



EQUESTRIAN
AUSTRALIA



VI.0 DATED
1 MARCH 2023

NATIONAL INTEGRITY COMMITTEE CHARTER

Prepared by: National Integrity Manager
Approved By: EA Board
Next review date: 1 March 2024



National Integrity Committee Charter

Version	One (1)	Effective Date	1 March 2023
Last Reviewed	1 March 2023	Scheduled Review	1 March 2024
Supersedes	All previous Policies and/or Statements		
Approved by	Board of Equestrian Australia	Date Approved	1 March 2023

1. Introduction

- 1.1. Equestrian Australia and its Branches have an obligation to protect and maintain the integrity of Equestrian sports in Australia as well as the health, safety and well-being of its members.
- 1.2. Equestrian Australia is committed to the highest standards of conduct and ethical behaviour in all of its activities, and to promoting and supporting a culture of honest and ethical behaviour, as well as best practice corporate governance and child safeguarding.
- 1.3. Integrity encompasses all of the elements needed to preserve what is intrinsically valuable about Equestrian and to uphold the principles of safety, fairness, and inclusion. Furthermore, the organisation needs to ensure that it complies with both internal and external rules, regulatory requirements and laws in an ethical and responsible manner to ensure the efficient governance of the sport.

2. Purpose, Role and Responsibility

- 2.1. The purpose of the National Integrity Committee (the Committee) is to assist the Equestrian Australia Board of Directors in fulfilling its oversight responsibilities relating to the integrity of the sport and the organisation.
- 2.2. Specifically, the role of the Committee includes;
 - a) Working with FRAC to ensure risk controls are in place to minimise integrity risks in equestrian sport including overseeing the integrity framework;
 - b) Advising on specific Integrity matters (as required and or identified as part of the risk register and would likely include matters before the Courts or independent Administrative Tribunals etc)
 - c) Advising on proposed Child Safeguarding initiatives or Redress matters;
 - i. Considering recommendations and acknowledging actions from the National Safeguarding Working Group
 - d) Advising on Integrity policy matters (eg, stance on Independent anti-doping testing, wagering sponsorships, etc)
 - e) Proposing rule and policy changes as required, including to the National Integrity Framework.
 - f) Assisting with communication and messaging to members.
 - g) Assisting in formulating tribunal panels where required.
 - h) Identify key strategic partnerships that will assist with developing initiatives to complement and or improve the complaints management process.



- i) Issues that impact on the organisation's performance and reputation; and
- j) Other related matters affecting the integrity of the organisation and sport such as but not limited to:
 - i. The organisation's privacy practices
 - ii. The probity of stakeholders associated with the organisation; and
 - iii. The ethical behaviours and culture of the members, volunteers and others involved in the sport.

The existence of the committee does not imply the fragmentation or diminution of the role of the board to ensure the governance of Equestrian Australia's integrity and compliance requirements.

3. Authority

- 3.1. Pursuant to the Equestrian Australia constitution, the board authorises the Committee, within the scope of their duties and responsibilities set out in these terms of reference to:
- a) Perform the activities required to address its responsibilities and make recommendations to the board;
 - b) Proactively consider and make recommendations to the board on policy, risk and reporting requirements in relation to:
 - i. Member Protection Policy;
 - ii. Child Safeguarding Policy;
 - iii. Improper Use of Drugs & Medicines Policy;
 - iv. Anti-Doping Policy;
 - v. Privacy practices; and
 - vi. Probity issues facing the organisation.
 - c) Reporting and advising the board on conduct matters that may bring Equestrian into disrepute;
 - d) Overseeing integrity agreements with betting operators;
 - e) Overseeing the relationships with law enforcement agencies and regulatory bodies in relation to integrity and ethical decision making;
 - f) Maintain oversight of integrity related intelligence gathering processes and the enforcement of sanctions imposed on a person under the frameworks, policies and rules of Equestrian Australia;
 - g) Maintain oversight of Equestrian Australia's compliance with Sport Australia and Sport Integrity Australia integrity governance principles. This includes following the Sport Australia guidelines for directors and leaders of sporting organisations by developing an effective integrity framework governing:
 - i. Anti-doping policies and education initiatives;
 - ii. Illicit drugs policies and education initiatives;
 - iii. Match-fixing policies and education initiatives;
 - iv. Member Protection policies and education initiatives; and
 - v. Child Safeguarding policies and education initiatives

The Committee shall have access to management and information it considers relevant to its responsibilities under the terms of reference.



4. Membership

- 4.1. In accordance with the Equestrian Australia constitution and by-laws the Committee derives its authority from the Equestrian Australia Board and the board shall appoint and remove the members of the Committee.
- 4.2. The Committee will consist of:
 - a) At least one director of the Equestrian Australia Board;
 - b) One Sport Discipline representative (elected by the Chairs of the Discipline Committees, ratified by the EA Board)
 - c) The Equestrian Australia Manager responsible for integrity; and
 - d) Minimum two external, independent representatives with the relevant skill set.
- 4.3. Chair - The directors of Equestrian Australia shall propose and appoint the Chair of the Committee. The Chair of the board cannot also be Chair of the Committee.
- 4.4. Where necessary, all executive and management personnel will be invited to leave the meeting to allow the committee to have a closed session.
- 4.5. The CEO, Chair of the FRAC and Chair of the EA Board may attend meetings by invitation but have no voting rights.
- 4.6. Membership of the Committee will be reviewed annually, and members are eligible for reappointment. Membership of the Committee is to be confirmed annually by the board in alignment with the annual general meeting.

5. Induction and Education

- 5.1. The board is responsible for providing new Committee members with an appropriate induction program and ongoing educational opportunities.
- 5.2. All committee members are required to complete the following Sport Integrity Australia eLearning courses:
 - a) Anti-Doping Fundamentals Course or the Annual Update Course;
 - b) Child Safeguarding in Sport Induction;
 - c) Competition Manipulation and Sports Betting; and
 - d) Decision Making in Sport.

6. Meetings

- 6.1. The Committee will meet at least quarterly and or as required
- 6.2. All Committee members are required to attend meetings via teleconferencing or online video conferencing.
- 6.3. The notice and agenda of a meeting will include relevant supporting papers.
- 6.4. The Committee may invite other people to attend a meeting as it sees fit based on a specific scope or skill set as required for the meeting. Further, the Committee may seek any information it considers necessary to fulfil its responsibilities.



7. Quorum

- 7.1. A quorum will be more than half the members. In the Chair's absence from a meeting, the members present will select a Chair for that particular meeting.

8. Voting

- 8.1. Any matters requiring a decision will be decided by a majority of votes of members present.

9. Conflicts of Interest

- 9.1. Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from the committee discussions on the issue where the conflict exists and excluded from any vote.

10. Secretariat Duties

- 10.1. The Equestrian Australia Manager responsible for integrity or their delegate is the Committee secretary.
- 10.2. The secretary will assist the Chair in developing and distributing agendas, papers, minutes and the calendar.

11. Minutes

- 11.1. Minutes of the meeting shall be prepared, approved by the Chair and circulated to the members within a week of a meeting. The minutes must be ratified at the next meeting of the committee and signed by the Chair at the next meeting.

12. Reporting

- 12.1. The Chair of the Committee will report to the board quarterly and or as required.
- 12.2. The National Safeguarding Working Group will report to the Committee prior to the quarterly meetings and or as required.

13. Reviews

- 13.1. The terms of reference and composition of the Committee will be reviewed annually and reconfirmed at the first meeting of the new calendar year.