



RACING AND WAGERING WESTERN AUSTRALIA

ABN 21 347 055 603

Licensing & Registrations
14 Hasler Rd OSBORNE PARK WA 6017
Telephone 08 9445 5558
Fax 08 6314 4792
Email: licreginfo@rwwa.com.au

THOROUGHBRED VISITING TRAINERS APPLICATION

NO FEE

DETAILS - PLEASE COMPLETE
MR/MRS/MISS/MS
Surname: Given Names:
Home Jurisdiction Postal Address:
Name of Controlling Body / Club where currently licensed:
W.A. Residential Address:
W.A. Stable Address:
Class of Licence:
WA Contact Telephone Numbers: Home: Mobile:
Email Address:
W.A. Stable Owner's Surname: Given Names:

Table with 2 columns: HORSE NAMES (STABLE RETURNS MUST BE LODGED FOR EACH HORSE) and GEAR CARRIED (LIST ALL GEAR CARRIED BY THE HORSE)

Table with 2 columns: STABLE EMPLOYEES NAMES (EACH EMPLOYEE MUST LODGE A VISITING STABLEHAND APPLICATION) and STABLE EMPLOYEES CONTACT NUMBER (PLEASE LIST ALL CONTACT NUMBERS)

PLEASE ENSURE ALL STAFF ARE LICENSED AND APPROVED.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION OR SPECIAL CIRCUMSTANCES (E.G. YOUR REPRESENTATIVE ACTING IN YOUR ABSENCE, OR WHETHER YOU WILL NOT BE IN ATTENDANCE AT ANY PARTICULAR RACE MEETINGS) YOU WISH THE STEWARDS TO BE AWARE OF -

Empty form box for additional information.

## APPLICANT'S DECLARATION

1. I hereby authorise Racing and Wagering Western Australia (RWWA) to check any details of information given in this statement, including but not limited to, criminal convictions, financial commitments, etc. as the Authority in its absolute discretion deems necessary.
2. I acknowledge, if I am applying for a trainer's licence/permit that
  - (a) I will take out Workers Compensation insurance when I employ workers ("Workers" as defined in the Act) to assist me in my training activities
  - (b) The training of all Horses/Greyhounds in my care will be under my personal supervision
  - (c) I will notify RWWA immediately whenever a Horse/Greyhound leaves my control or comes under my control where it is my intention to prepare the Horse/Greyhound to participate in trials or races and
  - (d) I will permit the Stewards or Officials of RWWA to enter at any time and inspect my property and to exercise their powers under the Rules.
3. If I am applying for a trainer's licence/permit, I acknowledge my application will be rejected if I do not have public liability insurance.
4. If I am charged with an offence, by Police or one that is punishable by fine or imprisonment, I undertake to contact the Stewards immediately upon being charged.
5. If I have been convicted of an offence punishable by fine or imprisonment in the previous 12-months, I undertake to contact the Stewards (08 9445 5333) immediately and attach to this application a copy of my current Police Clearance Certificate and details of the Court ruling in relation to the offence.
6. I shall always conduct and present myself in a professional and proper manner and comply with RWWA Rules of Racing, Official's instructions and the powers afforded to them and that failure to do so can place my current and future involvement in the industry in jeopardy.
7. I acknowledge that in the event of becoming disqualified, I remain bound by and subject to, the Rules of Racing for the period of my disqualification, and that my current licence is forfeited and upon expiration of the disqualification I must re-apply for a Licence. I recognize in these circumstances such application may be refused or made subject to special conditions.
8. I acknowledge having read and understood the Rules of Racing and further undertake to read Official RWWA Publications so as to keep myself informed of any amendments to the said rules. I agree to be always bound by the Rules in force from time to time and any other lawful Rules, Regulations, Conditions and Directions as may from time to time be formed, made, or given by Stewards or Officials of RWWA.
9. I will provide the Licensing & Registrations Department with written advice of any changes to the details I have advised in this application within 48-hours of the change.
10. I hereby declare that all particulars stated on this application are true and correct, that I have read all the conditions appearing in this Application and acknowledge and agree to abide by all such conditions.
11. I acknowledge that the Stewards are empowered to punish any person who makes any false or misleading statement or declaration in respect of any matter in connection with the administration or control of Racing.
12. I agree that RWWA may record telephone conversations with you when you contact RWWA or are contacted by RWWA by telephone line in relation to any licence or racing related matter.

