

	SAAA CONTROLLED DOCUMENT	
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# SAAA Exposition



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## Revisions

Revision No:	Revision Date:	Comments
0	05-02-2018	Original issue
1	10-11-2018	Update to reflect changes to Flight Ops functions
2	04-03-2019	Minor editorial changes
3	23-07-2020	Minor editorial changes / update to Register of Policies & Procedures
4	18-01-2022	Minor editorial changes / definitional clarifications

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## **1. PURPOSE**

This document provides a management overview of the Sport Aircraft Association of Australia (SAAA).

It presents a summary description of the SAAA effective the date of this document - what SAAA does, how it operates and with whom, and how it achieves corporate governance and compliance as may be relevant from time to time with the Australian Aviation Regulator, namely the Civil Aviation Safety Authority (CASA).

## **2. OVERVIEW**

The SAAA is established as an Incorporated Association which operates on a not-for-profit basis and which supports its Members who may own, build and operate sport aircraft registered as Experimental Category aircraft.

The Members of the SAAA are generally characterised as private aircraft owners who operate and pilot sport aircraft for non-commercial purposes; the latter being a legal limitation in respect of Experimental Category aircraft. However, many Members are also either commercially operated aircraft owners and / or professional pilots.

All experimental category aircraft owned and operated by SAAA Members exist and are operated as any other VH-registered aircraft IAW the relevant Australian Aviation Regulations.

In the first instance, CASA regulates and manages all functions (CASA Regulated Functions) in accordance with the Civil Aviation Safety Regulations (CASRs) such as but not limited to management of safety, airspace management, aircraft registration, airworthiness, pilot licencing and aviation medical certification.

At their discretion, SAAA Members may elect to take advantage of certain functions that SAAA provides (CASA Regulated SAAA Functions) incremental to matters defined in the CASRs and in accordance with certain CASA approvals and limitations.

SAAA cannot mandate any SAAA Member to undertake any activity (other than those relating to the SAAA Rules of Association) whether in respect of CASA Regulated Functions, CASA Regulated SAAA Functions or otherwise. SAAA may only encourage compliance with the Regulations and any CASA Regulated SAAA Functions.

Further, the SAAA assumes a fiduciary duty and duty of care to educate its Members to build and operate aircraft safely and, to this end, operates a number of educational, support and safety related programs.

The SAAA is managed and supported generally by Members acting as volunteers. A number of paid individuals and service providers deliver core technical and administrative support services.

### **3. ORGANISATIONAL STRUCTURE**

The SAAA relies largely on a team of volunteers, experienced in most facets of business management and the technical aspects of sport aviation, to manage and deliver the business of the SAAA. Refer Figure 3.1, and also policy & procedure MGT 1.1.03 Organisation Structure that defines more generally the SAAA organisation.

The management team is established IAW the Rules of the Association, comprising up to nine National Councillors offering their services as volunteers, together representing the National Council of the SAAA; refer also Figure 3.2.

Each National Councillor, beyond specific responsibilities assigned at law - such as those of President, Vice President, Treasurer and Secretary – have specific responsibilities in respect of a number of management, operations and support business portfolios. Refer also Figure 3.3.

The team is formally supported by a number of paid individuals and service providers who deliver core administrative, accounting and technical support.

Whilst the National Council forms the national leadership of the SAAA, there are around thirty regional Chapters, which act to form hubs for both technical support and social activities to Members.

A large number of Members contribute informally as volunteers to support a variety of national and regional activities such as Chapter leadership, education, technical support, social activities, events, business management and administrative functions.

A number of SAAA Members as volunteers or paid individuals may from time to time be appointed to act in the capacity of formal points of contact and responsibilities to CASA.

### **4. THIRD PARTIES**

The principal third parties with whom SAAA conducts business can be categorised as government agencies, and other independent aviation organisations.

The principal non-technical government agencies with whom SAAA must liaise with and act IAW relevant legislation are:

- ASIC
- ATO
- State government agencies
- Regional / local government agencies

The principle technical government agencies that SAAA works with include:

- CASA
- ATSB (Australian Transport Safety Bureau)

SAAA maintains various relationships to achieve mutually beneficial outcomes with independent non-government organisations such as:

- Aviation member organisations
- Aero Clubs
- Aviation industry service, product and support providers
- Aviation advocacy groups

## 5. CORPORATE GOVERNANCE

The business of the SAAA is operated through a system of corporate governance. This comprises a compendium of policies and procedures which drive various management, operations and support activities and processes. An overview of the policies & procedures framework is presented in Figure 5.1, and Figures 5.2 – 5.5 break out the detail of those relating to the Operations portfolios of Construction & Maintenance, Flight Operations, Safety and Training. Table 5.1 presents the register of policies and procedures current at the noted date; the register indicates the status of all identified policies and procedures, in particular those that are approved, operational or non-operational. Non-operational policies and procedures will generally refer to those subject to development and approval by CASA.

All activities conducted by the SAAA must be IAW these procedures. A formal process to add, modify or replace policies and procedures, refer policy & procedure MGT 1.1.02 Change Management, provides for ongoing development and maintenance of the system of corporate governance.

This system of corporate governance does not replace, replicate or supersede any CASA Regulated Functions or Australian Aviation Regulations generally. It does, however, include CASA Regulated SAAA Functions in which CASA has an interest.

SAAA can expect to be periodically audited by CASA regards selective technical and administrative aspects of the SAAA activities generally but specifically regards all matters relating to CASA Regulated SAAA Functions (in which CASA has a regulatory interest).

Beyond statutory reporting obligations applicable to all individual Members IAW the Australian Aviation Regulations, SAAA has from time to time specific compliance and reporting obligations associated with Deeds of Agreement or similar; refer policy and procedure SPPT 3.3.02 CASA Compliance & Reporting.

