

Confidential information and business policy

Policy No. 1050.100.ER

1 Purpose

The purpose of this policy is to ensure proper treatment and review of confidential information considered at a Council meeting.

2 Scope

This policy applies to information that was considered during or resulted from confidential business at a Council meeting.

3 Policy statement

To promote transparency and accountable decision making, Council will cease the application of confidentiality to information when it is no longer necessary or appropriate.

3.1 Matters to remain confidential indefinitely

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

3.2 Consideration of confidential information

When considering confidential information, confidentiality is to be considered for the purpose of assessing whether the information is to remain confidential. Council may release different types of information relating to confidential business at different times. For example, confidential resolutions that are no longer confidential may be released independently of related reports or attachments, which may remain confidential.

Council will decide whether confidential information:

- should no longer be confidential after a specified period of time, or
- should be subject to periodic review to determine if it should no longer be confidential.

Version:	Decision Number:	Adoption Date:	Next Review Date:
2	ORD328/24	13 August 2024	13 August 2028
Responsible Officer: Chief Executive Officer			

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.

If Council resolves that confidential information should be subject to periodic review, that information will be added to the confidentiality review register.

3.3 Review of confidential information

Council will undertake a six-monthly review of its confidentiality review register, when a report will be provided to Council with a recommendation to either release or retain the decision. Any decisions that are retained in confidence will remain on the register and continue to be reviewed six-monthly.

Council decisions that are no longer confidential will be released on the City of Darwin website.

4 Definitions

Confidential information means information prescribed as confidential under the *Local Government (General) Regulations 2021 (NT)*.

Council Meeting means any meetings of Council, or Council committees constituted under the *Local Government Act 2019 (NT)*.

5 Legislative references

Local Government Act 2019 (NT)

Local Government (General) Regulations 2021 (NT)

6 Procedures / related documents

Nil

7 Responsibility / application

The Chief Executive Officer is accountable for the overall establishment and periodic review of this policy.

This Policy will be reviewed every four years, or as required.