

Private and confidential

Application for Accreditation as an Accredited Facility

(Section 129 Racing Act 2002)

Name of Accreditation Applicant

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Part One – Background information for accreditation applicants

The following overview is provided as a guide for applicants.

Requirements of the *Racing Act 2002* (the Act)

The Act regulates the racing of animals on which betting is conducted in Queensland. The key objective of the Act is to ensure that the racing of animals on which betting occurs is conducted to the highest standards of integrity by all persons involved in racing or betting and that the welfare of the animals involved is protected.

Under the Act, control bodies may be approved to manage a code of racing. A control body is required to have policies for the management and regulation of its code of racing which includes policies about drug control, animal welfare and disease management and safeguarding the public interest in the racing code. A control body must enter into an agreement with an accredited facility for integrated scientific and professional services relating to drug control and animal welfare.

Facilities are accredited by the Chief Executive of the Department.

The Chief Executive may seek advice from the Racing Animal Welfare and Integrity Board, an independent board established under the Act, which consists of persons with prescribed professional skills.

The Racing Animal Welfare and Integrity Board has developed and published The Collection Procedures.

The Act also establishes the Racing Appeals Tribunal to hear and decide appeals about certain decisions made by a control body.

The Chief Executive may appoint Authorised Officers to investigate and enforce compliance with the Act.

What integrated scientific and professional services is an accredited facility required to provide under an agreement with a control body?

An accredited facility is required to provide a range of services under an agreement with a control body to assist the control body comply with the Act and administer its rules of racing. These services include the analysis of things which includes biological samples, to detect the presence of drugs and code substances and the provision of veterinary advice relating to the nature and effect of a drug or code substance found upon analysis.

A “drug” is defined under the Act as a substance:

- mentioned in the Standard for the Uniform Scheduling of Drugs and Poisons as in force from time to time, published by the Commonwealth; or
- another substance, likely to affect the performance of a licensed animal, prescribed under a regulation.

A “code substance” is defined as a substance, other than a drug, that is:

- relevant to a control body’s code of racing; and
- mentioned in an agreement between the control body and an accredited facility.

An accredited facility is required to engage persons who have the qualifications and experience to be accredited analysts and accredited veterinary surgeons. Accredited analysts and accredited veterinary surgeons are required to sign certificates for evidentiary purposes under the Act and a Control Body's Rules of Racing. Certificates signed by an accredited analyst or accredited veterinary surgeon may be produced as evidence in an inquiry held under a Control Body's Rules of Racing or in an appeal to the Racing Appeals Tribunal or a court of law.

How are the services provided by an accredited facility monitored, tested and evaluated under the Act?

Under the Act, an accredited facility will be monitored by:

- The Racing Animal Welfare and Integrity Board whose function is to monitor, advise and make recommendations to the Chief Executive of the Department.
 - (a) The quality and range of services for drug control relating to licensed animals and associated services that accredited facilities or secondary facilities provide; and
 - (b) The way accredited facilities analyse things.
- An Integrity Officer's function is to investigate compliance with the Act, including auditing each accredited facility to assess whether it is complying with the conditions of its accreditation and the requirements of the Act.

What must an applicant demonstrate?

Applicants must demonstrate that the facility complies with the requirements of the Act, including the Procedures About the Way Things for Analysis are Taken and Dealt With approved by the Racing Animal Welfare and Integrity Board.

Without limiting the matters that the Chief Executive may take into account when making a decision in relation to an application and having regard to the requirements of section 131(2) of the Act, applicants should demonstrate how the facility would ensure the delivery of the following:

- the services required under an agreement with a Control Body;
- ethical leadership and management processes that underpin its business operations;
- quality services that demonstrably meet best practice and proficiency standards;
- the application of good corporate governance principles;
- the identification and compliance with any lawful requirement necessary for its business activities;
- systems and procedures that ensure independence, transparency, accountability and integrity in the facility's process and relationships; and
- that a secondary facility meets the requirements of the Act.

Privacy Statement

Queensland Treasury is collecting information, including personal information, on this form for the purposes of deciding whether the facility is suitable to be an accredited facility. This is authorised under Section 129 to 131 of the Act. This information will not be disclosed to a third party without your consent unless authorised or required by law.

