



## **DRAFT CHARTER**

### **HARNESS RACING ADVISORY COUNCIL**

#### **1. Introduction**

- 1.1. The Council will be called the Harness Racing Advisory Council (HRAC).
- 1.2. The HRAC is a body established under s44B of the Racing Act 1958.
- 1.3. The HRAC is established by the Board of Harness Racing Victoria (HRV) in accordance with s44B(1) of the Racing Act 1958.
- 1.4. The members of the HRAC are appointed by the Board of HRV.
- 1.5. The Board must consult the Minister for Racing before appointing a person to be a member of the HRAC.

#### **2. Composition**

- 2.1. The HRAC shall comprise 2 members of the HRV Board.
- 2.2. One of the HRV Board members shall be appointed Chair.
- 2.3. The HRAC shall comprise up to 7 members who are nominees of organisations or persons who are representatives of the Victorian harness racing industry.
- 2.4. The industry bodies referred to in clause 2.3 are:
  - Association of Victorian Country Harness Racing Clubs (Clubs)
  - Harness Breeders Victoria (Breeders)
  - Victorian Harness Racing Sports Club (Owners)
  - Victorian Harness Racing Trainers and Drivers Association (Licensees)
  - Victorian Square Trotters Association (Trotters).
- 2.5. The HRAC shall comprise up to 2 members who have experience or interest in the Victorian harness racing industry.
- 2.6. The Chair may, from time to time, invite subject matter experts to add to discussion at a HRAC meeting.

#### **3. Process of appointment**

- 3.1. The HRV Board will nominate the 2 members referred to in clause 2.1.
- 3.2. Each of the industry bodies listed in clause 2.4 may nominate a representative to fill the 5 of the 7 positions referred to in clause 2.3.
- 3.3. Selection of the remaining 2 members referred to in clause 2.3 will be through an expression of interest process and selection by the Board.
- 3.4. Selection of the 2 members referred to in clause 2.5 will be through an expression of interest process and selection by the Board.
- 3.5. The Board will establish a selection committee for this purpose.

- 3.6. The selection committee will recommend appointments to the HRV Board following consultation with the Minister of Racing.
- 3.7. The Board may appoint a person to fill a casual vacancy, having regard to the composition of the Council specified in clause 2, should a member's position become vacant during the member's term of office.
- 3.8. A person who is subject to any form of disqualification by any Controlling Body, Principal Racing Authority or equivalent racing regulatory authority is not eligible to be a member of the HRAC and any member who becomes disqualified during their term of office will cease to be a member.

#### **4. Term/Remuneration**

- 4.1. A member of the HRAC is appointed for the period and subject to the terms and conditions specified in the instrument of appointment.
- 4.2. The term of appointment is for two years.
- 4.3. A member of the HRAC is entitled to be paid travelling and other allowances that the Board determines.

#### **5. Functions**

- 5.1. The functions of the HRAC are set out in s44BA of the Racing Act 1958.
- 5.2. They include:
  - Advise the Board on matters concerning harness racing;
  - Facilitate consultation between the Board and harness racing participants;
  - Consider any matter referred to it by the Board.

#### **6. HRAC Meetings and Process**

- 6.1. The HRAC will meet quarterly (at least 4 times per calendar year).
- 6.2. The Chair of the HRAC may also convene *ad hoc* meetings as required or if requested by the Chair of the HRV Board.
- 6.3. A quorum for a meeting shall be at least 51% of HRAC members and so long as there is a majority of independent members (that is, members who are not members of the HRV Board). For clarity, if the HRAC comprises 11 members, a quorum is 6, of which at least 4 must be independent members.
- 6.4. The HRAC must cause minutes of all HRAC meetings to be made and retained.
- 6.5. The HRAC Chair may invite any member of HRV management or staff to attend HRAC meetings as observers to support the effective conduct of the HRAC.
- 6.6. A person approved as an alternate member is subject to the same duties and responsibilities as the appointed member.

#### **7. Reporting**

- 7.1. The HRV Board must report on the activities of the HRAC in each year's Annual Report to Parliament.
- 7.2. The HRAC will report regularly (at least quarterly) on HRAC activities to the HRV Board.

## **8. Directions**

- 8.1. In accordance with s44BA(3) of the Racing Act 1958, the Board is required to issue general directions (which must be published on the HRV website) for the operations of the HRAC. This Charter fulfils such purpose.
- 8.2. Apart from its functions as listed in clause 5.2 the HRAC is required to consult with representatives of the harness racing industry bodies as listed in clause 8.3, at least twice a year.
- 8.3. The industry bodies referred to in clause 8.2 are:
- Association of Victorian Country Harness Racing Clubs (Clubs)
  - Harness Breeders Victoria (Breeders)
  - Victorian Harness Racing Sports Club (Owners)
  - Victorian Harness Racing Trainers and Drivers Association (Licensees)
  - Victorian Square Trotters Association (Trotters)
- 8.4. Such meetings between the HRAC and the bodies referred to in clause 8.3 shall have an agenda agreed seven (7) days in advance of the scheduled meeting as well as minutes of the meeting being prepared.
- 8.5. The HRAC may meet with other representative bodies as it sees fit.

## **9. Amendments to the Charter**

- 9.1. This Charter will be reviewed bi-annually, but may be amended by the HRV Board at any time.

## **10. Review**

Approved: 17 December 2015  
Reviewed: December 2016  
To be reviewed: December 2018