



# High Performance Committee ('HP') Charter

## PURPOSE OF THE HIGH-PERFORMANCE COMMITTEE

The High-Performance Committee ("HP" or "Committee") appointed by the Equestrian Australia ('EA') Board assists the Board by providing an objective review of the effectiveness of EA's High Performance Program in executing the EA High Performance Strategy.

## 1 AUTHORITY

### 1.1 Authority

Subject to section 2.2 below, the Committee can exercise any powers of the Board under the Relevant Law and the Constitutions that it reasonably considers are necessary to enable it to perform its roles and responsibilities and it has authority to conduct or authorise investigations into any matters within its scope of responsibility in accordance with this Charter and the EA Delegation of Authority Policy.

### 1.2 Limitation on Delegation to Committee

The Board delegates its powers under section 2.1 to the Committee subject to:

- (a) the Committee complying with the duties imposed on Directors by:
  - (i) the *Corporations Act 2001* (Cth); and
  - (ii) the Constitutions.
- (b) the Committee not causing EA to be in breach of a Relevant Law;
- (c) the Committee complying with any policy, guideline, values, governance framework or specific direction of the Board of EA which relate to the exercise of the powers delegated to the Committee.

## 2 RESPONSIBILITIES

The Committee will carry out the following responsibilities:

### 2.1 High Performance Strategy

- (a) develop, oversee EA's High-Performance Strategy across all disciplines and environments, as designed by the High Performance Director including the program philosophy, strategic priorities, financial management and delivery model. The process to develop the EA High-Performance Strategy should be undertaken in close consultation with the CEO and EA Board to ensure it aligns to EA's Strategy. The role of the Australian Institute of Sport ("AIS") in the development and oversight of the strategy is governed by the Australian Sports Commission ("ASC") Sport Investment

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#### Agreement

- (b) develop and oversee policies, resourcing, education and support systems that enable the High-Performance strategy across all disciplines.

### **2.2 High Performance Selection and Nomination**

- (a) recommend to the Board the appointment, evaluation and removal of Discipline Selectors in accordance with the EA Selector Appointment Procedures;
- (b) develop and oversee the Nomination Criteria and Selection Policy for the Olympic Games, Paralympic Games and World Equestrian Games and other FEI events;
- (c) recommend to the Board the appointment of High-Performance Athlete/Horse combinations to the Olympic Games, Paralympic Games and World Equestrian Games and other FEI events in accordance with the Nomination Criteria and Selection Policy;
- (d) ensure that the Nomination Criteria and Selection Policy is fair and transparent and enables the selection of Athlete/Horse combinations that will provide the best possible medal and result outcomes; and
- (e) completion of a post-mortem review of the success of High-Performance Athlete/Horse combinations at the Olympic Games, Paralympic Games and World Equestrian Games and other FEI events and reporting to the Board.

### **2.3 High Performance Culture**

- (a) establishing and enabling a positive High-Performance Culture at EA which includes but is not limited to:
  - (i) recognition and encouragement of performance at all levels of competition; and
  - (ii) supporting the creation of an environment that develops a culture of success and good sportsmanship at all levels across all disciplines.

### **2.4 Adherence to EA's Policies and Procedures**

- (a) ensure all activity is undertaken within, and adhering to, EA's policies and procedures, including the risk framework.

### **2.5 High Performance Director**

- (a) design EA's High-Performance Strategy across all disciplines and environments including the program philosophy, strategic priorities, financial management and delivery model. The process to develop the EA High-Performance Strategy should be undertaken in close consultation with the CEO, High Performance Committee and EA Board to ensure it aligns to EA's Strategy;

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- (b) driving EA's High-Performance Strategy from an operational perspective and ensure that the appropriate EA High Performance Team is in place to deliver on the Strategy;
- (c) maintain working relationships with the Australian Olympic Committee, Paralympics Australia and the FEI;
- (d) reviewing and evaluating High Performance Program policies and making recommendations for approval by the High Performance Committee and Board;
- (e) monitoring the High Performance spend against the Board approved budget; and
- (f) ensure appropriate controls are in place in relation to the effective operation of the High Performance Program including oversight of the High Performance Risk Register.

### **3 COMPOSITION**

#### **3.1 Membership**

- (a) Each member of the Committee is appointed by the Board.
- (b) The Committee must comprise of at least 5 members;
- (c) The chair of the Board of EA may be a member of the Committee, but may not be Chair of the Committee;
- (d) The Board Athlete Representative and Chief Executive Officer be members of the Committee;
- (e) Members of the Committee shall serve no more than two terms of three years each on the Committee, unless otherwise agreed by the Board;
- (f) The AIS to elect a representative to act as an observer to the Committee. The representative is entitled, and will be invited, to attend all relevant meetings and have access to relevant materials and communication
- (g) ; and
- (h) The EA Chair and all EA Board members can attend meetings if desired.
- (i) No committee member can also be a National selector or be a member of a National Discipline Committee or State Branch board.

- Clause 4.1 (i) will have a transition period to 1 August 2022 to allow for the proper transition of any current members that may be impacted under this clause

#### **3.2 Committee Skills & Experience**

- (a) It is required that EA ensures that members of this committee, collectively, have the full range of skills, knowledge and experience needed for the effective and prudent operation of EA's business

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operations as determined by the High Performance Skills Matrix.

