

## Committee Standing Orders

Version: 6

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# Standing Orders

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## 1. Scope

These Standing Orders apply to all Committee members appointed by the CEO of Motorsport Australia to Motorsport Australia Committees.

## 2. Objective

The objective of these Standing Orders is to define the delegated responsibilities and powers of each Committee to support the efficient administration of the organisation and motorsport across Australia.

## 3. Defined terms and interpretation

### 3.1 Defined terms

In these Standing Orders:

- (a) **Board** means the Directors of Motorsport Australia acting as a body which includes the FIA Delegate.
- (b) **CEO** means the Chief Executive Officer of Motorsport Australia.
- (c) **Chair** means the chair of a Committee who is appointed by the CEO.
- (d) **Commission** means a Commission of Motorsport Australia.
- (e) **Committee** means a Committee which is listed in a schedule to these Standing Orders.
- (f) **Committee Member** means a member of a Committee who has been appointed by the CEO.
- (g) **Constitution** means the corporate constitution of Motorsport Australia.
- (h) **Director** has the same meaning as in the Constitution and includes Elected and Appointed Directors.
- (i) **Executive Officer** means a member of the Motorsport Australia staff appointed by the CEO to be responsible for the Committee's administrative duties
- (j) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia.
- (k) **Standing Orders** means this 'Standing Orders' document as may be amended by the Board from time to time.

## 4. Establishment

- (a) A Committee is established by the CEO under delegation by the Board and in accordance with the CEO's powers under Clause 60 of the Constitution.
- (b) A Committee is responsible to the CEO and may be established for an enduring or fixed term or on a project or issue basis.

## 5. Composition

- (a) A Committee shall consist of a:
  - (i) Chair appointed by the CEO; and
  - (ii) A number of other members with the appropriate suite of skills to undertake the functions assigned to the Committee by the CEO.
- (b) A member of a Committee defined in 5(a) above may, at the sole discretion of the CEO, be appointed as the Deputy Chair of a Committee to support the Chair in managing the Committee or to act in their stead.
- (c) Committee members shall hold office for three calendar years following their appointment or for the balance of a calendar year plus two more calendar years if they are appointed during a calendar year.
- (d) A member of Motorsport Australia's staff shall be appointed by the CEO to be the Executive Officer of a Committee and shall provide administrative support to the Committee. Such staff will not be members of the Committee and shall not have any entitlement to vote.
- (e) In addition to the members, the following individuals shall have the right to attend each meeting of a Committee to take part in discussions but not to move, second or vote on motions:
  - (i) President of Motorsport Australia; and
  - (ii) The CEO of Motorsport Australia; and
  - (iii) A Director of Motorsport Australia if they are formally designated as carrying the respective portfolio;
  - (iv) Any senior manager of Motorsport Australia as approved by the CEO.
- (f) The powers of the members of a Committee shall be limited to the powers delegated by the CEO and stipulated in this Standing Order. No individual Committee Member carries any power in their own right.
- (g) All Committee members must declare any potential conflict or pecuniary interest prior to the commencement of a meeting and absent themselves from any discussion and/or vote on the matters giving rise to this declaration.
- (h) The CEO retains the sole discretion to remove from office any Committee member during the term of their appointment without any requirement for giving reasons to do so.

## 6. Functions and Responsibilities

- (a) A Committee shall have responsibilities as determined by the CEO and as defined within the relevant Schedule to this Standing Order.
- (b) All Committees shall facilitate the operational management of the sport within the parameters of the Constitution of Motorsport Australia, all Motorsport Australia Policies, the International Sporting Code of the FIA including all Appendices, the National Competition Rules including all Appendices and Schedules and Government statutory obligations or civil legislation.

## 7. Working Groups

A Committee may establish a working group(s) to assist it in fulfilling the requirements of this Standing Order. Where a working group is intended to be of a standing nature, the establishment of the working group shall be subject to endorsement by the CEO. The method of appointment of its membership shall be at the discretion of the Committee.

## 8. Other Commissions/Committees

A Committee may refer matters to, or seek advice from, Commissions and Committees as required.

## 9. Operation

### 9.1 Rules of Operation

Each Committee shall be responsible for creating and using its own operating procedures as are necessary to facilitate the fair and expedient operation of each Committee, save that those operating procedures shall comply with the requirements set out in this clause 9. A Committee's operating procedures shall be invalid to the extent that they do not comply with the requirements of this clause 9.