Further information

The *Racing Act 2002* may be accessed via the website of the Office of Parliamentary Counsel at www.legislation.qld.gov.au

The Collection Procedures as developed by the Racing Animal Welfare and Integrity Board may be accessed via website www.racing.qld.gov.au

Copies of the *Racing Act 2002* and the *Racing Regulations 2003* may be purchased from Goprint, 371 Vulture Street Woolloongabba, telephone (07) 3246 3607.

Further enquiries in relation to accreditation applications may be directed to:

Queensland Office of Racing Regulation

Telephone: (07) 3234 1400

Facsimile: (07) 3234 1411

Part Two – Information on the application process

Introduction

Applications for the accreditation of a facility are made pursuant to Sections 129 to 131 of the *Racing Act 2002* (the Act).

Before completing this application, applicants should be familiar with the provisions of the Act relating to an accredited facility and be familiar with the “Instructions for Completing an Accreditation Application” contained herein.

Payment

An Accreditation Application must be accompanied by the application fee prescribed under the *Racing Regulation 2003*.

What is the application process?

The accreditation application process will be a multi-step process.

Step 1

To clarify matters relating to an accreditation application, an applicant may request an interview with an Officer of the Office of Racing Regulation by telephoning 323 41400.

Step 2

After receiving an accreditation application and prescribed fee, the Chief Executive may ask for further information or documents about the application.

Step 3

The Chief Executive will advise the applicant in writing of the outcome of the accreditation application, whether successful or unsuccessful.

Part Three – Instructions for completing this application form

1. Information required in parts 4 to 7 inclusive, of this form must be provided by the person responsible for the facility and who will be the accreditation holder if the application is granted.
2. Type or print an answer to every question in BLOCK LETTERS.
3. If a question does not apply to the Applicant, state “N/A” in response to that question. A blank response is not acceptable.
4. If there is nothing to disclose in reply to a particular question state, “nil” in response to that question.
5. If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an attachment page. When required to use an attachment page precede each answer thereon with the title applicable to that question and PRINT your name and sign your name in the bottom right corner of the page.
6. All dates should be completed in the form: DD/MM/YYYY.
7. Each page of this form should be signed by the person completing the form in the space provided.
8. This form is to be completed in the English language. Any documents required to be provided are to have a certified English translation appended.
9. Documents or other information sought from authorities in Australia may not be applicable to a company which has been incorporated in another country or which originates from a company located overseas. In such cases the documents or equivalent information should be obtained and certified from the relevant authority of that country.
10. An “*” signifies “Delete whichever is not applicable”
11. The application will not be accepted unless it is accompanied by the Application Fee prescribed under the *Racing Regulation 2003* which is not refundable.
12. Any further inquiries should be directed to the Queensland Office of Racing Regulation, telephone (07) 3234 1400.

Important

Warning about false or misleading information or incomplete disclosure

Accreditation applicants and other persons completing this form should be aware that action may be taken should information be supplied that is false, misleading or incomplete in a material particular. Persons who submit false or misleading information may be prosecuted and fined (Section 313 of the Act).

Where an accreditation application approval is issued and it is subsequently found that full disclosures had not been made in relation to the accreditation applicant or business or executive associates or that false or misleading information had been provided, show cause action may be taken. That action would determine whether the Accreditation approval should be cancelled or suspended (Section 136 of the Act).

Part Four – Details of the Accreditation Applicant (S129 Racing Act 2002)

Name of the person responsible for the Facility and who will hold the accreditation if the application is granted

Name

ACN (if applicable)

ABN

Address of the Person responsible for the Facility and who will hold the accreditation if the application is granted

Street Address

Postal Address

Telephone

Facsimile

Email

Name of the Facility

Name

ACN (if applicable)

ABN

Address of the Facility

Street Address

Postal Address

Telephone

Facsimile

Email

Signature:

Registered Business Name
(if any) of Facility

Analyst

Name and contact details
of the Analyst engaged
by the applicant who has
qualifications prescribed under
the *Racing Regulation 2003* to
be an accredited analyst

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details
of the Analyst engaged
by the applicant who has
qualifications prescribed under
the *Racing Regulation 2003* to
be an accredited analyst

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details
of the Analyst engaged
by the applicant who has
qualifications prescribed under
the *Racing Regulation 2003* to
be an accredited analyst

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Signature:

