

QRIC Stakeholder Reference Group - Charter

INTRODUCTION

The Queensland Racing Integrity Commission (the Commission) was established under the *Racing Integrity Act 2016* with the key purposes of maintaining public confidence in racing; ensuring the integrity of people licensed in the industry and safeguarding the welfare of all racing animals in the Thoroughbred, Harness, and Greyhound racing codes.

As part of the Commission's adoption of its new Regulatory Strategy and Framework 2021-2025, a key focus will be establishing and nurturing relationships of trust and confidence with stakeholders at all levels. By building these relationships, it will enhance the Commission's ability to promote voluntary compliance and engage with and educate the Queensland racing industry more effectively.

Therefore, the Queensland Racing Integrity Commission Stakeholder Reference Group (the QRIC SRG) will: ensure that stakeholder views are heard, understood, and properly considered; enhance the engagement between the Commission and key industry stakeholders; and provide learnings and advice where applicable.

CHARTER

This document, to be known as the Charter of the QRIC SRG, has been approved by the Racing Integrity Commissioner Shane Gillard, as the accountable officer of the Commission.

The QRIC SRG will continue for the period determined by the Commission.

The purpose of this Charter is to outline the role, responsibilities, composition and operating guidelines of the QRIC SRG.

GENERAL

The QRIC SRG provides the opportunity to discuss contemporary matters through the facilitation of an open forum where issues and opportunities are discussed with subject matter experts from within the Commission and the racing industry. It also provides opportunities for the Commission to share information which supports its strategic objectives. Consultation and collaboration, where appropriate, will assist the Commission and the Queensland Racing Industry to reach shared goals of creating a sustainable racing industry where the highest integrity is maintained, and animal care is imperative to success.

GUIDING PRINCIPLES

The following guiding principles will apply:

- The QRIC SRG will be a forum for the Commission to communicate topical messages and advice in a timely manner to key stakeholders from all codes in the Queensland Racing Industry.
- The QRIC SRG provides a mechanism for the Commission to pose ideas, discuss issues and to receive advice and feedback that informs stakeholders as they fulfil their individual and collective responsibilities.
- All members are welcome to bring forward issues of importance for consideration, examination, and debate to enhance knowledge and understanding of the group. Robust discussion is encouraged on issues of strategic importance to the Queensland Racing Industry.
- All members and attendees must respect the diversity of other attendees' background, views, and experience.

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- Members are encouraged to make suggestions or recommendations for the Commission's consideration and other relevant members where appropriate.
- The views of all attendees, regardless of position, are equally respected and valued.

ROLE

The primary roles of the QRIC SRG are to:

- Engage as 'One Industry' on matters of importance in relation to animal care and integrity.
- Deliver timely messages and facilitate discussions relating to the Commission's functions, vision, and strategic objectives to the Queensland Racing Industry.
- Advise on national and international trends and best practice in relation to animal care and integrity.
- Seek feedback on the Commission's current or proposed initiatives and activities.
- Educate members of the Commission's processes to ensure they efficiently and effectively support the operations and business of the Commission.
- Foster strategies and activities that promote a positive racing industry culture, whilst seeking to achieve the outcomes in the Commission Strategic Plan.
- Contribute constructively to discussion and express aspirations, opportunities and constraints that are of concern to the industry.
- Represent the voice of racing bodies and groups.
- Establish mutually productive relationships with other key Queensland racing stakeholders and bodies.

The QRIC SRG does not replace or replicate established management responsibilities and delegations of the Commission or industry stakeholders.

The QRIC SRG must always recognise that primary responsibility for management of the Commission rests with the Commissioner. Any recommendations, feedback or proposals made by the QRIC SRG will be taken into consideration by the Commission but will not be binding on the Commission.

MEMBERSHIP AND MEETINGS

Membership

- Members are appointed by the Commissioner (Chair).
- A maximum of three members will be internal to the Commission, not including the Secretariat.
- Members will have expertise and represent the industry body/group in which the member operates.
- Members are required to consult with their representative body to ensure that the views they express at the meeting are the views held by the body they represent i.e. rather than their own personal views.
- A person is ineligible to be a representative of the QRIC SRG if the person:
 - i. Is affected by bankruptcy action;
 - ii. Has a disqualifying conviction (as that term is defined in the *Racing Act 2002* (Qld));
 - iii. Is subject to an exclusion action under any control body's rules of racing; or
 - iv. Is disqualified from managing corporations, under the *Corporations Act 2001* (Cth) part 2D.6.

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- A QRIC SRG member must promptly notify the Chair in writing if at any time the representative is “ineligible”.