**NO NOMINATION WILL BE ACCEPTED WITHOUT THIS APPLICATION BEING SUBMITTED TO RACING AND WAGERING WESTERN AUSTRALIA AND THE COMPLETION OF AN OFFICIAL STABLE RETURN FOR EACH HORSE NOMINATED TO RACE**

Have you been charged with, or found guilty of an offence punishable by fine or imprisonment in the previous 12-months? If so contact RWWA Stewards prior to lodging renewal.	<input type="checkbox"/> YES <input type="checkbox"/> NO Please tick as appropriate ✓
Are you or have you ever been declared bankrupt? If YES show details here or attached a separate report.	<input type="checkbox"/> YES <input type="checkbox"/> NO Please tick as appropriate ✓
DATE OF BIRTH: (DAY) _____ (MONTH) _____ (YEAR) _____	
I HEREBY MAKE APPLICATION FOR A VISITING TRAINER LICENCE IN WESTERN AUSTRALIA FOR THE PERIOD OF – COMMENCING-: (DAY) _____ (MONTH) _____ (YEAR) _____ EXPIRING-: (DAY) _____ (MONTH) _____ (YEAR) _____	
<b>NOTE – 1. THE APPLICANT MUST ARRANGE FOR A CLEARANCE FROM HIS/HER LICENSING JURISDICTION TO BE FORWARDED TO THE RWWA THOROUGHBREDS STEWARDS – FACSIMILE 08 9479 3116. 2. THE COMPLETED APPLICATION MUST BE RETURNED TO LICENSING AND REGISTRATIONS.</b>	
APPLICANT'S SIGNATURE: _____	DATE: _____

### PRIVACY




The information collected on this form will be used for the purposes of transacting Racing & Wagering Western Australia (RWWA) business.

### IMPORTANT INFORMATION

1. TRAINERS WHO EMPLOY WORKERS TO ASSIST THEM IN THEIR TRAINING ACTIVITIES ARE COMPELLED BY WORKERS COMPENSATION LAW TO TAKE OUT APPROPRIATE WORKERS COMPENSATION INSURANCE FOR THEIR WORKERS.
2. LICENCE IS FOR A PERIOD OF ONE MONTH.

**GST DECLARATION**  
*Must be completed*

FULL NAME .....

Please tick <input checked="" type="checkbox"/> where applicable		
Harness <input type="checkbox"/> 	Thoroughbred <input type="checkbox"/> 	Greyhound <input type="checkbox"/> 

**Section A:**

**Are you a resident of Australia for income taxation purposes?**  **Yes** *Go to section B*  **No** *Go to section D*

*If you have answered No, then we are obligated to withhold amounts under the Foreign Resident Withholding provisions.*

**Section B:**

**Is the horse racing activity conducted as a private recreational pursuit or hobby?**

**Yes** *Go to section D*  **No** *Go to section c*

*If you have answered Yes, an ABN cannot be provided and you must declare yourself as a Hobbyist.*

**Section C:**

*Where the participant is GST registered the following agreement is given:*

**AGREEMENT FOR THE ISSUE OF RECIPIENT CREATED TAX INVOICES**

**Between**

Racing and Wagering Western Australia ("Recipient") ABN: 21 347 055 603 14 Hasler Road, OSBORNE PARK WA 6017

**And**

The Signatory (referred to as the "Supplier")

**Terms and Conditions**

The Supplier and Recipient agree that:

