



Licensing People Policy

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LICENSING PEOPLE POLICY

POLICY FOR LICENSING SCHEME – OWNER, SYNDICATE, OWNER/TRAINER, PUBLIC TRAINER, ATTENDANT, RACING BOOKMAKER, RACING BOOKMAKER’S CLERK, STUD MASTER, RACING STAFF.

DATE OF COMMENCEMENT

This policy takes effect 23 February 2005.

PURPOSE

The *Racing Act 2002* authorises Greyhounds Queensland Limited (GQL) to make policies for the sound management of the greyhound racing industry. Section 81(c) of the Act requires GQL to make a policy on its licensing scheme for the licensing of an owner, syndicate, owner/trainer, public trainer, attendant, racing bookmaker, racing bookmaker’s clerk, stud master and racing staff.

The purpose of the licensing policy is to introduce a probative system for assessing applicants seeking to participate in greyhound racing in Queensland, to ensure:

- The integrity of greyhound racing activities conducted in Queensland;
- The safety of persons involved in racing and/or training licensed greyhounds;
- The welfare of licensed greyhounds while they are involved in:
 - racing;
 - training;
 - activities associated with racing or training.

POLICY STATEMENT

It is GQL policy that persons will be permitted to be licensed to participate in greyhound racing meetings, supervised by the GQL and training and breeding activities involving greyhounds, if they:

- satisfy relevant competency levels for the role they are performing;
- demonstrate an understanding of, commitment to and compliance with, GQL policies and rules of racing relevant to that person’s category of licence/registration;



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- demonstrate they can carry out their duties in a manner that ensures the safety of persons involved in greyhound racing;
- maintain a high level of integrity while engaging in racing, training, breeding and associated activities; and
- in the case of a racing bookmaker, hold an eligibility certificate in accordance with the *Racing Act 2002* and meets GQL solvency requirement.

GQL licensing scheme policy establishes a system, which helps GQL establish that persons involved in greyhound racing meetings, the training and associated activities, and breeding in Queensland, meet and maintain sufficient standards of probity and competency. This is achieved by:

- a new assessment procedure from 23 February 2005 for any person seeking to enter the greyhound racing industry as a owner, trainer, attendant, racing bookmaker, racing bookmaker's clerk, stud master or racing staff; and
- the creation of a program for regular monitoring and review of all owners, trainers, attendants, racing bookmakers, racing bookmaker's clerks, stud masters and racing staff.

APPLICATION

This policy applies to all owners, trainers, attendants, racing bookmakers, racing bookmaker's clerks and stud masters and racing staff.

NOTE: This policy does not apply to person who:

- are responsible for conducting or supervising a race meeting;
- provides wagering services for a greyhound racing event;
- is employed by GQL to act as an official at a greyhound racing meeting, for whom separate policies will be issued.

Types of licences that may be issued

Licences that may be issued by GQL, with relevant activity limits, are:

- Owner – (Registration) – permitting the holder to own a greyhound for racing and or breeding purposes
- Syndicate – (Registration) – permitting holder to own a greyhound for racing and or breeding purposes
- Trainer/Class 4 – permitting the holder, not being the holder of any other class of licence to, rear, break in or pre-train a greyhound owned by the holder.



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- Trainer/Class 3 – permitting the holder to train a greyhound owned by the holder or by an immediate member of the holder’s family residing with holder.
- Trainer/Class 2 – permitting the holder to train not more than the number of greyhounds prescribed by the Authority.
- Trainer/Class 1 – permitting the holder to train any greyhound.
- Attendant – permitting the holder to handle a greyhound on behalf of a licensed/registered person
- Stud Master – permitting the holder to carry out the duties of a stud master in connection with a registered sire and to rear, break in or pre-train any greyhound.
- Racing Bookmaker – permitting the holder to carry on bookmaking at a greyhound racing meeting
- Racing Bookmaker’s Clerk – permitting the holder to be employed by a racing bookmaker at a greyhound racing meeting
- Racing Staff – permitting the person to be employed, by a club, as an official at a greyhound racing meeting
- Training Track Operator – permitting the holder to operate a Public Training Track.

When granting a licence, GQL may direct that the licence be provisional or temporary.

DEFINITIONS

This policy adopts the terminology used in the *Racing Act 2002*. Schedule 3 of the *Racing Act 2002* contains a dictionary of words used in the *Racing Act 2002* and may be accessed via the internet at www.legislation.qld.gov.au, under the tab “R”.

