

DA	ACCESS TO TAPE RECORDINGS OF COUNCIL MEETINGS	SES2
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DELEGATED AUTHORITY CODE:	SES2
DIRECTORATE:	Administration & Community Services
BUSINESS UNIT:	Administration
SERVICE UNIT:	Administration
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2012
ATTACHMENTS:	N/A
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012
OCM:	9 April 2009

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 Delegated Authority Portal System 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