## 6. CASA REGULATED SAAA FUNCTIONS

Effective the date of this exposition, the CASA Regulated SAAA Functions are described as follows; refer also Table 6.1 which indicates the mapping of CASA Regulated SAAA Functions to the relevant SAAA policies & procedures:

### 6.1. MANAGEMENT AND DELIVERY OF MAINTENANCE PROCEDURES COURSE

- Further to the authority to maintain own aircraft IAW the prevailing instrument issued from time to time by CASA, SAAA Members may under certain conditions maintain their own aircraft

- In order to comply with this authority, SAAA Members must first successfully complete a Maintenance Procedures Course (MPC), which also includes aircraft weight & balance procedures
- The course syllabus is defined by CASA. The course materials and exam scope, which must be accepted by CASA, are managed and delivered by SAAA; refer also policy & procedure OPNS 2.4.07

## 6.2. MANAGEMENT OF A TEAM OF AUTHORISED PERSONS (APs)

- CASA appointed Authorised Persons (APs) are persons delegated by CASA to issue certificates of airworthiness for aircraft registered in the experimental category
- The APs must complete the relevant CASA initial and currency training courses, and operate in accordance with the CASA approved SAAA Authorised Person Manual
- The APs operate as CASA representatives, and report to and are responsible to CASA
- The process of selecting, recommending and supporting a team of APs on a “day to day” basis is delivered by SAAA; refer also policies & procedures OPNS 2.1.03 to OPNS 2.1.05 inclusive and OPNS 2.4.04

## 6.3. MANAGEMENT OF A TEAM OF SAAA ACCREDITED INSTRUCTORS (SAIs)

- SAIs are generally SAAA Members accredited and who operate to deliver flight instruction IAW the SAAA FO 1.01 Flight Training and Safety Manual (FTSM) and CASA accepted manual FO 1.02 SAAA General Competency Flight Training Program - Type Transition Training & Recurrent Training
- SAIs are required to be SAAA Flight Safety Advisors, and hold and maintain qualifications and meet the requirements generally of SAAA FO 1.01 Flight Training and Safety Manual (FTSM) and FO 1.02 SAAA General Competency Flight Training Program - Type Transition Training & Recurrent Training
- The process of selecting, recommending and managing a team of SAIs is managed and delivered by SAAA; refer also policies & procedures OPNS 2.2.01 to OPNS 2.2.04 inclusive, and OPNS 2.2.07 and OPNS 2.2.08

## 7. KEY OPERATIONAL DOCUMENTS

The key operational documents, guidelines or manuals as they relate to SAAA's operational areas of Safety, Training, Construction & Maintenance and Flight Operations are noted in the table below. These documents are supported by the relevant policies & procedures, refer Table 5.1, which should be referred to for complete reference to pre-requisites, responsibilities and procedures.

OPERATIONS AREA	DOCUMENT REFERENCE / TITLE
Safety	SMS 1.0 SAAA Safety Management System (SMS) Guide
Training	MPC 1.0 SAAA MPC Training Manual
Construction & Maintenance	AP 2.1 SAAA AP Manual of Procedures Experimental (Issue 8)
Construction & Maintenance	TC 1.1 TC (Technical Counsellor) Manual
Flight Operations	FO 1.0 Flight Training & Safety Manual

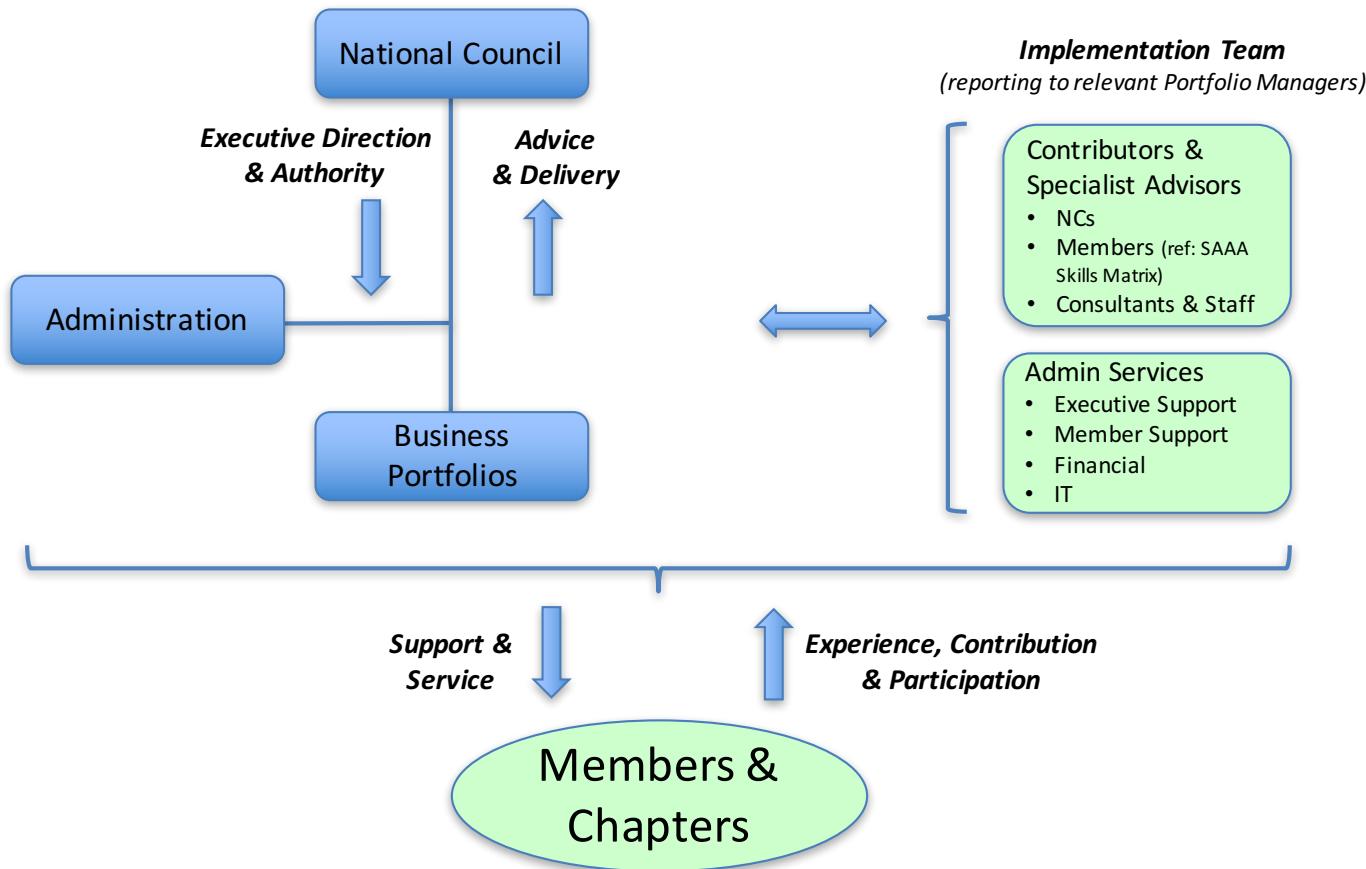
## 8. DEFINITIONS

TERM	DEFINITION
AP	Authorised Person appointed as a delegate of CASA to issue Special Certificates of Airworthiness for aircraft registered in the experimental category
ASIC	Australian Securities & Investments Commission
ATO	Australian Tax Office
ATSB	Australian Transport Safety Bureau
CASA	Civil Aviation Safety Authority
CASA Regulated Functions	Functions regulated and managed by CASA
CASA Regulated SAAA Functions	Functions provided and managed by SAAA and which represent discretionary alternatives to SAAA Members; these functions are regulated by and subject to certain conditions, limitations and requirements directed by CASA
FSA	Flight Safety Advisor
IAW	In accordance with
MPC	Maintenance Procedures Course
SAAA	Sport Aircraft Association of Australia
SAI	SAAA Accredited Instructor authorised to conduct type transition flight instruction and, subject to separate authorisation, Aircraft Flight Reviews in aircraft owned and or piloted by SAAA Members

