

POLICY IS COMPLIANT WITH THE CHARTER OF HUMAN RIGHTS LEGISLATION

Purpose

1. To guide the handling of confidential information and materials, including those referenced in Council and Committee reports.

Scope

2. The policy applies to all staff and covers all physical, electronic or verbal confidential information from inside or outside the organisation presented to Council and Committee meetings and other forums.

Policy statement

3. Council will only consider items in confidential business where those items comply with section 89(2) of the *Local Government Act* 1989.
4. Councillors and staff have legal obligations and it is imperative that they at all times comply with the provisions of section 77 of the *Local Government Act* 1989 regarding improper use of information.
5. Confidential information (which includes all reports, discussion points, resolutions and information in any way considered at the confidential Meeting) is not to be disclosed to any third party or published in public business papers without Council's formal consent.

Procedure notes

Categorisation

6. The report writer, in conjunction with the responsible manager, will determine which category under section 89(2) of the *Local Government Act* 1989 the information will be declared confidential.

Preparation

7. Officers will clearly mark relevant information as 'confidential', along with a notation on why it has been designated so.
8. In the case of Council, Committee and Briefing reports, officers will:
 - (a) use the confidentiality categorisation function in the InfoCouncil report writing program;
 - (b) save the report into the relevant divisional confidential TRIM folder (as provided by the Governance Support Unit) via InfoCouncil.

Access limitations

9. Confidential information contained in a Council or Committee report (including its attachments) should be accessible only to the following parties:
 - (a) Office of the Mayor and Councillors;
 - (b) Executive Team Members;
 - (c) Executive Assistants;
 - (d) Governance Support Unit;
 - (e) Relevant Branch Manager;
 - (f) Relevant Coordinator/Team Leader; and
 - (g) Report Writer.