



QUALIFIED CONFIDENCE POLICY

Equestrian Western Australian Incorporated

ABN: 53 591 481 584

Policy:	Qualified Confidence within the Board and Committees
Policy Area:	Board & Governance Policies
Date Approved:	29 th January 2007
Replaces Policy No:	n/a
Sources/References:	Australian Sports Commission WA Sports Federation EWA Standing Orders

Board Directors and members of other Committees should be aware that they have a duty to respect qualified confidence even if they form part of a document such as minutes which may be viewed by others. This involves a concept of equitable duty of confidence which all Board Directors and Committee members are expected to demonstrate.

Disseminating or publishing a document that breaches the qualified confidence of a meeting could lead to defamation and expose a person disseminating the information to prosecution for defamation.

Consequently the Board needs to instruct Committees in their minute taking to remember their duty to any person's actions being addressed at that meeting and remember they have the right of qualified confidence.

To avoid the possibility of breaching qualified confidence and defamation action the CEO in accordance with Part 5 of the Standing Orders, will make the register (of minutes) available at all times.

Committee minutes are not a public document until they have been an officially endorsed by the relevant committee.

Board minutes are confidential, but will be translated to a summary of Board minutes for all members to access.

Furthermore Board Directors and Committee Chairs are reminded that only duly elected or nominated Directors or Committee members are to attend meetings unless invited by the committee. In this case they should attend only the area for which they have been asked to brief to the committee or Board. They do not receive copies of the minutes of that meeting except by being able to view them at the EWA office once they have been endorsed and included in the registry.