

# STATE COUNCIL HANDBOOK

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## Introduction

This handbook serves as a guide for the members of the Motorsport Australia State Councils and Affiliated Clubs showing the responsibilities and procedural process to ensure effective governance and management of the organisation's activities at the state level.

## Overview of the State Council

The primary objective of State Councils is to support and assist affiliated clubs in increasing participation in motorsport by fostering an environment conducive to sport, club, community, and member development. Additionally, State Councils are responsible for the general coordination of activities within their defined area and actively contribute to the achievement of Motorsport Australia's Strategic Plan and objectives.

## Key Responsibilities of the State Council

### Promoting Motorsport Development and Participation

The State Council plays a crucial role in supporting the growth of motorsport within the state. This involves promoting grassroots participation and fostering equitable, inclusive club development to engage a diverse range of people reflective of the Australian population

### Engaging Affiliated Sporting and Enthusiast Clubs

The State Council Executive is responsible for recommending the affiliation or disaffiliation of clubs or groups within its jurisdiction to the Board. State Council also works closely with affiliated clubs, both sporting and enthusiast clubs that support motorsport culture. By working with these clubs, the State Council helps to promote community engagement, fosters club development, and ensures that local motorsport interests align with national priorities, positioning Motorsport Australia as a preferred organisation for volunteerism, participation and club affiliation.

### Facilitating Communication Between Stakeholders

Acting as a liaison, the State Council facilitates communication between Motorsport Australia, clubs and state centric local stakeholders. This ensures that local issues and feedback are conveyed to the national administration while maintaining national goals and standards in each state.

### Overseeing coordination of statewide functions

The State Council Executive is responsible for overseeing the coordination of several statewide functions, including cooperation with state awards coordination, state event calendar and the establishment and maintenance of state-level championships and series. Typically, the management of these championships and series is delegated to the relevant sporting panels within each discipline.

### Supporting Motorsport Australia Panels

The State Council Executive works closely with its various panels, which are specialised groups focusing on various aspects of motorsport, such as safety, event management, and development. The Council aids in the execution of these Panels' objectives at the state level. The State Council, or its Executive where delegated, is responsible for reviewing and approving State Championship calendars and regulations submitted by the State Advisory Panel.



# STATE COUNCIL ROLES AND RESPONSIBILITIES



# Elected Roles

## State Council Chairperson

The State Council Chairperson is elected by the State Council to lead and represent the State Council in its role of supporting the growth and coordination of motorsport at the state level. As the elected leader, the Chair ensures the effective operation of the Council, facilitates communication between clubs, panels, and Motorsport Australia administration, and oversees the implementation of Council decisions.

The Chair plays a key role in fostering inclusive club development, guiding strategic alignment with Motorsport Australia's objectives, and ensuring that the voice of the local motorsport community is heard at the national level.

## State Council Deputy Chair

The State Council Deputy Chairperson is elected by the State Council and role is to support the Chairperson in leading and representing the State Council. The Deputy acts as Chairperson when required.

The Deputy Chairperson contributes to the effective functioning of the Council, assists with leadership responsibilities, and helps maintain alignment with Motorsport Australia's strategic objectives.

## State Council Executive Members

Up to seven State Council Executive Members are elected by State Council to contribute to help ensure the Council operates effectively, contributing to strategic and operational discussions and aligns with Motorsport Australia's objectives.

They play a key role in representing club and community perspectives, helping to shape grassroots and state-level initiatives, and maintaining a balanced and informed decision-making process within the Council.

## State Council Secretariat

The Secretariat is elected by the State Council and supports the operational and administrative needs of the State Council and Executive. The role ensures accurate record-keeping, effective communication, and coordination between the Council and Motorsport Australia administration. As a key contributor to governance, the Secretariat helps ensure transparency, accountability, and continuity in Council processes and communications.

# Appointed Roles

## State Panel Chair – Sporting Panels

The Chairperson of a State Sporting Panel is appointed by State Council and leads a group of appointed volunteers who support the growth & development of a motorsport discipline within the state.

This may include overseeing the organisation of a State Championship or Series as delegated to the panel by the State Council.

This role facilitates collaboration between Motorsport Australia, clubs, and the State Council, and ensures that the Panel's activities reflect national strategic objectives and support local motorsport communities.

## State Panel Chair – Non-Sporting Panels

The Chairperson of a Non-Sporting State Advisory Panel is appointed by State Council and leads a group of volunteers who provide advice and support to the State Council and Motorsport Australia on critical non-competitive areas such as officiating.

The role ensures the Panel is aligned with strategic objectives and responsive to the needs of clubs and officials across the state. Depending on the specific panel the key role tasks may include appointment of key officials and the facilitation of officials training.





# Club Roles

## State Council Delegate

Delegates are appointed or elected by Affiliated Clubs through their own internal club processes to represent their interests on the State Council. Club Delegates facilitate communication between their club and the Council and contribute to decisions shaping motorsport in the state.

Delegates ensure that the grassroots perspectives of clubs are heard and incorporated into the Council's activities, and help maintain a strong, informed connection between local motorsport communities and state-level governance.

All Motorsport Australia Affiliated Car Clubs have the right to appoint one Delegate and one Alternate Delegate to the State Council, allowing them to actively participate in the Council's objectives.

\*Affiliated clubs may be classified as voting or non-voting depending on whether they meet certain eligibility criteria set out by Motorsport Australia, such as minimum membership numbers and nature of the motorsport or motoring activities they conduct. Voting clubs have the right to vote on motions at State Council meetings, while non-voting clubs may attend and contribute to discussions but do not vote.