Veterinary

Name and contact details of the Veterinary Surgeon engaged by the applicant who has qualifications prescribed under the *Racing Regulation 2003* to be an accredited veterinary surgeon

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details of the Veterinary Surgeon engaged by the applicant who has qualifications prescribed under the *Racing Regulation 2003* to be an accredited veterinary surgeon

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details of the Veterinary Surgeon engaged by the applicant who has qualifications prescribed under the *Racing Regulation 2003* to be an accredited veterinary surgeon

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Signature:

Nominated Person

Name and contact details of the Nominated Person, who is a person other than an analyst, who is responsible for taking delivery, for the facility, of things for analysis

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Secondary Facility

Details of all Secondary Facilities proposed to be used by the Accreditation Applicant.

If more Secondary Facilities are proposed, provide the following details as an attachment:

Name and contact details of another facility proposed as a secondary facility, to which things for analysis will be delivered, if things cannot be analysed at the proposed facility within a reasonable time

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Signature:

Name and contact details for a person other than the Analyst who is to be responsible for taking delivery for the proposed secondary facility

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details for the Analyst who has the qualifications prescribed under the *Racing Regulation 2003* to be an accredited analyst for the proposed secondary facility

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Name and contact details for the Analyst who has the qualifications prescribed under the *Racing Regulation 2003* to be an accredited analyst for the proposed secondary facility

Full Name

Date of Birth

Home Address

Telephone

Facsimile

Email

Qualifications held (please attach certified copies of same)

Signature:

Part Five – Details pursuant to Section 131 of the *Racing Act 2002*

Without limiting the matters the Chief Executive may consider when assessing an application, applicants must provide by way of attachment, information and documents that demonstrate how the facility would satisfy the requirements of the Act including the matters that the Chief Executive must be satisfied about in section 131(2) of the *Racing Act 2002* (the Act). In addition, applicants must address those matters referred to on page 4 of this application under the heading “What must applicant demonstrate?”.

Section 131(2) of the Act states that the Chief Executive may only accredit a facility if the Chief Executive is satisfied that:

- the facility’s procedures for analysis, including its security systems relating to analysing things relating to licensed animals, are of a standard to ensure the integrity of the analysis;
- the facility’s staff involved in analysing things relating to licensed animals have the necessary experience or expertise to perform the analysis;
- persons engaged as veterinary surgeons for the facility have the necessary experience or expertise to provide advice about the nature and effect of drugs and code substances in relation to licensed animals;
- the facility has entered into an arrangement for services, relating to analysing things that can not be analysed at the facility within a reasonable time, with a proposed secondary facility stated in the accreditation application; and
- the proposed secondary facility has:
 - procedures for analysis that are of a standard to ensure the integrity of the analysis, including quality assurance procedures and security systems, relating to analysing things relating to licensed animals;
 - staff involved in analysing things relating to licensed animals who have the necessary experience or expertise to perform the analysis; and
 - the facility otherwise complies with requirements prescribed under a regulation, including requirements for quality assurance procedures to be complied with when analysing things relating to licensed animals.

Part Six – Certification

I,
of

hereby declare that in making this application for the accreditation of a facility:

- (a) I am a person who has responsibility for a facility that I believe has the capacity to analyse things relating to licensed animals pursuant to the requirements of the *Racing Act 2002*.
- (b) I certify that the particulars contained herein are true and correct in every detail and fully disclose the information required to complete this form.
- (c) I am authorised to complete this declaration on behalf of the applicant.
- (d) I am familiar with the provisions of the *Racing Act 2002* relating to the accreditation of facilities (sections 129 to 141).
- (e) I understand that the Chief Executive may request further information or documents relating to this application including, but not limited to those documents, mentioned in Part 4 of the Application (section 130 *Racing Act 2002*).
- (f) I understand that the Integrity Officers have the power to audit and investigate an accredited facility (sections 261 to 330 *Racing Act 2002*).
- (g) I understand that the Chief Executive may impose other conditions to which the accreditation may be subject (section 131(5) *Racing Act 2002*).
- (h) I understand that the *Racing Act 2002* provides grounds to take disciplinary action against an accredited facility (sections 135 to 141).

Signed on behalf of

by being duly authorised

this day of 20

(Signature)

in the presence of

(Signature of Witness)

A Justice of the Peace/Legal Practitioner

(Full Name of Witness)