## 9. REFERENCES

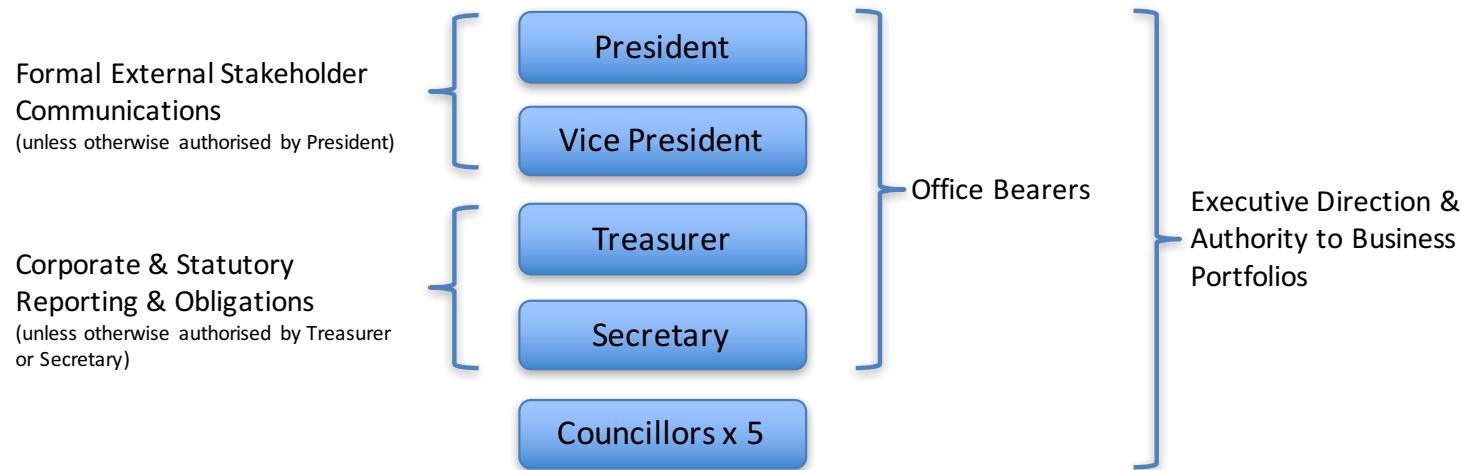
DOCUMENT NUMBER	TITLE
MGT 1.1.02	Change Management
MGT 1.1.03	Organisation structure
OPNS 2.1.03	TC and AP Management and Critical Actions
OPNS 2.1.04	Criteria for the Appointment of an Authorised Person (AP)
OPNS 2.1.05	Authorised Person (AP) Training and Performance Standards
OPNS 2.2.01	Flight Operations & Records
OPNS 2.2.02	Flight Safety Advisor (FSA), Approved Phase 1 Test Pilot (ATP) and SAAA Accredited Instructor (SAI) Management & Critical Actions
OPNS 2.2.03	Criteria for the Appointment of a Flight Safety Advisor (FSA)
OPNS 2.2.04	Flight Safety Advisor (FSA) Training and Performance Standards
OPNS 2.2.07	Criteria for the Appointment of an SAAA Accredited Instructor (SAI)
OPNS 2.2.08	SAAA Accredited Instructor (SAI) Training and Performance Standards
OPNS 2.4.04	Authorised Person (AP) Courses
OPNS 2.4.07	MPC (incl. Weight & Balance)
SPPT 3.3.02	CASA Compliance & Reporting

**Figure 3.1 Organisational Structure**



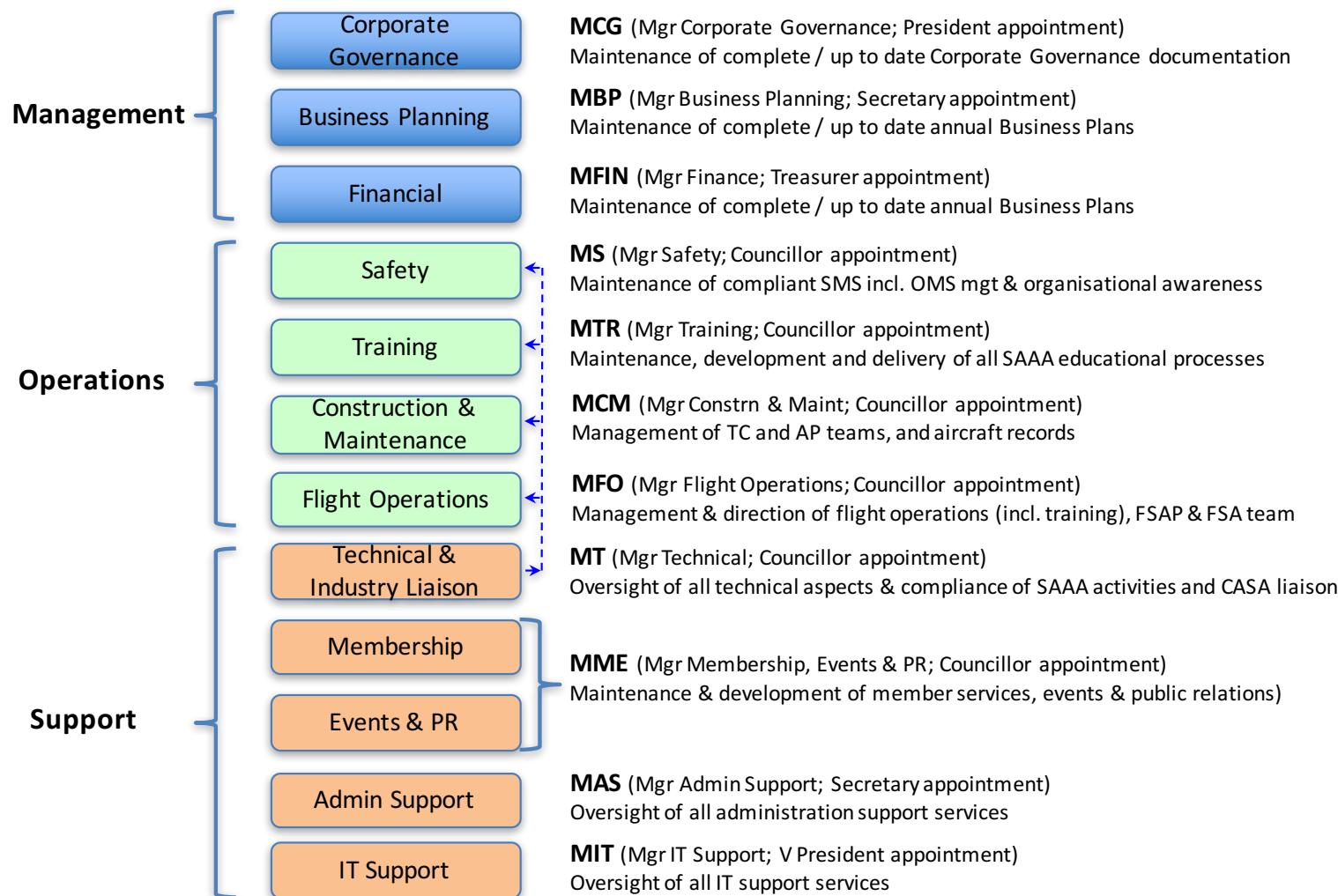
**Note:** National Councillors (NCs) will be allocated to each portfolio with the responsibility to manage their respective portfolio(s) with support from an alternate, also drawn from the NC team. Part of this responsibility includes resourcing activities and obtaining financial approvals in accordance with corporate governance procedure. Each portfolio is supported by a combination of NCs, consultants and volunteers drawn from the membership coming together to deliver support and service to the membership.