Other terminology used in this policy include:

“**excluded person**”:- means a person who:

- is currently disqualified under the rules of greyhound racing;
- is currently on a List of Defaulters.
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“**List of Defaulters**” means a list of names of persons who:

- owe the Authority, other control body or any club any overdue and unpaid nomination or qualification fees, or money, or fines, or subscriptions or other fees;
- are responsible for an unpaid bet in connection with a greyhound racing meeting.

“**Registration**” wherever appearing in a policy or GQL rules of greyhound racing “registration” and its derivatives shall, with any necessary amendments, have the same meaning as “licence” and its derivatives in accordance with the *Racing Act 2002*.



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PROCEDURES

Attached to this policy are:

- an overview of the new licensing process;
- detailed procedures for each licence/registration that GQL may issue. Each licensing procedure outlines:
 - how to make application for a licence (including the prescribed form);
 - prerequisites (if any) to obtain a licence (including experience and qualifications);
 - any disqualifications from being eligible to obtain a licence;
 - the criteria for each licence
 - how GQL will deal with an application;
 - how further representations to GQL in relation to a licence application may be made;
 - the grant, issue and form of a licence issued by GQL;
 - how an applicant is notified of a licensing decision;
 - the conditions which may attach to a licence;
 - rights of review of GQL decision;
 - how a licence issued by GQL may be surrendered.

GQL will keep, and maintain to an appropriate standard a register of licensed persons.

Serving notices

Having regard to all of the circumstances, GQL will ensure that a notice, in either the written or verbal form, required to be served on a licence holder, is served so as to ensure expedience or to comply with any relevant GQL Rule.

NATIONAL POLICE CERTIFICATE

GQL may consider all convictions stated in a national police certificate as relevant to the application for a licence for an individual, or in the case of a corporation, each of the executive officers of the corporation.

Disciplinary action against a licence holder

A licence holder failing to comply with any condition of a licence, may be subject to disciplinary action.

GQL may become aware that a licence holder may have breached a condition of a licence

in a number of ways, including but not limited to:



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- during the course of a race day:-
 - on these occasions, GQL stewards conduct an inquiry and interview all persons involved in the incident. If a GQL steward becomes concerned that a licence holder may have breached a GQL rule, the steward must notify the licence holder of the rule that the licence holder is alleged to have breached. The licence holder must be afforded the right to respond to the allegation; or
- during the course of an audit:-
 - after undertaking preliminary investigations, an employee of GQL becomes concerned that a licence holder has breached a condition of a licence.

Audit program of licence holder

GQL undertakes an annual audit program for every category of licence. The audit program is lodged with the Director General of Department of Public Works, Housing and Racing each year. In addition, a GQL audit of a licence holder may be commenced as a result of:

- a random audit of a category of licence; or
- a written complaint provided by a third party to the GQL regarding a licence holder; or
- information gathered by a GQL employee which evidences that a licence holder may have failed to comply with a condition of a licence.

GQL audit of a licence holder may be in relation to:

- whether a licence holder has the relevant qualifications or experience to hold a licence;
- whether a licence holder is disqualified from holding a licence; and/or
- whether a licence holder has complied with one, or more, or all, of the licence conditions.

Should GQL audit a licence holder and determine at the conclusion of the audit that the licence holder is not a suitable person to be licensed, GQL will take disciplinary action against the licence.

Immediate suspension of a licence

GQL may immediately suspend any licence issued by it if:

- GQL is notified that a licence holder is an excluded person; or
- GQL employee forms the belief during the conduct of an audit of a licence holder that the safety of persons or animals are in danger and that belief is reviewed and adopted by the General Manager or another person appointed by GQL; or
- a name of a licence holder appears on a List of Defaulters.



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Examples of reasons for immediate suspension of a licence include:

- allegations of cruelty committed by a licence holder towards greyhounds or other animals either under the care of a licence holder who come into contact with the licence holder ; or
- allegations of a licence holder threatening any persons should they inform the GQL of breaches of the GQL policies or rules.

Should the GQL immediately suspend a licence, GQL must:

- immediately issue an information notice to the person whose license has been suspended;
- provide to the person a copy of the written report forming the basis of the decision to immediately suspend the licence; and
- within 14 days of the date of suspension, cause a formal inquiry to be commenced into the allegations giving rise to the decision to immediately suspend the licence and provide the licence holder with an opportunity to be heard and to call evidence in defence of the allegations.

