

Avoca Football Netball Club Privacy & Confidentiality Policy for Committees		Approval Date:	14 - 4 - 2025
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		Version No:	1
President:	Sign: Sandie Ward		
Vice-President:	Alana Burge		

1. Introduction

The Avoca Football Netball Club 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 day-to-day operations, relevant policies and procedures and relevant legislation. This policy is intended to regulate the release or retention of Committee and Sub-Committee information by its members.

Members appointed to the AFNC Committee and/or sub-committees and administrators (paid & unpaid) must comply with the AFNC Constitution and Positive Behaviour Code and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the AFNC.

2. Policy

This policy applies to members appointed to the AFNC Committee, any sub-committee and administrators (paid & unpaid). Confidential material is defined as meeting agendas and minutes, financial reports, contracts, incident reports and any other discussions of an official nature held in confidence between general members and appointed members.

Members are authorised to release to any person any material, other than confidential material, obtained in the course of their service as a Committee member where required through legislation or the Club's Constitution, rules or policies.

3. Procedure

3.1 Meetings - agendas & documents

The agenda and supporting documentation for any AFNC committee meeting are to be circulated only to those nominated recipients who are appointed to the Committee. Meeting documentation, including agendas and supporting documents, is available via the Google Drive with the relevant links shared by the Secretary.

Visitors and/or observers as invited by the President may be given access to documentation if deemed appropriate by the President or Committee. If confidential items are included in the documentation, these items should be omitted from documentation circulated to visitors and/or observers.

Agendas and supporting documentation are distributed via electronic means, either by Google Drive links/access, e-mail or made available on a USB Flash Drive, will not be distributed or copied to other parties by the original recipient.

3.2 Discussions during meetings

All discussions during meetings are to be kept confidential and are not to be relayed to third parties under any circumstances. The results of discussions may be relayed if deemed appropriate within established policies and procedures, regulations and legislation.

3.3 Disposal of meeting agenda papers and supporting documentation

If at any time, hard copies of agendas and/or supporting documentation are provided, then these should

be left behind in the meeting room or given to the Secretary for appropriate disposal.

Documentation may be taken from the meeting if required, however appropriate (secure) disposal of material should be undertaken by the committee member.

4. Minutes of meetings

All minutes of executive committee and committee meetings are confidential and are not to be circulated to third parties unless with the permission of the President.

5. General

Members of the ANFC Committee or any sub-committees or administrators (paid & unpaid) shall not:

- Disclose to any member of the AFNC or the public any confidential information acquired by virtue of their position as a member of the Committee or sub-committees.
- Use any confidential information acquired by virtue of their position on a Committee for their personal financial or other benefit or for that of any other person.
- Disclose to any member of the AFNC or the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position as a member of the Committee or sub-committees.
- Make statements to the media in the name of the Club without express permission from the President.
- Permit any unauthorised person to inspect or have access to any confidential material or other information.