

# CONFIDENTIAL INFORMATION

## COUNCIL POLICY

### PURPOSE

This policy sets out the City of Palmerston's process to ensure the proper treatment and review of confidential items considered at a Council Meeting.

### PRINCIPLES

The City of Palmerston is committed to transparent and accountable decision making, to achieve the outcomes of its Community Plan. Policies are guided by principles of sustainability, good governance, advocacy, regulation, and service provision.

Council shall only consider matters in confidence that fall under the prescribed categories of the Local Government (General) Regulations 2021 and retain this information until the reason no longer applies.

### DEFINITIONS

For the purposes of this Policy, the following definitions apply:

| TERM                     | DEFINITION  |
|--------------------------|---|
| Confidential Information | Means information prescribed as confidential under the Local Government (General) Regulations 2021. |
| Prescribed Categories    | Refers to the categories set out in section 50(1) the Local Government (General) Regulations 2021.  |

### POLICY STATEMENT

#### 1. Classifying Confidential Information

- 1.1. Any business that falls under the prescribed categories in the Local Government (General) Regulations will be considered as confidential information.
- 1.2. A statement of the fact and the provision of how the confidentiality applies will be included within Council business papers available to the public.

- 1.3. Confidential information will be retained in confidence until Council determines by resolution that the reason for confidentiality no longer applies.

## 2. Consideration of Confidential Information

- 2.1. On the consideration of a confidential matter, Council will determine by resolution whether the confidential Council Decision will:
- (a) be released to the Open Minutes at a time determined by Council; or
  - (b) be required to remain confidential until the information is transferred to the NT Archives Services pursuant to the Information Act and Records Disposal Schedule for Local Authorities in the NT.
- 2.2. Should a Council Decision not be made under 2.1 the decision will be added to the City of Palmerston confidentiality Review List

## 3. Review of Confidential Information

- 3.1. Council will undertake a six-monthly review of its Confidentiality Review List, when a Report will be provided to Council with a recommendation to either release, retain or to reconsider the matter at the next review period.
- 3.2. Council Decisions that are no longer confidential will form part of the Open Minutes of the meeting where Council endorsed release of the decision.

## ASSOCIATED DOCUMENTS

- *City of Palmerston Community Plan*
- *Records Disposal Schedule for Local Authorities in the Northern Territory*

## REFERENCES AND RELATED LEGISLATION

- *Local Government Act*
- *Local Government (General) Regulations*
- *Information Act*

## POLICY DETAILS

|                |              |                     |                                    |
|----------------|--------------|---------------------|------------------------------------|
| OWNER          | CEO          | RESPONSIBLE OFFICER | Director of Finance and Governance |
| APPROVAL DATE  | 5 April 2022 | NEXT REVIEW DUE     | 5 April 2026                       |
| RECORDS NUMBER | 498388       | COUNCIL DECISION    | 10/265                             |