

Contents

Purpose.....	2
Scope.....	2
Definitions	2
1. Privileges and Duties that come with a Licence	3
2. Racing Queensland Licensing Scheme Policy.....	3
(a) Licence Types.....	3
(b) Licence Application Procedure	3
(c) Qualifications required for obtaining a Licence.....	4
National Police Certificates & Criminal History Screening	4
Insurance	5
Insurance for Thoroughbred & Greyhound Clubs	5
Insurance for Harness Clubs	5
Further Insurance Information	5
(d) Processing Applications, Right to Review, Complaints & Appeals.....	6
Internal Review Procedure, Complaints & Appeals.....	6
(e) Licence Format	6
(f) Information Notices.....	7
(g) Licence Duration, Renewal and Surrender.....	7
Licence Duration.....	7
Licence Renewal	7
Licence Surrender	7
(h) Verification of Clubs and Venues.....	7
(i) Grounds for Disciplinary Action	9
(j) Immediate Licence Suspension.....	9
(k) Taking Disciplinary Action.....	10
(i) Notice of Disciplinary Action.....	10
(ii) Proposed Action.....	10
Censuring a Licensed Club	11
(iii) Complaints & Appeals.....	11
(l) Register of Licences	11
(m) Exhibiting and Producing a Licence.....	11
(n) Replacing a Lost Licence.....	12
(o) Notifying Racing Queensland of Changes.....	12
(i) Change of Address	12
(ii) Changes to a Corporation’s Executive Officers	12
(p) Racing Queensland Officials: Functions, Powers & Identity.....	12
(q) Serving Notices.....	12
Show Cause Notice	13
Public Notice.....	14
Information Notice	14
3. Other matters about Racing Queensland’s Licensing Scheme.....	14
(a) Giving Public Notice.....	14
(b) Provisional & Temporary Licences	14
(c) Access to the Place of Business.....	15
(d) Licence Transfers	15
(e) Licences from other Control Bodies.....	15
4. References & Related Documents	15
5. Version History	15

Purpose

The [Racing Act 2002 \(Qld\)](#) (the Act) requires the Racing Queensland Board, trading as Racing Queensland (RQ), to make a Licensing Scheme Policy for the Thoroughbred, Harness, and Greyhound codes of racing [s 102(2)].

The purposes of the licensing scheme and of this Licensing Scheme Policy are to ensure:

- (a) the integrity of licensed clubs; and
- (b) the suitability of venues to conduct racing activities.

This Licensing Scheme Policy complies with the requirements for a licensing scheme policy outlined in the Act, *Division 2 Policy about licensing scheme*, sections 106-109.

Scope

This policy affects all Applicants for a Licence and all holders of a Licence under the Act.

This policy does not apply to the licensing of individuals such as jockeys and trainers, nor does this policy apply to the licensing of animals. The [Queensland Racing Integrity Commission \(QRIC\)](#) is the authority that handles licensing of such individuals and animals.

Definitions

This policy adopts the terminology used in the Act. Schedule 1 of the Act contains a dictionary of words used in the Act. Other terminology used in this policy includes:

Applicant: the applicant for a Licence pursuant to this policy.

Club: an eligible corporation registered under the [Corporations Act 2001 \(Cth\)](#) or an incorporated association under the [Associations Incorporations Act 1981 \(Qld\)](#).

Censure: formal expression of severe disapproval.

Conviction: refers to an offence, means being found guilty of the offence, on a plea of guilty or otherwise, whether or not a conviction is recorded.

Excluded Person: a person who:

- is currently disqualified under the Rules of Racing; or
- is currently on the Forfeit List.

Forfeit List: a list of names of persons who owe a debt to RQ which debt has arisen from a person's involvement in Thoroughbred, Harness or Greyhound racing in Australia.

Licence: a licence granted by RQ under the Act, to a Club that is suitable to be licensed, or to a venue that is suitable for Race Meetings, or to a venue suitable for training activities.

Minimum Standards: the standards for Racing Venues published by RQ on its website from time to time.

Owner: a Club or person that is the registered owner of a licensed Racing Venue.

Race Meeting: a meeting for conducting racing of licensed animals or a betting meeting.

