

Racing Queensland Limited

FORMS POLICY

DATE POLICY WAS MADE

This policy was made on 1 July 2010.

COMMENCEMENT DATE

This policy comes into effect on 1 July 2010.

PURPOSE

The *Racing Act 2002* (Act) authorises Racing Queensland Limited (Racing Queensland) to make policies for the sound management of the industry. Section 81(w) of the Act requires Racing Queensland to make a policy on the forms Racing Queensland approves for the administration of thoroughbred, harness and greyhound codes of racing.

Forms are important in the efficient and effective administration of the Queensland racing industry. It is in the public interest and the interest of Queensland racing industry that Racing Queensland's forms assist the efficient administration of the industry. To do this, the forms should:

- Be easy to use and understand
- Seek only relevant information
- Be stored on an accurate and efficient database
- Protect the privacy of the individuals who provide information
- Be reviewed regularly.

Sections 344-346 of the Act provide for applicants to lodge approved forms electronically and for Racing Queensland to send notices to applicants electronically.

The purpose of this policy is to help ensure Racing Queensland administers the Queensland racing industry efficiently and to assure industry participants that administration is efficient, that information sought is relevant and that information provided is secure.

POLICY STATEMENT

Racing Queensland will use an efficient and effective data management system to collect and store the information it requires to administer the Queensland racing industry.

Integral to this system will be properly designed forms that are easy to use and understand. Forms will be written in plain English. They will carry the Racing Queensland logo and a form title for ease of identification.

Forms will request only relevant information. Where personal information is required, forms will explain the reason this information is required and state that personal information will not be used inappropriately.

Racing Queensland will allow forms to be lodged in hard copy or electronically.

Racing Queensland will ensure that information from forms is recorded accurately on its databases and can be retrieved efficiently.

Racing Queensland will protect the privacy of individuals who lodge forms by not divulging personal information inappropriately.

Racing Queensland will review its forms each year to ensure they continue to meet the high standards this policy sets.

APPLICATION

This policy applies to Racing Queensland and the people and organisations that lodge forms with it.

DEFINITIONS

'Approved form' refers to a form in the format and for the purpose approved by Racing Queensland. An approved form can be in the form of hard copy or electronic copy.

'Electronic lodgement' refers to a lodgement of an approved form with Racing Queensland by electronic means that is via e-mail or the Racing Queensland website.

PROCEDURES

Roles and responsibilities

Racing Queensland's department managers are responsible for authorising all forms originating from their departments and ensuring these forms comply with this policy.

Racing Queensland's database administrator is responsible for ensuring information from forms is recorded accurately and held securely.

All Racing Queensland employees are responsible for ensuring information on the organisation's databases is not divulged inappropriately.

Rules of Racing

Racing Queensland's forms are required for applicants to make applications under the Act and the Rules of Racing.

Review

Review date will be July 2012.

REVISION HISTORY

Version	Date	Description
1.01	July 2010	Board adopted under exceptional circumstances
1.02	September 2010	Board confirmed this policy continued to have effect