

Policy – Submissions and Decision-Making

1. Purpose

The New Zealand Trainers Association (NZTA) is recognised as the representative body for licensed racehorse trainers in New Zealand and is regularly invited to provide submissions on matters affecting the racing and training industry.

The purpose of this policy is to establish a clear and consistent process for the Executive Committee when considering, developing, and approving submissions made on behalf of NZTA.

This policy aims to ensure that NZTA submissions:

- are developed through a transparent and consistent decision-making process;
- reflect the collective knowledge and experience of the Association where practicable;
- represent the interests of trainers and the wider racing industry in a responsible and constructive manner; and
- support the objects of NZTA as set out in the Constitution.

2. Scope of Submissions

NZTA submissions will normally relate to matters that directly affect:

- licensed trainers;
- the operation and sustainability of the racing industry;
- regulatory frameworks governing racing participants; and
- animal welfare, safety, and operational matters relevant to trainers.

The Executive Committee may determine to prepare submissions:

- in response to formal consultation processes; or
- on matters of significance to the industry where NZTA considers it appropriate to provide input.

NZTA will generally avoid taking positions on broader political, social, or economic matters that do not directly relate to the objects of the Association as set out in the Constitution.

3. Development of Submissions

Where NZTA is invited to make a submission, the matter will normally be considered by the Executive Committee.

The Executive Committee will determine:

- whether NZTA will make a submission
- the general position or key issues to be addressed
- the person or group responsible for preparing the draft submission.

Where appropriate, the Executive Committee may seek input from branches or members prior to finalising a submission.

Where submission deadlines do not allow consideration at a scheduled meeting, the President may circulate the matter and any draft submission to Executive Committee members for consideration and approval by electronic communication.

The National Secretary will retain a record of submissions made on behalf of NZTA.

The Executive Committee may determine that NZTA will not make a submission where:

- the issue does not clearly fall within the interests or objects of the Association; or
- there is no reasonably identifiable position that can be expressed on behalf of the membership.

4. Establishment of Sub-Committees

The Executive Committee may establish sub-committees to assist with the preparation of submissions or to consider specific issues affecting the industry.

Sub-committees may be established where:

- an issue requires detailed consideration or specialist knowledge;
- consultation with affected branches or industry participants is required; or
- the issue is complex or potentially contentious.

Sub-committees operate under the authority of the Executive Committee and are advisory unless specific authority is delegated.

Sub-committees may not make submissions or public statements on behalf of NZTA unless authorised by the Executive Committee.

Consistent with the NZTA Constitution, sub-committees may include individuals who are not members of NZTA where their expertise would assist the work of the committee.

5. Terms of Reference for Sub-Committees

Where a sub-committee is established, the Executive Committee will approve Terms of Reference for that sub-committee.

The Terms of Reference should specify:

- the purpose and scope of the sub-committee;
- the matters or issues to be considered;
- the membership of the sub-committee;
- the chairperson;
- reporting requirements to the Executive Committee; and
- the timeframe for completing the work.

Sub-committees must ensure that any recommendations or draft submissions are consistent with the objects and purposes of NZTA as set out in the Constitution.

6. Submissions Involving Potential Branch Conflict

Where a submission relates to matters that may be contentious between branches or regions, the Executive Committee may establish a sub-committee to consider the matter and seek a consensus position.

Such a sub-committee will normally include:

- the National President (Chair)
- the Vice President – North Island
- the Vice President – South Island
- Branch Presidents from any branches directly affected by the issue.

The purpose of this sub-committee is to ensure that affected branches are appropriately represented and that all relevant perspectives are considered.

7. Decision-Making within Sub-Committees

Sub-committees will seek to reach decisions by consensus wherever possible.

Where consensus cannot be achieved, decisions will be determined by a majority vote of the members of the sub-committee.

Consistent with the NZTA Constitution, the Chair of the sub-committee will have a normal vote and, in the event of an equality of votes, a casting vote.

If the Chair considers that a clear national position cannot reasonably be determined, the matter may be referred back to the Executive Committee for further consideration, including the possibility that NZTA may decline to make a submission.

8. Final Approval of Submissions

Unless specifically delegated otherwise, all submissions made on behalf of NZTA must be approved by the Executive Committee prior to submission.

Where urgent timeframes apply, approval may be provided by Executive Committee members through electronic communication.

Meetings considering submissions must meet the quorum requirements set out in the NZTA Constitution.

9. Representation of Members

NZTA represents a broad membership across the racing industry and members may hold differing views on policy or regulatory matters.

Submissions made by NZTA represent the considered view of the Executive Committee, informed by consultation where practicable.

Individual members or branches remain free to make their own submissions expressing alternative views.

Where significant differences of opinion exist within the membership, NZTA submissions may focus on practical industry impacts or implementation considerations rather than advocating a single policy position.

In developing submissions, the Executive Committee will act in good faith to represent the interests of NZTA members and the racing industry as a whole. However, NZTA submissions are not intended to represent the individual views of every member, and unanimous agreement of the membership is not required before a submission is made on behalf of the Association.

10. Conflicts of Interest

Conflicts of interest relating to submission decisions must be disclosed and managed in accordance with the conflict-of-interest provisions contained in the NZTA Constitution.

Members with a material interest in a matter must not participate in decision-making on that matter.

11. Consistency with Constitution

This policy is intended to support the effective operation of NZTA and must be interpreted consistently with the NZTA Constitution.

In the event of any inconsistency between this policy and the Constitution, the Constitution will prevail.

12. Policy Review

This policy may be reviewed by the Executive Committee from time to time to ensure it remains appropriate for the governance and operation of the Association.