- (b) Collectively the Committee members should have sufficient skills, knowledge, and experience to ensure familiarity with the following:
- i. Sport Management
  - ii. Competitive Equestrian Experience
  - iii. Equestrian Event Management operations
  - iv. Athlete Development
  - v. Horse Welfare
  - vi. Participation Development
  - vii. Finance
  - viii. Risk management

### **3.3 Cessation**

The Board may at any time remove any individual from the Committee. If a member of the Committee ceases for any reason to be a Director, that individual automatically ceases to be a member of the Committee. Any vacancy on the Committee that reduces the number below the minimum will be filled within 90 days of arising.

## **4 CHAIR**

### **4.1 Appointment**

The Chair of the Committee is appointed by the Board.

### **4.2 Acting chair**

If the Chair of the Committee is absent from a meeting of the Committee and no acting chair has been appointed, the members of the Committee present at the meeting must choose one of the members of the Committee present, to chair that particular meeting.

## **5 SECRETARY**

### **5.1 Appointment**

The Secretariat or its delegate will act as Secretary to the Committee.

### **5.2 Minutes**

The Secretariat must ensure that minutes are taken of meetings of the Committee. If the Secretariat is asked to withdraw for all or any part of any meeting the Chair must ensure that minutes are taken in respect of that part of the meeting.

## **6 MEETINGS**

### **6.1 Meetings other than in person**

The Committee may meet for the dispatch of business, adjourn, and otherwise regulate their meetings as they see fit.

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The Committee may conduct meetings by telephone or other form of communication without a member being in the physical presence of another member or other members.

The Committee may make decisions by circular resolution, which shall have the same effect and validity as a resolution of the Committee passed at a duly convened meeting. The resolution must be passed unanimously and signed by all Committee members. The resolution will be passed once the last Committee Member has signed the Circular.

## **6.2 Frequency**

The Committee must meet often enough to undertake its role effectively. The Committee must meet at least 4 times per calendar year.

## **6.3 Additional meetings**

The Chair of the Committee must call a meeting of the Committee if so requested:

- (a) by any member of the Committee;
- (b) the Chief Executive Officer; or
- (c) by the Chair of the Board.

## **6.4 Quorum**

A quorum for a meeting of the Committee is a majority of the committee members, but not less than 3 members.

## **6.5 Proxies**

Members of the Committee may provide a written proxy to another Committee member in the manner provided by the Constitutions. A valid proxy provided by a member of the Committee shall be counted in determining whether there is a quorum.

## **6.6 Voting**

Questions arising at a Committee meeting must be decided by a majority vote of at least two-thirds of all Committee members.

## **6.7 Other attendees**

- (a) Other members of management of EA, members of the EA Board or parties external to EA, may be invited to attend any meeting of the Committee.
- (b) The Chief Executive Officer of EA must be invited to attend every meeting of the Committee.

## **6.8 Attendees may have to withdraw**

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Subject to satisfying the requirements of the Corporations Act, an individual who is not a member of the Committee may be asked by the Committee to withdraw for all or any part of any meeting of the Committee.

## **6.9 Sub-committees**

The Committee may at any time form and delegate authority to sub-committees, comprised of one or more members of the Committee as it considers necessary or appropriate. Each sub-committee has the full power and authority of the Committee, subject to the terms of its delegated authority.

## **6.10 Conflicts of interest**

Committee members, and non-committee members invited to attend Committee meetings are required to disclose Relevant Duties and Relevant Interests at the commencement of each Committee meeting in accordance with EA's Conflict Management Framework and Policy.

Any conflicts of interests will be addressed in accordance with the requirements of the Conflict Management Framework and Policy.

## **6.11 Confidentiality**

All members of the Committee must ensure all content of the meeting remain confidential , have a background check completed and sign a confidentiality statement prior to becoming a member.

# **7 REPORTING BY THE COMMITTEE**

## **7.1 Circulation of minutes**

Minutes of each meeting of the Committee must be approved and signed by either the Chair of the Committee or the Chair of that meeting and then provided to the Board.

## **7.2 Reports to the Board**

The Committee must:

- (a) through its Chair or High-Performance Director, report regularly to the Board of EA at the earliest possible board meeting after each meeting of the Committee about Committee activities, issues, and related recommendations. Such report should include any matters that, in the opinion of the Committee, should be brought to the attention of the board, and any recommendations requiring the approval of the board;
- (b) through its Chair or High-Performance Director, make recommendations to the Board regarding acceptance of:
  - i. EA's High Performance Strategy;
  - ii. the EA Selector Appointment Procedures; and
  - iii. the Nomination Criteria and Selection Policy; and

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- iv. any review of High Performance Policies.
- (c) provide open communication with the Board of EA;
- (d) ensure that a report to the Board is prepared annually describing the Committee's composition, responsibilities and how they were discharged, and any other information required by regulation; and
- (e) review any other reports relating to the Committee's responsibilities.

### **7.3 Access of Committee**

The Committee has free and unfettered direct access, and vice versa, to:

- (a) the Chief Executive Officer;
- (b) the Company Secretary;
- (c) High Performance Director;
- (d) the chair of the Board is he or she is not a member of the Committee; and
- (e) any member of the Board Sub-Committee, particularly the National Health and Safety Committee.

## **8 OTHER RESPONSIBILITIES OF THE COMMITTEE**

### **8.1 Recommendation**

The Committee may at any time make recommendations to the Board as it sees fit.

### **8.2 Review of Charter**

The Committee must, every 2 years, review and assess the adequacy of this Charter and recommend to the Board any changes that the Committee considers are desirable.

### **8.3 Annual performance Assessment**

An evaluation of the performance of the Committee will form part of the annual Board performance assessment further to the Board Performance Assessment Policy & Procedure, which shall relevantly include a skills assessment to ensure that the skill needs of the Committee are being met.