



# Rules, Safety & Technical Committee Charter

**NATIONAL RIFLE ASSOCIATION OF AUSTRALIA  
LIMITED (NRAA)**

<b>Policy Name:</b>	<b>Rules, Safety &amp; Technical Committee Charter</b>
<b>Commencement Date:</b>	1 April 2025
<b>Policy Coverage:</b>	Charter of the NRAA Rules, Safety & Technical Committee

### **1.1. Purpose**

The purpose of the Rules, Safety & Technical (RST) Committee (the **Committee**) appointed by the Board is to ensure there is a robust and deliberate approach to the management of NRAA's Standard Shooting Rules (including proposed changes) as well as the provision of advice, policy and training programs related to range design and safety. The RST committee is responsible for developing the policy and training material for Range Officers.

All policies, rules & training material are required to be approved by the NRAA Board before becoming operational.

### **1.2. Objectives**

The objective of the RST Committee is to develop and maintain a safe shooting system that allows the NRAA Board (and Members) to meet their legal obligations and responsibilities. It's role is also to provide Rules that enable the safe, consistent and effective conduct of shooting competitions, through:

- Assisting the NRAA to maintain Standard Shooting Rules (SSR), inclusive of Grading, that are current and contemporary.
- Providing advice and recommendations on proposed rules changes.
- Providing advice and recommendations on the process and timeframes for consultation and feedback on proposed rule changes.
- Providing advice on range safety and design issues.
- Assisting the NRAA to develop and maintain a Range Officer accreditation and re-accreditation program.
- Where requested provide advice regarding international shooting rules (ICFRA, ISSF) and where appropriate providing advice on the use of such international rules.

### **1.3. Responsibilities**

The principal responsibilities of the Committee are to assist the Board to discharge its responsibilities in the safe conduct of controlled target shooting competitions. It does this through the provision/management of the following functions:

#### **i. Rules**

- Assisting in the managing of the NRAA SSR's, including:
  - Reviewing and providing recommendations regarding annual updates to the SSR.
  - Reviewing and providing advice to the Board on proposed rule changes to the SSR.
  - Reviewing and providing advice to the NRAA EO on member queries on the SSR which are received from time to time.
- Monitoring international bodies (ICFRA, ISSF and others) to ensure where possible that the SSR remain aligned to international rules.
- Consider applicable police policy with regard to the safe conduct of shooting and providing advice on necessary changes to SSR to ensure compliance and a safe shooting system.

- Making recommendations for managing the NRAA Grading rules and associated systems and polices.
- Liaison with other relevant discipline committees or representatives on rules and competition structure.

## **ii. Safety**

- Develop, and review the NRAA safe shooting system and provide advice where necessary to the Board to ensure compliance with the safe shooting system and enable the NRAA Board to meet its legal obligations and responsibilities under the WHS Act and Duty of Care under common law:
  - Ensure that the SSR have safety procedures inherent in the conduct of shooting competitions carried out under the control of the NRAA, its Member States and their affiliated clubs.
  - Ensure discipline activities described within the SSR for application to typical RDA Range Design and safety procedures (or constraints).
  - Review safety breaches, incidents and accidents and provide advice to the Board on how to reduce as far as reasonably practicable an event re-occurring.

## **iii. Develop and Maintain Range Officer Accreditation**

- Develop and recommend updates to the Range Officer Accreditation and re-accreditation process and documentation (the Policy decisions remain with the NRAA Board).
- Develop and maintain Range Officer Handbooks. Approval of the NRAA is required prior to publishing Range Officer material and handbooks.
- Develop and maintain the necessary training materials for Range Officer Training. Approval of the NRAA is required prior to publishing Range Officer material and handbooks.

## **iv. Provision of Advice**

- Provide advice to the Board and Members on range design and associated safety issues.
- Develop discussion and/or decision papers relevant to the Committee Purpose for consideration at various levels of Governance in the NRAA.
- Liaise, where requested by NRAA, with various Police forces on aspects such as Range design, SSR and safe shooting system implemented by the NRAA.

## **v. Relationship with Management**

- Maintain effective working relationships with the NRAA Board and NRAA Senior Management.

## **vi. Committee Operations**

- The Committee must support the NRAA Strategic Plan and uphold the values and principles of the NRAA. .
- To perform their role effectively, each Committee member will obtain an understanding of the detailed responsibilities of Committee membership as well as the organisation's business, operations, and risks.

### **1.4. Authority**

- The Committee shall report to the Board through the Chair of the Committee, or their delegate.

The Board authorises the Committee, within the scope of its responsibilities, to:

- Perform its activities in accordance with this Charter.
- Upon approval of the Board, obtain outside legal or other professional advice to assist in undertaking its responsibilities (only on prior approval of a scope and budget by the Board)
- Upon approval of the Board, obtain Subject Matter Advice from various parties (at no cost); where a cost may be incurred for Subject Matter Advice financial approval must be sought from the Board prior to engagement of the advisor.