**Figure 3.2 National Council – Positions, Roles & Responsibilities**

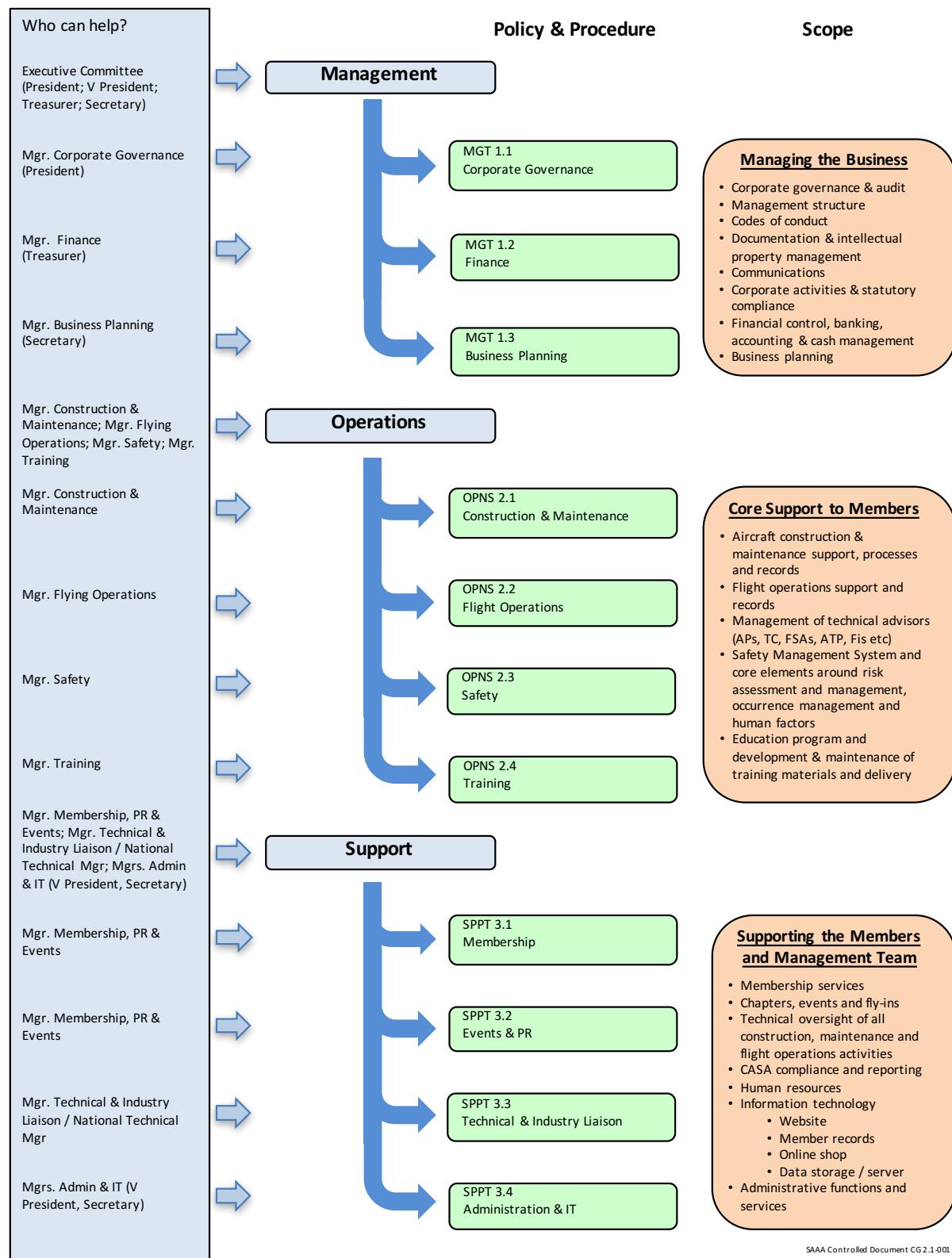


**Note:** Any member of the National Council may be appointed (subject to CASA approval) as the National Technical Manager (NTM) or Accountable Mgr, if that appointment is not otherwise held by an advisor or member of SAAA. The NTM or Accountable Mgr shall, excepting exceptional circumstances, be the single point or conduit for technical/regulatory communications with CASA and ATSB.

