

Board Confidentiality Policy

VERSION 1 | Nov 2018

INTRODUCTION Australian Landcare International Inc is committed to openness, transparency, and accountability. Its policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business and relevant legislation.

DEFINITION This Committee confidentiality policy is intended to regulate the release or retention of Committee material by Committee Members.

SCOPE Committee members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a Committee member where such release is in accordance with the requirements of any applicable legislation.

PROCEDURE The Committee shall review and approve the confidentiality policy of the organisation as a whole.

The Committee shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation or its rules to be made public) shall be made public. Where no express decision has been recorded the assumption shall be that the material is not confidential.

On those occasions and for those matters that the Committee elects not to make public, Committee members shall respect the confidentiality of those documents and of any deliberations in the Committee on those matters.

In particular, Committee members shall not

- Disclose to any member of the public any confidential information acquired by virtue of their position as a Committee member;
- Use any confidential information acquired by virtue of their position on the Committee for their personal financial or other benefit or for that of any other person;
- Disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Committee;
- Make statements to the media in the name of the organisation except as specified in the Committee's Media Relations policy; or
- Permit any unauthorised person to inspect or have access to any confidential

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documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Committee member is no longer serving on the Committee.

The Committee shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality. Where appropriate, information identifying individuals may be removed by the chair from material before its consideration by the Committee.

RESPONSIBILITY

It is the responsibility of the Committee chair to ensure that Committee materials are appropriately classified as confidential or open for release.

AUTHORISATION:	
This version was approved on:	1/11/2018
This version takes effect on:	1/11/2018
Authorised by:	Andrea Mason, Chair
Chairperson:	Andrea Mason
Chairperson signature:	_____