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1. Background

This policy is made under s.102(2) of the [Racing Act 2002](#) (Qld) (“**the Act**”), which requires the Racing Queensland Board (“**RQ**”), as the Control Body for the thoroughbred, harness and greyhound Codes of Racing in Queensland, to make policies for the licensing schemes of each Code of Racing.

2. Policy Name

This policy is named the *Licensing Scheme Policy* (“**Policy**”).

3. Date Made & Date Of Effect

This Policy is made on **1 December 2024** and takes effect on the same day.

4. Purpose

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

- (a) the integrity of Licensed Clubs; and
- (b) the suitability of Venues to conduct racing activities.

This Policy complies with the requirements for a licensing scheme policy outlined in the Act, Chapter 3, Part 2, Division 2, *Policy about licensing scheme* (sections 106-109).

5. Scope

This Policy is a policy for all codes of racing.

This Policy affects all Clubs applying for a Licence and Clubs licensed by RQ.

This Policy does not apply to the licensing of participants 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 participants and animals.

6. Policy Application

6.1. How Decisions Are to be Made

RQ will make decisions in relation to the licensing of Clubs and Venues consistently with this Policy, other RQ Policies and the Act.

6.2. Licence Types

Section 82(2)(a) of the Act, gives RQ the authority to license Clubs and Venues that are suitable to be licensed for the thoroughbred, harness, and greyhound codes of racing.

The following types of Licence are granted to approved Clubs:

- (a) Club Licence
- (b) Club and Venue Licence

Unless otherwise authorised by RQ in writing, Licensed Venues are to be used for the activities specified in the Licence. 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.

6.3. Privileges and Duties that come with a Licence

Clubs should be aware of the privileges and duties that come with holding a Licence which are included in the Licence 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.

It is a condition of any Licence that the Club, including its Executive Officers, must (among other responsibilities):

- (a) make themselves available for any interview or inquiry if requested;
- (b) allow access and inspection of any Venue, stable or property used for training, keeping, or racing of race horses or greyhounds;

- (c) allow RQ officials access to staff employed in connection with the Licence; and
- (d) notify RQ within 14 days if the Club, or any of its executive officers:
 - (i) is charged with any criminal offence; or
 - (ii) becomes insolvent or is made bankrupt or becomes the subject of a court judgment requiring payment to a Queensland racing industry participant or provider.

RQ may impose additional conditions on any Licence particular to a Club, a type of Licence, a region or location, or in any manner it considers necessary.

6.4. Fees

RQ may establish for each type of Licence:

- (a) a non-refundable application fee payable upon application for a new Licence; and
- (b) a non-refundable renewal fee payable upon application to renew a Licence.

These fees may be published in the Racing Calendar and on RQ's website at www.racingqueensland.com.au.

7. Qualifications for, and Disqualifications from, holding a Licence

7.1. Suitability to be Licensed

For a Club or Venue to be licensed, RQ must be satisfied that it is suitable to be licensed under the Act, having regard to the criteria set out in this section 7.1. These suitability criteria are non-exhaustive and RQ reserves the right to take other factors into account in determining the suitability of a Club or Venue to be licensed under the Act.

Club Suitability

Generally, for a Club to be considered suitable to be licensed, RQ must be satisfied that:

