

POL	<b>ACCESS TO TAPE RECORDINGS OF COUNCIL MEETINGS</b>	SES2
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<b>POLICY CODE:</b>	SES2
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	182/001
<b>DATE FIRST ADOPTED:</b>	15 April 1997
<b>DATE LAST REVIEWED:</b>	10 March 2016
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	SES2
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013 22 May 2014 25 February 2016
OCM:	14 July 2005 14 February 2013 12 June 2014

**BACKGROUND:**

Council has been approached in the past to release copies of Council meeting tape recordings.

**PURPOSE:**

To emphasise the reason for tape recording of Council Meetings is to ensure the accuracy of Council Minutes.

**POLICY:**

- (1) The Council meeting is recorded for the sole purpose of assisting with the accuracy of the Minutes and staff are only able to access the tape for this purpose, or, if required for other reasons, with the permission of the Chief Executive Officer.
- (2) Elected Members wishing to access the tape, are to apply under the provisions of Council Policy SC31 "Access to Information by Council and Committee Members".
- (3) Tape recordings or transcripts are not made available to members of the public, however, where such requests are made, they will be advised to pursue such requests through Freedom of Information legislation.

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Where such requests are granted Council will only provide an audio copy of that part of the meeting proceedings where discussion on the subject item occurs.

- (4) Recordings appertaining to the proceedings of Council Meetings shall be retained for thirty (30) years in accordance with the State Records Act (General Disposal Authority for Local Government Records) Provisions.