## Alternate State Council Delegate

An Alternate State Council Delegate stands in for the regular Delegate if they are unavailable due to illness, scheduling conflicts, or other reasons preventing attendance.

# Motorsport Australia Administration

## Motorsport & State Administration Coordinator

The State Administration Coordinator is employed by Motorsport Australia to support the effective operation of the State Council and its associated Panels by providing consistent administrative coordination and communication support.

The role ensures that meeting processes run smoothly, correspondence is managed appropriately, and key governance functions—such as action tracking, documentation, and reporting—are maintained.

By working closely with the State Council Chairperson, Secretariat, and Panels, the Coordinator helps to uphold procedural standards, ensure follow-through on decisions, and contribute to a well-organised, member-focused governance structure.



# STATE COUNCIL MEETINGS



# State Council Meetings

## Frequency

The State Council shall meet not less than two times per year as determined by the State Council Executive with a calendar of meetings being released by the close of the previous calendar year.

Recommended frequency of State Council meetings is quarterly, with State Executive meetings being held monthly or bi-monthly.

## Notice

State Council Officers, State Council Delegates and Alternate Delegates shall receive notice of meetings time, location and or Microsoft Teams Login details in advance.

A call for agenda items shall be sent via email two weeks prior to the scheduled meeting.

The meeting agenda all relevant agenda items and attachments as well as the Teams Login link shall be sent one week prior to the scheduled meeting.

## Quorum

A quorum for meetings shall be 25% of Affiliated voting clubs and no fewer than five Affiliated voting club delegates present.

## Decision-Making

Decisions shall be made by consensus, or a majority vote of Affiliated voting club delegates members present.

# Decision-Making Process

## Agenda Items

Any delegate may propose an item for consideration by submission of email and/or discussion paper before the submission date specified by the State Administration Coordination when calling for items. This is generally seven days prior to the meeting date.

Any proposed items by club members will be processed via the club's own committee and when approved brought to the state council with the club delegate.

## Discussion

All members are encouraged to participate respectfully in discussions. Delegates, both voting and non-voting, the Chairperson, Deputy Chairperson, Secretariat, and State Council Executive members will have the right to move and to second motions, and of discussion.

## Voting

If consensus cannot be reached, a vote shall be taken. Each voting delegate has one vote.

- **Delegates' Rights:** Each Affiliated Voting Club's Delegate can move and second motions, discuss them, and vote. They can only cast one vote, even if they represent multiple clubs.
- **Non-Voting Delegates:** Delegates from Affiliated Non-Voting Clubs can move, second, and discuss motions, but cannot vote.
- **Council Officers' Voting Rights:** The Chairperson, Deputy Chairperson, Secretariate, and State Council Executive members can move and second motions, but they can only vote if they are acting as a Delegate for a Voting Club.
- **Elected Director:** The Elected Director observes the meeting and can contribute to discussion, but cannot move, second, or vote on motions.
- **Voting Majority:** For a motion to pass, it must receive a simple majority of eligible votes, either at a meeting or outside of one via technology.
- **Equal Votes:** If votes are tied, the motion is lost; no casting vote is allowed.
- **Proxy Voting:** Proxy voting may be allowed, with each Delegate allowed one proxy vote, but proxy votes do not count toward quorum.
- **Voting Method:** Votes will be by show of hands or technology, unless decided otherwise by those eligible to vote.
- **Recording:** Decisions and actions agreed upon shall be recorded in the meeting minutes.



# STATE ADVISORY PANELS

# State Advisory Panels

State Advisory Panels play a vital role in supporting the work of the State Council. They provide advice, coordination, and practical support within their respective areas of expertise. Each panel operates under the delegation of the State Council and is responsible for discipline-specific or function-specific matters within the state.

The size of a panel can vary, but generally, panels may consist of three to 14 members in addition to the panel Chairperson and Deputy Chairperson.

## Sporting Panels

Sporting Panels may be delegated by the State Council for each motorsport discipline represented in the state. Their responsibilities include:

### Support the Organisation and Delivery of State Championships or Series

Assisting in the planning, coordination, and successful delivery of State-level competitions, ensuring alignment with approved regulations and Motorsport Australia standards. This includes:

- Preparing and submitting regulations for each year's State Championship.
- Ensuring adherence to Motorsport Australia's rules, policies, and procedures, including the State Championship Policy and State Levy Fund guidelines, throughout the planning and execution of the State Championship.
- Submitting State Championship winners for trophies in line with Motorsport Australia's awards schedule and ordering deadlines.
- Further tasks and responsibilities specific to the State and discipline may also be undertaken by or delegated to the Panel, as required to support the effective delivery of the Championship.

### Club Support and Participation Growth

Supporting affiliated clubs to grow competitor and official involvement, improve event quality, and increase participation.

### Consultation on Regulation and Procedures

Providing feedback on regulations and procedures relevant to the discipline, and ensuring they are appropriate for grassroots and state-level competition.

### State Calendars

Assisting in the coordination of the annual event calendar, including timely submission of State Championship/Series round dates.

### Participation in State Council and Executive

Maintaining representation at State Council meetings, submitting reports, and engaging in strategic planning and discussion.

### Succession Planning

Identifying and mentoring future panel members to ensure sustainability of knowledge and leadership.

## Non-Sporting Panels (Officials)

Non-Sporting Panels provide oversight and support across officiating and related areas. Some of the responsibilities a State Council may delegate to a Non-Sporting Panel may include:

### Club Support and Participation Growth

Assisting clubs with the recruitment, retention, and development of officials.