Racing Venue: a facility where Thoroughbred, Harness or Greyhound racing is conducted.

1. Privileges and Duties that come with a Licence

Section 82(2)(a) of the Act, gives RQ the authority to license clubs and venues that are suitable for the Thoroughbred, Harness, and Greyhound codes of racing.

Licence holders should be aware of the duties that come with holding a Licence which are included in the Licence terms and conditions, and which include meeting the requirements of this policy, relevant provisions of the Act, and other RQ policies as issued and updated from time to time.

RQ may impose conditions on any Licence particular to a licensee, a category of Licence, a region or location, or in any manner it considers necessary. It is a condition of any Licence that the licensee must:

- make themselves available for any interview or inquiry if requested;
- allow access and inspection of any licensed venue, stable or property used for training, keeping, or racing of race horses or greyhounds;
- allow RQ officials access to staff employed in connection with the Licence; and
- notify RQ within 14 days if the licensee:
 - is charged with any criminal offence, or in the case of a Club, if an executive officer is charged with any criminal offence; or
 - is made bankrupt or becomes the subject of a court judgement requiring payment to a Queensland racing industry participant or provider.

RQ will establish for each category of Licence:

- a non-refundable application fee payable upon application for a Licence; and
- a Licence renewal fee.

These fees may be published in the Racing Calendar and on RQ's website at: www.racingqueensland.com.au. Unless otherwise agreed, payment of these fees is a pre-condition to a Licence being granted.

2. Racing Queensland Licensing Scheme Policy

(a) Licence Types

Types of licences issued & activities you need a Licence for

RQ issues licenses to suitable Clubs and individuals to conduct Race Meetings for the Thoroughbred, Harness and Greyhound codes of racing at suitable Venues.

The following types of licences are granted to approved Applicants:

Club: For a club to be eligible for a Licence, the club must be a corporation registered under the [Corporations Act 2001 \(Cth\)](#) or an incorporated association under the [Associations Incorporations Act 1981 \(Qld\)](#).

Racing Venue: Venues where Race Meetings are conducted.

Unless otherwise authorised by RQ in writing, licensed venues are to be used for the activities they are licensed for. A Licence for one venue cannot be used as a Licence for another venue or another type of venue, even if that other venue is in close proximity to the licensed venue.

(b) Licence Application Procedure

How to apply for a Licence

Section 108 of the Act requires certain information to be provided to RQ by the Applicant, and for Applicants to use the RQ approved form when applying for a Licence. Approved RQ application forms are available on the RQ website, at all RQ offices, and by fax, post or email from RQ.

If the information required is not provided with the appropriate application form, or if the Licence application fee is not provided, the application will be returned to the Applicant and a Licence will not be granted.

Licence application forms list all the requirements for a completed application. Applicants must answer every question asked on the form and provide documented evidence where required.

An application for one type of Licence cannot be used as an application for a different type of Licence. If a Club or venue requires more than one type of Licence, an application for each type of Licence that is required must be nominated in the application form.

(c) Qualifications required for obtaining a Licence

Qualifications needed for each Licence type & what disqualifies Applicants from obtaining a Licence

Under section 108 of the Act, certain information is required to be provided to RQ by the Applicant in their application for a Licence, including:

- the type of Licence applied for;
- the type of work or activity to be performed by the proposed licensee;
- the particulars of the proposed licensee, including contact information and ABN/ACN if applicable; and
- evidence of appropriate insurances, as determined by RQ.

To be eligible for a license, the Applicant Club must;

- Declare they have read and understood the Club License terms
- Confirm the Venue complies with the Minimum Standards
- And provide to RQ;
 - a current ASIC extract or current Associations Incorporation Act extract; and
 - a copy of a national police certificate for each executive officer of the Club.

If it is available, the Applicant should also provide evidence of the entitlement to use the Venue for the term of the Licence period –this can take the form of a copy of a current title search showing that the Applicant is the registered Owner of the Venue, or lease, or Licence.

National Police Certificates & Criminal History Screening

Under the Act, the screening of the police records of all license Applicants is mandatory. Offences within the past 10 years or very serious offences prior will be considered by RQ. All Applicants with Convictions should be interviewed unless they have been licensed since.

