

## Industry Consultative Group (ICG) – Terms of Reference

### 1. Introduction

The Board of Greyhound Racing Victoria (GRV Board) recognises that consultation with our industry participants is vitally important to the long-term sustainability of the sport of greyhound racing. According the Board and GRV have established a variety of channels to consult with stakeholders. For the purpose of the Board consulting with the industry, the Industry Consultative Group (ICG) has been established to be its pre-eminent consultation body to enable the Board to engage, consult and communicate with stakeholders within the sport.

These Terms of Reference set out the ICG's purpose, objectives, authority, responsibilities, composition and tenure, and reporting and administrative arrangements.

### 2. Purpose

The ICG assists the GRV Board to undertake its responsibilities under the *Racing Act 1958* to control the sport of greyhound racing by providing independent and objective advice and assistance on matters that are referred to the ICG by the Board.

### 3. Objective

The objective of the ICG is to assess and to provide independent advice and assistance to the GRV Board on issues of significance affecting the sport of greyhound racing.

### 4. Roles and responsibilities

The ICG is not a policy making body, nor does it have any decision-making or substantive executive function in its own right.

The role of the ICG includes:

- Providing advice and input on matters referred by the GRV Board.
- Identify, assess and raise emerging issues within the sport and the provision of advice regarding these issues.
- Assisting the GRV Board to understand emerging risks which may impede the Board from achieving its goals and objectives.
- Assist participants and Clubs achieve a greater understanding of the issues, including social and community factors facing the sport and the need for change to address these issues.
- Assist with the dissemination of information, including the rationale of GRV Board decisions.
- Perform other activities related to this Terms of Reference as requested by the GRV Board.

All members are expected to place the success and sustainability of the sport of greyhound racing at the forefront of their considerations and decisions.

Notwithstanding the requirement for committees to provide advice to the Board, the Chair of the ICG will work with the Chairs of the other GRV Board committees to minimise any duplication of effort between the committees.

## **5. Composition and tenure**

The ICG will consist of at least 10 and no more than 15 members. The GRV Board will appoint ICG members, having regard to ensuring that the ICG has appropriate experience and diversity across the following areas:

- A nominee of the Greyhound Owner Trainer Breeder Association (1)
- Greyhound Racing Clubs – preferably one metropolitan and one regional representative (2)
- Greyhound Racing Sport Participants (9)
- the GRV Board (2)
- Animal welfare or veterinary industry (2)
- A representative from the Greyhounds Clubs Victoria (GCV) Executive (1)

\* (maximum per area)

The Chair will be a member of the GRV Board.

Members will be appointed to the ICG for a 12 month period with membership to be reviewed annually. Members are eligible for reappointment. Membership will be confirmed annually by the GRV Board.

To ensure the composition of the ICG includes the necessary skills and experience to discuss all issues referred by the Board, the Board and ICG Chair are able to co-opt registered participants to the ICG to contribute to the discussion of specific matters.

## **6. Invitees**

Other invitees (including Greyhound Racing Victoria staff) may attend meetings by invitation of the ICG Chair. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights.

## **7. Meetings**

The ICG will meet 4 times per year with additional meetings as determined by the Chair.

A quorum will be more than half the members. In the Chair's absence from a meeting, the Board will select a Chair for that particular meeting, being a director, GRV Executive or an ICG member.

All members are expected to attend each meeting in person, or through other approved means, such as teleconference or video conference. Members may not send a proxy to a meeting.

All meetings are to be minuted and actions arising address and implemented in accordance with the recommendations of the Committee.

The notice and agenda of a meeting will include relevant supporting papers.

## **8. Voting**

In the context that the body is an advisory body, any matters requiring decision will generally be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. Where there is no clear consensus on an issue, the Minutes will reflect the varying views of members.

## **9. Conflicts of Interest**

As a standing agenda item, at the beginning of each meeting, members are required to declare any potential or actual conflicts of interest that may apply to specific matters on the meeting agenda. Where required by the Chair, a member shall be excused from the meeting or from the ICG's consideration of the relevant agenda item(s). Details of potential or actual conflicts of interest declared by members, and of any action taken in response, shall be appropriately minuted.

## **10. Confidentiality**

Members must not publicly comment on matters pertaining to the activities of the ICG, other than as authorised by the Chair.

## **11. Ethical practices**

All members must act ethically, respectfully, independently and objectively as members of the ICG.

## **12. Secretariat**

Secretariat support is provided by Greyhound Racing Victoria. The secretary will assist the Chair to develop and distribute agendas, papers and minutes.

## **13. Reporting to the Board**

The Chair is to report to the GRV Board following each ICG meeting. Such reporting may be by distribution of a copy of the minutes, supplemented by other necessary information, including recommendations suggesting GRV Board action and/or approval.

## **14. Reviews**

The ICG Terms of Reference shall be reviewed at least every 2 years. This review shall include consultation with the ICG members. Any substantive changes to the Terms of Reference shall be formally approved by the GRV Board.

Next Review December 2023