### Coordination of Rosters

Assisting with the planning and allocation of key officials for events across the state, especially for essential officials such as Chief Scrutineers and Stewards for State level events.

### Training and Development

Collaborating with Motorsport Australia administration to facilitate training and accreditation opportunities to ensure high officiating standards and continual development.

### Consultation on Regulation and Procedures

Advising on operational and procedural matters relevant to officiating and the panel's area of responsibility.



# Panel Nomination Process

Each year, all State Advisory Panels must review their membership and consider future needs as part of the annual nomination cycle.

## 1. Call for Nominations

Between **1 August and 1 November**, Motorsport Australia will issue a public call for nominations via:

- Motorsport Australia's media channels
- State Council communications

This process is open to individuals with appropriate experience and interest in contributing to the work of the panel.

## 2. Panel Review and Succession Planning

Panels are expected to play an active role in the nomination process by:

- Reviewing the current panel composition
- Identifying gaps in skills, experience, or geographic representation
- Considering diversity and inclusion when evaluating future membership
- Proactively identifying and encouraging suitable individuals to nominate, particularly those who bring fresh perspectives or can help with succession planning

This ensures the panel remains effective, representative, and sustainable into future terms.

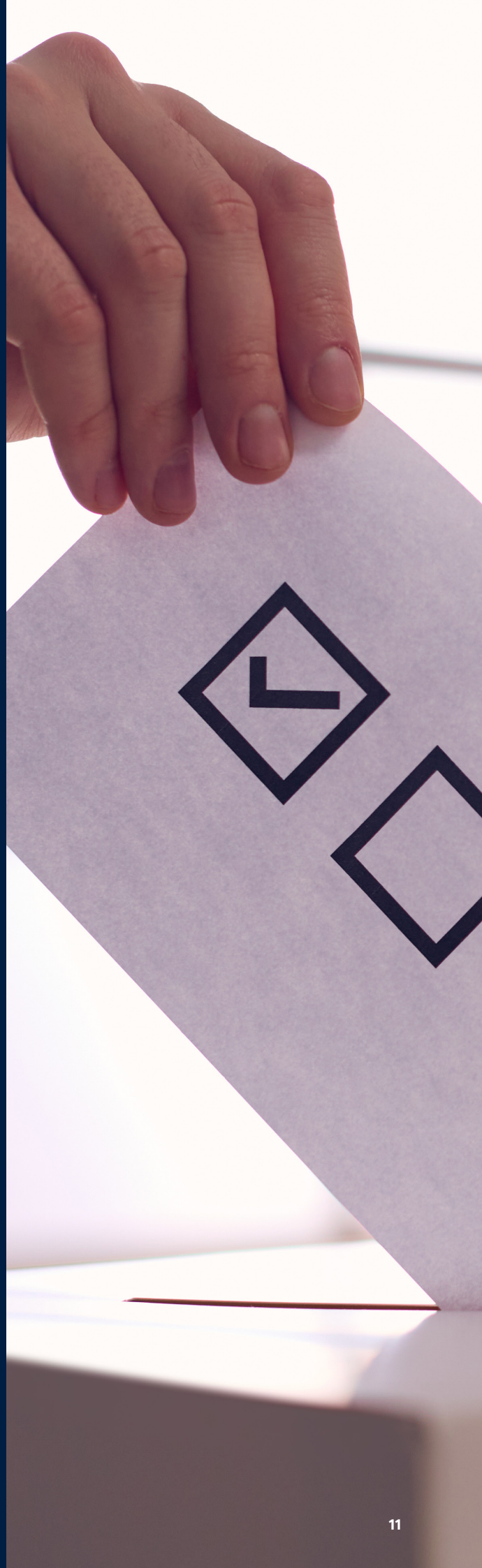
## 3. Nomination Submission

Once individuals submit their interest:

- All new nominations must be accompanied by a **signed nomination form** (made available from the website during the nomination period)
- The panel must confirm **continuing members** and clearly list each nominee's proposed **term of appointment** (e.g., 2025–2027), which must align with the information provided on the nomination form

## 4. Approval

The final panel membership list, including new and continuing members, is submitted to the **State Council for formal ratification**.



## CHAPTER 4



# MOTORSPORT AUSTRALIA VALUES



# Motorsport Australia Values

We are committed to fostering a positive, inclusive, and high-performing motorsport community. Our values—**Excellence, Respect, Accountability, and Pride**—guide our actions, decisions, and interactions, ensuring that we uphold the integrity of our sport and organisation.

By embracing these principles, we aim to create a safe, welcoming, and professional environment for all stakeholders, from participants to officials, ensuring that the growth and development of motorsport at the state level is both sustainable and beneficial for all involved.

As representatives of Motorsport Australia, it's important that Executive and Panel Members of the State Councils and State Panels actively support and uphold the organisation's core values.

## Excellence

We commit to the highest standards of professionalism, fairness, and integrity in all aspects of our involvement in motorsport. Whether in competition, officiating, volunteering, or spectating, we strive to uphold ethical behaviour, make responsible decisions, and promote a positive image of our sport.

## Respect

We treat all people with dignity, fairness, and respect, regardless of age, disability, sex, race, culture, ethnicity, religious beliefs, social background, sexual orientation, or gender identity. We commit to safe, inclusive, and responsible participation in motorsport, understanding that our behaviour reflects on the sport as a whole.

## Accountability

We take responsibility for our actions, ensuring they align with Motorsport Australia's governance, policies, and shared values. We disclose and manage conflicts of interest transparently, protect sensitive information, and ensure the physical and psychological welfare of all participants.