- (a) the Club is a corporation registered under the [Corporations Act 2001 \(Cth\)](#) or an incorporated association under the [Associations Incorporations Act 1981 \(Qld\)](#) that has, as part of its objects, the object of promoting thoroughbred, harness or greyhound racing;
- (b) the Club's board/management committee has the relevant qualifications or experience to ensure the Club satisfies its obligations under the Licence;
- (c) each Executive Officer of the Club is a 'fit and proper person', with no disqualifying Convictions recorded against them, in accordance with sections 7.2 and 7.3;
- (d) the Club has appropriate insurances in place in accordance with section 7.4;
- (e) the Club is financially viable and able to operate as a going concern;
- (f) the Club has appropriate processes in place to manage the financial affairs of the Club in a responsible and accountable manner, including suitable reporting and control mechanisms regarding the Club's spending, capital management, funding and cash flows;
- (g) the Club is not in default in respect of the payment of any money payable to RQ;
- (h) the Club has all resources and facilities necessary to operate the Club, conduct Race Meetings and operate and run each Venue from which it intends to conduct those meetings in a safe and professional manner;
- (i) the Club has sufficient, suitable and qualified Personnel to conduct Race Meetings, in order to enable the Club to satisfy its obligations as a Licensed Club under the Licence Conditions and the Governance Requirements;
- (j) the Club has appropriate policies and procedures in place to ensure that it complies with all applicable Laws relating to workplace health and safety and public safety and maintains all safety standards that a reasonably prudent person operating a Club, a Race Meeting or a Licensed Venue would maintain;
- (k) the Club's constitution complies with the Licence Conditions, the Governance Requirements and the Rules of Racing; and
- (l) the Club is not disqualified from holding a Licence, and has not previously had its Licence cancelled.

Venue Suitability

Generally, for a Venue to be considered suitable to be licensed, RQ must be satisfied that:

- (m) the Venue complies with the Licensed Venue Standards, does not pose an unacceptable level of risk to the safety of persons, or the welfare of animals, and is otherwise suitable to conduct Race Meetings and/or other racing activities under a Club's Licence; and
- (n) the applicant Club:
 - (i) is the Owner of the Venue; or
 - (ii) has a lease, licence, or other written agreement in place with the Owner of the Venue entitling the Club to use the Venue to hold Race Meetings and/or conduct other racing activities.

Clubs must ensure any such lease, licence or other written agreement remains in place for the duration of the Licence and, where it expires during the Licence period, must provide an updated copy to RQ prior to expiry.

RQ may, upon giving notice to a relevant Club, inspect any Venue to obtain evidence to assist it in determining the suitability of the Venue, and the Club must provide all assistance necessary to arrange or facilitate such inspection.

Other factors to be considered

When considering whether a Club or Venue is suitable to be licensed, any demonstrated history of non-compliance with the suitability criteria by the Club or any of its Executive Officers may be considered relevant.

Nothing in this section will limit RQ's ability to otherwise determine that a Club or Venue is suitable, or not suitable, to be licensed, having regard to the matters set out in this Policy, the Act and any other matters it considers relevant to the suitability of a Club or Venue to be licensed under the Act.

For the avoidance of doubt, a Licensed Club or Venue must continue to be suitable to be licensed for the duration of the Licence period.

7.2. Fitness and Propriety

To ensure the integrity of Licensed Clubs, for a Club to be licensed RQ must be satisfied that each Executive Officer of the Club is a 'fit and proper person' in accordance with this section.

Without limiting the matters RQ may consider when assessing whether a person is a 'fit and proper person', RQ may consider:

- (a) the person's previous racing disciplinary history, including (without limitation) whether the person is an Excluded Person;
- (b) whether the person is or has been the subject of criminal proceedings, especially for matters involving dishonesty by the person, such as fraud or corruption;
- (c) evidence of improper behaviour towards an official or employee of RQ or the QRIC, Queensland racing industry participants or animals;
- (d) any conduct or statement made by the person that would negatively impact on the Club's reputation and more broadly on the reputation of other Licensed Clubs, RQ, the QRIC, an official or employee of RQ or the QRIC or the Queensland racing industry as a whole;
- (e) whether the person demonstrates a willingness and ability to comply with the requirements of the racing legislation, RQ Policies, Standards of the QRIC, the Rules of Racing and any other laws and regulations in the State of Queensland, another State, or the Commonwealth, including any gambling and gaming legislation; and
- (f) any evidence of a failure by the person to comply with their legal duties as an officer of a corporation.

In some cases, the existence of a single relevant matter may be sufficient for RQ to determine that an Executive Officer of a Club is not a 'fit and proper person'. In other cases, such a determination may be made based on a pattern of conduct or the existence of multiple relevant matters.