#### (a) Procedures

- (i) A Committee shall meet as required either in person, by teleconference, video conference or other electronic means as determined by the Chair;
- (ii) The date, time and place of each meeting of a Committee shall be notified to all eligible persons at least seven (7) days prior to the meeting;
- (iii) The Chair may convene a meeting of a Committee at any time but must convene a meeting within thirty (30) days when requested to do so by at least three (3) Committee members;
- (iv) The agenda and papers for each meeting of a Committee shall be forwarded to all eligible persons at least seven (7) days prior to the meeting.
- (v) The draft minutes of a Committee meeting shall be issued within fourteen (14) days of the date of that meeting;
- (vi) All Committee members and attendees should declare any pecuniary interests and/or potential conflicts of interest pertaining to any agenda item.

#### (b) Quorum

- (i) The quorum for a Committee meeting shall be 50% of the Committee Members.
- (ii) Discussions may take place at a Committee meeting if a quorum is not present, however, no decisions can be made without a quorum.

#### (c) Voting

- (i) Voting procedures at meetings of the Committee shall be as follows:
  - a. All Committee members, including the Chair, shall have the right to vote;
  - b. The Executive Officer shall have the right of discussion and to move and second motions, but shall not have any right to vote;

- c. The determination of any matter will be by simple majority. In the event of equality of votes, there is no casting vote and the motion shall be declared to have failed;
- d. Proxy voting shall be not be permitted;
- (ii) Email Voting is permitted out of session and the Executive Officer, at the request of the Chair, may from time to time seek resolution through email. The procedure for such resolution is as follows:
  - a. All Committee members, including the Chair, shall have the right to vote;
  - b. The Executive Officer shall have the right of discussion and to move and second motions, but shall not have any right to vote;
  - c. The determination of any matter will be by simple majority. In the event of equality of votes, there is no casting vote and the motion shall be declared to have failed;
  - d. A Decision Paper outlining the matter to be considered will be circulated to all members of the Committee; and
  - e. The Committee will be requested to cast their decision either for or against the motion that has been proposed with a reply response required by the Executive Officer.

## **9.2 Reporting to the Board of Motorsport Australia**

- (a) The minutes of meetings of a Committee will be forwarded to the CEO and will reflect resolutions only, subject to any specific reporting requirements or issues requiring tabling to the CEO.
- (b) The Committee through its Chair will report annually to the CEO on the Committee's progress for its designated area of responsibility.
- (c) The CEO must immediately be informed of any matters which could reasonably be deemed as significant.

## **9.3 Environment Notes**

All Committees and their respective operations are to be acutely aware of environment considerations and administer themselves in a manner that minimises the overall detriment to the natural and human made environment.

## **10. Modification of these Standing Orders**

These Standing Orders may only be amended by the CEO, who may do so as deemed necessary from time to time in the following manner:

- (a) A proposal by a Committee for amendment of these Standing Orders must be supported by a simple majority of the Committee; or
- (b) A proposal by the CEO after consultation with the Committee.

# Schedule 1 – National Regulations Advisory Committee

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## 1. Name

The Committee is the National Regulations Advisory Committee ("NRAC").

## 2. Establishment

The NRAC has been established by the CEO under his or her delegated powers.

## 3. Purpose

- 3.1. The primary purpose of the NRAC is to serve as the final review body for each competition document (sporting and technical) and any aspects of social activity within Motorsport Australia (including any amendment, addition or deletion thereto along with any related document) to be published by Motorsport Australia (whether from a Commission, Committee or the Motorsport Australia Administration).
- 3.2. The NRAC shall provide advice to the CEO on matters relating to the regulatory function of Motorsport Australia, which includes the National Competition Rules (NCR), including its Appendices, Schedules and Regulations, moving towards the ISC where possible, retaining its current numbering and improving the consistency and simplicity of the contents.
- 3.3. The NRAC shall be a reference centre that provides advice on inter-relationships within Motorsport Australia's regulatory framework and to ensure consistency, editorial standards and clarity of language is applied across Motorsport Australia's regulatory publications, which include Bulletins. This reference service shall extend across all disciplines and is available to Commissions, Committees and the Motorsport Australia Administration as required. So that the review and co-ordinating roles of the NRAC may be achieved, the CEO shall advise each Commission, Committee and the Motorsport Australia Administration of the existence and purposes of the NRAC.
- 3.4. The NRAC shall be responsible for the review and maintenance of the NCR and the General Regulations of Motorsport Australia, and to provide review of other regulations as required by Motorsport Australia.
- 3.5. The NRAC shall be responsible for ensuring clear regulation structure and style is adhered to, and in doing so, ensure that a suitable Regulations Structure and Style Guide is maintained.

