

## PROCEDURES:

### HANDLING OF CONFIDENTIAL INFORMATION BY COUNCILLORS

#### 1. Purpose of the Procedures

- 1.1 The Procedures for Handling Confidential Information by Councillors (**Procedures**) specifically relate to the handling of confidential information related to Council Meeting agendas, minutes and reports.
- 1.2 The purpose of the Procedures is to establish processes for when Councillors are given access to confidential information.
- 1.3 By complying with the Procedures, it is expected that Councillors will avoid any disclosure or use of confidential information without lawful authority.

#### 2. Scope

- 2.1 The Procedures apply to all Councillors and operates in conjunction with the *Local Government Act 1989 (Act)*, Council's Councillor Code of Conduct (**Code**) and the 'Confidentiality Policy: Handling of Confidential Information by Councillors' (**Policy**).
- 2.2 The term 'confidential information' also includes such terminology as 'In Confidence' and 'Privileged Information' and is used in these Procedures to refer to information that is classified as being confidential in accordance with s 77(2) of the Act.
- 2.3 Notwithstanding any clause contained in the Policy, the Mayor or Chief Executive may deem information to be 'confidential information' which must be treated in accordance with the requirements of the Policy.

#### 3. Handling Confidential Information

- 3.1 All confidential information provided to Councillors electronically will be:
  - 3.1.1 Be marked with a heading and watermark on each page stating 'CONFIDENTIAL';
  - 3.1.2 Be attached to an email with the words 'CONFIDENTIAL' in the subject heading; and
  - 3.1.3 Carry the following statement:

*This email and the information attached to it are CONFIDENTIAL and are provided to you for the purpose of fulfilling your functions as a Councillor. This email and the information attached to it are not to be further distributed and their content is not to be discussed with, or disclosed to, anyone other than your fellow Councillors and members of Council staff who are directly involved in their preparation and distribution.*
- 3.2 Confidential reports and agendas provided to Councillors in hard copy will be:
  - 3.2.1 Printed on green paper and marked with a heading and watermark on each page stating 'CONFIDENTIAL'.
  - 3.2.2 Individually marked on the front page with the name of the Councillor to whom it is handed.
  - 3.2.3 Handed to Councillors at a time deemed suitable by the member of Council staff distributing the information; or

3.2.4 Sealed in an envelope marked 'CONFIDENTIAL' and placed in Councillors individual pigeon holes for collection.

All confidential information will be collected from each Councillor at the completion of the scheduled meeting or briefing.

3.3 Confidential minutes of meetings will be provided to Councillors in PDF format via email in accordance with 3.1 above.

3.4 A register of confidential information provided to Councillors will be kept, which will record:

3.4.1 A brief description of the confidential information provided to Councillors;

3.4.2 The date and manner in which the confidential information was provided to Councillors;

3.4.3 In the case of hard copy confidential information, the name(s) of any Councillor(s) who did not return the confidential information when it was collected.

3.5 The Register of Confidential Information will be reviewed by the Chief Executive and Mayor on a regular basis.

**ACKNOWLEDGEMENT OF RECEIPT OF CONFIDENTIAL INFORMATION**

**TYPE OF CONFIDENTIAL INFORMATION:** \_\_\_\_\_

<b>DATE RECEIVED</b>	<b>CR. NAME</b>	<b>CR. SIGNATURE</b>
	CR. FONTANA	
	CR. GRECO	
	CR. LAURENCE	
	CR. LI	
	CR. MCCARTHY	
	CR. TSITAS	
	CR. VILLELLA	
	CR. WALSH	
	CR. WILLIAMS	