Before RQ determines that an Executive Officer of a Club is not a 'fit and proper person' in accordance with this section, the Executive Officer (and, subject to applicable privacy considerations, the Club) will be given an opportunity to make submissions and be heard.

7.3. National Police Certificates

Pursuant to section 108(3)(a) of the Act, the screening of national police certificates of all Executive Officers of a Club is mandatory. Accordingly, a Club's application for a Licence must be accompanied by a national police certificate (issued within the last 12 months) for each of its Executive Officers.

Note:-

This requirement does not apply to renewal applications (see section 9.2 for more information).

In addition to the above, the Executive Officer of a Licensed Club must provide RQ with a national police certificate (issued within the last 12 months):

- (a) within 60 days of their election or appointment as a new (including returning) Executive Officer;
- (b) upon the expiry of five years since the date the last certificate provided to RQ was issued; and
- (c) upon request from RQ, where RQ has reasonable grounds to suspect that the Executive Officer has been convicted of an offence.

Pursuant to section 108(3)(b) of the Act, a Licence cannot be granted to a Club if an Executive Officer of the Club has a Conviction for any of the following, other than a spent Conviction:

- 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.

Further, a Licence may not be granted to a Club if an Executive Officer of the Club has another Conviction stated on their national police certificate (other than a Conviction mentioned above) and RQ considers that, having regard to the nature and type of Conviction, the Executive Officer is not a 'fit and proper person' in accordance with section 7.2. For the purposes of this consideration, spent Convictions will only be taken into account for offences constituting a 'serious offence' under Queensland law (or that would constitute such an offence if committed in Queensland).

7.4. Insurance Requirements

RQ determines the base level insurance requirements that Clubs must satisfy in order to be licensed. In some cases, RQ may require Clubs to have additional or alternative coverage, or grant conditional exemptions to any one or more of these requirements, where this has been deemed appropriate by RQ in its sole discretion.

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

Clubs must ensure insurance policies remain current for the duration of the Licence and, where any policy expires during the Licence period, must provide updated certificates of currency to RQ prior to the expiry of that policy.

Each Licence type has different insurance requirements. The base level insurance requirements for each Licence type are outlined in the table below, categorised by Club tier (as communicated by RQ to the Club):

Insurance Policy Type	Club and Venue Licence				Club Licence			
	T1	T2	T3	T4	T1	T2	T3	T4
Public and Products Liability	✓	✓	✓	✓	✓	✓	✓	✓

Volunteer Insurance	✓	✓	✓	✓	✓	✓	✓	✓
Building and Contents Insurance (Club or Venue Owner)	✓	✓	✓	✓	○	○	○	○
Workers Compensation (required ONLY if Club has paid workers)	✓	✓	✓	✓	✓	✓	✓	✓

✓ indicates required, ○ indicates optional.

RQ, along with its brokers, has developed an insurance program for Public and Products Liability and Volunteer Insurance.

For more information about particular insurance requirements and brokerage arrangements available, please visit the following webpage: <http://www.rqclubportal.com.au/insurance-and-whs/insurance/>

8. Licence Application Procedure

8.1. Submitting an Application for a Licence

Section 108 of the Act requires certain information to be provided to RQ by a Club applying for a Licence, and for Clubs to use the RQ approved form when applying for a Licence. RQ requires applications to be submitted through its on-line systems. Access to such systems will be provided to Clubs upon written request (if not previously provided).

