

Racing NSW Agency Information Guide

Adopted and Effective as at 1 July 2018

Under the *Government Information (Public Access) Act 2009 (GIPA Act)*, each NSW Government department and agency is required to publish an agency information guide. The information set out below describes the structure and functions of Racing NSW, how these functions affect the public and how the public can participate in the agency's policy formulation. Additionally, the agency information guide requires the inclusion of the agency's categories of information and how these can be accessed by members of the public together with any access charges that may be applicable.

Structure and Function

Racing NSW was established by the *Thoroughbred Racing Act 1996 (TRA)*. It is headed by a Board of Directors which consists of the Chief Executive and 7 other members appointed by the Minister. The structure of Racing NSW's executive is determined by the Chief Executive, to whom the executive reports.

Functions

The functions of Racing NSW are set out in section 13(1) of the TRA. They are:

- all the functions of the principal club for NSW and committee of the principal club for NSW under the Australian Rules of Racing;
- to control, supervise and regulate horse racing in NSW;
- such functions in relation to the business, economic development and strategic development of the horse racing industry in NSW as are conferred or imposed by the TRA;
- to initiate, develop and implement policies considered conducive to the promotion, strategic development and welfare of the horse racing industry in NSW and the protection of the public interest as it relates to the horse racing industry;
- functions with respect to the insuring of participants in the horse racing industry;
- functions with respect to the oversight of country, metropolitan and provincial clubs;
- such functions as may be conferred or imposed on Racing NSW by or under the Australian Rules of Racing or any other Act; and
- such functions with respect to horse racing in NSW as may be prescribed by the regulations.

Key Business Units within the agency include the following:

- Regulatory
- Industry & Analysis
- Workers Compensation
- Financial
- Stakes Payment
- Marketing
- Stewards
- Executive

The Annual Report contains further information concerning the operations and financial affairs of Racing NSW.

Further information can also be obtained from the Racing NSW website:
www.racingsw.com.au.

Effect of functions on members of the public

The functions of Racing NSW have an effect on members of the public through its control, supervision and regulation of the horse racing industry in NSW. The operation of these functions by Racing NSW provides the framework in which the public participates in the racing industry.

These functions include providing financial and administrative oversight of all aspects of the industry and exercising other powers conferred on it by the TRA. Racing NSW will take all reasonable steps necessary for or incidental to the exercise of its functions including:

- Promoting the ongoing development and growth of the horse racing industry in NSW;
- Ensuring the welfare of horses involved in the horse racing industry in NSW; and
- Ensuring the integrity of the horse racing industry in NSW for the benefit of all participants.

Racing NSW is also committed to providing and maintaining responsive and meaningful customer service to both the race-going community and staff.

Public participation in policy development

Racing NSW regularly consults with a wide range of community members and industry participants on specific and general issues for the purposes of policy development. Such consultation is designed to obtain the public's input as to the functions performed by Racing NSW and its future direction.

More specifically, public participation, consultation and engagement is achieved by:

- Holding industry forums for an open discussion of industry issues where the relevant attendees are invited to express their opinions in the forum, the most recent of which was in relation to the Strategic Plan;
- Stakeholder engagement and communication; and
- Racing NSW is also required by section 34 of the *Thoroughbred Racing Act 1996* (NSW) to maintain a Racing Industry Consultation Group whose functions necessarily entail active consultation and engagement with members of the public on matters concerning horse racing in the state of New South Wales.

Description of information held by Racing NSW

Racing NSW holds the following categories of information:

- Regulatory

- Industry and analytical
- Workforce development and training
- Workers Compensation and Insurance
- Finance
- Integrity
- Legal
- IT

Broadly, the types of information available within each of the abovementioned categories might include financial reports, policies, guides, minutes, board reports, consultation papers and forms.

Access may be gained by the public to documents relating to each of the above categories. However, certain material may be deleted from documents if it would have a substantial adverse effect on the effective performance by Racing NSW of its functions.

