

# Recordkeeping Policy

## Purpose

The purpose of this policy is to ensure all Committee of Management and volunteers representing Water East Timor (Inc) (WET) are aware of their recordkeeping responsibilities. It will also ensure:

* accountability and efficiency
* compliance with both ACNC Governance standards and External Conduct Standards and those of other statutory agencies
* consistent application of the principles within ACNC Governance and External Conduct Standards.

## Introduction

Under the CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012, WET is required to make and keep full and accurate records of its activities. Full and accurate records are those records that provide reliable, complete and authentic evidence of WET’s activities and decisions.

## Scope

This policy applies to Committee of Management members and volunteers representing WET.

## Definition

For the purpose of this policy, a record is any document, however compiled, recorded or stored that relates to the incorporation and management of WET and includes:

* Governance documents such as the WET Constitution, reports to statutory bodies such as the Australian Charities Not-for-profit Corporation (ACNC), Victorian Consumer Affairs, Australian Tax Office
* Membership records of WET
* Financial records
* Operational records and documents relating to minutes of meetings, transactions, dealings, or property of WET
* WET policies and procedures
* WET project documents.

## Policy statement

WET is committed to meeting its recordkeeping obligations to create and keep full and accurate records.

WET will implement appropriate strategies, processes, applications and tools to ensure records of its charity activities are created and kept.

## Principles

Full and accurate records must be created and maintained for as long as required for legislative, charity and accountability purposes.

* Records must be captured using appropriate technology
* Records must only be disposed of with authorisation from the Committee of Management
* All records will be retained for the period required by legislation.

## Roles and responsibilities

The President will:

* Ensure WET makes and keeps full and accurate records of its charity activities.

The Secretary will:

* Manage recordkeeping activities to ensure compliance with legislative and best practice requirements
* Maintain the register of members
* Keep custody of all records, except for financial records
* Store records securely in a way that can be accessed in the future
* Create back up versions of all records
* Secure sensitive records from unauthorised access.

COM members will:

* Create and store records of key activities
* Ensure durable records are passed to the Secretary for retention
* Monitor compliance with recordkeeping requirements under this policy

## Breaches of this policy

Breaches of this policy will be referred to the Committee of Management for appropriate action.

## Communication

This policy will be communicated to all members of the Committee of Management and any WET Australia-based project Team Leader, and Timor-Leste based Team Leader.

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| **Version number**  | 1 |
| **Date approved by the WET Committee of Management** | 8 April 2021 |
| **Date of next review**  | April 2023 |
| **Related policies and documents:** CONSUMER AFFAIRS VICTORIA Associations Incorporation Reform Act 2012 |