To submit an application for a Licence, a Club must:

- (a) lodge a completed application in the approved form, including (without limitation):
 - (i) the type of Licence applied for;
 - (ii) the Code of Racing and racing activities to be conducted by the Club;
 - (iii) the Venue(s) at which the Club intends to hold Race Meetings and/or conduct other racing activities;
 - (iv) the particulars of the Club, including contact information and ABN/ACN if applicable;
- (b) pay or provide evidence of payment of the prescribed fee (if any);
- (c) provide all documents and other information required by RQ in support of the application, including (without limitation):
 - (i) a copy of the Club's constitution and ASIC or Associations Incorporation Act extract;
 - (ii) a copy of a national police certificate (issued within the last 12 months) for each Executive Officer of the Club;
 - (iii) if applying for a Club and Venue Licence - a title search showing that the Club is the Owner of the Venue, or a lease, licence or other written tenancy agreement between the Club and the Owner of the Venue, showing that the Club is entitled to use the Venue to hold Race Meetings and/or conduct other racing activities;
 - (iv) a certificate of currency for each relevant insurance policy as required under section 7.4;
 - (v) a budget for the proposed Licence period including profit and loss statement, balance sheet and cash flow statement (Clubs are to identify the key assumptions used in the budget documentation); and
 - (vi) a business plan for the proposed Licence period; and
- (d) complete all declarations required by RQ in support of the application, including (without limitation) that the Club has read, understood and agrees to comply with the Licence Conditions.

If any of the above information is not provided, the application may be considered incomplete and RQ may either return the application to the Club without processing or, alternatively, RQ may invite the Club to withdraw and resubmit the application.

8.2. Consideration of Licence Application

RQ will consider each application received for a Licence and decide whether to:

- (a) grant (or renew) the Licence, with or without Special Conditions; or
- (b) refuse to grant (or renew) the Licence.

In deciding whether to grant (or renew) a Licence, RQ will consider whether the Club or Venue meets the requirements of this Policy, and is suitable to be licensed.

Additionally, RQ reserves the right to refuse to grant a new Licence to a Club or Venue if it could interfere with, or would be inconsistent with, RQ's strategic and infrastructure planning.

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

- the length of processing time will be determined by the type of Licence applied for, the level of assessment required to make a decision and the completeness of the information received in support of the application;
- further assessment or information may be required, and inquiries may be made to assist in determining the application;
- if applicable, receipts for payment will be issued upon request; and
- receipt of the application will be recorded on an appropriate register.

In particular, if an application is submitted by a proprietary entity, this will require an extended processing time for a thorough assessment of any Special Conditions to be applied to the Licence.

8.3. Right to Make Further Representations

Before RQ decides to refuse to grant (or renew) a Licence, RQ will give the Club prior notice of the proposed decision, informing the Club of the basis for the proposed decision and inviting the Club to make, within a specified timeframe, further representations relating to the application. For the purposes of this section, RQ may (without limitation):

- (a) request the Club to provide additional documentation or other information considered relevant to determine the application;
- (b) require the Club to provide additional written statements or declarations;
- (c) invite the Club, or any one or more of its Executive Officers, to meet to discuss the merits of the application.

If, after considering any further representations made by a Club in accordance with this section, RQ considers that the Club is not suitable to be licensed, RQ may refuse to grant (or renew) the Licence.

8.4. Licence Format

RQ will issue a Licence to approved Clubs in the form of an electronic document.

The Licence specifies:

- (a) Licence Type;
- (b) Grant of Licence;
- (c) Licence Duration (including Commencement Date and Expiry Date);
- (d) Licensed Venue(s);
- (e) Licensed Activities;
- (f) Special Conditions (if any).

RQ will issue a Licence certificate for each Licensed Club and, if a Club and Venue Licence is issued, the certificate will nominate the address and property description of each Licensed Venue.

8.5. Notification of Outcome

Clubs will be notified in writing of the outcome of their application by Information Notice.

For more about how RQ serves Information Notices, see section 13 of this Policy.

8.6. Internal Review Procedure & 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 Club that 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 sufficient 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 Club has first applied to RQ for an internal review, using the Application for Internal Review Form, in accordance with RQ's Internal Review Procedure.

9. Licence Duration, Renewal and Surrender

9.1. Licence Duration

Licences granted by RQ are valid for a 24-month period, except where provisional or temporary Licences are issued, in which case the timeframe specified in the provisional or temporary Licence applies. See section 14.3 of this Policy for more information.

