



TERMS OF REFERENCE

Establishment

The Racing Integrity Committee (the Committee) is established pursuant to Section 57(1) of the *Racing Regulation and Integrity Act 2024 (Tas)* (the Act).

Purpose

The primary purpose of the Committee is to safeguard the integrity of racing activities including greyhound, harness and thoroughbred racing within Tasmania. The Committee is tasked with providing oversight, advice and recommendations to the relevant racing authority in relation to integrity and welfare matters and the overall fairness of racing competitions.

Functions

The functions of the Committee are outlined in Section 58(1) of the Act. They include:

- To provide advice and make recommendations to Tasracing Pty Ltd (Tasracing) in relation to the administration and regulation of the racing industry.
- To provide advice and make recommendations to Tasracing in relation to the administration, registration and regulation of the operations of bookmakers.
- To provide advice and make recommendations to Tasracing in relation to its implementation of, and compliance with, standards for the Tasmanian racing industry that are made by the Tasmanian Racing Integrity Commissioner (Commissioner).
- To review any applications and other matters relating to licences and registration referred to the Committee by Tasracing and to give advice and make recommendations in respect of those applications and matters.
- To give advice, and make recommendations in relation to policies, procedures and guidelines of Tasracing that relate to its functions, having regard in particular to integrity in racing and animal welfare.
- To give advice and make recommendations to Tasracing in relation to the annual integrity plan, as prepared by Tasracing.

- To give advice and make recommendations to Tasracing in relation to the responsibilities and operations of the Tasracing Integrity Unit.
- To give advice and make recommendations to Tasracing in relation to, including to approve, the appointment and dismissal of stewards;
- To give advice and make recommendations to Tasracing in relation to, including to approve, dismissals and suspensions of racing officials.
- To give advice and make recommendations to Tasracing in relation to, including to approve, the appointment and dismissal of the Chief Racing Integrity Officer
- To consider and approve the winding-up or merger of registered clubs.
- To consider and approve any proposed authorisation by Tasracing for the application of a registered club's takings, receipts, profits or gains.

Reporting and Accountability

The Committee will keep full and accurate minutes of its proceedings.

In accordance with Schedule 3, Part 3, Clause 2 of the Act, the Committee is to provide a copy of those minutes to the Commissioner and Tasracing within 30 days after the date on which the meeting is held.

Members

Membership

The Committee consists of four members appointed by the Minister for Racing (Minister).

Section 57 of the Act makes provision for the eligibility of those members to be appointed.

Two of those persons will be from the Board of Tasracing, and two of those persons will not be from the Board of Tasracing (Independent Members).

In determining whom to appoint from the Board of Directors of Tasracing, the Minister, on the advice of the Department responsible for supporting the racing portfolio, will write to the Chair of the Board of Directors for Tasracing before the expiration of the members' terms seeking the Board's nominees.

The Chairperson should possess qualifications in sports law and/or business and be a person with significant experience in sports integrity related matters.

The Committee collectively should possess a broad knowledge of the racing industry, including its operational and regulatory aspects and demonstrate an understanding of integrity and ethical issues in sports.

Subject to the Act, the terms and conditions of appointment, including remuneration, are determined by the Minister. If a member, person supporting the committee, or member of the public has a concern with the eligibility of a member to hold office, then that person should report that concern to the Minister out of session and in writing.

Schedule 3, Part 2, Section 3 of the Act makes provision for the vacation of office by those members, including for when a member may be removed from office and what is to be done when membership is vacant.



Secretarial support will be given to the Committee by the Department responsible for supporting the racing portfolio.

Where a quorum is present, the Independent Member may step in as Deputy Chair in the absence of the Chair.

There are no proxies for members.

Roles and Responsibilities

Minister for Racing

The Minister will:

- Determine the remuneration of members
- Make recommendations to Cabinet regarding member appointments
- Determine whether to remove a member from Office.

Chair

The Chair is responsible for:

- Having a close understanding of the Act and other relevant legislation including the powers and functions of the Committee.
- Creating and maintaining the policies, processes, and procedures of the Committee in consultation with the Committee.
- Adhering to all Committee policies, including but not limited to these Terms of Reference, Conflicts of Interest, Code of Conduct and Confidentiality arrangements.
- Adequately preparing for and conducting meetings, including determining the agenda for each meeting to enable their timely documentation and distribution by the Committee's secretarial support.
- Transacting the business of the Committee.
- Facilitating discussions, the receipt of expert advice, and seeking consensus on decisions.
- With the assistance of the Committee, summarising the Committee's discussions and agreed actions in writing, and finalising the minutes from each meeting to enable their timely distribution by the Committee's secretarial support.
- Acting in the best interests of the Committee and the Tasmanian racing industry generally.
- Acting with the degree of care and diligence that a person is expected by the Minister to show in the role.

Members

Members are responsible for:

- Understanding the Act and the powers and functions of Committee.



- Adhering to all Committee policies, processes, and procedures including but not limited to these Terms of Reference, Conflicts of Interest, Code of Conduct and Confidentiality arrangements.
- Transacting the business of the Committee.
- Adequately preparing for, attending and participating in meetings.
- Reviewing, preparing, or maintaining documentation for the Committee.
- Acting in the best interests of the Committee and the Tasmanian racing industry generally.
- Acting with the degree of care and diligence that a reasonable person might be expected to show in the role.