## 4. Membership

- 4.1. The NRAC shall consist of persons with necessary skills and experience. Membership of the NRAC shall be determined by the CEO with consideration of the recommendations of the Chair of the Committee.
- 4.2. The Chair may co-opt advisors as required.

## 5. Responsibility

The NRAC shall be responsible to the CEO.

## **6. Meetings**

The NRAC shall meet as determined by the Chair in consultation with the Executive Officer or as required by Motorsport Australia policies and guidelines set by the CEO.

## **7. Document Review**

- 7.1 Each responsible manager shall advise the NRAC promptly of any proposal to amend, add to or delete from any regulation or to publish any regulatory document.
- 7.2 Each responsible manager shall advise the NRAC of the acceptance or otherwise of advice provided.



## Schedule 2 – National Medical Advisory Committee

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### 1. Powers

The National Medical Advisory Committee (NMAC) is established to make recommendations to the CEO in supporting the administration of motorsport across Australia.

### 2. Composition

The National Medical Advisory Committee will comprise the following members due to the relevant special expertise and experience required and which may be supplemented at times by experts in any medical field which is considered to be desirable;

- Chair - to be appointed by the CEO;
- Deputy Chair - to be appointed by the Chair after consultation with the Committee and CEO;
- Motorsport Australia's Chief Medical Officer for Rally Australia;
- Motorsport Australia's Chief Medical Officer for the Australian Formula 1 Grand Prix;
- Motorsport Australia's Chief Medical Assessor;
- Medical Practitioners/Persons with Medical expertise – as required;
- A Paramedic;
- The Supercars Australia Medical Delegate – advisory capacity only.

### 3. Responsibilities & Functions

The Committee will have the responsibility to:

- be an advisory committee to the CEO providing authoritative and contemporary advice and information on medical and related matters, wherein reporting will be to the CEO either directly or through a Motorsport Australia staff member;
- make recommendations to the CEO where necessary which will enhance Motorsport Australia's medical processes or standards;
- maintain the ability to monitor encourage and sustain a constructive working relationship with circuit owners and operators to ensure on-site medical centres are maintained to an adequate level of safety, commensurate with medical service requirements aligned to the Motorsport Australia NCR;
- be obliged to meet legal, moral and best practice models, that will serve all of motorsport from grass roots upwards on medical matters; and
- proactively interact with the FIA on medical related issues through the Motorsport Australia representative to the FIA Regional Medical Delegate.

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

- Review any initiatives aligned with the Safety 1<sup>ST</sup> Strategy;
- Maintain and foster a working relationship with the AIMSS;
- Establish the standards necessary for medical equipment, facilities and personnel for all forms of Australian motor sport;
- Establish an appropriate audit for medical centres at major circuits across Australia;
- Ensure up to date information is obtained on medical suppliers and other advancements in motor sport medical safety;

- Ensure medical providers are advised and consulted on technological and other opportunities that may be available;
- Appoint Medical Testers;
- Audit medical providers at Motorsport Australia sanctioned events;
- Liaise with Medical Personnel;
- Develop, in conjunction with FIA best practice, training and development for medical personnel;
- Every 2 years review the current Motorsport Australia medical standards to ensure they remain current and are not discriminatory in any way.

## Schedule 3 – Eligibility Committee

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### 1.1 Powers

The Eligibility Committee (EC) is empowered to make determinations on matters in regard to the Eligibility of an automobile in accordance with the NCR.

### 1.2 Composition

The Committee will comprise the following members;

- Chair
- Deputy Chair
- Members appointed as having the specific skill sets and experience in the field of Motor Sport, engineering and motor sport regulation.

