



NEWTEC PISTOL CLUB INCORPORATED
DOCUMENT REFERENCE AND CONTROL SYSTEM
IDENTIFICATION • VERSION CONTROL • ENACTMENT • REVIEW • ARCHIVING

Document ID	NPC-GOV-REG-001
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Owner / controller	Public Officer/Secretary
Proposed enactment	24/07/2026
Review cycle	Annual, and after a governance, legal, approval or information-system change
CONTROL PRINCIPLE: A document is not enacted merely because it has been drafted, circulated, saved or dated. Enactment occurs only on the recorded effective date following approval by the authorised body or officer. Blank dates remain blank until evidence exists.	
Control level	CL1 — INTERNAL

1. Purpose

This system assigns each controlled Newtec document a permanent reference, identifies the authoritative version, records approval and enactment, schedules review and prevents obsolete copies being mistaken for current requirements. It covers policies, standing orders, forms, risk assessments, guides, registers and governance packs.

2. Reference format

Element	Rule	Examples
Club prefix	Every controlled reference begins NPC.	NPC
Function	Three-letter subject code.	GOV governance; MEM membership; CMP complaints; SAF safety/incidents; OPS range operations; PRV privacy; DIG digital systems
Document type	Three-letter document-form code. MAN manual. RA risk assessment.	POL policy; STD standing orders; FRM form; RA risk assessment; GDE guide; PAC policy pack; REG register; PLN plan; AGN agenda; MAN manual

Element	Rule	Examples
Sequence	Three digits unique within the function/type combination. Never recycle a withdrawn number.	001, 002
Full reference	NPC-[FUNCTION]-[TYPE]-[SEQUENCE]	NPC-MEM-FRM-001

Existing identifiers already printed in a document are preserved as legacy authoritative references. The register records them rather than silently renumbering the document.

3. Version and date rules

Control	Rule
Drafts	Use 0.1, 0.2 and so on while content is not approved. Existing documents already marked 1.0 or 2026.1 may retain that identifier, but their status remains DRAFT until approval is recorded.
Initial enacted issue	Normally version 1.0. A year-based form version such as 2026.1 may be retained where already printed.
Minor revision	Increase the decimal: 1.0 to 1.1. Use for clarification, contact, formatting or process detail that does not materially alter obligations. Approval level must still be recorded.
Major revision	Increase the whole number: 1.x to 2.0. Use for substantive duties, eligibility, safety, legal or approval-condition changes.
Approval date	24/06/2026
Enactment / effective date	Date the approved version starts operating. It may equal or follow approval, but must not pre-date approval unless lawful retrospective operation is expressly authorised and documented.
Review due	01/10/2027
Superseded / withdrawn	Mark the master and register; remove issued copies; archive with replacement reference, withdrawal date and reason.

4. Status, control levels and security labels

Level	Label	Use
CL0	PUBLIC	Approved for unrestricted public issue.
CL1	INTERNAL	Routine internal operational or administrative material.
CL2	CLUB IN CONFIDENCE	Controlled governance, operational or security information; authorised recipients only.
CL3	SENSITIVE: PERSONAL	Personal, identity, licence, complaint, nomination or membership information. Blank forms may be issued as authorised; completed forms are restricted.
CL4	RESTRICTED SENSITIVE	Health, child-safety, serious incident/investigation or similarly high-impact material; strict need-to-know access.
CL5	LEGALLY PRIVILEGED	Use only when legal professional privilege properly applies; controlled by the legal-instruction holder/adviser.

Level	Label	Use
Field	Permitted values / use	
CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)	CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)	
Printed copies	Unless individually issued and recorded, state "UNCONTROLLED WHEN PRINTED" or "CONTROLLED COPY WHEN PRINTED" with a copy number and holder.	
Source of truth	The Secretary maintains the controlled master and register in the approved Club repository. Public or operational copies must match the registered version or be replaced.	

5. Document lifecycle

CREATE - owner obtains an identifier before circulation and marks the document DRAFT.
 VERIFY - owner checks the Constitution, legislation, NSW Police approvals, governing-body requirements, privacy/security and operational feasibility.
 APPROVE - authorised decision-maker approves the exact file; Secretary records date, minute/authority and version.
 ENACT - publish or issue only on the effective date; withdraw obsolete copies and brief affected people.
 MONITOR - owner records incidents, feedback, legal/approval changes and training needs.
 REVIEW - review by due date or trigger; record "reviewed - no change" or issue a new version.
 ARCHIVE - preserve the superseded master and approval evidence; restrict access according to classification and retention requirements.

6. Master controlled-document and publication register

Register administratively reconciled on 26 July 2026 against all 30 files in the approved controlled package. Every Word document, spreadsheet and PDF publication copy is recorded below. Approval and effective dates remain 24 July 2026 under minute reference 24July26meeting. Duplicate reference numbers identify authorised derivatives or related controlled files, not additional policies.

