

Racing Queensland Limited

RECORD KEEPING POLICY

DATE POLICY WAS MADE

This policy was made on 1 July 2010.

COMMENCEMENT DATE

This policy comes into effect on 1 July 2010.

PURPOSE

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

Proper record keeping is necessary for the fair and efficient administration of the Queensland racing industry and is part of good corporate governance. Poor record keeping can lead to administrative inefficiencies, poor decision making and inconsistent or unfair treatment of staff and licensees.

As the authority responsible for managing thoroughbred, harness and greyhound racing in Queensland, Racing Queensland is required to make and keep full and accurate records of its activities and to provide stakeholders with access to those records in specified circumstances.

It is in the interest of the Queensland racing industry and the public generally that Racing Queensland keeps records of its decisions and complies with its responsibilities under the:

- *Public Records Act 2002*
- Information Standards issued by the Department of Innovation and Information Economy
- *Racing Act 2002*
- *Corporations Act 2001*
- *Financial Administration and Audit Act 1977*
- *Taxation Administration Act 1953*

Racing Queensland has developed policies and procedures to guide its record keeping practices; ensuring record keeping complies with legislation and standards and help ensure its administration is efficient and effective.

The purpose of this policy is to establish a framework for the creation and management of records within Racing Queensland. Racing Queensland is committed to establishing and maintaining recordkeeping practices that meet its business needs, accountability requirements and stakeholder expectations.

POLICY STATEMENT

Racing Queensland's records are its corporate memory, and as such are a vital asset for ongoing operations, providing valuable evidence of business activities and transactions.

Racing Queensland will maintain a record keeping system that supports the professional administration of the Queensland racing industry and fulfils the organisation's legislative responsibilities.

Racing Queensland will keep minutes of its board meetings and a record of resolutions made at board meetings.

Board minutes will record any instance where a member discloses an interest in a matter the board is to consider.

Racing Queensland will make records of the decisions of appeals committees, including reasons for the decisions.

Racing Queensland employees will create records of correspondence, conversations, events, decisions and financial operations in accordance with Racing Queensland's procedure for creating records.

Racing Queensland's employees will file the records they create in accordance with the organisation's procedures for retaining records.

APPLICATION

This policy applies to Racing Queensland's:

- Executives and staff
- Board
- Contractors, and
- Agents.

This policy applies to all aspects of organisational business, all records created during business transaction, and all business applications used to create records including e-mails, database applications and websites.

Licensed race clubs should note that the same standard of record keeping practice as defined in this policy for Racing Queensland will also be applied to race clubs as part of the licensing process.

DEFINITIONS

'Public record' means any form of recorded information that provides evidence of the decisions or actions of a public authority in undertaking its business activities or in the conduct of its affairs.

'Record' is often regarded as documents in paper files or bound volumes, in fact records can exist in any physical or electronic format, such as photographs, videos, sound recordings, emails, web material and electronically stored materials. Records are more than just information; they are evidence of decisions, actions and inactions. Information may be collected in the course of business activity and support such activity, but does not, itself, provide evidence of that activity. Records possess certain characteristics that distinguish

them from other kinds of information. Records are 'fixed', that is, they are the product of particular actions that occur at particular times.

PROCEDURES

Racing Queensland will archive its records in accordance with its procedures for archiving records.

Racing Queensland will make records available to licensees, the media and other interested parties in accordance with Racing Queensland's procedures for stakeholder access to records and the Media Accreditation Policy.

Roles and responsibilities

Racing Queensland's senior managers are responsible for the implementation of this policy and its procedures.

All Racing Queensland officers are responsible for keeping appropriate records of their work, including records of their decisions, copies of emails and records of complaints, in accordance with this policy and its procedures.

Each Racing Queensland's department and regional office is responsible for the creation of files and maintenance of the document retrieval system.

Each Racing Queensland's department and regional office, if necessary is responsible for establishing and maintaining a register of correspondence they receive.

Rules of Racing

Rules of Racing will not be made for this policy.

Review

Review date will be July 2012.

REVISION HISTORY

Version	Date	Description
1.01	July 2010	Board adopted under exceptional circumstances
1.02	September 2010	Board confirmed this policy continued to have effect