### 1.3 Responsibilities and Functions

The Committee will have the responsibility in accordance with the NCR dealing with the Eligibility of Automobiles, which is reproduced below:

## ELIGIBILITY OF AUTOMOBILES

- (i) Motorsport Australia may publish regulations which establish the prescriptions governing the eligibility of an automobile for a specific competition.
- (ii) Motorsport Australia in its sole discretion shall determine whether an automobile or any or all components thereof, including fuels, lubricants and other consumable items, and/or practices which may influence the performance of the automobile comply with the regulations for any competition, class or group. A competitor may seek a written determination by the EC in which case such determination is binding in any proceeding. The EC shall have the absolute authority of Motorsport Australia to make any determination or decision for the purposes of this NCR.
- (iii) The EC shall consider matters as follows:
  - a. In the case of an eligibility dispute arising at or from a competition, the Stewards of the Meeting or other judicial body may either determine the issue themselves or refer it to the EC for determination.
  - b. An eligibility matter not arising from a Competition may be referred to the EC for determination. This process is available only to:
    - A. the holder of a Competitor Licence for an Automobile for which they hold a log book is current; or
    - B. the CEO; or
    - C. Technical Delegate.
- (iv) Any determination or decision of the EC shall be binding on any hearing by the Stewards of a Meeting, a Tribunal or the AMSAC.
- (v) Otherwise, and subject to the agreement of the EC Chair, a member of Motorsport Australia may seek an opinion from the EC. Such opinion shall not be binding in any further relevant issue.
- (vi) Notwithstanding the above, any determination regarding the initial acceptance of an automobile for historic classification, including the production and issue of a Certificate of Description, Automobile or Vehicle Specification Sheet or Log Book for an automobile of the 5th Category shall be in compliance with the General Regulations for 5th Category - Historic Automobiles.

## Schedule 4 – The Judicial Advisory Committee

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The Committee is to advise Motorsport Australia generally on matters relating to the interpretation of rules, the adjudication of disputes and judicial proceedings arising from or related to Motorsport Australia's Members and Competitors.

It is to advise concerning the conduct of Appeals and Tribunals to assist in the prosecution or defence and conduct of judicial proceedings including Stewards' Hearings, Appeals and Tribunals.

It is to compile a recommendation of Stewards allocations for National Championships and major events.

The Committee is to consist of a Chair and several members (ideally up to 3) with a power to co-opt others of similar experience who may provide specialised information from time to time.

The members of the Committee will have:

- Good knowledge and experience of motor sport competition;
- Good knowledge and experience of Motorsport Australia's Judicial Procedures and the conduct of these before Stewards and Tribunals;
- Be licensed as a Gold Steward;
- Have a sound knowledge and understanding of Motorsport Australia's rules and regulations;
- Have a desire to assist in the provision by Motorsport Australia of judicial procedures to ensure the safe and fair conduct of motorsport;
- Be able to confer and exchange views by teleconference, emails and other means of communication.

## Schedule 5 – The Historic Motorsport Committee

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### 1.1 Powers

The Historic Motorsport Committee (**HMC**) will have responsibilities for the Historic function.

### 1.2 Composition

- (a) Historic motorsport is a complex discipline. When making appointments to the HMC, the CEO will need to have regard to the following personal attributes necessary to provide an appropriate suite of skills on the HMC:
  - (i) A sound understanding of the policies, objectives and operational imperatives of Motorsport Australia and the FIA and of the governing principles of the HMC as set out in the Historic Motorsport Policy Statement;
  - (ii) A sound knowledge of motorsport in general and of historic motorsport and the 5th Category regulations in particular;
  - (iii) Previous experience in organisational work from either business, community or sporting activities;
  - (iv) An appreciation of the financial issues impacting on historic motorsport and an ability to participate in the consideration of financial budgets and other strategic issues;
  - (v) An ability to understand a wide range of community issues and the differing impacts of various issues within different geographic areas and on specialist interest groups within historic motorsport;
  - (vi) A high level of credibility and respect within the historic motorsport community and the ability to work and communicate effectively with other Committee members, the HEC, the HPBEC, the Board, management, and with external parties;
  - (vii) Commitment to the role and the ability to devote sufficient time and energy to the position.

### 1.3 Responsibilities

- (a) The HMC has responsibility:
  - (i) For matters relating to the support, development and growth of historic motorsport activities, in accordance with policy or plans as expressed by the Board and/or CEO from time to time;
  - (ii) To consider and make recommendations to the Board and CEO on National Competition Rules and appendices as they may apply to historic motorsport.
- (b) The HMC is specifically charged with the responsibility for strategic planning and development of the Historic function and the development and monitoring of technical and sporting regulations.
- (c) Notwithstanding clause 1.3(b), when developing and monitoring technical and sporting regulations for Historic level speed events, the HMC must ensure that it

maintains consistency, where possible, with the technical and sporting regulations for other non-Historic speed events.