An application cannot be granted if an individual or executive officer of the Applicant has a Conviction for:

- an offence against the Act, the Racing Integrity Act 2016 (Qld) or the repealed Racing and Betting Act 1980 (Qld);
- an indictable offence, or a summary offence that involved dishonesty, fraud, stealing or unlawful betting, under any other Act or repealed Act;
- an offence against a law of another State, that is prescribed by regulation as a law about animal welfare, racing or betting; or
- an animal welfare offence.

An application may not be granted if an individual or executive officer of the Applicant has another Conviction stated on the national police certificate other than a Conviction mentioned above and RQ determines that having regard to the Conviction, the individual or executive officer of the Applicant is not a fit and proper person to hold a Licence.

In deciding whether an individual or executive officer of the Applicant is a fit and proper person to hold a Licence, RQ will consider the following factors:

- the person's disciplinary history;
- evidence of dishonesty;
- behaviour towards officials and staff of RQ and other Queensland racing industry participants;

- whether any conduct or statement likely to impact the person’s reputation and more broadly on the reputation of other licensees, RQ, officials of RQ and the Queensland racing industry has been made;
- demonstrated ability to consistently operate within the rules and policies of RQ and any other laws and regulations applicable to the conduct of the industry and its participants including gaming laws;
- evidence of bad behaviour and misconduct including police records, court records and letters of complaint regarding the licensee;
- any history of indebtedness particularly as a result of mismanagement or gambling problems; and
- any failure to adequately demonstrate sufficient and acceptable financial means to fulfil the requirements of the license.

Insurance

RQ determines the insurances that it is appropriate and compulsory for Licence holders to have in order to be eligible for a Licence. In some cases, RQ may encourage Licence holders to have additional coverage where this has been deemed appropriate by the Club, insurance broker, or RQ.

In order to demonstrate the appropriate insurances are in place, Licence Applicants must provide a copy of the certificate of currency, as issued by the insurer, for all insurances when submitting the Licence application form.

Each code of racing has particular insurance requirements, as outlined in the table below:

Insurance Requirement	Thoroughbred Code	Greyhound Code	Harness Code
Compulsory for Club and Venue	<ul style="list-style-type: none"> ▪ Public and Products Liability Insurance ▪ Directors and Officers Insurance/Management Liability/Association Liability ▪ Workers Compensation (WorkCover) ▪ Volunteer Insurance 	<ul style="list-style-type: none"> ▪ Public and Products Liability Insurance ▪ Directors and Officers Insurance/Management Liability/Association Liability Workers Compensation (WorkCover) ▪ Volunteer Insurance 	<ul style="list-style-type: none"> ▪ Public and Products Liability Insurance ▪ Directors and Officers Insurance/Management Liability/Association Liability Workers Compensation (WorkCover) ▪ Volunteer Insurance
Compulsory for Venue	<ul style="list-style-type: none"> ▪ Industrial Special Risk Insurance 	<ul style="list-style-type: none"> ▪ Industrial Special Risk Insurance 	<ul style="list-style-type: none"> ▪ Industrial Special Risk Insurance
Encouraged	<ul style="list-style-type: none"> ▪ Motor Vehicle Insurance ▪ Business Travel Insurance ▪ Crime Insurance 	<ul style="list-style-type: none"> ▪ Motor Vehicle Insurance ▪ Business Travel Insurance ▪ Crime Insurance 	<ul style="list-style-type: none"> ▪ Motor Vehicle Insurance ▪ Business Travel Insurance ▪ Crime Insurance

Insurance for Thoroughbred & Greyhound Clubs

RQ, along with its brokers, has developed an insurance program for Public and Product Liability, Volunteer Insurance and Industrial Special Risks.

Insurance for Harness Clubs

Harness Racing Australia through its insurance broker arrange both Public Liability and Professional Indemnity Insurance as well as Personal Accident Insurance on behalf of licensed clubs and participants.

