



Policy Document

Review of ACDS Documents by ACDS Members

As per the ACDS Constitution, and shown below:

43. Custody of Books

Subject to the Act, the Regulations and this Constitution, the Secretary or Treasurer shall keep in their custody or under their control, all records, books and other documents relating to the ACDS.

44. Inspection of Books

The records, books and other documents of the ACDS shall be available for inspection at such venue as Council may from time to time reasonably determine, free of charge, by a member of the ACDS at any reasonable hour.

Please note that:

1. Some documents held by the Secretary may be confidential and distribution of such documents is restricted to Federal Council members and the person or persons involved in the confidential matter.
2. Where the Minutes of a meeting refer to an 'In-camera discussion'; these discussions are often open and honest and reflect the opinion/s of Federal Council members and, to avoid any possible legal action against Council members, a record of the discussion is not recorded.
3. Regarding the ACDS Financial Reports:
 - The ACDS Financial Statement and Balance Sheet, as at the last AGM, are audited reports and are in the Members Resources Section of the ACDS Website.
 - The working ledgers and balance sheets are reviewed at least three times per financial year by the Federal Council at their meetings. No financial record is attached to the meeting minutes – these are maintained by the Federal Treasurer.
 - Financial records are considered a 'Controlled Document', that is, any digital or hard-copy entity that is required to be managed within a tightly controlled process that maintains the integrity of the document's content. Subsequently, these documents are not sent to members via mail or by electronic means.
4. To review any financial records, above that already distributed to members, the member may request this review directly to the Federal Secretary. As per Clause 44 above, the Federal Council shall avail these documents for inspection, at such venue and time as Council may from reasonably determine, free of charge.



Australian Carriage Driving Society

ABN: 28 794 114 302 – Incorporation No: A01028

It is not feasible to suggest that the Federal Treasurer travel to individuals who are requesting a review, so it would be reasonable to advocate that the person wanting to review these documents travel to the Treasurer's town of residence.

The documents may be reviewed directly on the Treasurer's laptop computer, but, remembering that our Treasurer has paid employment outside of the ACDS and is a volunteer, it means that time frames will be limited.

It is also prudent to remember that, as controlled documents, copying or emailing of the financial records by the member conducting the review, either in paper or electronic format, is not permitted.

5. Third Party Documentation is that considered by the ACDS as a document supplying information by an outside agency to the ACDS Federal Council. As per By-law 20, should there be a need to share particular information supplied by a Third Party outside of Council, this information is to be authorised by the Federal President or Federal Secretary only prior to release.

To review any records not authorised for release, the member may request a review directly to the Federal Secretary. As per Clause 44 above, the Federal Council shall avail these documents for inspection, at such venue and time as Council may from reasonably determine, free of charge.

It is not feasible to suggest that the Federal Secretary travel to individuals who are requesting a review, so it would be reasonable to advocate that the person wanting to review these documents travel to the Secretary's town of residence.

The documents may be reviewed directly on the Secretary's laptop computer, but, remembering that our Secretary is a volunteer, means that time frames will be limited.

It is also prudent to remember that, copying or emailing of the third-party documents by the member conducting the review, either in paper or electronic format, is not permitted.