1. The Recipient may issue tax invoices in respect of supplies made by the Supplier;
2. The Supplier may not issue tax invoices in respect of supplies made by the Supplier;
3. The Supplier acknowledges that it is registered for GST when it enters into this Agreement and it will notify the Recipient if it ceases to be registered; and
4. The Recipient acknowledges that it is registered for GST when it enters into this Agreement and it will notify the Supplier if it ceases to be registered; and

**When you sign this GST Declaration, you are taken to have read this Agreement and agreed to the terms and conditions outlined above.**

ABN – related to the horse industry (Applicable for Businesses)										
ABN No:										
Start Date ___/___/___ <b>GST Reg.</b> <input checked="" type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No										

*Should your Hobby/ABN and/or GST registration status change at any time, you must notify us of your new status immediately to enable us to make the correct payments. Should you require clarification on these entity types or taxation rulings, please refer to the ATO website.*

**Section D: (must be completed by all)**

**Australian Bank Account Details)**

Account Name: .....																							
Name of Bank .....	Branch.....																						
<b>BSB:</b>	<b>Account Number</b>																						
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Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

**RWWA Privacy Policy**

Please refer to RWWA's Privacy Policy on [www.rwwa.com.au](http://www.rwwa.com.au)

# **RWWA LICENSED PERSONS - USE OF SOCIAL MEDIA POLICY**

## **Introduction**

This document outlines the expectations of RWWA, and provides guidance, with regards to the use of Social Media by persons who are licensed within the Racing Industry in all three codes of Racing.

## **Purpose**

Social Media, including blogs, chat rooms, forums, facebook, twitter, youtube and other public media are a popular and ever-changing way for persons to interact with each other and share comment and opinions on issues.

RWWA acknowledges that Social Media is an important medium for persons within the Racing industry to engage with others, voice their opinions and be involved in debate on industry issues.

This Policy provides licensed persons with guidance as to the expectations of RWWA where Social Media comment/discussion/content or publication relates to anything in connection with Racing. It is designed to protect the interests of Racing and RWWA and the persons associated with them.

This Policy requires that when using Social Media persons are clear about their responsibilities in regard to the image of Racing, and ensure that any references to Racing are factually correct and accurate and do not breach confidentiality or integrity requirements. Person must show respect for the individuals and groups with which they may interact.

This Policy does not apply to personal use of Social Media by licensed persons where the user makes no reference to Racing or Racing related issues.

## **Scope**

This Policy applies to all persons defined as Licensed within the Policy.

## **DEFINITIONS-** for the purpose of this Policy:

“**Licensed Person**” means any Thoroughbred, Harness Racing or Greyhound;

AI Technician	Bookmaker's Clerk	Driver's Agent	Owner
Attendant	Breeder	Farrier	Rider's Agent
Apprentice Jockey	Catcher	Handler	Stablehand
Bookmaker	Driver	Jockey	Strapper
Studmaster	Track Rider	Trainer	Veterinary Surgeon

*NB: Person's mentioned above that do not hold a specific license with RWWA, are bound by the Rules of Racing in accordance with section 45(6) of the Racing and Wagering Act 2003 and for the purposes of this policy are therefore defined within the policy as "Licensed Persons".*

“**Racing/Racing Industry**” means Thoroughbred, Harness or Greyhound Racing wherever in the world it is conducted.

“**RWWA**” means Racing and Wagering Western Australia.

“**Social Media**” means, but is not limited to, the personal or business use of:

- Social networking sites e.g. Facebook, MySpace, Bebo, Friendster and LinkedIn;
- Micro blogging sites e.g. Twitter;
- Weblogs, like Wordpress and Blogger, including corporate blogs, personal blogs or blogs hosted by media outlets;
- Online newspapers allowing comments;
- Wikis and online collaboration sites, like Wikipedia;
- Forums and discussion boards and groups, e.g. Whirlpool, Yahoo! groups or Google groups, including racing and sports related forums;
- Online multiplayer gaming;
- Instant messaging (SMS);
- Video and photo sharing websites e.g. Flickr and You Tube;
- Any Mobile app that allows reviews, comments or geo-tagging.