Further Insurance Information

For more information about a code’s particular insurance requirements and brokerage arrangements available, please visit the following pages on the RQ website:

Thoroughbred: <http://www.racingqueensland.com.au/Thoroughbred/Clubs-Associations/Insurance>

Harness: <http://www.racingqueensland.com.au/Harness/Clubs-Associations/Insurance>

Greyhound: <http://www.racingqueensland.com.au/Greyhound/Clubs-Associations/Insurance>

(d) Processing Applications, Right to Review, Complaints & Appeals

How RQ deals with applications for a Licence & your right to enquire, complain & appeal decisions

Applications will be dealt with in a timely manner and in general:

- length of processing time is determined by the category or type of Licence, the level of assessment required to make a decision and the completeness of the application received;
- further assessment or information may be required and inquiries may be made to confirm suitability to be licensed;
- receipts for payment will be issued upon request;
- receipt of the application will be recorded on an appropriate register; and
- applications which are incomplete, in error or without payment may be returned without processing.

Internal Review Procedure, Complaints & Appeals

The Act provides for a person's right to request a review of a decision made by RQ relating to:

- (a) a decision to refuse to grant or renew a Licence;
- (b) a decision to take disciplinary action relating to a Licence;
- (c) a decision to take an exclusion action against a person;
- (d) a decision to impose a monetary penalty on a person;
- (e) a decision to impose any other non-monetary penalty on a person;
- (f) a decision to refuse to grant a race information authority for a code of racing; and
- (g) a decision to cancel a race information authority under section 139 of the Act.

A person who is dissatisfied with a decision regarding any of the above may request a review of the decision by RQ. The request must be made using the Application for Internal Review Form in accordance with RQ's Internal Review Procedure. The form and procedure are available from the RQ website.

The application for internal review must include enough information for RQ to decide the application.

Further appeals may be made to the Queensland Civil and Administrative Tribunal (QCAT), however, QCAT cannot consider an appeal until the Applicant has first applied to RQ for an internal review, using the Application for Internal Review form, in accordance with RQ's Internal Review Procedure.

RQ also has a process for dealing with complaints that Licence holders and Applicants may use if the complaint relates to a matter other than those listed above.

(e) Licence Format

How RQ gives you the Licence, what it looks like, & using the photo of the licensee

RQ will issue a Licence to suitable Applicants in the form of a physical, hard copy document. The Licence is to be signed by the licensee and an authorised representative of RQ, indicating agreement to the terms and conditions of the Licence.

The Licence specifies:

- definitions and interpretation;
- grant and term of the Licence;
- Licence fee;
- Licence conditions and special conditions;
- consequences of a breach by the Club; and
- venues licensed to the Club.

RQ will issue a certificate for each Licensed Club and each Licensed Venue.

Licences will not contain a photograph of licensees.

(f) Information Notices

Giving an "Information Notice" for a decision relating to an application

Applicants will be notified in writing of the outcome of their application. Where the application is refused or varied an Information Notice will be issued in the appropriate form as determined by RQ. RQ may decline to give a verbal notice of information. In cases where an application has been declined, a statement of reason may be applied for which will be provided within 28 days.

For more about how RQ serves Information Notices, see section 2(q) of this policy, [Serving Notices](#).

(g) Licence Duration, Renewal and Surrender

Licence duration, renewal and the procedure for surrendering it

Licence Duration

Licences issued by RQ are valid for a 12-month period, except where provisional or temporary licences are issued, in which case the time frame specified in the provisional or temporary Licence applies. See [Section 3\(b\) "Provisional & Temporary Licences"](#) for more information.

Licence Renewal

Licences are valid for 12 months, and must be renewed each year in advance of the Licence expiry date.

A Licence holder must annually, or in any other period prescribed by RQ, make an application to renew a Licence by (where applicable):

- lodging a completed prescribed application form including details including supporting documentation;
- reading, understanding and signing any declaration, or schedule that is included within the form; and
- paying the required fees, levies, insurances and taxes applicable as and when required.

The following points apply:

- licensees who owe debts of money to RQ may not be eligible for renewal until debts are paid; and
- any licensee who fails to renew their Licence by the renewal date may be suspended, fined or have their Licence cancelled.

Licence Surrender

A licensee may at any time apply to RQ seeking to surrender their Licence. RQ will consider the application for surrender and respond in writing.

A request to surrender a Licence will not terminate any audit commenced by RQ into the affairs of the licensee. If RQ believes a Licence has been surrendered in order to avoid action against the licensee, no further applications will be accepted from that licensee until a satisfactory resolution of outstanding matters is achieved.