Licences may be extended by RQ in accordance with the Licence conditions.

9.2. Licence Renewal

A Club wishing to renew its Licence must, before the Licence expiry date, submit an application for renewal in the same way as provided for a new Licence application (see section 8.1 of this Policy), including by:

- (a) lodging a completed application in the approved form;
- (b) paying or providing evidence of payment of the prescribed fee (if any);
- (c) providing all documents or other information required by RQ in support of the application; and
- (d) completing all declarations required by RQ in support of the application.

The following points apply to renewal applications:

- at its discretion, RQ may not require certain documentation or other information from a Club submitting a renewal application, if it already holds such documentation or information (and provided it remains current);
- an application for Licence renewal will be dealt with in the same way as provided in this Policy for dealing with an application for a new Licence (with any necessary changes);
- Executive Officers will not be required to provide updated national police certificates (where one has previously been provided), unless otherwise required to under section 7.3(a) to (c) of this Policy; and
- if a Club fails to renew its Licence by the expiry date, the Licence will expire and any further application submitted by the Club will be treated as a new Licence application (with all supporting documents and other information required, including national police certificates from all Executive Officers).

9.3. Licence Surrender

A Club may at any time apply to RQ requesting RQ to accept a surrender of its Licence. RQ will consider the request and respond to the Club in writing.

A Club cannot unilaterally surrender and terminate its Licence without the written acceptance of RQ. A Club's purported surrender of its Licence, or the subsequent acceptance by RQ of the surrender of the Licence, will not affect any ongoing review, audit or other investigations by RQ into the affairs of the Club. If RQ believes that a Club has attempted to surrender its Licence to prevent the commencement or continuation of any review, audit, investigation or enforcement action by RQ against the Club, RQ will not consider accepting a surrender of the Licence from that Club, unless and until there is a satisfactory resolution of outstanding matters.

10. Review and Audit of Licensed Clubs and Venues

10.1. Review and Audit Processes

Pursuant to section 82(2)(b) of the Act, RQ may review and/or audit Licensed Clubs and Venues from time to time to determine if a Club or Venue continues to be suitable to be licensed, having regard to the matters set out in this Policy, the Act and any other matters it considers relevant. Without limiting when a review and/or audit may be commenced, RQ may commence such action as a result of:

- (a) a written complaint provided by a third party to RQ regarding a Licensed Club or Venue;
- (b) information gathered by RQ which evidences that a Licensed Club may be in breach of, or have failed to comply with, its Licence Conditions;
- (c) any regular or periodic review and/or audit activity scheduled to be undertaken by RQ;
- (d) requests from, or responses to, Government agencies and officials; or
- (e) RQ being notified or becoming aware of any matter that may cause it to consider that an Executive Officer of a Club is not a 'fit and proper person' in accordance with section 7.2, including where RQ has reasonable grounds to suspect that an Executive Officer has been convicted of an offence.

The Club must provide RQ with any information reasonably requested by RQ from time to time for the purpose of conducting a review and/or audit under this section, including but not limited to:

- details of current Executive Officers;
- national police certificates for Executive Officers;
- constitution or amendments including by-laws and other policies;
- listing of Club financial members;
- financial information including audited financial statements, including auditors report and, management accounts and other reports or supporting information requested from the Club's financial records;
- attendance numbers, figures and other information;
- minutes of committee or board meetings or general meetings of the Club;
- strategic, business or master plans of the Club;
- financial forecasts of profitability, cashflow and capital expenditure;
- key agreements regarding venue and tenancy;
- certificates of currency for relevant insurance policies;
- workplace health and safety plans and procedures;
- financial management procedures;
- internal control and record keeping procedures;
- emergency evacuation and/or management procedures; and
- procedures to mitigate instances of risk.

When reviewing and/or auditing a Licensed Club to consider its continued suitability to be licensed, RQ will have regard to the number of Race Meetings allotted to the Club, and the number of Races held at each meeting, during the Licence period.

