



# RECORDS POLICY

24<sup>th</sup> August 2018

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## CNSW Records Policy

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## CNSW Records Policy

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### 1 Purpose of this Policy

The purpose of this policy is to outline the records that CNSW is to maintain, the storage of those records, the granting of access to those records, the withholding of confidential information and the distribution of information to members.

### 2 Records Maintained by CNSW

- a) As per the constitution, CNSW will establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of CNSW and the Board and will make them available at each Board or General Meeting.
- b) Records may be maintained in hard copy and/or stored electronically as long as hard copy can be easily and quickly produced from electronic records. Electronic storage includes server or on-line based systems.
- c) Minutes of a Board meetings will be confirmed by the board and signed by the Chair and Secretary. The hard copy of the signed minutes will be kept in the custody of the Secretary. A scanned copy of the signed minutes together with the native file of the confirmed minutes will be maintained in the CNSW record system.
- d) Sections of the minutes of Board meetings may be marked as 'In Camera' or 'In Confidence' if they relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association. If this is the case then the information will be removed (redacted) and a set of redacted minutes created.
- e) Whilst CNSW remains an Incorporated Association, these records will be maintained for at least five (5) years.

### 3 Access to Records

- a) The following documents, which are stored either in hard copy or electronically or both, must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - i) records, books and other financial documents of the association,
  - ii) the current constitution,
  - iii) minutes of all general meetings of the association
  - iv) full minutes of CNSW board meetings that do not contain any sections marked as 'In Camera' or 'In Confidence',
  - v) redacted minutes of CNSW board meetings that contain sections marked as 'In Camera' or 'In Confidence' which have been removed,
- b) Notwithstanding the above, a member may also request to see the sections of minutes of board meetings that specifically apply to that member.
- c) A member of the association may obtain a copy of, in either hard copy or electronic form, any of the documents referred to in subclause (a). There will be no fee for obtaining an electronic copy but there will be a fee of \$1.50 for each page in hard copy.
- d) Despite subclauses (a), (b) and (c), the board may refuse to permit a member of the association to inspect or obtain the records of the association that relate to confidential, personal,



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employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

### **4 Distribution of Information to Members**

- a) CNSW will distribute to its members:
  - Minutes of General Meetings;
  - Minutes or redacted minutes of board meetings as per clause 3a) iv) and clause 3a) v) above.
- b) The CNSW Board will determine how 4a) above will be achieved.
- c) CNSW will also distribute information about its activities to members by whatever means the board considers appropriate.

END