

DOGS NSW

TERMS OF REFERENCE

GOVERNANCE FRAMEWORK WORKING PARTY



1. Purpose/Background

The Governance Framework Working Party (GFWP) has been established to conduct a comprehensive review of DOGS NSW's governance framework. It has been many years since the Articles was amended, and most of the work around regulation change is reactive, as an adjunct to, and not always comprehensive (i.e linked to co-dependent regulations).

The primary goal of the GFWP is to ensure that the Constitution (Articles of Association) Regulations, organisational policies, guidelines and committees (holistically) remain fit for purpose, transparent, and are aligned with modern governance standards, legislative requirements and DOGS Australia. This work aligns to the recently launched DOGS NSW Strategic Plan 2026-2030.

2. Scope of Work

The Working Party is tasked with:

- **Document Review:** Evaluating the current DOGS NSW Constitution and Regulations to identify inconsistencies, ambiguities, or outdated practices. To review the committee governance, purpose and structures to assess whether they are meeting and delivering the requirements of a modern DOGS NSW. It also includes review of existing (amendments) and new proposed Affiliates/Associate Affiliates Constitutions as they are submitted for Board approval, ensuring that any overarching governance changes are reflected in Affiliate Constitutions.
- **Structural Alignment:** Ensuring the governance framework supports the efficient operation of the Board, its Committees and Affiliates, the Disputes Assessment/Judicial Panels and other areas of DOGS NSW business operations (e.g. supporting the Board with any organisational review (people, processes and structures) ensuring they align with DOGS NSW goals.

- **Compliance:** Ensuring all governing documents comply with relevant State and Federal legislation and DOGS AUSTRALIA regulations.
- **Recommendations:** Drafting proposed amendments and/or new policies as required for Board consideration and eventual member approval via Special Resolution if/when required.

3. Key Responsibilities

- Conducting a systematic, section-by-section review of DOGS NSW governance (including Affiliates when seeking amendments or newly formed).
- Consulting with relevant stakeholders and/ or legal experts where specialised input is required.
- Simplifying complex regulations into "plain English" to improve member accessibility and understanding.
- Ensuring any co-dependent regulations are updated and appropriately referenced.
- Development of new regulations/policies or guidelines as required, including in response to emerging issues or legislative changes.
- Providing regular progress reports and a final recommendation paper to the Board.

4. Membership & Composition

- The Working Party shall consist of no more than 7 members, not including the Chairperson who is appointed by the Board.
- Members are selected based on their analytical and governance skills, understanding of organisational structure, and commitment to the long-term integrity of DOGS NSW.
- Members will provide secretariat services to the GFWP (shared responsibility).

5. Meetings

- **Frequency:** The Working Party will meet monthly or as required (ad hoc) to meet project deadlines, via face to face and ZOOM/Teams platforms.
- **Quorum:** A minimum of 5 of members and Chair must be present to formalise recommendations.
- **Documentation:** Minutes of all meetings and records of deliberations must be maintained and submitted to the Board as requested.

6. Authority & Limitations

The GFWP is an **advisory body** only. It has the authority to research and draft recommendations but does not have the power to amend the Constitution or Regulations

independently. All proposed changes must be ratified by the Board and, where required, the voting membership.

7. Timeline

The Working Party goal is to deliver its initial findings/draft report by **May 2027** with a final review completed two weeks prior to the Annual General Meeting in 2027. This timeline may be subject to change as required.