(h) Verification of Clubs and Venues

How and when clubs and venues are audited & how to continue being suitable to be licensed

RQ will audit clubs and venues from time to time to determine if the Club or venue continues to be suitable to be licensed. If, after auditing a licensed Club, RQ is not satisfied the Club is suitable to continue to be licensed, RQ will take disciplinary action relating to the Licence.

RQ undertakes a verification program for every type of Licence. Reviews are performed for the purpose of deciding if clubs and venues are suitable to continue to be licensed. An RQ review of clubs and venues may be commenced as a result of:

- a random audit of a type of Licence or regional area;
- a written complaint provided by a third party to RQ regarding a licensee;
- information gathered by a RQ employee which evidences that a licensee may have failed to comply with the conditions of their Licence;
- routine activity by RQ officers indicating the need for an audit of individuals or a type of Licence;
- or
- requests from, or responses to, Government agencies and officials.

A review of a licensee may be in relation to:

- whether a licensee has complied with one, more or all of the Licence conditions including any special conditions;
- whether the licensee is sufficient financially to continue.
- whether the licensee has the relevant qualifications or experience to hold a Licence;
- whether a person is a fit and proper person to be licensed; and
- whether the licensee is disqualified from holding a Licence;

Should RQ audit a licensee and determine at the conclusion of the audit that the licensee no longer meets the requirements of the Licence (either generally or specifically) or is not a suitable person to be licensed, RQ will take action against the licensee.

Review processes will consider the following matters:

- current executive officers;
- national police certificates for executive officers;
- constitution or amendment;
- listing of Club financial members;
- audited financial statements including auditors report;
- attendance numbers and other information;
- compliance with legislation;
- correct proceedings of meetings and annual general meetings;
- adherence to directions from RQ;
- workplace health and safety plans and procedures;
- adequacy of control procedures and record keeping;
- emergency evacuation procedures; and
- demonstration of procedures to mitigate instances of risk.

In addition, the review will consider the following activities of the Club during any one-year Licence period:

- the number of Race Meetings allocated; and
- the number of races held at each meeting,

for the purpose of determining the effectiveness of the Club.

(i) Grounds for Disciplinary Action

Grounds for RQ taking disciplinary action to do with the Licence and the Rules of Racing

The Act establishes the grounds for RQ to suspend or cancel a licensed Club's Licence.

Each of the following is a ground for suspending or cancelling a licensed Club's Licence:

- the Club is not complying, or has not complied, with a direction given to the Club by RQ;
- holding a contest, contingency or event at a venue not licensed or managed by RQ;
- contravention of section 128 of the Act in relation to application of revenues or profits etc. of a licensed Club that is or was a non-proprietary entity; and
- contravention of section 129 of the Act in relation to prohibition of disposal of assets etc. of a non-proprietary entity.

(j) Immediate Licence Suspension

When and how a Licence may be immediately suspended in order to protect the safety of persons

Section 118 of the Act gives RQ the powers to immediately suspend a Club's Licence if:

- (a) a ground exists to suspend or cancel the Licence; and
- (b) the circumstances are so extraordinary that it is imperative to suspend the Licence immediately to ensure—
 - (i) the public interest is not affected in an adverse and material way; or
 - (ii) the conduct of racing by the Club is not jeopardised in a material way.

A suspension becomes effective when RQ gives the Club an Information Notice, together with a Show Cause Notice. The suspension will operate immediately once the notice is given to the Club and continues to operate until the Show Cause Notice is finally dealt with in a matter satisfactory to RQ.

In addition, RQ may immediately suspend any Licence issued where:

- RQ is notified that a licensee is an Excluded Person;
- a RQ employee forms the belief that the safety of persons or animals are in danger and that belief is reviewed and adopted by RQ management or QRIC;
- a licensee fails to pay a debt owed to RQ within 30 days or such other period of time agreed between RQ and the licensee or according to the credit policy in force at that time;
- a licensee has been found guilty of or pleaded guilty to criminal acts that may bring into question the integrity of the Queensland racing industry or the safety or welfare of persons and animals involved in the industry whether or not a Conviction has been recorded. RQ is not required to take into account any punishment applied in a court or tribunal when assessing additional responses under this policy;
- a licensee has been charged with a serious offence/s;
- RQ is acting on the advice of QRIC in circumstances where there is an allegation of a wrongdoing by a licensed Club or at a licensed venue which arises under the ambit of QRIC, in relation to the safety or welfare of persons or animals;
- the licensee no longer meets one or more of the qualifications required by the licensee's licence; or
- the licensee enters into administration or becomes insolvent.

