

## A4 ACCESS TO AUDIO RECORDINGS OF COUNCIL AND COMMITTEE MEETINGS

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<b>Department:</b>	<b>General Manager's Unit</b>
<b>Unit:</b>	<b>Public Office</b>
<b>Review Details:</b>	
<b>Responsible Officer:</b>	<b>Melanie Domingo</b>
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<b>Adopted</b>	
<b>Reviewed</b>	<b>3 March 2010</b>

### A PURPOSE

To make provision for and provide guidelines for access to the audio recordings of Council and Committee meetings.

### B BACKGROUND

B1 Clause 60 of Council's Code of Meeting Practice provides that meetings of Council and Council's Committees may be audio recorded.

B2 The audio recordings are primarily for the purpose of ensuring the accurate compilation of Minutes of those meetings; however at various times Councillors, Council staff and members of the Public may require access to the recordings.

B3 This Policy provides the guidelines for access to the recordings.

### C DEFINITIONS

C1 **Committee** - the committees identified in Council's *Manual of Standard Procedures*.

### D POLICY STATEMENTS

D1 This policy applies to all Council employees, Councillors, contractors, consultants, temporary and casual employees and other authorised Council personnel.

D2 It is the personal responsibility of employees to have knowledge of, and to ensure compliance with, this policy.

D3 Policy compliance is also a function of leadership. Managers and supervisors have direct accountability for ensuring compliance with this policy. Such accountability may not be delegated.

### E PROCEDURES

E1 Requests by Councillors for access to recordings of Council or Committee meetings will be subject to determination by the General Manager or the Public Officer in accordance with the *Code of Conduct* and section 4.017 of the *Manual of Standard Procedures*.

E2 Requests from the public for access to recordings of Council or Committee meetings will be subject to determination by the Public Officer in accordance with the provisions of section 12 of the *Local Government Act 1993*.

## **GOODS AND SERVICES TAX**

Where any charge, fee, supply of products or services under this policy is subject to a goods and services tax (GST), an amount equal to the GST paid or payable in respect of the charge, fee, supply of products or services, shall be included in the amount of consideration paid or payable under this policy.

## **RELEVANT LEGISLATION**

- *Local Government Act 1993* (NSW)