**Figure 3.3 Business Portfolios, Position Indicators & Principal Responsibilities**

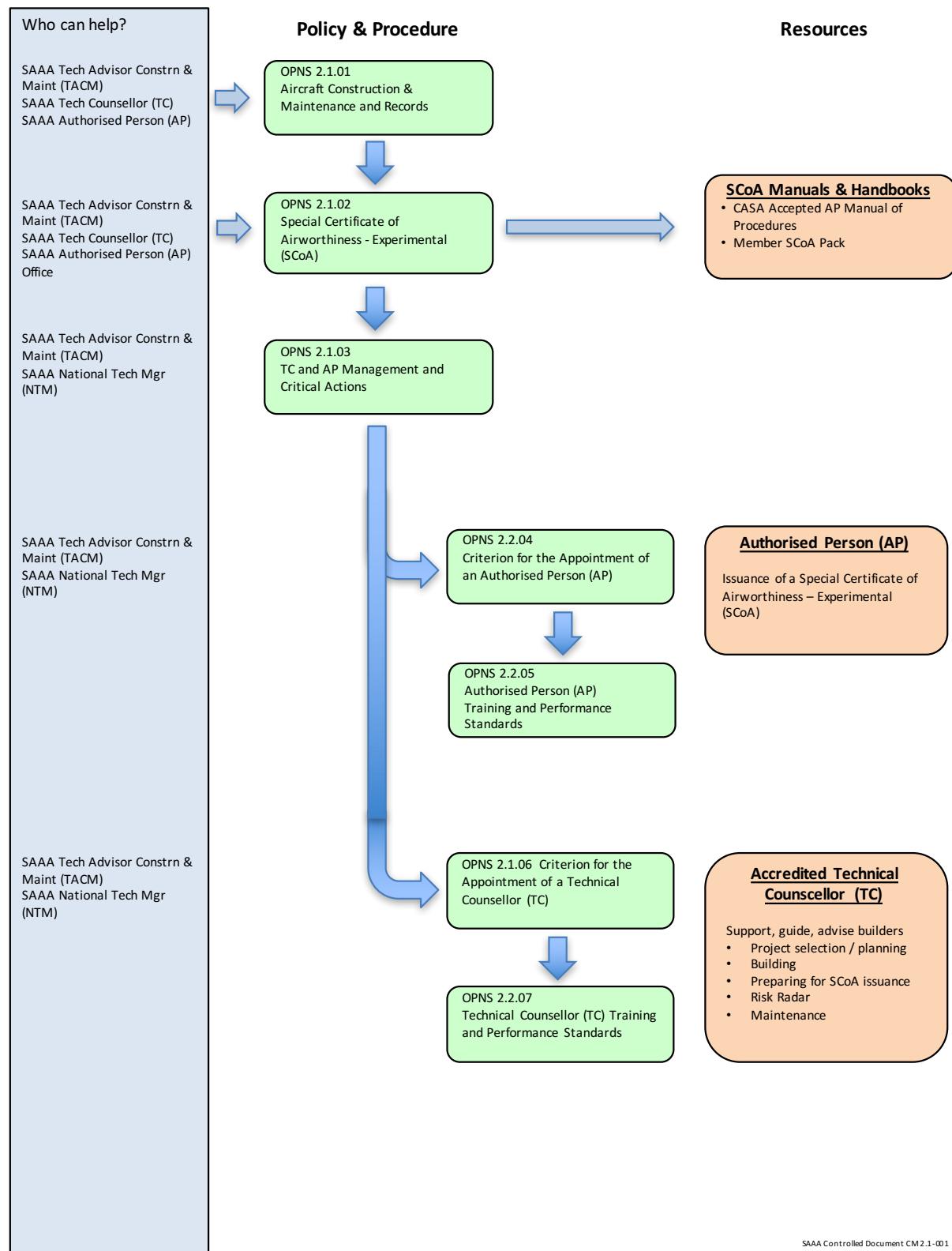


**Figure 5.1 System of Corporate Governance – Overview of Policies & Procedures**



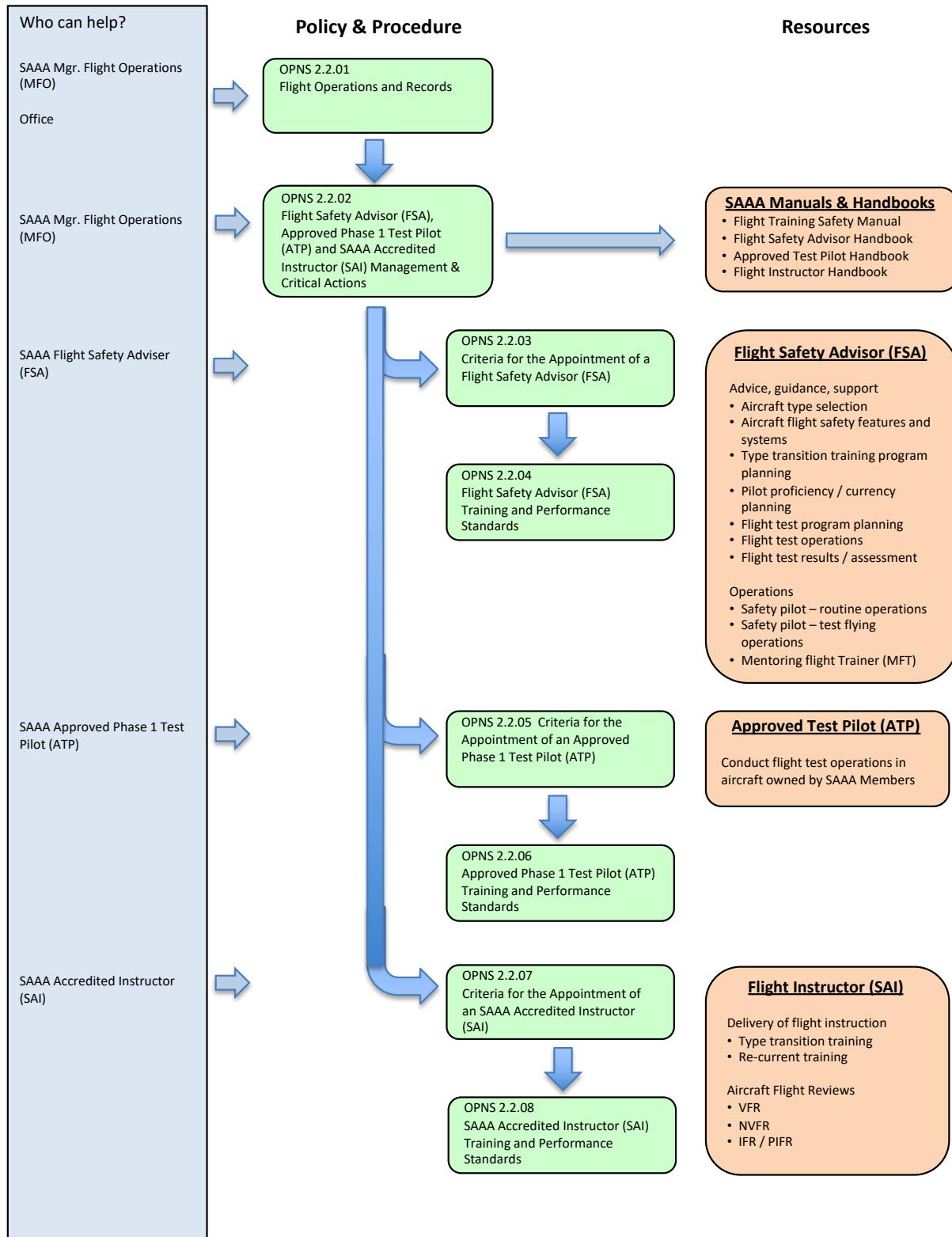
SAAA Controlled Document CG 2.1.001

**Figure 5.2 Construction & Maintenance – Policy & Procedure Framework**



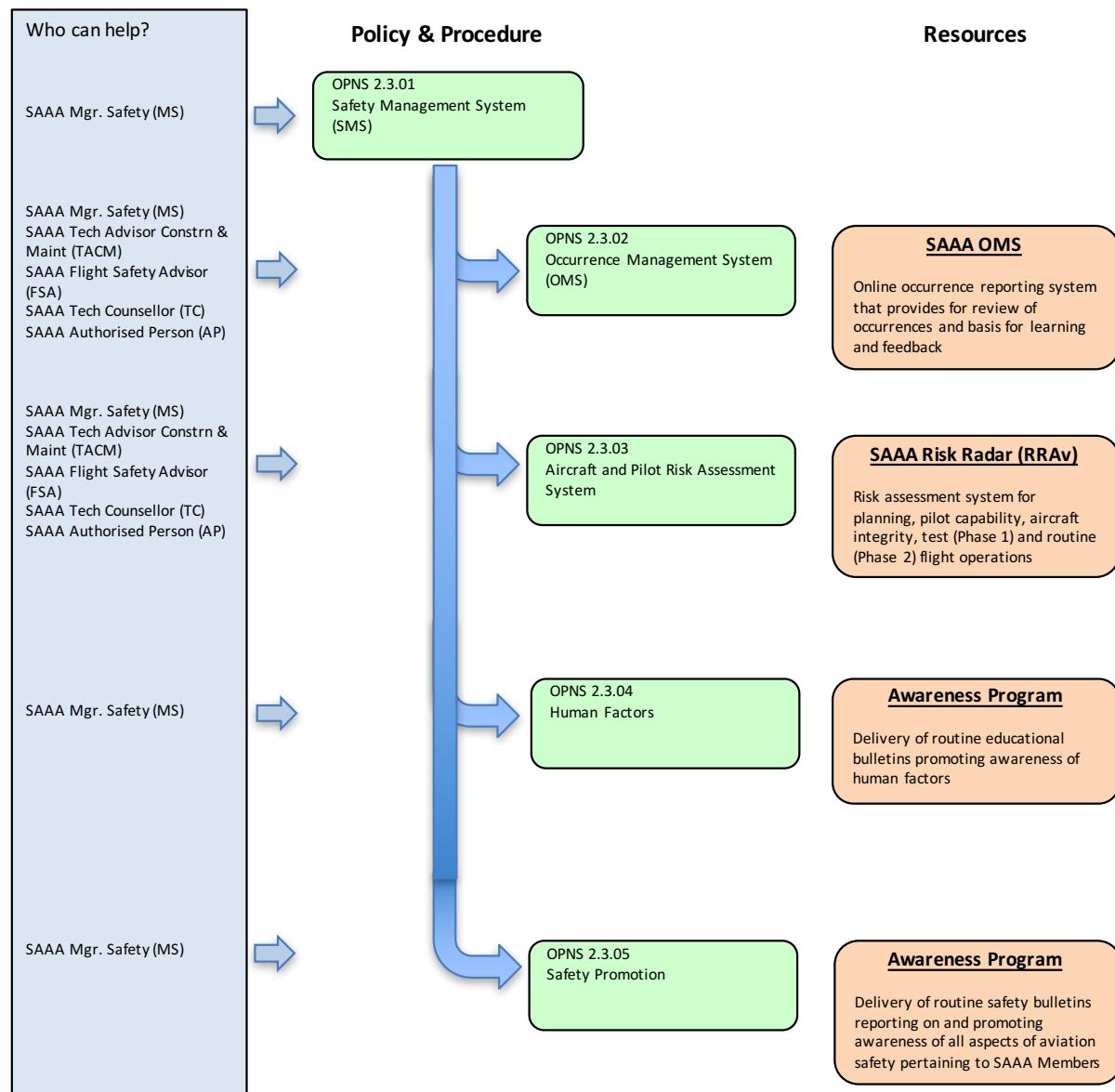
SAAA Controlled Document CM 2.1-001

**Figure 5.3 Flight Operations – Policy & Procedure Framework**

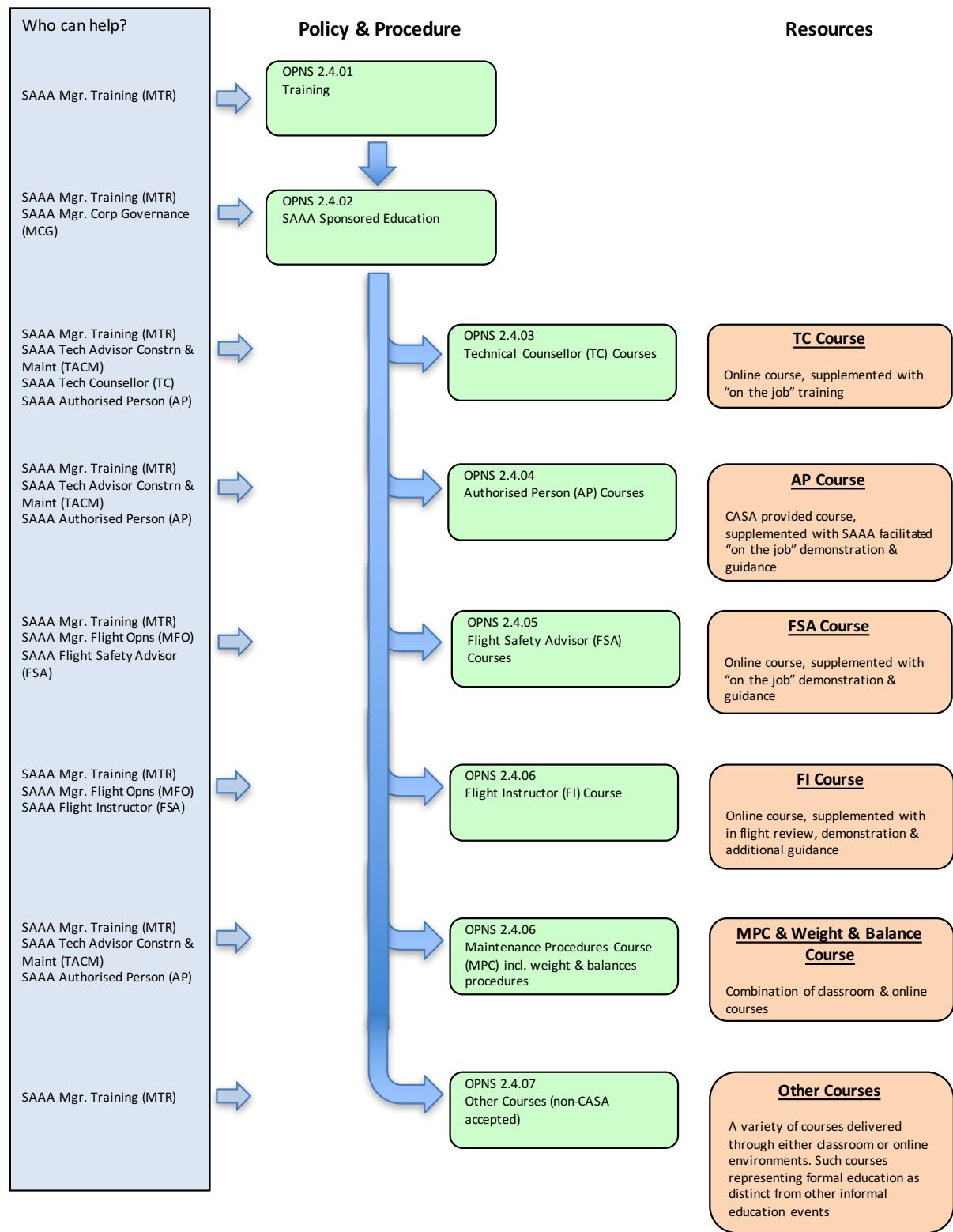


SAAA Controlled Document FO 2.1-002

**Figure 5.4 Safety – Policy & Procedure Framework**



**Figure 5.5 Training – Policy & Procedure Framework**



SAAA Controlled Document TRAIN 2.1-001

**Table 5.1 Register of SAAA Policies & Procedures**

**Register of SAAA Policies & Procedures**

Last Approved Document Revision / Review 19-Oct-2020

**Notes:**

- 1 All SAAA activities shall be governed by these Policies & Procedures unless otherwise directed by the Act and / or the Rules which take precedence
- 2 This Register is controlled by the SAAA Portfolio Mgr Corporate Governance (MCG) or as may be otherwise delegated by MCG

Business Function	Portfolio	Reference	TOPIC	Revision Number	Revision Date	Status
MGT	Corp Gov	MGT 1.1.01-000	The Act, The Rules & Documentary Precedence	0	07-Apr-17	Approved
MGT	Corp Gov	MGT 1.1.02-000	Change Management	0	12-Apr-17	Approved
MGT	Corp Gov	MGT 1.1.03-000	Organisation Structure	0	07-Apr-17	Approved
MGT	Corp Gov	MGT 1.1.04-000	SAAA Exposition (Management Overview)	0	05-Feb-18	Approved
MGT	Corp Gov	MGT 1.1.05-000	Document Control			Rough Draft
MGT	Corp Gov	MGT 1.1.06-000	Code of Conduct	0	02-Apr-18	Approved
