

GOVERNANCE FRAMEWORK



PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

Governance and Compliance Framework

Approved and enacted by the Committee

CONTROL FIELD	APPROVED ENTRY
Document reference	NPC-GOV-FWK-001
Version	1.0
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Owner	Public Officer / Secretary, unless the Committee determines otherwise
Prepared for	Newtec Pistol Club Incorporated Committee
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APPROVED STATUS This document is approved and in force. It must be read consistently with the Constitution, legislation, licence, permit, range approval, Range Standing Orders or a lawful direction of NSW Police, SafeWork NSW or another competent authority.

Approved 24/07/2026 • Effective 24/07/2026 • Minute 24July26meeting

Document control

Field	Requirement
Purpose	Defines how the Club is directed, controlled, assured and held accountable.
Authority	Constitution; Associations Incorporation Act 2009; Associations Incorporation Regulation 2022.
Related Newtec documents	NPC-GOV-REG-001; NPC-GOV-MAN-001; NPC-GOV-PAC-001; NPC-GOV-RA-001; all controlled policies and registers.
Approval	Committee resolution and recorded minute required
Review triggers	Legislative, approval, licence, organisational or material incident change; audit finding; or scheduled review

Authority and application

Label	Meaning
MANDATORY	A requirement arising from law, the Constitution, a current approval/licence/permit, or a lawful regulator direction.
CLUB POLICY	A control adopted by Newtec. It is binding internally once validly adopted, but does not create statutory power.
GOOD PRACTICE	A recommended control to support safety, fairness or defensible governance.
VERIFY	A fact, threshold, site detail or constitutional power that must be confirmed before adoption or use.

1. Governance principles

- Act within the Club's objects, Constitution and lawful approvals.
- Put safety, legality and the Club's interests ahead of personal interests.
- Make decisions collectively, on adequate information, with conflicts disclosed.
- Keep sufficient evidence to demonstrate what was decided, why, by whom and whether it was completed.
- Use proportionate controls: higher-risk matters require greater scrutiny and clearer evidence.

2. Authority hierarchy

Priority	Authority	Rule
1	Applicable law and lawful regulator directions	Must be followed.
2	Current firearms licences, permits, club/range approvals and imposed conditions	Must be followed within their scope.
3	Registered Constitution	Governs the association; a policy cannot override it.
4	Valid member and committee resolutions	Apply only within the power of the decision-maker.
5	Controlled policies, plans and procedures	Apply after valid adoption.

Priority	Authority	Rule
6	Good-practice guidance	Use unless a documented, safer or more suitable approach is approved.

3. Committee accountabilities

Role	Minimum accountabilities
Committee collectively	Strategy, solvency, compliance, risk appetite, approvals, policy adoption, monitoring and corrective action.
President / Chair	Effective meetings, fair participation, escalation and assurance that decisions are implemented.
Secretary / Public Officer	Statutory notices, registers, minutes, controlled records, regulator correspondence and compliance calendar.
Treasurer	Budgets, reconciliations, reports, payment controls and financial evidence; does not displace collective responsibility.
Range officers / RSOs	Operational safety decisions within documented authority; immediate escalation of incidents and control failures.
Members	Follow lawful directions and policies; report hazards, incidents, conflicts and suspected wrongdoing.

4. Reserved decisions and delegations

- Only a general meeting may decide a matter reserved to members by law or the Constitution.
- The committee retains approval of annual budget, bank mandates, material contracts, regulatory submissions, controlled policies, significant discipline, risk acceptance rated High or Extreme, and commencement of legal proceedings.
- Delegations must be written, role-based, limited by amount and subject, revocable, and recorded. A delegate may not subdelegate unless expressly authorised.
- Urgent decisions must be documented and presented for ratification at the next committee meeting; urgency cannot create a power the committee does not hold.

5. Governance cycle

Frequency	Committee evidence
Each meeting	Conflicts; financial position; incidents; overdue actions; approval/licence status; member matters requiring decision.
Quarterly	Risk register review; corrective actions; insurance or claims changes; training and competency exceptions; complaints trend.
Annually	Tier assessment; AGM and Fair Trading return; ATO NFP self-review; insurance; policy schedule; committee self-evaluation; delegations and signatories; succession.
After material event	Incident review, regulator notifications, preservation of evidence, control changes and lessons communicated.

6. Assurance and escalation

The Secretary maintains a corrective-action register. An action must state the finding, risk, owner, due date, evidence required and closure approval. A person must not close their own material action without independent committee verification.

STOP-AND-ESCALATE RULE Any person must stop or suspend an activity where there is a credible immediate safety, firearms-authority or approval-condition concern. Operational safety directions rest with the RO/RSO during range activity; unresolved legal or governance questions go to the Committee.

Appendix A — Annual committee declaration

- ☐ I have read the Constitution and this framework.
- ☐ I have disclosed actual, potential and perceived conflicts.
- ☐ I understand my role, delegations and record obligations.
- ☐ I have raised any concern about solvency, legality, safety or approval status.
- ☐ I will return Club records and access credentials when my role ends.

References and legal caution

- Associations Incorporation Act 2009 (NSW), current consolidated version:
<https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-007>
- Associations Incorporation Regulation 2022 (NSW), current consolidated version:
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2022-0522>
- NSW Fair Trading, Running an incorporated association (updated 1 April 2026):
<https://www.nsw.gov.au/business-and-economy/incorporated-associations/running-an-incorporated-association>
- Newtec Constitution, current registered version — VERIFY controlled copy and any registered amendments.
- NSW Fair Trading management committee obligations and self-evaluation checklist:
<https://www.nsw.gov.au/business-and-economy/incorporated-associations/running-an-incorporated-association/management-committee-obligations>

LEGAL CAUTION Sources are summarised, not reproduced. The committee must verify the current consolidated law and Newtec's current approvals before adoption. Obtain professional advice where a serious incident, disputed sanction, reportable exposure or regulatory uncertainty arises.