## Pride

We take pride in fostering a fair, safe, and socially responsible motorsport community. Our actions reflect the values of Motorsport Australia, ensuring that all members feel welcomed, included, and respected. We celebrate diversity and recognise the valuable contributions of people from all backgrounds.

State Council Executive and Panel members play a vital leadership role in Motorsport Australia and are expected to uphold the highest standards of integrity and professionalism.

Their conduct should align with the principles outlined in the Motorsport Australia Officials and Volunteers Code of Conduct to ensure ethical governance and leadership.

It is vital that all Motorsport Australia volunteers including Executive and Panel members read and understand the Code of Conduct.





# CONTACT INFORMATION

# State Council Information

Current serving members of State Council Executives as well as the Chairs of State Advisory Panels are listed on the Motorsport Australia website:

- [motorsport.org.au/StateCouncils](https://motorsport.org.au/StateCouncils)
- [motorsport.org.au/StatePanels](https://motorsport.org.au/StatePanels)

**For State Council related matters, please email the following email addresses:**

- **New South Wales & Australian Capital Territory**  
[nsw@motorsport.org.au](mailto:nsw@motorsport.org.au)
- **Queensland**  
[qld@motorsport.org.au](mailto:qld@motorsport.org.au)
- **South Australia & Northern Territory**  
[sa@motorsport.org.au](mailto:sa@motorsport.org.au)
- **Tasmania**  
[tas@motorsport.org.au](mailto:tas@motorsport.org.au)
- **Victoria**  
[vic@motorsport.org.au](mailto:vic@motorsport.org.au)
- **Western Australia**  
[wa@motorsport.org.au](mailto:wa@motorsport.org.au)

# Motorsport Australia Contacts

For any enquiries or further information, please contact:

## Regional Development Executive

- NT, SA, TAS, VIC - Daniel Gorgievski  
[dgorgievski@motorsport.org.au](mailto:dgorgievski@motorsport.org.au)
- ACT, NSW, QLD, WA - Matt Anderson  
[manderson@motorsport.org.au](mailto:manderson@motorsport.org.au)

## State Administration Coordinator

Contact Administration Coordinator via the email addresses listed on the left for your state's jurisdiction.

## State & Club Competition Manager

- Bruce Astbury  
[bastbury@motorsport.org.au](mailto:bastbury@motorsport.org.au)

## Risk & Safety Manager

- Jamie Augustine  
[jaugustine@motorsport.org.au](mailto:jaugustine@motorsport.org.au)

## Technical Manager

- [technical@motorsport.org.au](mailto:technical@motorsport.org.au)

## Customer Service Manager

- [info@motorsport.org.au](mailto:info@motorsport.org.au)

If you are unsure where to direct your query, please contact the State Administration Coordinator who will direct your query accordingly.

## CHAPTER 6

# TICKETING SYSTEM



# Motorsport Australia Ticketing System

The Motorsport Australia Ticketing System provides a formal process for managing matters that require administrative action. This includes discipline-specific issues and state-wide concerns that cannot be resolved through standard operational channels. It also covers recommendations for change, including sport development, and unresolved escalations. The system ensures clarity, accountability, and timely resolution through a structured and trackable workflow.

The Motorsport Australia ticket flowchart (refer Appendix 2) outlines the process for handling tickets within the organisation's administrative framework, highlighting how panels and departments contribute to the management and resolution of issues. This structured process ensures a clear division of responsibilities, allowing specialised departments and panels to address matters within their areas of expertise. :

- **State Administration Coordinator:** Responsible for tracking and managing responses against set KPIs. Provides regular updates on ticket progression to the relevant State Council Chairperson and escalates matters as required.
- **State Council Secretariat:** Logs tickets into the system and assigns them to the State Administration Coordinator for action. Also ensures each ticket is recorded in the relevant section of the meeting minutes.
- **State Council Chairperson:** Provides direction on matters to be raised via the ticketing system and retains oversight of progression through updates provided by the State Administration Coordinator.



## Scope and Purpose

### This process is not intended for:

- **Member Enquiries:** Redirect to Motorsport Australia Customer Service (e.g. licensing, officials, Member Portal, logbooks, technical issues, permits).
- **Routine Club Enquiries:** Redirect to Regional Development Executives (RDEs) (e.g. affiliation, insurance, club services).

### Tickets should be lodged for:

- **Discipline-specific matters** or recommendations requiring formal assessment beyond the scope of panel or administrative discussion.
- **State-wide issues** involving multiple disciplines, strategic policy, governance, or complex matters that require formal Motorsport Australia action.

# Ticketing Process via Microsoft Teams

## Initiation of Tickets

### 1. Origin of the Matter

Issues may be raised by:

- Clubs or individual members (via their delegate)
- State Advisory Panels
- Panel Chairs
- State Council Executive

### 2. Initial Review Pathways

- **Discipline-specific Issue:**
  - Refer to the relevant State Advisory Panel for review.
  - The panel may resolve the issue, consult with administration, or escalate to the State Council Executive if unresolved.
- **Sport-wide or Cross-disciplinary Issue:**
  - Discuss with an RDE or appropriate Motorsport Australia administration contact.
  - Refer to the State Council Executive for review if formal action is required.
- **No Relevant Panel Exists:**
  - Club delegates should consult with their RDE.
  - The RDE will assist in determining the appropriate course or liaise with the State Council Executive as needed.

### 3. Ticket Raising and Coordination

Once the matter is deemed appropriate for formal action, on the direction of the Chairperson, the Secretariat raises a ticket and assigns the task to the State Administration Coordinator.

