

CHARTER

OFFICIALS REVIEW PANEL CHARTER



MOTORCYCLING NSW SUB-COMMITTEE CHARTER

Title: Sub-Committee Charter – Official’s Review Panel

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Next Review Date: January 2027

Responsible Persons: Motorcycling NSW Board

Authority: This document is a Charter made pursuant to the Motorcycling NSW Constitution. MNSW may unilaterally introduce, vary, remove, or replace this Charter at any time.

OFFICIAL'S REVIEW PANEL CHARTER

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1. Motorcycling NSW Structure and Role of Official's Review Panel

1.1. Purpose and Authority

The Official's Review Panel is appointed by the Motorcycling NSW (MNSW) Board to manage tasks delegated by the Board and to make recommendations to the Board in relation to the Panel's area of responsibility, including to:

- Contribute to the advancement of Officials' education, training, development, risk management and recognition
- Work with Motorcycling Australia (MA) and the National Officials Committee regarding the accreditation of MNSW Officials (applications and renewals)

The authority delegated by the MNSW Board to the Panel is set out in the MNSW Constitution and in this Charter and in any relevant MNSW Board resolution.

Any contract or engagement recommended by a MNSW Official's Review Panel can only be entered into by MNSW. MNSW Official's Review Panel do not have a delegated authority to contractually bind MNSW without the express written authority of the MNSW Board or MNSW CEO.

1.2. Role and Responsibilities of the Panel

A comprehensive list of the Panel's responsibilities is included in the Schedule of this Charter.

When undertaking these activities, the Panel has a responsibility to:

a. Relationship with Board and Office

- Maintain effective working relationships with the MNSW Board and MNSW Office.
- The Panel are accountable to the MNSW Board and MNSW CEO.
- The MNSW CEO will appoint an MNSW Staff Member to the Panel.

b. Panel Operations

- The Panel must uphold the values and principles of the organisation and are bound by the code of conduct.
- To perform their role effectively, each Panel member will obtain an understanding of the detailed responsibilities of Panel membership as well as the organisation's business, operations, and risks.
- All Panel recommendations are subject to ratification by the MNSW Board, unless the MNSW Board expressly determines (in writing) that a Panel decision will not be subject to ratification.

c. Duties of the MNSW Official's Review Panel

- The Schedule to this charter sets out matters, which the MNSW Official's Review Panel are responsible.

1.3. MNSW Official's Review Panel Structure

MNSW Official's Review Panel shall be no less than five (5) members and no more than seven (7) members, unless directly approved by the MNSW Board. The Panel will comprise of members of the MNSW Community including;



- Officials with an accreditation of Level 4 and
- Coaches with an accreditation of Level 2.

MNSW Official's Review Panel members are directly appointed by the MNSW board, from Expressions of Interest received each year. Nominations for all MNSW Official's Review Panel will be throughout each June/July, and any existing Panel members are required to reapply.

Applicants must hold a current Working with Children Check to be considered for appointment, to be provided to the MNSW Office upon (re)appointment.

1.4. Conduct of MNSW Official's Review Panel

The Panel are required to conduct all business in accordance with the MNSW Constitution, this Charter and in accordance with MNSW Board resolutions and organisational policies.

The MNSW Board and the MNSW Office is available to support MNSW Official's Review Panel. The Panel are encouraged to request any assistance they require.

MNSW Official's Review Panel, as appointees and delegates of the MNSW board, must represent MNSW generally and particularly MNSW's Constitutional objectives and principles.

2. Panel organisation and meetings

2.1. Elect a Chair

The Panel must Elect a Chair at the first meeting following the appointment of new members, in August each year, to preside over the Panel meetings.

The Chair will be the principal contact between the Official's Review Panel and the MNSW office and the MNSW board. The chair will also provide reports at the Delegates Meetings and for the MNSW Annual General Meeting.

2.2. Elect a Deputy Chair

The Panel must Elect a Deputy Chair at the first meeting following the appointment of new members, in August each year, and to fulfill the role of Chair when the elected Chair is unavailable to reside over the Panel meetings.

2.3. Elect a Secretary

Once a MNSW Official's Review Panel chair and deputy chair are delegated or elected, the MNSW Official's Review Panel must elect a secretary.

The secretary will be responsible for the following:

- Taking minutes of all Panel meetings, settling those minutes with all Panel members, and delivering those settled minutes to the MNSW office by email as soon as practicable after the conclusion of each meeting (no later than 7 days after each meeting).
- Promptly provide a copy of every document produced by, or on behalf of, the Panel in accordance with paragraph 5.1.

