the Vintage Committee to be considered.

The Vintage Committee may from time to time be asked to advise or make recommendations in the following areas:

- Review the way in which Parade and multi-kart demonstration events are conducted at all levels and develop an operational framework for events that is appropriate for Club, State and National level events;
- Review, recommend modification and/or maintain the classes of Vintage karting that are open for participation at Club, State and National levels
- Review, recommend modification and/or maintain the period classes or eras of Vintage karting and eligibility for a particular period of Vintage karting
- Develop and implement a framework that encourages appropriate partnering in events of national significance;
- Develop and recommend appropriate regulations for KA as they relate to Vintage Karting for consideration by the Board;
- Recommend Events of significance to Vintage Karting (parades or demonstrations) for consideration for inclusion on the KA National Calendar of Events;
- Develop a National Event Implementation Manual and framework so as to ensure consistent, professional standards of event implementation and presentation are applied to Vintage events;
- Recommend to the Board clubs/circuits for the hosting of major vintage karting events against a set criterion developed to ensure that the full capability and functionality of the event will be able to be met;
- Consider and make reasonable recommendations to the KA Board for adjustments that may be considered necessary to the Vintage chapter of the KA Manual while recognising the need for stability of Rules;
- Recommend KA Manual Addendums for Board Approval;



- Managing the archiving of competition records nationally;
- Preparing submissions for discussion at both Committee and Board level;
- Develop and maintain a recognition criterion for the registration of vintage karts including procedures for the issuing of log books and registration stickers.

The Committee may be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO regarding the appropriate regional service delivery model for Vintage karting events;
- Provide general support and advice to the CEO on any matter relating to Vintage Karting events and any other matter referred by the CEO to the Committee for advice and/or action;
- Liaise through the CEO with the National Medical Advisor with respect to the areas of common interest and/or interdependency.
- Liaise through the CEO with the National Technical Commissioner with respect to the areas of common interest and/or interdependency.

The Committee shall ensure that the interests of all stakeholders in Vintage karting are considered fairly and equitably in its deliberations and recommendations. All deliberations, recommendations and decisions shall be in the interests of safety and vintage karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between Vintage karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

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## SKILLS

- Broad understanding of motorsport at multiple levels
- Understanding of Vintage karting and the various periods of Kart permitted to participate in events
- Demonstrated sports administration and/or high-level event management background in the Not for Profit Sector including risk management for motorsport is essential;
- Extensive knowledge of karting competition administration at Club/State/National level would be advantageous;
- Knowledge of the KA Karting Manual would be advantageous;
- High level of communication skills;
- Customer first mentality;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.