## Accessing the Meeting and Agenda

State Council Chairpersons and the State Council Secretariat must log into Microsoft Teams using their official Motorsport Australia email accounts.

Once logged in, the meeting agenda will be visible within the Teams interface. This allows users to:

- Make notes directly in the Teams environment
- Create and manage tickets as tasks during the meeting

## Lodging a Ticket (Creating a Task)

A “ticket” is raised by creating a new task within the meeting’s task list. To properly lodge a ticket:

- Add a task with a clear title and description
- Assign the task to the State Administration Coordinator
- Set a due date if applicable

## Meeting Minutes and Action Items

All tickets raised during the meeting must be recorded in the official meeting minutes in the appropriate section or, when formalised as action items, listed under the action items section including the responsible party and any agreed due dates. This ensures transparency, accountability, and alignment with the task tracking process in Microsoft Teams.

## Post-Meeting Review and Follow-Up

After the meeting:

- The State Administration Coordinator will review all submitted tickets
- Each ticket will be assessed and forwarded to the appropriate internal Motorsport Australia staff member for action
- The State Administration Coordinator will also monitor and follow up on all open items to ensure resolution
- Microsoft Tasks will also automatically generate reminders for any tasks with due dates. This helps ensure timely completion and ongoing visibility of outstanding matters.

# Ticket Coordination and Follow-Up

- **State Administration Coordinator Role:** This coordinator actively seeks responses to tickets from the relevant Motorsport Australia department and is responsible for follow-up actions to meet the set KPIs.
- **Regional Development Executive:** The Regional Development Executive (RDE) also plays a role in responding to specific tickets and coordinates with the chair as needed with responses.



# Ticket Resolution and Closure

- **Ticket Closure:** When a satisfactory response or solution is delivered to the State Council Executive Chair. On the Chair's approval, the State Administration Coordinator finalises the process by closing the ticket and marking it as completed.
- This closure involves updating the ticket status and ensuring that all necessary parties are informed of the outcome. In some instances, correspondence to the general membership maybe required. This will be facilitated through Motorsport Australia's Corporate Affairs Team.
- Ticket closure, as well as progress updates, must be clearly recorded in the State Council meeting minutes to ensure transparency and trackability of actions taken.





# Appendix 1.a – Position Description

## State Council Chair

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

The **State Council Chair** exists to lead and represent the State Council in its role of supporting the growth and coordination of motorsport at the state level. As the elected leader, the Chair ensures the effective operation of the Council, facilitates communication between clubs, panels, and Motorsport Australia, and oversees the implementation of Council decisions. The Chair plays a key role in fostering inclusive club development, guiding strategic alignment with Motorsport Australia's objectives, and ensuring that the voice of the local motorsport community is heard at the national level.

### Duties and Responsibilities

#### Leadership & Governance

- Provide leadership to the State Council to ensure its effective operation and its alignment with Motorsport Australia's strategic objectives.
- Chair all State Council and Executive meetings, ensuring they are conducted professionally, efficiently and in accordance with the principles of good governance.
- Oversee the implementation of the State Council's decisions.
- Facilitate succession planning across the State Executive membership and have oversight of succession planning of panel chair positions.

#### Representation & Engagement

- Act as the primary spokesperson for the State Council.
- Foster a positive and collaborative environment within the Council and in interactions with Motorsport Australia.
- Respectfully liaise with stakeholders, including Motorsport Australia administration, State Panels, and Affiliated Sporting and Enthusiast Clubs.
- Role model the behaviours and values outlined in Motorsport Australia's Code of Conduct.
- Represent the State Council at official functions and meetings.

# Appendix 1.a – Position Description

## State Council Chair

### Duties and Responsibilities (continued)

#### Administrative Collaboration

- Set appropriate meeting agendas in collaboration with the Secretariat and Motorsport Australia Motorsport & State Administration Coordinator
- Support Motorsport Australia Administration in matters related to the operation of the State Council.
- In collaboration with Motorsport Australia's Motorsport & State Administration Coordinator, manage the raising and timely closing of tickets.

#### Governance & Compliance

- Ensure all council members have the opportunity to contribute to discussions and decisions.
- Adhere to relevant policies, particularly those related to integrity and conduct.
- Ensure there is alignment of State Council, State Executive and respective panels with Motorsport Australia's strategic plans and objectives.
- Undertake training as required by Motorsport Australia, including but not limited to governance, induction, and awareness-based programs relevant to the role.

### Selection Criteria

The position of **State Council Chair** is a volunteer role elected by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Strong understanding of the local state and grassroots motorsport landscape, including the challenges and opportunities for club-level development.
- Demonstrated leadership within a club, community, volunteer, or motorsport setting.
- Demonstrated alignment and commitment to supporting Motorsport Australia's strategic objectives.
- Ability to effectively chair meetings, guide discussions, and support inclusive decision-making.
- Strong written and verbal communication skills and a willingness to engage, develop and maintain relationships with a broad range of people, including clubs, panels, and Motorsport Australia representatives.
- Solid organisational skills, reliability, and the ability to follow through on actions.
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.

# Appendix 1.b – Position Description

## State Council Deputy Chair

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

The **State Council Deputy Chairperson** supports the Chairperson in leading and representing the State Council and acts as Chairperson when required. The Deputy Chairperson contributes to the effective functioning of the Council, assists with leadership responsibilities, and helps maintain alignment with Motorsport Australia's strategic objectives.

### Duties and Responsibilities

#### Leadership & Governance

- Support the Chairperson in leading the State Council and ensuring its effective operation.
- Chair meetings in the absence of the Chairperson, ensuring good governance and professional conduct.
- Undertake responsibilities delegated by the Chairperson.

