

Confidential Information and Reports Policy

Policy Identifier:	GOV-003-P
Approved by:	General Manager Organisational Services
Date of Approval:	12 June 2023
Effective Date:	12 June 2023
Review Date:	12 June 2026
Version:	6

Head of Power

Local Government Act 2009

Use of information by councillors s.171(3) - *A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.*

Use of information by local government employees s.200(4) - *A person who is, or has been, a local government employee must not release information that the person knows, or should reasonably know, is information that-*

- (a) is confidential to the local government; and*
- (b) the local government wishes to keep confidential*

Code of Conduct for Councillors

Employee Code of Conduct

Local Government Regulation 2012

Closed meetings s.254J

Policy Objective

To protect sensitive or potentially prejudicial information (created within Council or received by Council) so as not to harm or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage and assure the distribution of sensitive or potentially prejudicial information is managed in a way that provides, to the fullest extent possible, maximum protection of that information.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations; *Naturally wonderful lifestyle. Connected community. Embracing opportunities* We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

Council is committed to:

- Transparency and accountability in its decisions and operations including information released in accordance with the *Right to Information Act 2009*.
- Proper collection and handling of personal information and appropriate management of access to such information in accordance with the *Information Privacy Act 2009*.

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- Responsible capture, storage, management, delivery and preservation of information in a manner that will derive maximum benefit for Council and the community.
- Protecting information from misuse, theft, corruption and destruction by applying enterprise content management guidelines consistent with the value of the information resource and the privacy rights of individuals, companies and other organisations.
- Ensuring ethical behaviour by all who use Council's information resources.
- Ensuring a proactive approach to the responsible management of all information through appropriate education and training of Councillors and staff.

Definitions

Nil

Associated Documents

Confidential Information and Reports Guideline ([A2937507](#))

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Information

Version number	Date	Key Changes
2	February 2014	Amended wording, integration of last dot point (now deleted) into others, integrate wording with POL-1003
3	April 2018	Under the Head of Power, corrected reference to s275 of the <i>Local Government Act 2009</i> to the <i>Local Government Regulation 2012</i> .
4	October 2019	Administrative updates required under policy framework review.
5	March 2022	Administrative updates to include reference to the new Corporate Plan.
6	June 2023	Under the Head of Power, use of information by Government employees, updated reference to s200(4) and under Employee Code of Conduct, updated reference for closed meetings to s254J.