## **2. General**

### **2.1. Membership**

- The committee derives its authority from the Board and consists of a maximum of six members, four members shall be appointed by the Board and the NRAA shall appoint a person to Chair and appoint the NRAA Chief Range Officer to the Committee:
  - The Board will seek nominations for four positions from members, and will select people with appropriate safety system, range design, technical discipline and risk management skills and knowledge to participate on the Committee.
  - It is not mandatory to have representatives from each discipline, rather people with appropriate skills and knowledge.
  - The NRAA Board shall appoint the NRAA Chief Range Officer to the Committee (in addition to the four members).
  - If a Deputy NRAA Range Officer has been appointed or a person identified as the next NRAA Range Officer they may also be coopted to the Committee at the discretion of the Board (if so coopted the individual does not count in the six members and is therefore additional).
  - The Board will appoint a Chair and Deputy Chair. The Chair will be appointed by NRAA Board- see Section 2.3. The Board shall appoint a Deputy Chair from the appointed four members.
  - Members will be appointed for 24 months with an option to extend for an additional 12 months on approval of the Board. Ideally, the four members appointed by the Board will have terms that are offset so as to maintain corporate knowledge.

- Each member should be capable of making a valuable contribution to the Committee with adequately strong levels of safety and risk management, range design, technical discipline knowledge, ethics and/or international range officer, scrutineer or refereeing experience and background.
- Conflict of Interest. See section 2.9.
- Members appointed to the RST Committee must complete the mandatory NRAA NIF training package.

## **2.2. Invitees**

- The Committee may invite to meetings key staff, independent subject matter experts, members of discipline committees and members of the organisation's management team where agenda items may be relevant to an invitees' responsibilities or where it is determined the invitee may contribute to the Committee achieving its objectives. The requirement for specific input shall be communicated to the NRAA in advance so that NRAA can contribute to the selection of invitees.
- The Board Chair, or their delegate, can attend any Committee meeting.
- Invitees may take part in the business of and discussions at the meeting but have no voting rights.

## **2.3. Committee Chair**

- All meetings will be chaired by the nominated Chair or their delegate.
- Committee Chair responsibilities include:
  - Guiding the meeting according to the agenda and time available.
  - Meeting deliverables/tasks as directed by the Board.
  - Ensuring all discussion items end with a decision, action, or outcome.
  - Review and approve the draft minutes or agreed actions before distribution.
  - Communication between the Committee and the Board.

## **2.4. Meetings**

- Meetings will be held a minimum of 4 times per year in person or using appropriate technology as determined by the Committee Chair.
- A meeting quorum will be 4 members of the Committee and must include the chair or deputy chair.
- If the Chair is not present, the deputy chair shall control that meeting.
- Decisions will be made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice).

## **2.5. Agendas**

- The meeting agenda will be prepared by the Committee Chair, and includes past minutes/actions, business arising, relevant correspondence from the NRAA, supporting papers for resolution, endorsement, discussion or noting.
- The agenda and supporting documentation should be distributed online or via email to the Committee members at least seven (7) days prior to each meeting.
- Copies should be sent to the NRAA Executive Officer for NRAA's files.

**2.6. Minutes**

- Proceedings, action items and recommendations of all Committee meetings are minuted
- Draft meeting minutes once approved by the Chair, shall be distributed to all Committee members no later than one (1) week following the meeting, unless otherwise agreed by the Committee
- Minutes shall be approved by the Committee by email resolution within seven (7) days of receipt and are then to be confirmed by the presiding Chair at the Committee's subsequent meeting
- Copies of all approved minutes will be included in the Board papers for noting
- Any relevant actions or recommendations for Board decision are to be highlighted.

**2.7. Charter Review**

- All terms and conditions in this Charter will be reviewed annually and reconfirmed at the first meeting of the new calendar year, or more frequently when it considers necessary to assess its applicability and effectiveness. Any changes required must be submitted to the Board for approval.

**2.8. Effectiveness Monitoring and Reporting**

- To assess effectiveness against its purpose, the Committee will review its performance on an annual basis at the first meeting of the calendar year.
- The review may be conducted as a self-assessment and will be coordinated by the Chair. The assessment may seek input from any person or group.

**2.9. Conflict of Interest**

- In selecting four members to be appointed to the Committee, the NRAA Board shall conduct a review of each appointee to ensure that no perceived or actual conflict of interest exists, which shall not necessarily preclude a member being appointed, but any COI must be declared and managed to the satisfaction of the Board.
- Where an actual, potential, or perceived conflict of interest arises from a member(s) discharging Committee duties, declaration of the conflict must be made immediately to the Chair, reviewed at each Committee meeting and recorded in the minutes.
- The Chair, in consultation with the remainder of the Committee members shall determine the appropriate course of action to resolve or minimise the impact of the conflict.
- Decisions regarding rules and safety must be made in the interests of the sport.

**2.10. Confidentiality**

- Members of the Committee (both selected and appointed) agree to keep all information and documents of the Committee confidential, and not to disclose, share or communicate the same to any person or persons, except in the course of agreed SME input/duties, without the prior approval of the NRAA Board.