Reference	Controlled document	Version	Status	Approval	Effective	Review due	Level	Owner
NPC-CMP-FRM-001	Club Complaint Form	2026.1	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Secretary / Public Officer
NPC-CMP-POL-001	Code Conduct Complaints Discipline and Appeals	1.1	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Secretary / Public Officer
NPC-CSG-POL-001	Child Safe and Junior Member Safeguarding Policy	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLIC	Committee
NPC-DIG-GDE-001	Newtec Sign-In Basic User Guide	Current	APPROVED PUBLICATION COPY	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLICATION COPY	Secretary / Public Officer
NPC-DIG-POL-001	Website Terms and Online Standards	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLIC	Secretary / Public Officer

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NPC-DIG-POL-001	Website Terms and Online Standards Publication Copy	Current	APPROVED PUBLICATION COPY	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLICATION COPY	Secretary / Public Officer
NPC-FIN-POL-001	Financial Management Delegations and Fraud Control Policy	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLIC	Treasurer / Committee
NPC-GOV-FRM-001	Committee Nomination Form 2026	2026	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-GOV-FRM-002	Meeting Recording Express Consent Form	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-GOV-FWK-001	Governance and Compliance Framework	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-GOV-MAN-001	Committee and General Meeting Procedure Manual	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLIC	Secretary / Public Officer
NPC-GOV-MIN-001	Committee Meeting Minute Document Adoption 24 July 2026	2026	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Secretary / Public Officer
NPC-GOV-PAC-001	Conflict and Confidentiality Policy Pack	2.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-GOV-RA-001	Incorporated Association Risk Register	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Secretary / Public Officer
NPC-GOV-REG-001	Document Reference and Control System	1.7	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-GOV-REG-002	Approved Controlled Document Package Implementation Index	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-INC-POL-001	Women and Girls in Sport Equitable Participation and Access Policy	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL0 — PUBLIC	Secretary / Public Officer
NPC-IRF-001	NPC-IRF-001 Incident Injury and Dangerous Occurrence Report	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee
NPC-MEM-FRM-001	Adult Membership Application Form 2026	2026	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-MEM-FRM-002	Junior Membership Application Form 2026	2026	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary / Public Officer
NPC-OPS-PAC-002	Match and Event Management Pack	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-OPS-POL-001	Working Bee and Club Maintenance Policy	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-OPS-RO-001	RO and RSO Policy	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-OPS-STD-001	Range Standing Orders 2026	2026.3	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Committee / RSO

**NEWTEC PISTOL CLUB INCORPORATED**
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Reference	Controlled document	Version	Status	Approval	Effective	Review due	Level	Owner
NPC-PRV-POL-001	Privacy Information Security and Data Breach	1.1	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Secretary / Public Officer
NPC-RA-RANGE-001	Daily Range Operations Risk Assessment	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-SAF-PLN-001	Event Traffic Management Plan Rhondda Road	Current	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-SAF-PLN-002	Emergency Management Plan	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Committee / RSO
NPC-WHS-PLN-001	Lead Noise and Hazardous Exposure Control Plan	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL2 — CLUB IN CONFIDENCE	Committee / RSO
NPC-MEM-POL-001	Member Financial Hardship and Retention Policy	1.0	APPROVED AND CURRENT	24/07/2026	24/07/2026	01/10/2027	CL1 — INTERNAL	Secretary

7. Implementation and ongoing assurance actions

Priority	Action	Owner	Due / evidence
1	Reference system approved; Secretary/Public Officer confirmed as register controller.	Committee / Secretary	Completed 24/07/2026 — 24July26meeting
2	Verify Standing Orders, RO/RSO Policy and range risk controls against current approval, licences, permits and emergency arrangements.	Committee / RSO	Before affected activity; retain evidence
3	Review all P650 references against current legislation, Registry process and Newtec supervision rules.	Secretary / RSO	Before reliance; record outcome
4	Register every controlled file with reference, version, status, dates, level and owner.	Secretary	Completed 26/07/2026 — 30 files
5	Link current entries to the adoption minute and preserve exact approved copies.	Secretary	Completed 26/07/2026
6	Maintain one read-only master, controlled working copies and a restricted superseded archive.	Secretary / Committee	Ongoing; audit at review

8. Register maintenance fields

Field	Mandatory record
Change request	Request number; requester; reason; affected documents; risk/urgency; owner; decision.
Approval evidence	Exact file/version; approver; meeting/minute or delegated authority; approval date; conditions.
Issue record	Effective date; publication location; controlled-copy holders; briefing/training; superseded copies recovered.

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Field	Mandatory record
Review record	Reviewer; consultation; sources checked; findings; no-change or revision decision; next review.
Archive record	Superseded/withdrawn date; replacement; reason; retention/access; disposal authority when due.