#### Representation & Engagement

- Support the Chairperson in representing the State Council at official functions and meetings.
- Promote a collaborative and respectful culture within the Council.
- Liaise with stakeholders including Motorsport Australia staff, panels, and clubs

#### Administrative Collaboration

- Actively contribute to agenda setting and Council operations.
- Assist with the management and tracking of Council action items.

#### Governance & Compliance

- Adhere to all relevant Motorsport Australia policies, including those related to integrity and conduct.
- Undertake training as required by Motorsport Australia.



# Appendix 1.b – Position Description

## State Council Deputy Chair

### Selection Criteria

The position of **State Council Deputy Chairperson** is a volunteer role elected by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Strong understanding of the local state and grassroots motorsport landscape, including the challenges and opportunities for club-level development.
- Demonstrated leadership within a club, community, volunteer, or motorsport setting.
- Demonstrated alignment and commitment to supporting Motorsport Australia's strategic objectives.
- Ability to effectively chair meetings when required, guiding discussions, and supporting inclusive decision-making.
- Strong written and verbal communication skills and a willingness to engage, develop and maintain relationships with a broad range of people, including clubs, panels, and Motorsport Australia representatives.
- Solid organisational skills, reliability, and the ability to follow through on actions.
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.

# Appendix 1.c – Position Description

## State Council Executive Member

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

**State Council Executive Members** contribute to strategic and operational discussions and help ensure the Council operates effectively and aligns with Motorsport Australia's strategic objectives. They play a key role in representing club and community perspectives, helping to shape grassroots and state-level initiatives, and maintaining a balanced and informed decision-making process within the Council.

### Duties and Responsibilities

#### Leadership & Governance

- Provide governance support to the Chair and Deputy Chair.
- Participate in Executive discussions and contribute to planning and decision-making.

#### Representation & Engagement

- Attend and engage in State Council and Executive meetings.
- Maintain effective relationships with clubs and stakeholders.
- Attend a variety of club and state level events within the State Council jurisdiction to ensure a holistic understanding of the sport and issues across the state.

#### Administrative Collaboration

- Lead or contribute to working groups and sub-committees.
- Assist in monitoring progress and reporting on programs or initiatives.

#### Governance & Compliance

- Adhere to all relevant Motorsport Australia policies, including those related to integrity and conduct.
- Undertake training as required by Motorsport Australia.

# Appendix 1.c – Position Description

## State Council Executive Member

### Selection Criteria

The position of **State Council Executive Member** is a volunteer role elected by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Experience and understanding of the local state and grassroots motorsport landscape.
- Experience within a club, community, volunteer, or motorsport committee setting.
- Commitment to supporting Motorsport Australia's strategic objectives.
- Strong communication skills
- Solid organisational skills, reliability, and the ability to follow through on actions.
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.



# Appendix 1.d – Position Description

## State Council Secretariat

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

The **Secretariat** supports the operational and administrative needs of the State Council and Executive. The role ensures accurate record-keeping, effective communication, and coordination between the Council and Motorsport Australia administration. As a key contributor to governance, the Secretariat helps ensure transparency, accountability, and continuity in Council processes and communications.

### Duties and Responsibilities

#### Leadership & Governance

- Provide governance support to the Chair and Deputy Chair.
- Participate in Executive discussions and contribute to planning and decision-making.

#### Representation & Engagement

- Attend and engage in State Council and Executive meetings.
- Liaise with Motorsport Australia Administration Officers to support Council activities.

#### Administrative Collaboration

- Prepare and distribute accurate meeting minutes within 7 days.
- Prepare and distribute agenda for State Council Executive meetings.
- Manage correspondence and communication on behalf of the Council.
- Follow up ticketed action items with Motorsport Australia staff as required.

#### Governance & Compliance

- Adhere to all relevant Motorsport Australia policies, including those related to integrity and conduct.
- Undertake training as required by Motorsport Australia.

# Appendix 1.d – Position Description

## State Council Secretariat

### Selection Criteria

The position of **State Council Secretariat** is a volunteer role elected by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Solid administrative and organisational skills, reliability, and the ability to follow through on actions.
- Experience with minute-taking or similar documentation tasks, with demonstrated accuracy in record-keeping and communication.
- Experience and understanding of the local state and grassroots motorsport landscape.
- Experience within a club, community, volunteer, or motorsport committee setting.
- Commitment to supporting Motorsport Australia's strategic objectives.
- Strong communication skills
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.

# Appendix 1.e – Position Description

## State Council Delegate

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

**State Council Delegates** are appointed by Affiliated Clubs to represent their interests on the State Council. They facilitate communication between their club and the Council and contribute to decisions shaping motorsport in the state. Delegates ensure that the grassroots perspectives of clubs are heard and incorporated into the Council's activities, and help maintain a strong, informed connection between local motorsport communities and state-level governance.

An Alternate State Council Delegate stands in for the regular Delegate if they are unavailable and undertakes the same duties in place of the regular Delegate in their absence.

### Duties and Responsibilities

#### Representation & Engagement

- Represent their club at State Council meetings.
- Communicate Council decisions and updates back to their club.
- Participate in respectful and constructive discussions which supports the objectives of the State Council.

#### Administrative Collaboration

- Ensure accurate and unbiased communication of Council matters to their club.

#### Governance & Compliance

- Submit proposals or motions for Council consideration, if appropriate.

#### Voting Rights

- Delegates from Affiliated Voting Clubs may vote on Council matters.