Types of Information publicly available

A significant amount of information is publicly available on the Racing NSW website. The following is a non-exhaustive list of information that can be found on the Racing NSW website and accessed for free:

- [Functions and Powers of Racing NSW](#)
- [Racing NSW Annual Reports](#)
- [Racing NSW Board Code of Conduct](#)
- [Legislation relevant to the functions of Racing NSW](#)
- [Stewards Reports](#)
- [Appeals Decisions](#)
- [Racing Announcements](#)
- [NSW Apprentice Allowances](#)
- [Handicapping Rules and Regulations](#)
- [Industry Forms and Stakes Payments Information](#)
- [Rules of Racing](#)
- [Investigation Unit Information](#)
- [Racing NSW Policies](#)
- [Bloodstock Code of Practice](#)
- [Work Health and Safety Information](#)
- [Minimum Standards](#)

Wherever possible, Racing NSW proactively releases information to its participants by uploading documents to its website. All information on the website is able to be obtained free of charge.

Accessing Racing NSW information

The public can search the [Racing NSW website](#) to see if the information they are seeking is already available. A considerable amount of information about Racing NSW and its functions is freely available on the website.

If the information is not available on the Racing NSW website, or in another publicly accessible place, an access information will need to be lodged with Racing NSW. Access to Racing NSW information may be obtained through either formal or informal applications.

Informal Applications

In certain circumstances Racing NSW will consider releasing information in response to an informal request. For example, documents relating solely to personal information concerning the applicant.

There is no requirement to complete a formal access application and there is no application fee. In some situations, charges may be incurred for services such as photocopying.

Formal Applications

Applications for access to information under the provisions of the GIPA Act must be in writing, accompanied by the application fee of \$30.00 and if requesting personal information proof of identity is required. An applicant will be advised of any additional fees and processing charges following receipt of the application. Information which is not readily available in electronic format without searching individual departments within Racing NSW is likely to incur additional fees.

Formal and informal applications should be directed to:

Racing NSW

Attention: Legal Counsel

Address: Level 7, 51 Druitt Street, Sydney NSW 2000

Phone: (02) 9551 7500

Fax: (02) 9551 7501

Email: racing@racingnsw.com.au

Website: www.racingnsw.com.au

Disclosure Log

Details concerning decisions made by Racing NSW in response to an application that may be of interest to other members of the public may be included on a Disclosure Log.

Racing NSW's Disclosure Log provides details of:

- The date the application was decided;
- A description of the information to which access was provided;
- A statement as to whether the information is now available to other members of the public; and
- How the information can be accessed.

Information not available

Applications for access to information will be refused under the GIPA Act where there is a conclusive presumption of overriding public interest against disclosure as outlined in Schedule 1 to the GIPA Act. This information may be made available under other laws, depending on the circumstances.

Enquiries

Enquiries in relation to the administration of the GIPA Act by Racing NSW should be referred to:

Racing NSW

Attention: Legal Counsel

Address: Level 7, 51 Drutt Street, Sydney NSW 2000

Phone: (02) 9551 7500

Fax: (02) 9551 7501

Email: racing@racingnsw.com.au

Website: www.racingnsw.com.au

Office of the Information Commissioner

The Office of the Information Commissioner is independent of government departments and exercises certain oversight functions.

The role of the Information Commissioner is to raise public awareness of the right to information laws and provide assistance, information, support and advice to government departments and the public.

The Information Commissioner has broad investigative powers and may require government departments to provide information and conduct inquiries pertinent to the administration of the GIPA Act.

The Information Commissioner conducts reviews of decisions by Racing NSW where the applicant is aggrieved by that decision.

Further information may be obtained by contacting the Office of the Information Commissioner:

Information and Privacy Commission NSW

Address: Level 17, 201 Elizabeth Street, SYDNEY NSW 2000

Mail: GPO Box 7011 SYDNEY NSW 2000

Free call: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au