If, after reviewing and/or auditing a Licensed Club or Venue, RQ is not satisfied that the Club continues to be suitable to be licensed, RQ shall take action against the Club, including Disciplinary Action.

10.2. Further Grounds for Disciplinary Action

While the Act identifies certain grounds for RQ to suspend or cancel a Licence, the Act does not limit the matters that this Policy may provide is a ground for taking Disciplinary Action relating to a Club's Licence.

Without limiting section 10.1, each of the following is also a ground to suspend or cancel a Licence, or take other Disciplinary Action against a Club:

- (a) the Club has committed a breach of or non-compliance with the Rules of Racing or the Governance Requirements;
- (b) the Club fails to comply with a Control Body Direction;
- (c) in the reasonable opinion of RQ, the Club is no longer financially viable or able to continue to operate as a going concern;
- (d) the Club suffers an Insolvency Event;
- (e) the Club is in default in respect of the payment of any money payable to RQ;
- (f) the Club commits a breach of the Licence which is not capable of remedy;
- (g) the Club commits a breach of the Licence, and that breach has not been remedied to the reasonable satisfaction of RQ within 14 days of receipt of written notification from RQ requesting rectification of that breach; or
- (h) the Club commits persistent breaches of the Licence.

10.3. Immediate Licence Suspension

Section 118 of the Act gives RQ the power 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 accordance with the Act.

Without limiting the circumstances in which RQ may immediately suspend a Licence, RQ may do so where a ground exists to suspend or cancel the Licence, and:

- RQ forms the belief that the safety of persons or animals are in danger;
- a Club, or the Executive Officer of a Club, has been found guilty of or pleaded guilty to any one or more 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 Club, or the Executive Officer of a Club, has been charged with an offence constituting a 'serious offence' under Queensland law (or that would constitute such an offence if committed in Queensland);
- RQ is acting on the advice of the QRIC in circumstances where there is an allegation of a wrongdoing by a Club or at a Licensed Venue which arises under the ambit of the QRIC, in relation to the safety or welfare of persons or animals, and where RQ forms the view that the Club has failed to take appropriate measures to address the alleged wrongdoing; or
- the Club is insolvent or is unable to meet its financial commitments.

Should RQ immediately suspend a Licence, RQ will give the QRIC notice of the decision, as required by section 122 of the Act.

Before a Club's Licence is immediately suspended, RQ may, but is not obliged to, direct the Club to attend a hearing to show cause why the Licence should not be suspended.

11. Process for taking Disciplinary Action (other than immediate suspension)

RQ may take Disciplinary Action when a ground for Disciplinary Action is established under sections 10.1 and 10.2 of this Policy. RQ may also suspend, cancel, Censure or otherwise deal with a Licence in accordance with RQ's powers under the Act, RQ's Policies and the Rules of Racing.

11.1. Notice of Disciplinary Action

Prior to RQ taking any proposed Disciplinary Action against a Club, RQ will first provide a written notice to the Club ("**Show Cause Notice**"), stating:

- (a) the proposed action;
- (b) the grounds for the proposed action;
- (c) an outline of the facts and circumstances forming the basis for the grounds;
- (d) if the proposed action is to suspend the Licence, the proposed suspension period; and
- (e) an invitation to the Club to show within a stated period (the "**Show Cause Period**") why the proposed action should not be taken.

The Show Cause Period must be a period ending at least 28 days after the day the Show Cause Notice is given to the Club.

11.2. Accepted Representations

The Club may make written representations about the Show Cause Notice within the Show Cause Period ("**Accepted Representations**"), and RQ must consider all Accepted Representations.

