

Name:	Confidential Information		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Finance and Governance		
Approval Date:	5/04/2022	Next Review Date:	7/04/2026
Records Number:	498388	Council Decision:	10/265

## 1 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.

## 2 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.

## 3 DEFINITIONS

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

Term	Definition
Confidential information	Means information prescribed as confidential under the <i>Local Government (General) Regulations 2021</i> .
Prescribed categories	Refers to the categories set out in section 50(1) the <i>Local Government (General) Regulations 2021</i> .

## 4 POLICY STATEMENT

### 4.1 Classifying confidential information

- 4.1.1 Any business that falls under the prescribed categories in the *Local Government (General) Regulations* will be considered as confidential information.
- 4.1.2 A statement of the fact and the provision of how the confidentiality applies will be included within Council business papers available to the public.
- 4.1.3 Confidential information will be retained in confidence until Council determines by resolution that the reason for confidentiality no longer applies.

### 4.2 Consideration of confidential information

- 4.2.1 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*.

4.2.2 Should a Council Decision not be made under 4.2.1 the decision will be added to the City of Palmerston confidentiality Review List.

#### 4.3 Review of confidential information

- 4.3.1 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.
- 4.3.2 Council Decisions that are no longer confidential will form part of the Open Minutes of the meeting where Council endorsed release of the decision.

## 5 ASSOCIATED DOCUMENTS

---

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

## 6 REFERENCES AND RELATED LEGISLATION

---

- 6.1 *Local Government Act*
- 6.2 *Local Government (General) Regulations*
- 6.3 *Information Act*