2.4. Meeting Schedule

The Panel must endeavour to meet monthly.

The chair is required to, at the first meeting of the newly appointment Panel, propose a schedule of meeting dates, that will be agreed to by majority vote and will make up the schedule of Panel meetings for the year

The Panel may, of course, meet more often, for example by email or by phone, in respect of any matter with which the MNSW Panel must deal urgently.

2.5. Quorum

The quorum for a valid Panel meeting is where at least half the members (rounded up to the next whole number) attend and participate in the meeting.

For Official's Review Panel constituted by 5 members, a quorum will be 3 attendees.

If a quorum is not achieved, the meeting must be postponed to a time when a quorum can be achieved.

2.6. Agenda

The Panel's secretary must, prior to each meeting, publish an agenda for that meeting to each Panel member so that they have sufficient notice of the matters to be considered at that meeting.

In preparing the agenda, the secretary should endeavour to ensure that the following matters are included in the agenda:

- The matters set out in schedule 1 to this policy, to the extent any of those matters are relevant for that meeting.
- Any new or existing items as determined or raised by Panel members

The agenda for each Panel meeting must be emailed to the MNSW office at the same time it is circulated to Panel members.

2.7. Minutes

All members of each MNSW Official's Review Panel must ensure that the following are included in the minutes taken by the secretary to allow the MNSW board and MNSW office to understand the matters discussed and the rationale for decisions recorded in the minutes.

The secretary must, within 3 days after each meeting, circulate draft minutes to all Panel members for corrections and comment and all Panel members must communicate to all other members, corrections, and comments within 2 days of receiving the draft minutes.

The secretary must, within a day or so of receiving corrections and comments on draft minutes, settle a final copy of the minutes and email that final copy to the MNSW office and passed onto the MNSW board.

3. Ratification, communication, publication, and authority at MNSW events

3.1. Ratification of MNSW Official's Review Panel Resolutions

A resolution of any MNSW Panel will be ratified by the MNSW board only when that resolution is published by the MNSW office, following ratification by the MNSW board will communicate the resolution either on the official MNSW website or by email to the Official's Review Panel.

If the MNSW board does not ratify a resolution of a MNSW Panel, the relevant Panel must re-consider that resolution having regard to the comments of the MNSW board.

3.2. MNSW Panel Internal Communication

Because of the wide geographic area covered by MNSW, MNSW Sub Committees/Panels may meet using digital services available and communicate by any means that are convenient. But any means of communication must facilitate the full involvement of all Panel members in the determination of any Panel resolution.

MNSW Panels may also make resolutions between scheduled formal meetings by circular motion, by email. Any such resolution must be recorded in the minutes of the next formal meeting.

3.3. MNSW Official's Review Panel Correspondence

Before sending any correspondence (whether by mail, email, social media or otherwise) to any MNSW member or any person outside MNSW, the MNSW Panel must give the MNSW office a draft for review or amendment and must not send or publish that correspondence until it is approved by the MNSW office.

The purpose of paragraph 3.3 is to ensure that MNSW maintains consistency in respect of its internal communications to MNSW members and stakeholders and to parties external to MNSW. The requirement is not intended to unreasonably constrain Panel members in their communications with others.

3.4. Email Address

The Panel are permitted access to a dedicated and official MNSW email address by request and may be monitored by MNSW office at the request of MNSW board. This email address remains the property of MNSW and its members.

Any misuse of the dedicated email address will prompt automatic suspension of access to this email and the MNSW board will review and decide on a course of action.

3.5. Social Media

Like all MNSW members, the Panel members must comply with both Motorcycling Australia and Motorcycling NSW Social Media Policy. Should Panel members identify an issue on social media, they should provide this to the MNSW CEO to resolve.

3.6. MNSW Official's Review Panel Members Authority at MNSW events

If you are not an appointed Key Official at any MNSW event you attend, you do not have any authority at that event simply by virtue of your membership of a MNSW Official's Review Panel. Of course, if the event Steward or Clerk of Course at the event asks for your input as a Panel member, you are encouraged to give that input. But the decisions of the Steward or Clerk of Course at that meeting are final, subject to the Manual of Motorcycle Sport.

4. MNSW Official's Review Panel Finances

4.1. MNSW Official's Review Panel Finance/Bank Accounts

The Official's Review Panel do not have the capacity to manage nor collect funds or have a bank account. All financial requirements will be met through the MNSW Office.

