



Record Keeping Policy

Greyhounds Queensland Limited

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COMMENCEMENT DATE

This policy comes into effect on 30 March 2006.

PURPOSE

The *Racing Act 2002* authorises Greyhounds Queensland Limited (GQL) to make policies for the sound management of the greyhound racing industry. Section 81 (o) of the Act requires GQL to make a policy for record keeping, including records about decisions.

Section 88 (13) of Schedule 1 to the Act requires GQL to keep minutes of its meetings in a book kept for the purpose. Section 88A (7) of Schedule 1 requires that a disclosure by a member of an interest in a matter to be considered at a GQL meeting be recorded in the minute book.

The purpose of this policy is to ensure that in the proper management of the greyhound racing industry, effective and efficient systems are established for the accurate keeping of records. The keeping of appropriate records is not only for the benefit of GQL and clubs, but also for the benefit/protection of greyhound racing industry and participants, and private and public entities with which GQL and clubs may be linked.

Proper record keeping is necessary for the fair and efficient administration of the greyhound racing industry. Poor record keeping can lead to administrative inefficiencies, create the potential for fraud, poor decision making and inconsistent or unfair treatment of GQL officers and licence holders.

Records range from a simple personnel, accounting procedure, race result, transfer of ownership or application for a licence, to what may be volumes of information considered by GQL in assessing a major expenditure, or the evidence considered by stewards, and their findings, in a highly complex matter.

Information to be recorded may be written, electronic entry, facsimile, email, photographic, audio recording, video etc.

POLICY STATEMENT

GQL will maintain a record keeping system that supports the professional administration of the industry and fulfils its responsibilities under relevant legislation, including:



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- *Public Records Act 2002 and its General Retention and Disposal Schedule for Administrative Records*
- *Financial Administration and Audit Act 1977*
- *Freedom of information act 1992*
- *Racing Act 2002*
- *Taxation Administration Act 2001*
- *Corporations Act 2001*

GQL will require clubs to, *inter alia*, maintain a record keeping system similar to that of GQL.

GQL will keep records of GQL meetings.

GQL will keep record of a member disclosing an interest in a matter to be considered at a GQL meeting.

GQL will make a record of any inquiry or appeal decision of the GQL or Appeal Panel, including reasons for the decision.

GQL officers will create records of inquiries, correspondence, events, decisions and financial operations in accordance with GQL procedure for creating records, and will file the record in accordance with GQL procedure for retaining records.

GQL will archive its records in accordance with its procedure for archiving records and keep such records for the period required by legislation.

GQL will make records available to a licence holder, the media and other interested parties in accordance with GQL procedure for access to records.

GQL will ensure that appropriate backing up, on-site and off-site storing facilities are utilised for all GQL computer data.

Should GQL find a club is not complying with the record keeping requirements of this policy, or any other relevant legislation, GQL will direct the club to rectify the situation.

Should a club refuse to comply with such a direction, GQL will take appropriate action under the *Racing Act 2002*, which could include suspension or cancelling the club's licence.



APPLICATION

This policy applies to:

- GQL members
- GQL officers
- Clubs

DEFINITIONS

This policy adopts the terminology used in the *Racing Act 2002*. Schedule 3 of the *Racing Act 2002* contains a dictionary of words used in the *Racing Act 2002* and may be accessed via the internet at www.legislation.qld.gov.au, under the tab “R”

Record – although often regarded as documents in paper files or bound volumes, it means a record can exist or have the capacity to exist in any physical format, such as written, electronic entry, facsimile, a photograph, video, sound recording, email and web material. A record may be produced by GQL or lodged with GQL. A record is more than just information; it is evidence of a decision, action and inaction. Information may be collected in the course of business activity and support the activity, but does not, itself, provide evidence of that activity. A record possesses certain characteristics that distinguish it from other kinds of information. A record is “fixed”, that is, it is the product of particular action that occurred at a particular time.

PROCEDURES

GQL senior officers are responsible for the implementing of this policy and its procedures.

All GQL and club officers are responsible for keeping appropriate records of decisions.

Review

This policy will be reviewed within two years of the commencement date, or at an earlier time as determined by GQL Board.

This policy was reviewed by GQL Board on 3 March 2008, with the policy to be reviewed within two years of this date or earlier as determined by GQL Board.

This policy was reviewed by GQL Board on 26 November 2008, with the policy to be further reviewed within two (2) years of this date or earlier as determined by GQL Board.



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Rules of racing

GQL rules of greyhound racing provide for the application of this policy

Authority and other information

This policy was issued by GQL on 30 March 2006 pursuant to the powers vested in the GQL by the *Racing Act 2002*.