



PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

COMMITTEE MEETING MINUTE — GOVERNANCE DOCUMENT ADOPTION

CONTROL FIELD	APPROVED ENTRY
Document reference	NPC-GOV-MIN-001
Version	1.0
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Owner	Secretary / Public Officer
Approval date	24/07/2026
Effective date	24/07/2026
Minute reference	24July26meeting
Next review	01/10/2027
Classification	CL1 — INTERNAL

MEETING FIELD	RECORDED DETAIL
Meeting	Newtec Pistol Club Incorporated Committee Meeting
Date	24 July 2026
Location	Newtec Pistol Club / as recorded in attendance register
Chair	President or acting Chair recorded below
Minute reference	24July26meeting
Quorum	Chair confirms quorum under the Constitution before the resolution is effective.

1. Attendance and confirmation

Present: _____

Apologies: _____

Chair: _____ Secretary/minute taker: _____

The Chair confirmed that notice and quorum requirements were satisfied and invited declarations of interest. Declared interests and management: _____

2. Documents considered

The Committee considered the streamlined system, the documents listed below, applicable source instruments and the implementation conditions in this minute.

Reference	Approved document
NPC-GOV-FWK-001	Governance and Compliance Framework v1.0
NPC-GOV-REG-001	Document Reference and Control System v1.7
NPC-FIN-POL-001	Financial Management, Delegations and Fraud Control Policy v1.0
NPC-CSG-POL-001	Child Safe and Junior Member Safeguarding Policy v1.0
NPC-OPS-STD-001	Range Standing Orders v2026.3
NPC-SAF-PLN-002	Emergency Management Plan v1.0
NPC-WHS-PLN-001	Lead, Noise and Hazardous Exposure Control Plan v1.0
NPC-CMP-POL-001	Code of Conduct, Complaints, Discipline and Appeals v1.1
NPC-PRV-POL-001	Privacy, Information Security and Data Breach Policy v1.1
NPC-INC-POL-001	Women and Girls in Sport, Equitable Participation and Access Policy v1.0
NPC-MEM-POL-001	Member Financial Hardship and Retention Policy v1.0

3. Resolution

RESOLVED THAT the Committee adopts each document listed in section 2 as version 1.0, or the version shown in its title, with approval and effective date 24 July 2026; authorises the Secretary/Public Officer to issue the exact controlled files in the approved package; and records this resolution as minute reference 24July26meeting.

4. Implementation directions

- The approved files in the controlled package replace corresponding drafts and earlier approved base versions from the effective date. Superseded copies must be moved to a restricted archive and marked not for operational use; required evidence must not be destroyed.
- The Secretary updates NPC-GOV-REG-001, publishes only approved member/public copies, briefs affected position holders and records distribution.
- Owners implement training, registers, inspections, action plans and reviews required by their documents.
- Current legislation, Constitution, NSW Police approvals, licences, permits and binding affiliation instruments prevail. Adoption does not certify external compliance or create regulatory approval.
- Any unresolved site detail, current authority evidence, constitutional cross-reference or professional assessment is recorded as an implementation action and does not authorise an activity otherwise prohibited.

5. Immediate verification actions

Action	Owner	Due/status
Verify and file current firearms licence, range approval, permit and approval conditions.	Secretary / Range Approval Holder	Before reliance or affected activity
Confirm emergency contacts, access, assembly point, utilities and first-aid resources.	Committee / RSO	Before next range opening; record check
Confirm constitutional complaint, discipline and appeal decision-makers and time limits.	Secretary / Public Officer	Before disciplinary use
Adopt financial delegation limits and authorised banking roles.	Committee / Treasurer	Before transaction under new limits
Determine PCBU/worker and WWCC obligations for actual roles; obtain advice where uncertain.	Committee / Secretary	Before engagement or child-related work
Complete baseline lead/noise/exposure and women/girls participation/facility reviews.	Committee / RSO	Within 90 days

6. Certification

Chair/President: _____ Signature: _____ Date: _____

Secretary/Public Officer: _____ Signature: _____ Date: _____

Certification confirms the minute accurately records the Committee decision. External regulator, insurer or legal approval is not implied.