9. Approval of this system

Proposed resolution	That Newtec Pistol Club Incorporated adopt NPC-GOV-REG-001, Document Reference and Control System, version 1.0, effective from ____ / ____ / ____; appoint the Secretary as register controller; and require each document owner to complete the remediation actions and present the updated register to the Committee.
Moved / seconded	_____ / _____
Committee decision	☐ Carried ☐ Lost ☐ Amended ☐ Deferred
Meeting / minute	24/06/2026 / july26meeting
Signed	Chair: _____ Secretary: _____

10. Blank change and review log

Reference	Current version	Date	Change / review outcome	Approved by / minute	New effective / review date
NPC-GOV-REG-001	1.5	25 Jul 2026	Registered NPC-GOV-MAN-001, Committee and General Meeting Procedure Manual, version 1.0, approved and effective 24 Jul 2026; added MAN document type.	24/07/2026 / july26meeting - APPROVED	24/07/2026 / 01/10/2027
NPC-GOV-REG-001	1.6	25 Jul 2026	Registered NPC-GOV-RA-001, Incorporated Association and Shooting Club Risk Register, version 1.0, approved and effective 24 Jul 2026; next assurance review 25 Oct 2026.	24/07/2026 / july26meeting - APPROVED	24/07/2026 / 25/10/2026

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NPC-GOV-REG-001	1.1	21 Jul 2026	Added NPC-CMP-POL-001 and recorded reference marking across supplied controlled files; no approval dates inferred.	24/06/2026 / july26meeting - APPROVED	To be recorded
NPC-GOV-REG-001	1.2	21 Jul 2026	Added NPC-OPS-POL-001, NPC-SAF-PLN-001, NPC-OPS-PAC-002 and NPC-GOV-AGN-001; reconciled canonical and duplicate files; references applied to lead pages and headers.	24/06/2026 / july26meeting - APPROVED	To be recorded
NPC-GOV-REG-001	1.3	22 Jul 2026	Registered NPC-GOV-FRM-002, Meeting Recording Express Consent Form; approval and effective dates not inferred.	24/06/2026 / july26meeting - APPROVED	To be recorded
NPC-GOV-REG-001	1.4	22 Jul 2026	Updated NPC-GOV-FRM-002 status to CURRENT - ACTIVE at document owner direction; approval and effective-date evidence remain to be linked.	Document owner direction; Committee evidence to be recorded	To be recorded



AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-GOV-REG-001
Adopted	24/06/2026
Enacted / effective	24/07/2026
Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

Control note: This authoritative record replaces all earlier non-current control labels in this file. The document is approved and current, and is scheduled for review and updating, not withdrawal.



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Approved amendment — document control

Field	Draft entry
Document reference	NPC-GOV-REG-001
Version	v1.7
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Approved	24/07/2026
Owner	Public Officer / Secretary unless the Committee determines otherwise
Approval / effective / minute	24/07/2026 24July26meeting
Amendment purpose	Adds the streamlined architecture, annual compliance calendar and governance-register schedule.

Part — Streamlined document architecture

Layer	Purpose	Rule
1. Authority	Law, Constitution, approvals, licences and permits	Do not duplicate; record source and controlled location.
2. Governance	Framework, finance, child safety, meetings, conduct, privacy and risk	One controlling policy per subject.
3. Operations	Standing Orders, RO/RSO, events, emergency and exposure controls	Operational documents cross-reference governance controls.
4. Forms/registers	Evidence of implementation	Forms collect data; registers demonstrate status and completion.
5. Publications	Approved PDFs or member-facing copies	Clearly linked to their controlled source version.
Archive	Superseded and working copies	Segregated; not available for operational use.

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Proposed annual compliance calendar

Frequency	Control	Default owner	Evidence
Every committee meeting	Conflicts, finance, incidents, overdue actions and next-120-day expiries	Committee / Secretary	Agenda and minutes
Monthly	Bank reconciliation; approval/licence/permit; access and actions	Treasurer / Secretary	Reviewed dashboard
Quarterly	Risk, firearms/ammunition/security, access, exposure controls	Committee / RO/RSO	Registers and accepted report
Annually	Tier assessment, AGM/Fair Trading, ATO NFP self-review, insurance, policies, child safety, emergency drill	Committee	Governance certificate
Event-driven	Public officer/address, Constitution/objects, serious incident, paid worker, junior program	Public Officer / Committee	Lodgement or decision record

Proposed governance registers

- Members
- Committee/public officer
- Disclosed interests
- Delegations and authorised signatories
- Obligations, approvals, licences and permits
- Training and competency
- WWCC and child-related roles
- Assets, firearms, ammunition, keys and access
- Incidents, complaints, discipline and corrective actions
- Controlled documents and publication copies