

# CONFIDENTIAL INFORMATION AND BUSINESS POLICY

## GOV\_PLCY17

| Policy Title          | Confidential Information and Business Policy |               |            |
|-----------------------|----------------------------------------------|---------------|------------|
| Policy Type:          | Governance                                   | Version:      | V1.1       |
| Policy Owner:         | Council                                      | Review Cycle: | Four years |
| Policy Custodian:     | Executive Manager                            | Review Date:  | 30/04/2030 |
| Policy Approval Date: | 30/04/2026                                   | Document ID:  | 27169      |

### 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.

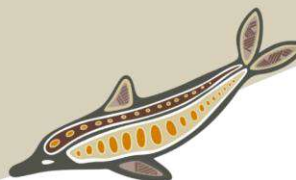
Confidential information is to be considered separately for the purposes of assessing whether or not the information is to remain confidential (for example, immediately releasing a resolution that is no longer confidential with related business papers remaining confidential for a specified period of 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 Confidential Resolution Review Register (see clause 4.1 below).

## **4. Confidential Resolution Review Register**

- 4.1. Council will maintain a list of confidential information and review that list once every twelve (12) 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, it will be published on the council website in the form of a register and will include a notation 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 CEO or the CEO's delegate is responsible for maintaining the Confidentiality Review Register and facilitating the notification of public release of information (as outlined above).

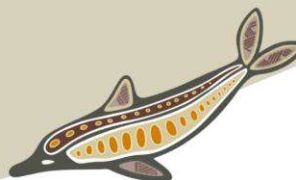
### **Legislation, References and Related Documents**

#### **Related Legislation**

*Local Government Act 2019*

Regulation 53(1) of the Local Government (General) Regulations





|                    |                                                                                                          |
|--------------------|----------------------------------------------------------------------------------------------------------|
| Related Policies   | Meeting Procedure Policy (Council Meetings)                                                              |
| Related Procedures | Confidential Information Review Procedure                                                                |
| Related Forms      | Nil                                                                                                      |
| Related Documents  | Confidential Resolution Review Register<br>Released Confidential Resolutions Register (Council Meetings) |

### Definitions

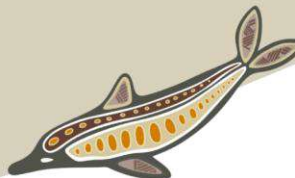
In the context of this policy, the following definitions apply:

| Term                            | Definition                                                                                                                                                                                                                                      |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council</b>                  | refers to the West Daly Regional Council                                                                                                                                                                                                        |
| <b>Council Members</b>          | means the Elected Members duly elected under the <i>Local Government Act 2019</i> , to serve as representatives of their respective Council wards and as the Council governing West Daly Regional Councils jurisdiction.                        |
| <b>Policy Custodian</b>         | means the individual, position, or department designated with primary responsibility for oversight, maintenance, interpretation, and implementation of this policy, serving as the authoritative point of contact for matters arising under it. |
| <b>Confidential Information</b> | means confidential information as defined in the <i>Local Government (General) Regulations 2021</i> (NT).                                                                                                                                       |

### Review History

| Version Number | Approval Date | Policy Number | Policy Name                                  | Resolution  | Doc ID |
|----------------|---------------|---------------|----------------------------------------------|-------------|--------|
| V1.0           | 23/06/2022    | GOV17         | Confidential Information and Business Policy | 057/2022    | 27170  |
| V1.1           | 30/04/2026    | GOV_PLCY17    | Confidential Information and Business Policy | OCM-2026/44 | 27169  |





**WEST DALY**  
Regional Council

| Endorsement        |                                                                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature:         | <br><small>John Thomas (May 26, 2026 07:49:53 GMT+9,5)</small> |
| Date:              | 26/05/2026                                                                                                                                      |
| Name and Position: | John Thomas, Chief Executive Officer                                                                                                            |