Current membership includes, but is not limited to, representatives from the following organisations/bodies:

- Racing Queensland
- Queensland Jockeys Association
- Australian Trainers Association
- Standardbred Association of Queensland
- Queensland Greyhound Breeders Owners and Trainers Association
- Breeders’, Owners’ Trainers’, Reinspersons’ Association
- Club representative/s from each code
- Individual participants
- Other interested parties

Chair

- The Chair will be the Commissioner of the Queensland Racing Integrity Commission (or delegate).
- Where the Chair is absent from a meeting, the Chair may delegate this role to another member.
- The Chair may remove a member from the QRIC SRG for any reason or none.
- The Chair may replace a member with another representative from the body/group of which they represent.
- The Chair may change the number of members appointed to the QRIC SRG in their absolute discretion.
- Invited guests are permitted at meetings at the request of the Chair.

Secretary

- A Secretariat function will be appointed by the Chair to facilitate the QRIC SRG meetings and reporting duties.
- The Secretariat, in consultation with the Chair, will prepare and send notices of meetings and agendas and accurately transcribe all decisions of the QRIC SRG.
- The Secretariat will forward a meeting pack, comprised of the agenda and submissions, to QRIC SRG members at least five business days in advance of the meeting date.

Decisions

- The QRIC SRG is a reference group, and not a formal decision-making entity. However, matters and issues raised at the QRIC SRG may better inform decision making by the Commissioner in respective areas of responsibility.
- The QRIC SRG considerations and recommendations should be based on good governance principles such as transparency, honesty, and accountability. It should allow for consideration of all aspects of an issue to ensure QRIC SRG members understand the

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strategic, operational, and legal implications of recommendations and ensure they are in line with government policy.

- QRIC SRG decisions should be reflective of the aspiration of best practice within the constraints of the Commission's operating environment.

Meetings and attendance

- The QRIC SRG will meet at least three (3) times per calendar year and the schedule of meetings will be agreed in advance.
- Additional meetings may be conducted at the discretion of the Chair.
- Urgent consideration of matters outside the QRIC SRG meeting cycle should be raised directly with the Chair or via the Secretariat.

Meeting Agenda

- The QRIC SRG should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant risks and threats.
- Notice of the date of a proposed meeting is to be provided to members at least 21 days prior to the meeting.
- Requests for agenda items are to be submitted to the Secretariat in writing at least 10 working days prior to the meeting. This gives the Chair the discretion whether to accept the item, defer it, or gather material in response to it.
- The agenda and relevant papers will be distributed to members at least five working days prior to the meetings.
- Items listed on the agenda may be supported by a submission in the approved format if necessary. Documents may be provided in place of formal submissions.
- Submissions of members in response to approved agenda items should be forwarded to the Secretariat for dissemination to QRIC SRG members at least three business days prior to the meeting date.
- The Chair is to approve additional agenda items, including items raised during the meeting.
- The agenda will be published on the Commission's website within 15 business days after each meeting.

Meeting Minutes

- Minutes of each meeting are to be finalised and distributed to members three business days after each meeting.
- A summary of meeting minutes will be published on the Commission's website within 15 business days after each meeting.

Ethical practices

- Members are required to declare to the Chair any interests that could constitute a real, potential, or apparent conflict of interest with respect to participation on the QRIC SRG. The declaration must be made on appointment to the Committee.

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- Real, potential, or apparent conflict of interests in relation to specific agenda items should also be declared to the Chair at the outset of each QRIC SRG meeting and be updated as necessary.
- Where a conflict of interest is confirmed to exist, the relevant submission should not be forwarded to the affected QRIC SRG member and the member should remove themselves from the meeting for that agenda item.

Member Conduct

QRIC SRG members must observe the highest standards of ethical behaviour and are expected to behave in a manner that is consistent with generally accepted procedures for the conduct of meetings at all meetings of the QRIC SRG. This will include, but is not limited to:

- Always acting professionally, respectful and courteous manner;
- Using judgement, common sense and tact in dealing with issues; and
- Being facilitative of other QRIC SRG members having a reasonable opportunity to put forward their views.

The Commission will publish a summary of the matters discussed at each QRIC SRG meeting on its website within 15 business days of each meeting and QRIC SRG members may discuss the matters contained in the summary outside of QRIC SRG meetings.

REVIEW OF THE CHARTER

The Charter will be reviewed annually by the QRIC SRG to ensure it remains consistent with the QRIC SRG's objectives and responsibilities.

APPROVAL OF THE CHARTER

The Queensland Racing Integrity Commission Stakeholder Reference Group Charter is approved by the Queensland Racing Integrity Commissioner.



Shane Gillard

Queensland Racing Integrity
Commissioner

Version Control Details

Version	Release Date	Author	Endorsed by:	Approved by:
1.0 - 2022	August 2022	Strategy and Governance	QRIC Stakeholder Reference Group	QRIC Commissioner