11.3. Taking Proposed Action

If:

- (a) there are no Accepted Representations for a Show Cause Notice; or
- (b) after considering the Accepted Representations for a Show Cause Notice, RQ still believes a ground exists to take the proposed action;

RQ may:

- (c) if the proposed action was to change a condition stated in the Licence, or stating a new condition to which the Licence is to be subject, vary the Licence conditions in the proposed way;
- (d) if the proposed action was to suspend the Licence, suspend the Licence for not longer than the proposed suspension period; or
- (e) if the proposed action was to cancel the Licence, cancel the Licence or suspend the Licence for a period.

If RQ decides to take action under this section, RQ will immediately give the Club an Information Notice about the decision.

If RQ's decision is that the Licence is cancelled or suspended, the Information Notice will include a direction to the Club to return the Licence certificate to RQ, within 14 days of receiving the notice, for relevant action by RQ.

The decision will take effect on the later of the following—

- the day the Information Notice is given to the Club;
- the date of effect stated in the Information Notice.

Nothing in this section will limit RQ's powers to take other action under the Act, RQ's Policies, the Rules of Racing or any agreements between RQ and the Club.

11.4. Internal Reviews & Appeals

Clubs have the right to request an internal review of decisions made by RQ relating to certain matters. Refer to section 8.6 of this Policy.

12. Register of Licences

RQ maintains a register of all Clubs, their details (including details of Executive Officers), history and records of activity in thoroughbred, harness and greyhound racing.

Clubs 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 licensed Clubs will have details from their application forms added into the RQ Licence Register.

12.1. Exhibiting and Producing a Licence

All Clubs must retain a copy of their Licence certificate and make it available to any officer of RQ if requested.

12.2. Replacing a lost Licence certificate

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

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

Notification of lost Licence certificates from a Club will be accepted where verification of the Club's details is established whether in writing or verbally.

12.3. Notifying RQ of Certain Changes

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

clublicensing@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 Clubs must notify RQ about a change of the Club's address or a change in the Club's Executive Officers within 14 days of the date the change occurred.

13. Serving Notices

13.1. Show Cause Notice

RQ may issue a Show Cause Notice to a Licensed Club requiring them to show cause, within a stated period, why the Club's Licence should not be suspended cancelled or have conditions imposed.

13.2. Information Notice

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

RQ may issue an Information Notice:

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

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

- the decision;
- the date of the decision;
- the date the decision takes effect;
- the reasons for the decision; and
- 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.

14. Other Matters about RQ's Licensing Scheme

14.1. RQ Officials: Functions, Powers & Identity

RQ will appoint such senior officials as are necessary to provide for the requirements of this Policy. Officials are appointed with the powers and functions assigned under this Policy, other Policies of RQ, and the applicable Rules of Racing. Officials of RQ will be issued with identity cards.

14.2. Giving Public Notice

A Club applying 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.

14.3. Provisional & Temporary Licences

RQ may grant provisional or temporary Licences at its discretion. Without limiting the circumstances under which a Club may be granted a provision or temporary Licence, provisional or temporary Licences may be granted to Clubs when:

- (a) a Club has met all of its safety compliance but has not supplied all Club compliance documentation, or has agreed to undertake works to rectify a non-compliance with the Licensed Venue Standards, and has taken appropriate remedial action to manage the risk of injury to people or animals in the meantime; or

For example, in that situation at RQ's discretion the Club may be issued with a temporary Licence for their scheduled Race Meeting provided that an agreement is reached for the Club to meet its obligations within a specified timeframe. In these cases, the Licence conditions would be changed to note that the Licence is temporary or provisional. A Licence would not be issued until all outstanding compliance documentation has been provided to RQ.

- (b) if a Club has been dormant for a period of time, the Club may be deemed eligible to resume racing operations under a provisional Licence; or, otherwise
- (c) where a Club is authorised to hold a Race Meeting at an Alternative Venue under the Club's Licence Conditions. A temporary Licensed Venue may include showgrounds (Show Societies etc.) racing a once-a-year annual event.

14.4. Licence Transfers

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

14.5. 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.

15. Rules Of Racing

Rules of Racing will not be made for this Policy.