MGT	Corp Gov	MGT 1.1.07-000	Conflict of Interest			Rough Draft
MGT	Corp Gov	MGT 1.1.08-000	Confidentiality			Rough Draft
MGT	Corp Gov	MGT 1.1.09-000	Intellectual Property	0	05-Feb-18	Approved
MGT	Corp Gov	MGT 1.1.10-000	Communications - External / Internal			Rough Draft
MGT	Corp Gov	MGT 1.1.11-000	Emergency Response Plan			Rough Draft
MGT	Corp Gov	MGT 1.1.12-000	Internal Audit	0	04-May-17	Approved
MGT	Corp Gov	MGT 1.1.13-000	Corporate Actions & Reporting Calendar			Rough Draft
MGT	Corp Gov	MGT 1.1.14-000	NC Meetings, AGM and SGM			Rough Draft
MGT	Corp Gov	MGT 1.1.15-000	Appointment of National Councillors & Office Bearers	0	13-Nov-17	Approved
MGT	Corp Gov	MGT 1.1.16-000	National Councillor Commitment and Performance			Nil
MGT	Financial	MGT 1.2.01-000	Financial - General			Nil
MGT	Financial	MGT 1.2.02-000	Manual of Authorities			Nil
MGT	Financial	MGT 1.2.03-000	Authorisation for Expenditure	0	05-Feb-18	Approved
MGT	Financial	MGT 1.2.04-000	Expense Claims	0	15-Nov-17	Approved
MGT	Financial	MGT 1.2.05-000	Debit Cards			Rough Draft
MGT	Financial	MGT 1.2.06-000	Creditors			Rough Draft
MGT	Financial	MGT 1.2.07-000	Debtors			Nil
MGT	Financial	MGT 1.2.08-000	Fixed Asset Management and Registers			Nil
MGT	Financial	MGT 1.2.09-000	Banking			Nil
MGT	Financial	MGT 1.2.10-000	Procurement Order			Rough Draft
MGT	Financial	MGT 1.2.11-000	Management of Accounting Functions and Systems			Nil
MGT	Financial	MGT 1.2.12-000	Management of Cash Assets	0	04-Aug-17	Approved
MGT	Financial	MGT 1.2.13-000	SAAA Scholarship Trust	0	07-Mar-19	Approved
MGT	Financial	MGT 1.2.14-001	SAAA Chapter Funding Scheme	1	02-Apr-20	Approved
MGT	Bus Plan	MGT 1.3.01-000	Business Planning	0	05-May-17	Approved
MGT	Bus Plan	MGT 1.3.02-000	Short Term Activity Planning	0	05-May-17	Approved
