

DA	ACCESS TO TAPE RECORDINGS OF COUNCIL MEETINGS	SES2
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DELEGATED AUTHORITY CODE:	SES2
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Governance
SERVICE UNIT:	Governance
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 31 January 2013 27 February 2014	22 May 2014 25 February 2016
OCM:	9 April 2009 14 June 2012 14 February 2013	13 March 2014

FUNCTION DELEGATED:

The authority to approve access to tape recordings of Council meetings.

CONDITIONS/GUIDELINES:

- (1) Any request to access the tape must be given to the Chief Executive Officer on at least 6 office hours notice.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As contained in conditions.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy SES2 'Access to Tape Recordings of Council Meetings' refers.

DELEGATE:

Chief Executive Officer

DELEGATE/S AUTHORISED:

N/A