



Confidential Information and Business Policy

Policy Number:	GOV005
Policy Type:	Council
Policy Owner:	Governance and Compliance Manager
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Legislative Reference:	Section 53 of Local Government (General) Regulations 2021
Related Documents:	Confidentiality Review Register

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. Relevant Legislation

Local Government Regulations state that a council, by resolution, must adopt a policy in relation to confidential information and business.¹

The policy must deal with the following:

- the type of confidential information that should no longer be confidential after a specified period of time.
- the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.

At the conclusion of the consideration of confidential business at a meeting, the council must state, in accordance with its policy, the type of confidential business it has dealt with.

4. 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.

¹ Local Government (General) Regulations 2021 s53

4.1. Consideration of confidential information

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

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.

4.2. 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.

5. Version Control

Version	Amendment History
1.0	-