

# **Council Agenda**

**SPECIAL COUNCIL MEETING**

**7.00pm, 18 June, 2008**

**Civic Centre,**

**Dundebar Road, Wanneroo**

## **Recording of Council Meetings Policy**

### **Objective**

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for tape recording of Council Meetings is to ensure the accuracy of Council Meetings.

### **Statement**

#### ***Recording of Proceedings***

- (1) Proceedings for meetings of the Council, of electors and of the Audit Committee shall be recorded, by the City, on sound recording equipment except, in the case of meetings of the Council or the Audit Committee, where the Council or the Committee, as the case may be, closes the meeting to the public.
- (2) Notwithstanding sub clause (1), proceedings of a meeting of the Council or of the Audit Committee which is closed to the public shall be recorded where the Council or the Audit Committee, as the case requires, resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

#### ***Access to Recorded Tapes***

- (4) Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer.
- (5) Elected Members may listen to a recording of the Council proceedings upon request, free of charge. However, no transcript will be produced without the approval of the Chief Executive Officer.
- (6) Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy of the proceedings. The cost of supervised listening to recordings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.

#### ***Retention of Tapes***

- (7) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the Library Board of Western Australia Act (1951-83), General Disposal Authority for Local Government Records. The current requirement for the retention of recorded proceedings is thirty (30) years.

#### ***Disclosure of Policy***

- (8) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors and the Audit Committee meetings to advise the public that the proceedings of the meeting are recorded.



# City of Wanneroo

Notice is given that the next Special Council Meeting will be held at the Civic Centre,  
Dundebar Road, Wanneroo on **Wednesday** 18 June, 2008 commencing at **7.00pm**.

C JOHNSON  
Chief Executive Officer  
13 June 2008

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# A G E N D A

## **Item 1 Attendances**

## **Item 2 Apologies and Leave of Absence**

## **Item 3 Public Question Time**

Please Note: Section 7(4)(b) of the Local Government (Administration) Regulations 1996 states that:

“a Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the agenda be asked”.

## **Item 4 Reports**

**Declarations of Interest by Elected Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.**

### **Confidential Items**

#### **CR01-06/08 Appointment of Chief Executive Officer**

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File Ref:	HR File
Responsible Officer:	Mayor Kelly
Disclosure of Interest:	Nil
Attachment(s)	2

### **Recommendation**

**THAT Council move into a Confidential Session to discuss this item under the terms of the Local Government Act 1995 Section 5.23(2), as follows:**

- (a) a matter affecting an employee or employees;

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## **CR02-06/08 Appointment of Acting Chief Executive Officer**

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File Ref:	HR File
Responsible Officer:	Mayor Kelly
Disclosure of Interest:	Nil
Attachment(s)	2

### **Recommendation**

**THAT Council move into a Confidential Session to discuss this item under the terms of the Local Government Act 1995 Section 5.23(2), as follows:**

- (a) a matter affecting an employee or employees;

### **Item 5 Closure**