Surrender of a licence

A licence holder may at any time apply to GQL verbally, or in the prescribed form, seeking to surrender a licence.

GQL must consider the application within 14 days and provide an Information Notice to the licence holder.

An application to surrender a licence will not terminate any audit commenced by the GQL into the affairs of a licence holder.

Licence fees

GQL will, from time to time, establish for each category of licence:

- an application fee payable upon application for a licence; and
- a licence renewal fee.

These fees will be published in the racing calendar (Journal) and on GQL website at:

www.greyhoundsqueensland.com.au.

Process for renewal of a licence

A licence holder may, annually, or in any other period prescribed by the GQL make application to renew a licence by;



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- lodging with GQL the prescribed application for renewal of licence form; and
- making payment of the licence renewal fee.

In assessing an application for renewal of a licence, GQL shall apply, *mutatis mutandis*, the same criteria, applicable to the original application.

Review of this policy

This policy and each procedure that forms part of this policy is to be reviewed after two years of operation.

This policy and each procedure was reviewed by GQL Board on 31 January 2007, with the policy and each procedure to be reviewed within two years of this date or earlier as determined by the GQL Board.

This policy was reviewed by GQL Board on 28 January 2009 with the policy to be reviewed within 2 years of this date or earlier as determined by GQL Board.

GQL rules of greyhound racing

GQL rules of greyhound racing provide for the application of this policy.

Authority and other information

This policy was issued by GQL on 23 February 2005 pursuant to the powers vested in GQL by the *Racing Act 2002*.



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LICENSING PROCESS

LICENCE TYPE – PERMITTED ACTIVITY

- **Owner** – (Registration) – permitting the holder to own a greyhound for racing and or breeding purposes
- **Syndicate** – (Registration) – permitting the holder to own a greyhound for racing and or breeding purposes
- **Trainer/Class 4** – permitting the holder, not being the holder of any other class of licence to, rear, break in or pre-train a greyhound owned by the holder.
- **Trainer/Class 3** – permitting the holder to train a greyhound owned by the holder or by an immediate member of the holder's family residing with holder.
- **Trainer/Class 2** – permitting the holder to train not more than the number of greyhounds prescribed by the Authority.
- **Trainer/Class 1** – permitting the holder to train any greyhound.
- **Attendant** – permitting the holder to handle a greyhound on behalf of a licensed/registered person
- **Stud Master** – permitting the holder to carry out the duties of a stud master in connection with a registered sire and to rear, break in or pre-train any greyhound.
- **Racing Bookmaker** – permitting the holder to carry on bookmaking at a greyhound racing meeting
- **Racing Bookmaker's Clerk** – permitting the holder to be employed by a racing bookmaker at a greyhound racing meeting
- **Racing Staff** – permitting the person to be employed, by a club, as an official at a greyhound racing meeting
- **Training Track Operator** – permitting the holder to operate a Public Training Track.

COMPLETION OF APPLICATION FORM

- Relevant personal information;
- Work experience;
- Appropriate training courses completed;
- National Police Certificate;
- Authority provided for GQL to undertake inquiries into personal and professional affairs;
- Undertakings to comply with process, policies and GQL rules of greyhound



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- racing;
- Payment of application fee.

PROBITY ANALYSIS

- Check contents of application form, including National Police Certificate;
- Undertake inquiries to determine applicant's prior history as a licensee in Queensland and elsewhere.

COMPETENCY ANALYSIS

- Evaluate skills of the applicant against established criteria;
- Recognition of prior learning;
- Evaluation conducted by panel of GQL officers or other persons authorised by GQL.

SPECIAL LICENCE CONDITIONS

- In addition to standard conditions on licence, consideration given to particular circumstances of licence holder, and the need for additional conditions to be imposed on the licence.
- A licence must be produced on demand by an authorised person.
- A Racing Staff licence must be displayed on the person of the holder while the person is officiating.
- A licensee holder must advise GQL within 48 hours of any change of:
 - address;
 - place for the keeping of a licensed greyhound;
 - a change to the executive officers of a corporation.
- A GQL authorised officer shall have access to a licence holder's place of business or where a licensed greyhound is kept.

SATISFACTION OF CONDITIONS PRECEDENT

- Proof of satisfactory equipment/premises;
- Proof of training facility;
- Proof of licence holder status of employees.



Greyhounds Queensland

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LICENCE ISSUED