

Record Keeping

Interchange Outer East needs to keep information the Board.
The Board is a group of people who make big decisions about Interchange.

The way that this information is kept and thrown out is as per the following laws:

- Interchange Outer East Inc. Constitution and Rules
- Associations and Incorporations Act 1981
- Disability Services Act 2006
- Information and Privacy Act 2000
- Health Records Act 2001
- Occupational Health and Safety Act 2004
- WorkCover Insurance Act 1993
- Superannuation Guarantee Act
- Long Service Leave Act 1992
- Workchoices Act 2004 – amended 2008

The information about the board that is kept may include:

- List of members
- Information about everything discussed in Board meetings
- Reports from auditors about Interchange
- Information about Interchange's finances
- Information about people's jobs
- Business planning documents
- Restrictive Intervention reports
- Complaints
- Registration as a service provider
- WorkCover information
- Incident Reports register
- Workplace Agreements
- Insurance policies
- Motor Vehicle registrations
- Rental Agreements
- Agreements entered into by Interchange
- Quality Audits
- Interchange's statistics