

Confidential Minutes Policy

The policy for dealing with confidential minutes is to be implemented when a decision has been made that publication might be prejudicial to the organisation. The matter is therefore recorded in the archived copy of the Board minutes only.

A record of all confidential minutes is to be kept together in a separate file. Minutes will be treated as confidential on the grounds that they contain information relating to:

- * an employee, former employee or potential employee, or
- * a particular applicant or recipient of any services provided by the organisation, or
- * the financial or business affairs of any particular person, or
- * the amount of expenditure proposed to be incurred by the organisation under a contract, or
- * any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or
- * any other information, the publication of which might be prejudicial to the interests of the organisation.