“**Social Media platforms/channels**” means Social Media platforms or Social Media channels are the sites used for Social media purposes, like Facebook, Twitter, blogs etc.

“**Publish/Publications/Posts**” means publishing, publications, posts and posting in this document all mean anything written, uploaded or otherwise published on a Social Media platform.

“**Engage/Engagement**” means actively publishing content of any type (text, photos, videos etc.) on Social Media channels as a reaction to other online publications.

“**Content**” means any text, image or video that is ready for publication or has been published on a Social Media platform.

## **Use of Social Media**

Licensed Persons must not use Social Media to:

- Make/Publish any comments, which may be deemed to be detrimental to the image of Racing, or which may bring Racing into disrepute;
- Be disrespectful or abusive to any individuals or communities with which they interact/engage with;
- Use the identity of another licensed person or Racing official;
- Contravene any Rules of Racing;
- Disclose any information that is not readily available to the Public or disclose any confidential information (eg matters which are the subject of an ongoing Stewards inquiry or investigation);
- Publish any information in relation to Racing that is not factual or informed;
- Post material, content or comment, that is obscene, offensive, defamatory, disparaging, racist, threatening, harassing, bullying, discriminatory, hateful or abusive to another person or entity including Racing and RWWA, its employees, officials, other participants, contractors, partners and competitors.

Licensed Persons when using Social Media must:

- Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the Social Media platform being used;
- Identify themselves as a licensed person if they are referring to any matter involving RWWA, its people, its officials, other licensed persons or competitors and/or other racing related individuals or organizations;
- Not publish/post any content, in relation to Racing, that is false, misleading or unsubstantiated;
- Respect copyright, privacy, financial disclosure and other applicable laws;
- Be polite and respectful of other individuals and communities opinions;
- Ensure that anything published is free from harassment regarding racial, ethnic, religious, physical or sexual characteristics or sexual orientation;
- Not make an assumption that their identity as a Licensed Person, within the Racing Industry, may not be revealed.

**A breach of this Policy may result in that person, or persons, being called to appear before the RWWA Stewards to face the possibility of disciplinary action. As a result of these proceedings a Charge(s) may be laid under the Rules of Racing with penalties of fines, suspensions, disqualifications or cancellations of licenses being invoked.**

Any queries in relation to this Policy should be directed to the RWWA Stewards Department.

*(Paragraph in italics added to "Licensed Person" definition 25/2/13)*

# DISCRIMINATION / SEXUAL HARASSMENT STATEMENT



## DISCRIMINATION AND SEXUAL HARASSMENT

RWWA wishes to remind all industry participants of their rights and responsibilities with regard to discrimination and sexual harassment.

**Discrimination and sexual harassment are unacceptable and unlawful forms of behaviour.**

All people have the right to work in an environment that is free of sexual harassment, victimisation and discrimination.

RWWA, as the regulatory body for racing in Western Australia, provides support services, to promote working environments which are free of sexual harassment and discrimination. These services include the following:

Contact with Industry Representatives  
Availability of course material for trainees and apprentice jockeys  
Contact with independent bodies, eg. Human Rights and Equal Opportunities Commission, Anti-Discrimination Commission

A range of options exists to ensure all those involved in the industry have at least one channel of complaint with which they feel comfortable.

**RWWA will not tolerate sexual harassment and discrimination in the Western Australian racing industry.**

Our Stewards will enforce the Rules of Racing and will refer complaints to appropriate authorities which may include the police where appropriate.