5. MNSW Official's Review Panel Records, Confidentiality, and solidarity

5.1. MNSW Official's Review Panel records

The MNSW Official's Review Panel must ensure the secretary promptly provides the MNSW office a copy of every document produced for, or on behalf of, the Panel. This is to ensure that MNSW maintains a coherent and organised record of the business of all MNSW Official's Review Panel so that MNSW's records are complete and accurate.

5.2. Confidentiality

Discussions between Panel members, the MNSW Board and MNSW Staff are confidential until published by the MNSW Office. Panel members are not authorised to access the personal information of MNSW members outside the scope of their role as authorised by this Charter; doing so may result in disciplinary action and / or removal from the Panel.

5.3. Solidarity & Panel Code of Conduct

You must respect and trust your fellow Panel colleagues and always abide by the MNSW Sub Committees Code of Conduct and all relevant MNSW & MA (Motorcycling Australia) Policies. You must continuously display an elevated level of integrity in the way you acquit your responsibilities as a Panel member.

Good governance of any Panel requires you to externally support all determinations of the Panel, which have been ratified by the MNSW Board, even if you voted against the Panel resolution or abstained from voting.

6. Conflicts

6.1. Conflicts of interest

Where an actual, potential, or perceived conflict of interest arises from a member(s) discharging Panel duties, declaration of the conflict must be made immediately to the Chair, reviewed at each Panel meeting and minuted.

The Chair, in consultation with the remainder of the Panel members shall determine the appropriate course of action to resolve or minimise the impact of the conflict.

7. MNSW General Meetings

7.1. Annual General Meetings

The Chair of each Panel must make every effort to attend the MNSW Annual General Meetings to deliver a report on the Panel activities during the preceding year. If the Chair is unavailable for the AGM (Annual General Meeting), the Deputy Chair will fulfill that role and if they are also unavailable, the Panel must do its best to appoint another representative to attend the AGM.

7.2. Delegates Meetings

The Panel must make every effort to ensure a representative of the Panel attends the MNSW Delegates meetings to deliver a report on the Panel activities during the reporting period.

8. Vacancies

The MNSW Board will make appointments to fill vacancies on the Panel created by a resignations or dismissal in accordance with the MNSW Constitution. Appointments will be from the time of appointment until the next yearly round of appointments. Panel members appointed into a vacancy can submit an expression of interest and reapply for the Panel.

Schedule: Responsibilities Of The Official's Review Panel

1. General Panel Guidelines:

- 1.1. To liaise with MA and the National Officials Committee via the nominated Panel Chairperson.
- 1.2. Contribute to the development of the Charter, Policies or Procedures toward the advancement of Officials education, training, and development.
- 1.3. When requested by MNSW, review race reports and other documentation submitted to the Panel.
- 1.4. Assist MNSW with dispute resolutions, as requested.

2. Accreditation Applications & Renewals

- 2.1. When requested by the MNSW Office, assess the suitability of Officials for upgrade of or renewing Level 3 accreditation referencing the National Officials Accreditation Scheme (NOAS).
- 2.2. To review and endorse Officials for recommendation of Level 4 accreditation upgrade or renewal to the National Officials Committee.
- 2.3. Provide letters of notification to Level 3 (Official) applicants of their success or otherwise for their application to upgrade (letters to be sent by the office).
 - 2.3.1. In the case of an unsuccessful Official's application, provide constructive feedback, guidance and towards achieving the accreditation upgrade.
 - 2.3.2. Review the performance and accreditation of Level 1, 2 and 3 officials who do not maintain the required expected standards of the Panel/MNSW.
 - 2.3.3. In the case of an underperforming Official, provide:
 - 2.3.3.1. constructive feedback and guidance,
 - 2.3.3.2. further practical opportunities to improve their skills, and
 - 2.3.3.3. ongoing practical mentoring.

3. Training

- 3.1. Review existing Official's training course content and resource material, providing feedback and recommendations to MNSW.
- 3.2. Identify, recruit, and recommend potential candidates for Official's training and to the MNSW.

4. Development

- 4.1. Identify, recruit, and recommend potential candidates for Official's development to MNSW.

5. Awards & Social

- 5.1. Review nominations for Officials for the MNSW annual awards.

6. Critical Incident Management & Training

- 6.1. Contribute to the development of critical incident procedures in consultation with MNSW.
- 6.2. Support MNSW and involved Officials in post incident briefing sessions and peer support initiatives.



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