Examples of reasons for immediate suspension of a Licence include:

- failure by a licensee to effect appropriate insurance which protects the interests of various persons involved in the Queensland racing industry;
- allegations of cruelty committed by a licensee towards animals;
- failure to provide for the feeding, watering, housing and treatment of horses or greyhounds indicating a lack of care for the welfare of animals;
- allegations of a licensee threatening employees should they inform RQ of breaches of RQ's policies or Rules of Racing;
- allegations or charges of a criminal nature which require RQ to exercise a duty of care to participants or animals or to safeguard the integrity of the Queensland racing industry or to ensure the safety and welfare of other participants or the public who may be at risk;
- a reasonable judgement that other licensees have been threatened or intimidated and the behaviour is likely to continue and that it is likely to be disruptive of racing and/or training;
- a judgement of a court in relation to debts incurred as a result of participation in the Queensland racing industry; and
- a written request from a senior integrity official of another Australian or international racing control body.

Should RQ immediately suspend a Licence, RQ will:

- inform the licensee in writing as soon as possible but within 7 days;
- provide reasons in writing to the person;
- advise the suspended person of their rights to request in writing, a show cause hearing of the matter within 28 days of the request being received by RQ;
- provide the Applicant with an opportunity to be heard and to call evidence in defence of the allegations should they request a hearing;
- advise in writing the outcome and reasons for the decision resulting from any show cause hearing; and
- give QRIC notice of the decision, as required by section 122 of the Act.

RQ may:

- consider a stay of the suspension where the show cause hearing is deferred or adjourned; and
- at its discretion, direct the suspended licensee to attend a hearing to show cause why the Licence should not be suspended.

(k) Taking Disciplinary Action

Disciplinary action relating to a Licence (other than immediate suspension)

RQ will take disciplinary action when a [Ground for Disciplinary Action](#) is established. RQ may suspend, cancel, Censure or otherwise deal with a Licence in accordance with RQ's powers under the Act, the Rules of Racing, and RQ policies. Nothing in a Licence limits the powers given to RQ under the Act, the Rules of Racing, and RQ policies.

(i) Notice of Disciplinary Action

Procedure for giving a Licence holder notice of the grounds for taking the disciplinary action

RQ will provide a written Information Notice to the licensee, notifying them of the grounds for RQ taking disciplinary action against them. A Show Cause Notice may also be issued, depending on the severity of the ground for action.

For information about how RQ serves notices to licensees, see [Section 2\(q\) Serving Notices](#).

(ii) Proposed Action

RQ's proposed action to deal with the matter

RQ will consider accepted representations for a Show Cause Notice, however, if RQ:

- (a) still believes a ground exists to suspend or cancel the licensed Club's Licence; and
- (b) believes a matter relating to the ground to suspend or cancel the Licence is capable of being rectified and it is appropriate to give the Club an opportunity to rectify the matter,

RQ may direct the Club to rectify the matter.

Such a direction becomes effective when RQ gives the Club an Information Notice about RQ's decision to give the direction to it. In the Information Notice, RQ will define a reasonable time period for the matter to be addressed by the licensee and will provide the licensee with guidance as to how the matter can be addressed in a manner that will be satisfactory to RQ.

A licensed Club must comply with a direction within the period for rectifying the matter stated in the Information Notice, unless it has a reasonable excuse. Licence Holders are obligated, under section 120 of the Act, to take action to rectify a matter once RQ has notified them of the matter and informed them they must take action (penalties apply for failing to take action).

The licensed Club will not be prosecuted, or have its Licence suspended or cancelled, for the ground giving rise to the Information Notice unless the Club:

- (a) fails to comply with the notice within the period stated in the notice as the period for rectifying the matter; and
- (b) does not have a reasonable excuse for failing to comply with the notice.