OPNS	Constr & Maint	OPNS 2.1.01-000	Aircraft Construction & Maintenance and Records	0	15-Nov-17	Approved
OPNS	Constr & Maint	OPNS 2.1.02-000	Certificate of Airworthiness (CoA)	0	06-Nov-17	Approved
OPNS	Constr & Maint	OPNS 2.1.03-000	TC and AP Management and Critical Actions	0	04-May-17	Approved
OPNS	Constr & Maint	OPNS 2.1.04-000	Criteria for the Appointment of an Authorised Person (AP)	0	07-Apr-17	Approved
OPNS	Constr & Maint	OPNS 2.1.05-000	Authorised Person (AP) Training and Performance Standards	0	15-Nov-17	Approved
OPNS	Constr & Maint	OPNS 2.1.06-001	Criteria for the Appointment of a Technical Councillor (TC)	1	11-Jun-18	Approved
OPNS	Constr & Maint	OPNS 2.1.07-001	Technical Councillor (TC) Training and Performance Standards	1	11-Jun-18	Approved
OPNS	Flying Ops	OPNS 2.2.01-000	Flight Operations & Records	0	15-Nov-17	Approved
OPNS	Flying Ops	OPNS 2.2.02-002	Flight Safety Advisor (PSA), Approved Phase 1 Test Pilot (ATP) and SAAA Accredited Instructor (SAI) Management & Critical Actions	2	08-Dec-18	Approved
OPNS	Flying Ops	OPNS 2.2.03-003	Criteria for the Appointment of a Flight Safety Advisor (PSA)	3	10-Dec-18	Approved
OPNS	Flying Ops	OPNS 2.2.04-002	Flight Safety Advisor (PSA) Training and Performance Standards	2	10-Dec-18	Approved
OPNS	Flying Ops	OPNS 2.2.05-002	Criterion for the Appointment of a Approved Phase 1 Test Pilot (ATP)	2	08-Mar-19	Approved
OPNS	Flying Ops	OPNS 2.2.06-002	Approved Phase 1 Test Pilot (ATP) Training and Performance Standards	2	08-Mar-19	Approved
OPNS	Flying Ops	OPNS 2.2.07-002	Criteria for the Appointment of an SAAA Accredited Instructor (SAI)	2	08-Mar-19	Approved
OPNS	Flying Ops	OPNS 2.2.08-002	SAAA Accredited Instructor (SAI) Training and Performance Standards	2	08-Mar-19	Approved

