

Motorcycle Expert Advisory Panel

Terms of reference

Purpose

The Motorcycle Expert Advisory Panel has been established to provide advice to the office of the Minister for Roads and Road Safety on issues relating to the use of all types of motorcycles in Victoria.

Objectives

The objectives of the Motorcycle Expert Advisory Panel are to:

- provide a forum for exchange of information between the motorcycling community, other stakeholders where appropriate, and the Minister (or his delegate),
- advise on trends in motorcycling in Victoria,
- contribute to the development of strategies, action plans and program guidelines; and
- provide advice on specific issues as requested.

Membership

The following positions form the Motorcycle Expert Advisory Panel:

- Independent Chair
- Secretariat and departmental support
- Senior Officer Victoria Police
- One member from Transport Accident Commission
- Seven regular members selected on the basis of their ability to represent a range of motorcycling interests and/or to contribute to the work of the Panel.

Members will be appointed at the discretion of the Minister.

Members will be appointed for a term of up to three years (or at the discretion of the Minister).

Secretariat services and departmental support will be provided by VicRoads Vehicle and Motorcycling Policy team.

Where a position becomes vacant, The Minister will appoint another person to the vacant position, and may seek advice from Motorcycle Expert Advisory Panel members regarding the appointment.

The Victorian Government is committed to diversity on its advisory bodies and will seek to meet the Government's target for equal representation of women.

Motorcycle Expert Advisory Panel may invite other individuals or organisational representatives to attend meetings, to make submissions or to participate on sub committees or other groups.

Chairperson

The Chairperson is appointed by the Minister and will undertake the role of chairing meetings of the Panel. The Chairperson has no other role and is not authorised to represent the Panel in the public arena. In the event that the appointed chair is unavailable for any meeting, VicRoads' Manager Vehicle and Motorcycling Policy will be delegated to this role.

Meetings

The Motorcycle Expert Advisory Panel is expected to meet four times per year. Meetings will be held during business hours. Additional meetings may be called by the Chairperson as needed.

A quorum of at least four regular members appointed by the Minister must be present for a meeting to proceed.

Agenda Items

Members may submit items for inclusion on the agenda prior to the agenda being distributed for the meeting.

Following this, members may seek the Chairperson's permission to include an item for general business at the beginning of the meeting.

The following will be standard agenda items at each Motorcycle Expert Advisory Panel meeting:

- Status of the road toll
- Report on motorcycle levy funding

Reporting structure and process

Motorcycle Expert Advisory Panel may establish sub-committees to develop advice on specific issues as required. Once the sub-committee reports back to the Motorcycle Expert Advisory Panel it will be dissolved.

Administrative support

Administrative support for the Panel will be provided by VicRoads' Vehicle and Motorcycling Policy team.

Where practicable, the agenda together with reports and documents that relate to a meeting of the Panel, will be forwarded to members a minimum of ten working days prior to the meeting.

Minutes will be kept of each meeting of the Motorcycle Expert Advisory Panel. Minutes from a meeting will be distributed to members prior to the next meeting.

The minutes of a meeting shall be submitted to members for ratification at the next meeting of the Panel.

Obligations of members

All members of the Motorcycle Expert Advisory Panel will:

- comply with the Panel's terms of reference;
- declare any areas of potential conflict of interest;
- only make public comments on meeting papers or on matters discussed at the Panel with the approval of the Minister's office (or after consultation with the Secretariat); and
- keep all other matters confidential.

Membership termination

Membership will be terminated where a member:

- resigns from the Panel
- fails to attend two consecutive meetings without providing apologies to the Chairperson
- breaches confidentiality or otherwise acts in a manner that warrants instant dismissal
- receives notice from the Minister.

Remuneration

Remuneration of members of the Motorcycle Expert Advisory Panel will be in accordance with the Appointment and remuneration guidelines for Victorian Government boards and statutory bodies and advisory committees.