16. Related Documents

[All Racing Queensland Policies](#)

[Licence General Conditions](#)

[Licensed Venue Standards](#)

[Racing Act 2002](#)

[Racing Regulation 2023](#)

[Rules of Racing](#)

17. Definitions and Interpretation

In this Policy:

- (a) the **Act** means the [Racing Act 2002](#) (Qld);
- (b) **Alternative Venue** has the meaning given in the General Conditions;

- (c) **Censure** means formal expression of severe disapproval;
- (d) **Club** has the meaning given in the Act and includes, to the extent the context permits, a Club licensed by RQ under this Policy and a Club applying for a Licence;
- (e) **Control Body Direction** has the meaning given in the Act;
- (f) **Conviction** refers to an offence and means being found guilty of the offence, on a plea of guilty or otherwise, whether or not a conviction is recorded;
- (g) **Excluded Person** means a person who:
 - (i) is currently disqualified under the Rules of Racing; or
 - (ii) is currently on the Forfeit List;
- (h) **Forfeit List** means a list of names of persons who owe a debt to RQ (or, where the Rules of Racing permit, another person or entity) which debt has arisen from a person's involvement in thoroughbred, harness or greyhound racing in Australia;
- (i) **General Conditions** means the terms and conditions applicable to all Licences of a particular type issued by RQ under this Policy, as amended from time to time;
- (j) **Governance Requirements** means:
 - (i) the Act and all other applicable Laws; and
 - (ii) any Policies of RQ as amended from time to time;
- (k) **Insolvency Event** has the meaning given in the General Conditions;
- (l) **Laws** means:
 - (i) principles of law or equity established by decisions of courts;
 - (ii) statutes, regulations or by-laws of the Commonwealth of Australia, or any State or Territory of the Commonwealth of Australia or a government agency; and
 - (iii) requirements and approvals (including conditions) of the Commonwealth of Australia or a State or Territory of the Commonwealth of Australia or a government agency that have the force of law;
- (m) **Licence** means a licence granted by RQ under the Act;
- (n) **Licence Conditions** means the conditions applicable to a Licence, comprising the General Conditions and any Special Conditions;
- (o) **Licensed Club** means a Club licensed by RQ under this Policy to hold Race Meetings for its Code of Racing;
- (p) **Licensed Venue** means a Venue licensed by RQ under this Policy as a place at which a Race Meeting may be held by a Club for its Code of Racing;
- (q) **Licensed Venue Standards** means the current standards for Licensed Venues published by RQ on its website for a relevant Code of Racing;
- (r) **Owner**, in relation to a Venue, means the registered owner of the Venue;
- (s) **Personnel** means any of the Club's directors, officers, employees, staff, officials, volunteers, agents, consultants, service providers, specialists and other persons concerned or taking part in the operation of the Club or any Race Meeting;
- (t) **Policies** means any policies made by RQ from time to time under Chapter 3, Part 2, Division 1 of the Act;
- (u) **QRIC** means the Queensland Racing Integrity Commission, and, where relevant, includes its stewards, employees, contractors and any other person authorised by the QRIC.
- (v) **Rules of Racing** means the rules of racing made under the Act and applicable to the Club's Code of Racing;
- (w) **Special Conditions** means any conditions applied to a particular Club's Licence and set out on the Club's Licence certificate; and
- (x) **Venue** has the meaning given in the Act.

Any capitalised terms defined in the Act have the same meaning as set out therein, except as otherwise stated in this Policy.

18. Version History

Current Version:	2024.12	Approved:	27 November 2024
Document Owner:	Chief Operating Officer	Due for Review:	1 December 2027
Enquiries to:	clublicensing@racingqueensland.com.au		

VERSION	EFFECTIVE	DEPARTMENT	CHANGES MADE
2024.12	1 December 2024	Club Partnerships and Assets	Policy updated.
2021.11	3 November 2021	EGM Club Partnership and Assets	Policy updated.
1.0	31 May 2017	Chief Financial Officer	Policy created.