

## **GUIDELINES FOR ACCESS TO FINANCE COMMITTEE MINUTES AND MEETING PAPERS HELD IN THE CUSTODY OF THE MINUTES OFFICE**


With the increasing confidentiality of the Finance Committee Minutes and Meeting Papers, authority to access these papers is essential for papers one year old at the time of the query, less than one year old at the time of the query, and any papers marked "Confidential". Authority to access is to be obtained from the University Secretary on ext 47117.

Authority to access is not required for the following positions and their relevant staff:-

- Vice Chancellor
- Deputy Vice Chancellors
- Senior Vice Principal
- Vice-Principal and Chief Financial Officer
- Vice Principals
- General Counsel
- Deputy Vice Principals
- Deputy Principal and Director, Financial Operations
- Director, Legal Services and Intellectual Property Officer
- University Secretary
- Assistant University Secretary
- Internal Auditor
- Compliance Officer
- Manager, Records Services
- All Financial Operations staff so long as information requested is for Financial Operations specifically and not for another area

Any other persons wishing to access these papers must first contact the University Secretary on ext 47117 to obtain authority. If the University Secretary is unavailable, authority can be obtained from the Assistant University Secretary.

If ever there is any doubt as to who has access rights to Finance Committee Minutes and Meeting Papers of any period, always check with the University Secretary before commencing any query.

Approved.....  
University Secretary, 4<sup>th</sup> July 2003