Censuring a Licensed Club

RQ may Censure a Club when a ground exists to suspend or cancel the Club's Licence but RQ does not believe that giving a Show Cause Notice to the Club is warranted or, after considering the accepted representations for a Show Cause Notice, RQ still believes a ground exists to suspend or cancel the licensed Club's Licence but does not believe its suspension or cancellation is warranted.

A Censure becomes effective once RQ provides the Club an Information Notice about RQ's decision to Censure it.

(iii) Complaints & Appeals

How the Licence holder can enquire, complain & appeal decisions about the proposed action

Persons have the right to request an internal review of decisions made by RQ relating to certain matters. Refer to [Internal Review Procedure, Complaints & Appeals](#) in section 2(d) of this policy.

(l) Register of Licences

A register of licences kept by RQ and how corrections to the register are made

RQ maintains a register of all licensees, their details, history and records of activity in Thoroughbred, Harness and Greyhound racing.

Current Licence holders renewing their Licence will have the details submitted in the renewal application cross-checked with the details in the RQ Licence Register. The register will be updated with any changes.

New Licence Applicants will have details from their application forms added into the RQ Licence Register.

(m) Exhibiting and Producing a Licence

Displaying a Licence and showing a Licence when requested

The holder of a Club Licence or a Venue Licence must keep the licence document on the licensed premises, displayed in a conspicuous public area of the Club or Venue as applicable and - if requested - make it available to any officer of RQ who inspects the premises.

(n) Replacing a Lost Licence

Process for replacing a lost Licence

A licensee must notify RQ within 7 days of becoming aware of having lost their Licence, in which case RQ will provide a replacement Licence within 14 days of the licensee:

- notifying RQ of the loss of the Licence; and
- paying such fee as RQ may prescribe for a replacement issue.

Notification of lost licenses from a licensee will be accepted where verification of the licensee details is established whether in writing or verbally.

(o) Notifying Racing Queensland of Changes

How a Licence holder can and must notify RQ about change of address or a Club's executive officers

Requests for changes to Licence details must be made in writing to RQ and emailed to:

clubs@racingqueensland.com.au.

There are no specific forms for these requests. Requests should include reasons for the change as well as any other necessary details.

All Licence holders must notify RQ about change of address or a Club's executive officers within 14 days of the date the change occurred.

All Applicants are required to provide proof of identity including production of a current passport, birth certificate, or driver's license. Notification of changes of details from a licensee will be accepted where verification of the licensee details is established.

(i) Change of Address

Process for notifying RQ of a change of address

Section 107 of the Act requires Licence holders to notify RQ of changes to a registered address.

(ii) Changes to a Corporation's Executive Officers

If the Licence holder is a corporation—a change to the corporation's executive officers

Section 107 of the Act requires Licence holders to notify RQ of changes to the executive officers, if the Licence holder is a corporation.

(p) Racing Queensland Officials: Functions, Powers & Identity

How Racing Queensland appoints officials, their functions and powers and issuing identity cards to them

RQ will appoint such officials as are necessary to provide for the requirements of its policy for a licensing scheme. Officials are appointed with the powers and functions assigned under this policy, and other RQ policies, and the applicable local and national Rules of Racing. Officials of RQ will be issued with identity cards.

(q) Serving Notices

Serving notices on Licence holders- types of notices and why they are served

Show Cause Notice

RQ may issue a Show Cause Notice to a licensee requiring them to attend a hearing and demonstrate why they should not be suspended, cancelled or have conditions imposed.

Examples of reasons for this include:

- failure to pay debts incurred as a result of participation in the Queensland racing industry as evidenced by a judgement of a court or signed written complaints supported by evidence of the debt;
- failure to pay wages and entitlements in whole or part to persons engaged to perform work connected to racing and training of racing animals;
- recommendations from an inquiry by QRIC;
- a direction of the RQ management based on a belief that the licensee may not be meeting the requirements of the Licence; and
- any reason that may otherwise be grounds for an immediate suspension of the Licence.

Public Notice

An Applicant for a Licence may be required by RQ to give notice of the application by advertisement in a newspaper, any other publication including electronic, or by signage because of the particular nature of the application.