Register of SAAA Policies and Procedures.xlsx

**Table 5.1 Register of SAAA Policies & Procedures (cont'd)**

Business Function	Portfolio	Reference	TOPIC	Revision Number	Revision Date	Status
OPNS	Safety	OPNS 2.3.01-000	Safety Management System	0	13-Nov-17	Approved Operational
OPNS	Safety	OPNS 2.3.02-000	Occurrence Management System	0	05-Feb-18	Approved Operational
OPNS	Safety	OPNS 2.3.03-000	Aircraft and Pilot Risk Assessment System		05-Feb-18	Approved Operational
OPNS	Safety	OPNS 2.3.04-000	Human Factors	0	19-Oct-20	Approved Operational
OPNS	Safety	OPNS 2.3.05-000	Safety Promotion	0	19-Oct-20	Approved Operational
OPNS	Training	OPNS 2.4.01-000	Training	0	16-Nov-17	Approved Operational
OPNS	Training	OPNS 2.4.02-000	SAAA Sponsored Education	0	16-Apr-17	Approved Operational
OPNS	Training	OPNS 2.4.03-000	Technical Counsellor (TC) Courses			NIL
OPNS	Training	OPNS 2.4.04-000	Authorised Person (AP) Courses			NIL
OPNS	Training	OPNS 2.4.05-000	Flight Safety Advisor (FSA) Courses			NIL
OPNS	Training	OPNS 2.4.06-000	Flight Instructor (FI) Courses			NIL
OPNS	Training	OPNS 2.4.07-000	MPC (Incl. Weight & Balance)	0	05-May-17	Approved Operational
OPNS	Training	OPNS 2.4.08-000	Other Courses (Non-CASA Accepted)			NIL
SPPT	Membership	SPPT 3.1.01-000	Membership Management	0	07-Apr-17	Approved Operational
SPPT	Membership	SPPT 3.1.02-000	Membership Categories	0	13-Apr-17	Approved Operational
SPPT	Membership	SPPT 3.1.03-000	New Member Introduction	0	07-Apr-17	Approved Operational
SPPT	Membership	SPPT 3.1.04-001	Member Subscription Processing	1	18-Jul-20	Approved Operational
SPPT	Membership	SPPT 3.1.05-000	Member Records			NIL
SPPT	Membership	SPPT 3.1.06-000	Skills Matrix			Rough Draft
SPPT	Membership	SPPT 3.1.07-000	Life Membership	0	18-Jul-20	Approved Operational
SPPT	Membership	SPPT 3.1.08-000	Delivery of Member Services			NIL
SPPT	Membership	SPPT 3.1.09-000	General Enquiries			Rough Draft
SPPT	Membership	SPPT 3.1.10-000	Member Employment			NIL
SPPT	Membership	SPPT 3.1.11-000	Chapters			Rough Draft
SPPT	Membership	SPPT 3.1.12-000	MSP			Rough Draft
SPPT	Membership	SPPT 3.1.13-000	Airport Magazine			NIL
SPPT	Membership	SPPT 3.1.14-000	Scales Hire			Rough Draft
SPPT	Membership	SPPT 3.1.15-000	Hangar Hire			NIL
SPPT	Events & PR	SPPT 3.2.01-000	Planning and management of events			NIL
SPPT	Events & PR	SPPT 3.2.02-000	Management of SAAA Moveable Airshow / Event Assets	0	13-Apr-17	Approved Operational
SPPT	Tech & Ind. Liaison	SPPT 3.3.01-000	Technical - General			NIL
SPPT	Tech & Ind. Liaison	SPPT 3.3.02-000	CASA Compliance & Reporting	0	09-May-17	Approved Operational
SPPT	Admin & IT	SPPT 3.4.01-000	Administration - General			Rough Draft
SPPT	Admin & IT	SPPT 3.4.02-000	Office Administration			NIL
SPPT	Admin & IT	SPPT 3.4.03-000	Future Areas of Focus for TAS			NIL
SPPT	Admin & IT	SPPT 3.4.04-000	Document Filing System			Rough Draft
SPPT	Admin & IT	SPPT 3.4.05-000	Templates			NIL
SPPT	Admin & IT	SPPT 3.4.06-000	Staff Management			NIL
SPPT	Admin & IT	SPPT 3.4.07-000	Structure of technical and administrative support services			Rough Draft
SPPT	Admin & IT	SPPT 3.4.08-000	Recruitment			Rough Draft
SPPT	Admin & IT	SPPT 3.4.09-000	Appointment of Volunteers to SAAA Advisory Positions			NIL
SPPT	Admin & IT	SPPT 3.4.10-000	Contracted Professional and Technical Support			NIL
SPPT	Admin & IT	SPPT 3.4.11-000	Staff and Advisor Performance			Rough Draft
SPPT	Admin & IT	SPPT 3.4.12-000	Staff Remuneration and Allowances			NIL
SPPT	Admin & IT	SPPT 3.4.13-000	Travel Management and Approvals			Rough Draft
SPPT	Admin & IT	SPPT 3.4.14-000	Insurance			Advanced Draft
SPPT	Admin & IT	SPPT 3.4.15-000	Asset Register			NIL
SPPT	Admin & IT	SPPT 3.4.16-000	Rent and other asset management			NIL
SPPT	Admin & IT	SPPT 3.4.17-000	Telephone Usage and Allowances			NIL
SPPT	Admin & IT	SPPT 3.4.18-000	Website			NIL
SPPT	Admin & IT	SPPT 3.4.19-000	Merchandise and Hires			NIL
SPPT	Admin & IT	SPPT 3.4.20-000	Online Shop			NIL
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**Table 6.1 CASA Regulated SAAA Functions mapped to applicable SAAA policies and procedures**