# Appendix 1.e – Position Description

## State Council Delegate

### Selection Criteria

The role of **State Council Delegate** is a volunteer position, appointed or elected by individual clubs through their own internal processes. This appointment should be made in accordance with the club's constitution or model rules. The selection process is entirely managed by the club and is external to Motorsport Australia's procedures.

Clubs must provide the details of their appointed State Council Delegate and Alternate Delegate as part of their affiliation application, annual renewal, or whenever there is a change in personnel.

While formal qualifications are not required, the following attributes are considered beneficial to support effective collaboration and productivity within the State Council, affiliated clubs, and Motorsport Australia administration:

- A sound understanding of the local, state, and grassroots motorsport landscape
- Experience a club committee and/or club event organisation
- Strong and clear communication skills
- A collaborative and cooperative approach to working with a variety of individuals and stakeholders
- Ability to maintain appropriate boundaries and handle sensitive information with confidentiality
- An understanding of governance and integrity principles, including conflict of interest, with a demonstrated commitment to upholding these standards in all interactions

# Appendix 1.f – Position Description

## Sporting State Panel Chairperson

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

The **Chairperson of a State Sporting Panel** is appointed by State Council and leads a group of appointed volunteers who support the growth & development of a motorsport discipline within the state. This may include overseeing the organisation of a State Championship or Series as delegated to the panel by the State Council. This role facilitates collaboration between Motorsport Australia, clubs, and the State Council, and ensures that the Panel's activities reflect national strategic objectives and support local motorsport communities.

### Duties and Responsibilities

#### Leadership & Governance

- Lead and oversee the operation of the Panel in accordance with Motorsport Australia's rules, policies, and the State Advisory Panel Standing Orders.
- Chair Panel meetings and provide leadership in progressing the discipline's development.
- Represent the Panel in communication with the State Council and Motorsport Australia.

#### Representation & Engagement

- Provide advice and support to clubs in relation to the specific motorsport discipline.
- Actively support the development of the discipline at the state level.
- Share discipline-specific knowledge across the club network.
- Engage with stakeholders to encourage broader participation and program delivery.

#### Administrative Collaboration

- Support the organisation and delivery of State Championships or Series.
- Coordinate with Motorsport Australia staff on matters related to events, development and safety.
- Oversee submission of Panel meeting minutes, reports and any required documentation.
- Suggest potential issues that may need to be raised as tickets to further the development of the sport

# Appendix 1.f – Position Description

## Sporting State Panel Chairperson

### Duties and Responsibilities (continued)

#### Governance & Compliance

- Ensure alignment of Panel work with Motorsport Australia's strategic plan and policies.
- Provide insight from grassroots motorsport to inform State Council decisions via ticketing or direct Executive engagement.
- Undertake training as required by Motorsport Australia, including but not limited to governance, induction, and awareness-based programs relevant to the role.

#### Selection Criteria

The position of **State Panel Chairperson – Sporting Panel** is a volunteer role appointed by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Sound knowledge and understanding of the relevant motorsport discipline, including its structure, development needs, competition formats, and safety considerations.
- Experience within the specific discipline, either as a competitor, official, administrator, or other relevant involvement at the club or state level.
- Demonstrated leadership within a club, community, volunteer, or motorsport setting.
- Demonstrated alignment and commitment to supporting Motorsport Australia's strategic objectives.
- Ability to effectively chair meetings, guide discussions, and support inclusive decision-making.
- Strong written and verbal communication skills and a willingness to engage, develop and maintain relationships with a broad range of people, including clubs, panels, and Motorsport Australia representatives.
- Solid organisational skills, reliability, and the ability to follow through on actions.
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.

# Appendix 1.g – Position Description

## Non-Sporting State Panel Chairperson

### Motorsport Australia Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### Motorsport Australia Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

### Our Conduct & Behaviour

Members of the State Council Executive are expected to consistently uphold Motorsport Australia's core values and Respect Code. Council/Panel members play a vital role in setting the tone for a positive culture by fostering an inclusive, safe, and constructive environment within both the Council/Panel and the broader motorsport community.

This includes encouraging collaboration, supporting diverse perspectives, and ensuring that all individuals feel valued and heard. Council/Panel members are also expected to proactively address conflicts or issues in a timely manner and in line with relevant Motorsport Australia policies and procedures, always acting with integrity and in the best interests of the sport.

### Why the role exists?

The **Chairperson of a State Non-Sporting Panel** is appointed by State Council and leads a group of appointed volunteers who provide advice and support to the State Council and Motorsport Australia on critical non-competitive areas such as officiating. This role facilitates collaboration between Motorsport Australia, clubs, and the State Council, and ensures that the Panel's activities reflect national strategic objectives and support local motorsport communities.

### Duties and Responsibilities

#### Leadership & Governance

- Lead and oversee the operation of the Panel in accordance with Motorsport Australia's rules, policies, and the State Advisory Panel Standing Orders.
- Chair Panel meetings and provide leadership in progressing the discipline's development.
- Represent the Panel in communication with the State Council and Motorsport Australia.

#### Representation & Engagement

- Share panel-related expertise, advice and practical insights across the club network.
- Oversee the Panel's support to clubs and officials, including providing advice on recruitment and retention strategies, identifying knowledge gaps, and connecting stakeholders with training or upskilling opportunities
- Encourage the Panel's active engagement in contributing to state motorsport development, including participation in policy consultations and discipline-specific initiatives.

#### Administrative Collaboration

- Oversee the Panel's coordination of official rosters (e.g. Stewards, Scrutineers) and ensure mechanisms are in place for the delivery of training and advancement opportunities at events.
- Oversee submission of Panel meeting minutes, reports and any required documentation.