### WHAT IS DISCRIMINATION?

**Discrimination occurs when someone is treated unfairly or badly compared to others, often because they are seen as different. It is against the law to discriminate against people because of:**

- Sex (whether male or female)
- Marital or parental status
- Race
- Age
- Impairment (whether physical, intellectual, psychiatric or mental disability, injury or illness, including whether they are HIV+ or use a guide dog, wheelchair or some other remedial device)
- Religion
- Political belief or activity
- Trade union activity
- Lawful sexual activity (whether they are gay, lesbian, heterosexual or bisexual)
- Pregnancy or breastfeeding

It is also against the law to discriminate against a person because they associate with or are related to someone who has any of these attributes or personal characteristics.

Unlike sexual harassment, which is against the law in all circumstances, discrimination is only against the law if it covers one or more of the grounds listed above and it occurs in any of the following areas:

- Employment
- Accommodation
- Education
- Provision of goods and services
- Access to places and vehicles
- Club membership and affairs
- Application forms
- Advertising
- Superannuation and insurance
- Sport

Additionally, the Racial Hatred Act covers public acts which are done because of race, colour, national or ethnic origin of a person and are reasonably likely to offend, insult, humiliate or intimidate that person or group.

### WHAT IS SEXUAL HARASSMENT?

**Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended.**

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour, which creates a sexually hostile working environment.

Examples of sexual harassment include:

- lewd jokes, comments or innuendo
- sexual comments, advances or propositions
- unzipping or undoing attire
- offensive, obscene language or crude gestures
- persistent questions or insinuations about a person's private life
- display of sexist literature
- nude/pornographic pictures (including screensavers)
- offensive, obscene language or crude gestures
- obscene telephone calls, faxes or emails

**Sexual harassment can involve behaviour that would also be an offence under the criminal law.** For example, physical assault, indecent exposure, sexual assault, stalking or obscene communication.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

### **COULD DISCRIMINATION OR SEXUAL HARASSMENT AFFECT YOU? YES**

**Everybody** who is engaged in activities related to the Western Australian Racing Industry must be aware of their responsibilities and rights with regard to discrimination, including sexual harassment.

**Everybody** includes owners; trainers; jockeys; RWWA's employees; contractors; trainees and all other associated persons who are engaged in activities in all areas of the racing industry in Western Australia.

### **WHAT ARE YOUR RIGHTS?**

- Everyone has the right to work in an environment which is free of harassment
- Sexual harassment is against the law
- Sexual harassment is against the Rules of Racing
- Confidential complaint procedures are available

### **WHAT DOES THE LAW SAY?**

**Sexual harassment is prohibited in Australia** by the Federal *Sex Discrimination Act* and anti-discrimination laws in all States and Territories. The *Sex Discrimination Act* prohibits sexual harassment and other forms of discrimination in areas such as employment, the provision of services, education and accommodation.

Sexual harassment is a legally recognised form of sex discrimination. Sexual harassment can be a breach of an employer's common law duty to take reasonable care for the health and safety of employees. It can also be a breach of occupational health and safety legislation.

### **WHAT ARE THE RULES OF RACING?**

**Stewards are empowered to investigate misconduct or allegations of misconduct and to lay charges and impose penalties under certain Rules of Racing.**

### **WHO IS RESPONSIBLE?**

**Are individual persons responsible? YES.**

- Persons, including employers, employees and contract workers are personally liable for their own acts of sexual harassment
- A person is personally liable for any act of victimization or discrimination
- A person is personally liable for causing, instructing, inducing, aiding or permitting another to discriminate (including discrimination involving sexual harassment)

**Are employers responsible? YES.**

- An employer is vicariously liable\* for any acts of harassment or discrimination committed by employees or agents in connection with their duties unless "all reasonable steps" were taken by the employer to prevent harassment and discrimination occurring
- Lack of awareness that an employee or agent sexually harassed or discriminated against another will not discharge and employer's vicarious liability\*

\***Vicarious liability** is an employer's legal responsibility for wrongs committed by employees in the course of work.