Like the Chair, the other Members must demonstrate high standards of accountability and ethical behaviour.

Members are expected to give priority to attendance at normal meetings of the Committee and will be required to attend all meetings of the Committee unless there is a reasonable excuse for their non-attendance.

Members may be removed from office if they are absent from three consecutive meetings without, in the opinion of the Minister, a reasonable excuse.

Conflicts of Interest and Other Exemptions

A real conflict of interest occurs when there is a conflict between the duty and personal interests of a committee member(s) that improperly influences the member(s) in the performance of his/her/their duties.

A perceived conflict of interest occurs where it appears that a member(s) personal interest could improperly influence the performance of his or her duties but is not in fact the case.

Any member with a conflict of interest regarding a particular issue or agenda item must declare that interest prior to the commencement of related discussions.

A member may, at any time, excuse themselves from being involved in discussions on an issue or agenda item for personal reasons.

The quorum of the Committee is three (3) members. The effect of conflicts of interest may be that the Committee cannot decide an issue. Conflicted members should consider resigning from the Committee.

Conduct

Members are expected to undertake their duties with care and diligence and to:

- Treat all members, guests and the Committee's secretarial support with respect, and value all contributions;
- Respect the confidentiality of papers produced for the Committee and the discussions that take place and not inappropriately use this information; and
- Disclose any actual or perceived conflict of interest prior to, and at, each meeting.



Remuneration

The Committee is sized as F1 – Special Regulatory under the Tasmanian Government Board Fee Policy. The sitting fees for members are determined by the Minister and are to be paid in accordance with the Sizing Statement.

Sitting fees include normal preparation time for meetings.

For out of session work equating to more than three hours, members may claim the sitting fee.

Expenses

Members can be reimbursed for any reasonable approved expenses incurred because of their role on the Committee, including:

- Travel and/or accommodation costs if official business requires the member to be away from their home location and access via technology is not otherwise possible
- Parking expenses
- Meals
- Other out-of-pocket incidental expenses

Approval from the Committee Secretariat for reimbursement needs to occur prior to the expenditure being incurred. The Committee Secretariat may provide alternative options to reimbursement, for example, provision of a government vehicle for travel and accommodation booked and paid for directly by the Department of Natural Resources and Environment Tasmania.

Receipts are required for all reimbursements.

Meeting and Administrative Arrangements

Frequency

The Committee will meet monthly with meetings held in person or online (Microsoft Teams) as appropriate.

Meetings are generally held during business hours, for up to half a day unless members agree to alternative arrangements.

The Chair can call additional meetings with the agreement of all members.

There may be occasions where the timing of meetings requires out-of-session consideration of issues or questions.

Out-of-session consideration can be via email and online (Microsoft Teams).

Business Rules

The Chair and Committee Secretariat are to meet approximately ten (10) business days ahead of each meeting to draft the meeting agenda.

Meeting papers, if any, will be circulated at least five business days prior to the meeting.

Additional papers may be tabled for discussion at the meeting with the agreement of the Chair and Committee Secretariat.



Meeting agenda are structured to ensure there is time for discussion but also to ensure that members' perspectives are fully understood.

A quorum of three members will constitute a meeting of the Committee.

The Chair has a deliberative vote and, if equality of votes, the casting vote.

The Committee can advise itself and seek expert advice.

The Committee will prepare, agree, and maintain a standard operating procedure, to which it will adhere.

Committee Secretariat

Secretarial support to the Committee will be provided by the Department supporting the racing portfolio.

The Committee Secretariat is responsible for:

- Consulting with the Governance Branch (or equivalent) of the Department supporting the racing portfolio before commencing appointment processes for members.
- Induction of new members with the assistance of the Committee.
- Supporting efficient operations of the Committee, including:
 - In consultation with the Chair, scheduling meetings at times suitable for members
 - In consultation with the Chair and Members, developing agenda
 - Assisting the Committee in work planning and evaluation activities
 - Preparing minutes and monitoring action items arising out of meetings
- Arrange for approval of the payment of fees (if relevant) and reimbursement of members out-of-pocket expenses on application by the Committee
- Distributing advice, recommendations, approvals, or correspondence on behalf of the Committee.
- Making professional advice available to the Committee as needed.
- Keeping/managing appropriate records in line with agency and archive record keeping requirements

Other administrative arrangements

The Secretary of the Department supporting the racing portfolio may determine administrative arrangements from time to time on matters related to the operation of the Committee, including:

- Policy in relation to reimbursement of reasonable out-of-pocket expenses of members
- Guidelines for members in relation to conduct and participation, in consultation with the Minister.
- Processes to support the selection and appointment of members
- Arrangements to assist the effective operation of the Committee



Performance Review of the Committee

To ensure that the Act's objectives are being met, the Chair will initiate an annual review of the performance of the Committee.

The performance review may be in the form of a self-assessment, or undertaken by an independent party, with additional input to be sought from relevant internal and external stakeholders, including the Committee Secretariat and secretarial support.

The results of the review will be recorded in writing and provided to the Minister for Racing through the Department responsible for supporting the racing portfolio within one month of the end of each calendar year.

Review of Terms of Reference

The Committee is to arrange for a review of the Terms of Reference every three years and or as and when required on or before their creation.

Version Control

Version	Date	Approved
1.0	1 February 2028	