Information Notice

An Information Notice is a written notice issued to a licensee or Applicant, whether via email or print.

RQ may issue an Information Notice:

- for a decision relating to an application or another decision made by RQ;
- informing a Club of immediate Licence suspension (together with a Show Cause Notice);
- to a Club about RQ's decision to Censure it;
- effecting a direction to a Club to take a particular action to rectify a matter; or
- to cancel a race information authority.

An Information Notice about a decision, means a notice stating the following:

- (a) the decision;
- (b) the date of the decision;
- (c) the date the decision takes effect;
- (d) the reasons for the decision; and
- (e) for a decision that is an original decision—how a person to whom the notice is given may apply for an internal review of the decision within 14 days after the person receives the notice.

3. Other matters about Racing Queensland's Licensing Scheme

(a) Giving Public Notice

Applicants giving public notice about their application, because of the particular nature of the Licence

An Applicant for a Licence may be required to give notice of the application by advertisement in a newspaper, any other publication including electronic, or by signage because of the particular nature of the application.

(b) Provisional & Temporary Licences

Circumstances and process for granting provisional or temporary licences

RQ may grant provisional or temporary licences at its discretion. Provisional or temporary licences will only be granted to clubs and/or venues under extraordinary circumstances, such as when:

- a Club has met all of its safety compliance but has not supplied all Club compliance documentation, at RQ's discretion the Club may be issued with a temporary Licence for their scheduled Race Meeting providing that an agreement is reached for the Club to meet their obligations within a specified timeframe. In these cases, the schedule of the agreement would be

changed to be temporary. A Licence would not be issued until all outstanding compliance documentation has been provided to RQ; or

- if a Club has been dormant for a period of time they may be deemed eligible to resume racing operations under a provisional Licence; or
- if a Club is unable to hold a licensed Race Meeting that has been allocated to the Club under the Racing Calendar at the Licensed Venue for any reason, the Club may apply to RQ to:
 - allocate the licensed Race Meeting to another venue that has been licensed by RQ for the same type of racing as the Club (an Alternative Venue); or
 - license the Club to hold the licensed Race Meeting at the Alternative Venue as a temporary licensed venue of the Club. A temporary licensed venue may include showgrounds (Show Societies etc.) racing a once-a-year annual event.

(c) Access to the Place of Business.

Conditions to the grant of a Licence that allow RQ access to the Licence holder's place of business

It is a condition of any Licence that the licensee must (among other responsibilities):

- make themselves available for any interview or inquiry if requested;
- allow access and inspection of any licensed venue, stable or property used for training or keeping of race horses or greyhounds; and
- allow RQ officials access to staff employed in connection with the Licence.

Section 1 of this policy, [Privileges and Duties that come with a Licence](#), contains more information about the responsibilities and duties of Licence holders.

(d) Licence Transfers

Licences granted by RQ cannot be transferred to another person or entity.

If the Licence holder is a Club and there are changes to the executive officers of the Club, the Club must notify RQ of the changes in accordance with this policy, [Section 2\(o\) "Notifying RQ of Changes"](#).

(e) Licences from other Control Bodies

This policy does not prevent a venue licensed by RQ from being licensed by another control body for its code of racing. RQ will not prevent a venue licensed by RQ from being licensed by another control body.

4. References & Related Documents

RQ will make Rules of Racing necessary to give effect to any matter contained in this policy.

Document	Relating to
Racing Act 2002 (Qld)	Requirement for Licensing Scheme Policy
Corporations Act 2001 (Cth)	Requirements for Registered Corporations
Associations Incorporations Act 1981 (Qld)	Requirements for Incorporated Associations

5. Version History

Current Version:	1.0	Date Made:	18 / 5 / 2017	Effective Date:	01 / 07 / 2017
Policy Owner:	Chief Financial Officer			CEO Approved:	19 / 05 / 2017
Enquiries to:	Manager Compliance & Licensing			Review due by:	01 / 07 / 2020
Version	Effective	Enquiries to	Policy Owner	Changes Made	

1.0	31/05/2017	Manager Compliance & Licensing, (Finance)	Chief Financial Officer	Establishment