# Appendix 1.g – Position Description

## Non-Sporting State Panel Chairperson

### Duties and Responsibilities (continued)

#### Governance & Compliance

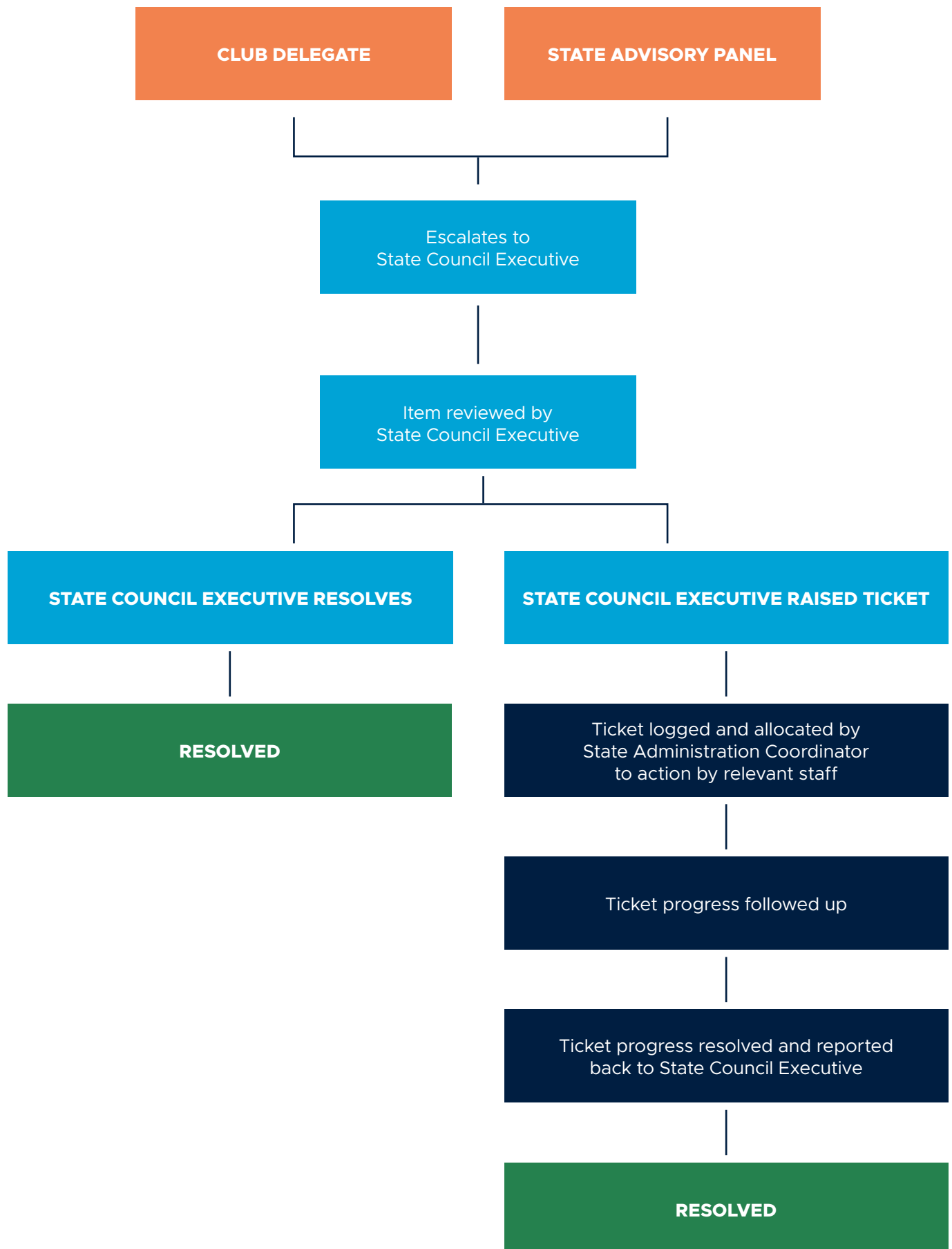
- Ensure alignment of Panel work with Motorsport Australia's strategic plan and policies.
- Provide insight from grassroots motorsport to inform State Council decisions via ticketing or direct Executive engagement.
- Undertake training as required by Motorsport Australia, including but not limited to governance, induction, and awareness-based programs relevant to the role.

### Selection Criteria

The position of **State Panel Chairperson – Non-Sporting Panel** is a volunteer role appointed by the State Council. While formal qualifications are not required, the following qualities and capabilities will support success in the position and ensure effective leadership of the State Council:

- Sound knowledge, experience and understanding of the relevant area of motorsport that has been delegated to the panel.
- Demonstrated leadership within a club, community, volunteer, or motorsport setting.
- Demonstrated alignment and commitment to supporting Motorsport Australia's strategic objectives.
- Ability to effectively chair meetings, guide discussions, and support inclusive decision-making.
- Strong written and verbal communication skills and a willingness to engage, develop and maintain relationships with a broad range of people, including clubs, panels, and Motorsport Australia representatives.
- Solid organisational skills, reliability, and the ability to follow through on actions.
- Ability to maintain appropriate boundaries and confidentiality.
- Understand and uphold governance and integrity expectations, including the principles of conflict of interest, and demonstrate a commitment to uphold these principles in all interactions.
- A demonstrated learning mindset and collaborative style with a commitment to working as part of a team with all stakeholders.
- Commitment to completing training required to support the responsibilities of the position.

## Appendix 2 – Ticketing System Flowchart





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