## **1.4 Functions**

- (a) The HMC will be required to attend to the following specific matters:
  - (i) Develop and maintain a Historic Motorsport Policy Statement setting out the philosophy governing Motorsport Australia's management of the Historic function and a vision for the future development of the function. The Historic Motorsport Policy Statement and any amendments proposed to it must be submitted for the approval of the Board;
  - (ii) Develop a Historic Motorsport Strategic Plan for consideration and approval by the CEO. The plan must identify and prioritise key issues on the business agenda of the HMC and must be updated at least annually.
- (b) The HMC shall consider and make recommendations to the CEO and Board as necessary regarding:
  - (i) The development, establishment and recognition of new automobile groups designed to cater for Historic automobiles within the Historic function. Once approved by the Board, the responsibility for maintenance of the technical regulations for each group of automobiles within the Historic function shall be the responsibility of the HMC;
  - (ii) Subject to the prior approval of the Board for the introduction of any new automobile groups designed to cater for historic automobiles, the maintenance, updating and amendment of the technical and sporting regulations set out in the "5th Category - Historic Cars' section of the Motorsport Australia Manual.
- (c) On developing the strategic plan the Committee shall take into the consideration the following:
  - (i) Compliance with the Historic Motorsport Policy Statement and all other policy requirements of Motorsport Australia and the FIA;
  - (ii) The needs of competitors, event organisers, promoters and officials;
  - (iii) The needs of venue operators;
  - (iv) Any requirements of government bodies and relevant legislation;
  - (v) Costs to participants and organisers including fees and other costs, to keep the Historic function attractive to existing participants, provide a reasonably priced entry point for new participants and to provide the appropriate contribution to Motorsport Australia;
  - (vi) The promotion of the Historic function to generate greater patronage and favourable public awareness and to stimulate existing and potential sponsors;
  - (vii) Eligibility, technical and safety issues and support for the administration of such issues by the Historic Eligibility Committee, the Historic Production-Based Eligibility Committee, the Technical Committee, the National Track Safety Committee and the Motorsport Australia Administration;

- (viii) Communications, with particular emphasis on the circulation of proposals, the seeking of comments and the circulation of decisions made;
- (ix) To work in partnership with promoters to establish the National Historic Motorsport Calendar.

# Schedule 6 – Diversity and Inclusion Committee

## 1.1 Background

The Development of a Diversity and Inclusion Strategy was highlighted as a key initiative in the 2020-2022 Motorsport Australia Strategic Plan. The Diversity and Inclusion Committee (the Committee) was formed to assist Motorsport Australia to achieve its aims relating to diversity and inclusion in the sport.

## 1.2 Role of the Committee

- Provide oversight and direction for the development and implementation of Diversity and Inclusion Strategy
- Advise the CEO on Diversity and Inclusion matters
- Identify and prioritise initiatives to improve equity, diversity and inclusion
- Provide advice on Diversity and Inclusion Policies and bringing existing policies into alignment with the Diversity and Inclusion Strategy
- Establish other working groups reporting to the Committee as necessary
- Advocate and raise awareness amongst staff of the value of individual responsibility for and contribution to equity, diversity and inclusion at Motorsport Australia

## 1.3 Membership and Meetings

- Membership is made up of Motorsport Australia staff. The staff of the Committee may change from time to time. As of February, 2022, it comprised the following staff members:

<b>Member</b>	<b>Title and Organisation</b>
Charlotte Hayes ( <b>Chair</b> )	Chief Financial Officer
Priyanka Chadha	National Participation Program Lead
Chantel Collins	State Administration and Participation Officer
Adelaid Hawkins	Digital Marketing Executive
Loren Hazelwood	Sponsorship Executive
Nicky Lennon	People and Culture Manager
Pravin Sinnan	Commercial Development Manager

- Meetings will be held via Videoconference as required by the Chair

## 1.4 Reporting

The Committee is an Advisory Committee to the CEO of Motorsport Australia. Recommendations made by the Committee are put forward to the CEO via the Chair.