

GOV17	Confidential Information and Business Policy
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Policy Type:	Governance
Policy Custodian:	Chief Executive Officer
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**Purpose**

This policy supports the proper treatment and review of confidential information after consideration of confidential business at a Council Meeting.

**Scope**

This policy applies to information that was considered during or resulted from confidential business at a Council Meeting, including (but not limited to) the agenda, business papers, resolutions, and minutes.

Confidential information is to be considered separately for the purposes of assessing whether or not the information is to remain confidential (for example, immediately releasing a resolution that is no longer confidential with related business papers remaining confidential for a specified period of time).

**Policy Statement**

**1. Policy Principles**

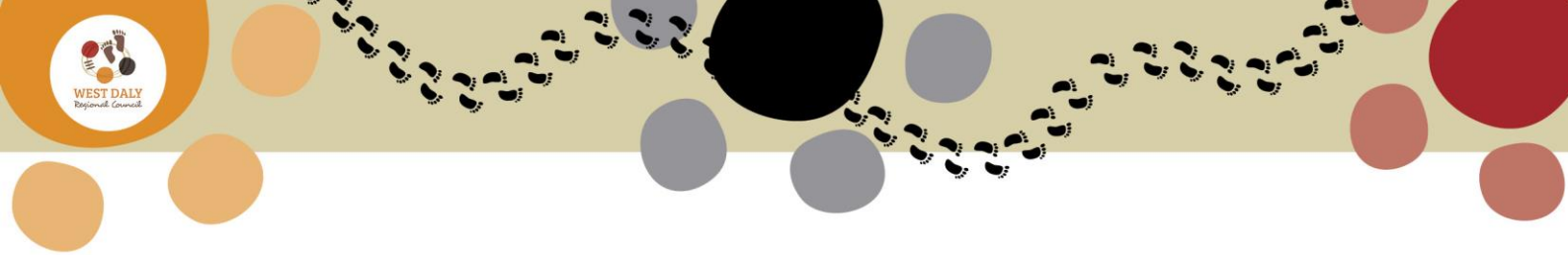
- 1.1. Council is committed to proper treatment and review of confidential information after consideration of confidential business at a Council Meeting.
- 1.2. To promote transparency and public confidence, Council will cease the application of confidentiality to information when it is no longer necessary or appropriate.

**2. Matters to Remain Confidential Indefinitely**

- 2.1. Any information that falls under the prescribed categories of the *Local Government (General) Regulations 2021* (NT) must remain confidential until the reason for confidentiality no longer applies.

**3. Consideration of Confidential Business**

- 3.1. After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:
  - a) The type of confidential information that should no longer be confidential after a specified period of time; or
  - b) The type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.



- 3.2. If Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time (see clause 5.1 below).
- 3.3. If Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list (see clause 4.1 below).

**4. Confidentiality Review List**

- 4.1. Council will maintain a list of confidential information and review that list once every six (6) months, to determine whether any matters are to no longer be confidential after a specified period or are to remain confidential for review at a subsequent date.

**5. Public Release of Information**

- 5.1. When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date the decision was made, and where information about the matter that is no longer confidential can be accessed.

**6. Responsibilities**

- 6.1. All Elected Members are responsible for complying with the provisions of this policy.
- 6.2. The Governance Coordinator is responsible for maintaining the confidentiality review list and facilitating the notification of public release of information (as outlined above).

**References**

*Local Government (General) Regulations 2021 (NT)*

**Definitions**

In the context of this policy the following definitions apply:

**Confidential Information** means confidential information as defined in the *Local Government (General) Regulations 2021 (NT)*.

**Related Documents**

Confidentiality Review List

For more information, contact the Policy Custodian.

<b>Signature of Endorsement:</b>	
<b>Name:</b>	Matthew Eastham ASM
<b>Position:</b>	Chief Executive Officer