### **HOW TO MAKE A COMPLAINT**

Seek a complaint channel that you both trust and feel comfortable with. Investigate internal complaint channels. External complaint channels include:

- Human Rights and Equal Opportunities Commission
- State Equal Opportunities Commission
- Sexual Assault Resource Centre



RACING AND WAGERING WESTERN AUSTRALIA

## **RWWA LICENSING POLICY**

The RWWA Integrity Assurance Committee (IAC) did resolve on the 20 August 2007 to adopt the following policy.

### ***RWWA Licensing Policy***

In determining whether a person is suitable, appropriate or a “fit and proper person” to hold a license, or remain licensed with RWWA, the RWWA Board or its delegate may take into account any relevant matter relating to the person and including the following:

- (a) That the person has satisfactorily met and continues to meet, the knowledge, ability and experience requirements relevant to that category of licence as determined from time to time by the licensing body.
- (b) Any conviction of the person of any offence under any Rules of Racing not restricted to these RWWA Rules of Racing; and
- (c) Any conviction of the person of an offence punishable by imprisonment regardless of whether imprisonment was applied;
  - (i) against another law of the Commonwealth; or
  - (ii) against a law of a State or Territory; and
- (d) Whether the person is, or has been, an undischarged bankrupt or is taking advantage of the laws relating to bankruptcy; and
- (e) Whether any false or misleading information or document has been provided in relation to the person at the time of application or renewal of licence;
- (f) Whether the person has previously been refused a licence by any licensing authority;
- (g) Whether or not the person is likely to breach a licence condition;
- (h) Whether the person has omitted to disclose or has not fully disclosed information that is relevant to an application for licence or renewal;
- (i) Whether the person has any association with persons or groups that are undesirable to the reputation of the racing industry; and
- (j) Without limiting any other paragraph, whether the person has failed to pay an amount or such other account for which the person is or was liable for as confirmed by an order of a Court or Magistrate having jurisdiction in such matters.

Any person found at any time to not be a “fit and proper person” may, in accordance with the relevant Rules of Racing, have any licence or registration held by them at time cancelled or have any application for licence or registration refused.

## **WHO CAN YOU CONTACT?**

**The RWWA Racing Integrity Division at**  
70 Grandstand Road  
ASCOT WA 6104  
Phone: (08) 9445 5333

**Greyhound Racing Stewards**  
Phone: (08) 9445 5237

**Thoroughbred Racing Stewards**  
Phone: (08) 9445 5570

**Harness Racing Stewards**  
Phone: (08) 9445 5157

## **HUMAN RIGHTS AND EQUAL OPPORTUNITY COMMISSION**

Level 3, 175 Pitt Street, Sydney  
SYDNEY NSW 2000  
Phone: (02) 9284 9600  
Facsimile: (02) 9284 9611  
General Enquiries: 1300 369 711  
Complaints Hotline: 1300 656 419  
Email: [complaintsinfo@humanrights.gov.au](mailto:complaintsinfo@humanrights.gov.au)  
Web: <http://www.humanrights.gov.au>

## **EQUAL OPPORTUNITY COMMISSION**

Level 2, Westralia Square  
141 St Georges Terrace  
PERTH WA 6805  
Phone: (08) 9216 3900  
Facsimile: (08) 9216 3960  
Country Callers (FREECALL): 1800 198 149  
Email: [eoc@equalopportunity.wa.gov.au](mailto:eoc@equalopportunity.wa.gov.au)  
Web: <http://www.eoc.wa.gov.au>

## **SEXUAL ASSAULT RESOURCE CENTRE (SARC)**

Phone: (08) 9340 1820  
Facsimile: (08) 9381 5426  
Crisis Line (24 hours): (08) 9340 1828  
Counselling Line (24 hours): (08) 9340 1899  
Country Callers (FREECALL): 1800 199 888

## **CRISIS CARE**

Department of Community Development  
Counselling Line (24 hours): (08) 9223 1111  
Country Callers (FREECALL): 1800 199 008

## **LIFELINE WA**

57 Murray Street  
PERTH WA 6000  
Counselling Line (24 hours): 131 114  
web: <http://www.lifelinewa.org.au>