



SUPPLEMENTARY AGENDA  
BRIEFING PAPERS  
FOR COUNCIL MEMBERS'  
BRIEFING SESSION

Draft Only

to be held at  
the Council Chambers (Level 1), Civic Centre,  
23 Dundobar Road, Wanneroo  
on 09 November, 2021 commencing at 6:00PM



## Briefing Papers for Tuesday 9 November, 2021

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# L A T E I T E M S A G E N D A

## Item 1 Late Reports

### 1.1 Review of Recording and Access to Recordings of Council Meetings Policy

File Ref:	2409V03 – 21/494240
Responsible Officer:	Director, Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	3

#### Issue

To consider the review of the Recording and Access to Recordings of Council Meetings Policy.

#### Background

Council Policies are aimed at ensuring the City meets its strategic objectives. Incorporated into all Council Policies is a scheduled review date that takes into account the ongoing effectiveness of the Policy and alignment with current organisational and community priorities.

#### Detail

The current Recording and Access to Recordings of Council Meetings Policy (**Policy**), (**Attachment 1**) was adopted by Council at its Ordinary meeting of 4 June 2019 and is due for review in 2021. A draft revised Policy has been prepared taking into account the City's move toward audio livestreaming (refer to tracked changes version at **Attachment 2** and clean version included at **Attachment 3**).

A summary of key changes proposed to the Policy is:

- Changing "Elected" Members to "Council" Members throughout;
- Removal of the "Implications" heading and contents;
- Removal of the option for transcripts of meetings; and
- Inclusion of audio recordings made available to the public and Council Members of meetings; and
- Including the recording of Briefing Sessions.

#### Consultation

Consultation has been undertaken with the relevant stakeholders and all Policies have been reviewed in accordance with the City's Policy and Procedure review process.

#### Comment

It should be noted that the removal of the option for a typed transcript of meetings, or part thereof, is due to the availability of the audio recording as an alternative to a typed transcript, the impact such requests have on resources, and the imminent live streaming of meetings due to commence in February 2022. The intent of the Policy has not changed and all other amendments are considered to be administrative in nature.

#### Statutory Compliance

Nil.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

*7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services*

*7.1 - Clear direction and decision making*

## Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

## Policy Implications

The Policy has been recommended for amendment as a result of an evaluation and review process undertaken in accordance with the City's Policy Register.

## Financial Implications

Nil.

## Voting Requirements

Simple Majority

## Recommendation

**That Council adopt the revised Recording and Access to Recordings of Council Meetings Policy as detailed in Attachment 3.**

Attachments:

<a href="#"><u>1</u></a>	<a href="#"><u>Recording and Access to Recordings of Council Meetings Policy - Review September 2011</u></a>	11/104796[v3]	
<a href="#"><u>2</u></a>	<a href="#"><u>Recording and Access to Recordings of Council Meetings Policy - Review September 2021 - Marked Up Version</u></a>	21/400977	
<a href="#"><u>3</u></a>	<a href="#"><u>Recording and Access to Recordings of Council Meetings Policy - Clean Version</u></a>	21/469021	Minuted



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### Recording and Access to Recordings of Council Meetings Policy

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**Policy Owner:** Council and Corporate Support  
**Contact Person:** Manager Council and Corporate Support  
**Date of Approval:** CS07-05/20 - 5 May 2020

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#### POLICY STATEMENT

The purpose of this Policy is to be open and transparent with regard to Council Meeting recordings and access to these recordings for members of the public and Elected Members, as required.

#### POLICY OBJECTIVE

- To ensure there is a process in place to outline the access to recorded Council Meetings.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

#### SCOPE

This Policy applies to all employees of the City, as well as the Elected Members of the City of Wanneroo Council.

#### IMPLICATIONS

City of Wanneroo Strategic Community Plan 2017/2018 to 2026/2027:

“4      *Civic Leadership*

4.2      *Good Governance*

4.2.1   *Provide transparent and accountable governance and leadership”*

Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.

#### IMPLEMENTATION

This Policy shall be printed within the Agenda of all Council Meetings which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors; and

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- Special Electors Meeting.

to advise the public that the proceedings of the meeting are recorded.

### ROLES AND RESPONSIBILITIES

The Policy is the responsibility of the Manager Council and Corporate Support.

### DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

### EVALUATION AND REVIEW PROVISIONS

#### *Recording of Proceedings*

1. Proceedings for Council Meetings; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings of a Council Meeting, which is closed to the public, shall be recorded where the Council resolves to do so.
3. No member of the public is to use any audio visual technology or devices to record the proceedings of a Council or Committee Meeting, without the written permission of the Mayor or the Mayors Delegate.

#### *Access to Recordings*

4. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre. Costs of providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings; as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
5. Elected Members may request a copy of the recording of the Council proceedings at no charge.
6. All Elected Members are to be notified when recordings are requested by members of the public, and of Council.
7. Transcripts can be produced on the request of the Chief Executive Officer and will include staff time set by the City's Schedule of Fees and Charges.

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### 8. COVID-19 Pandemic Situation

*During the COVID-19 pandemic situation, Briefing Sessions and Council Meetings that are conducted electronically, will be recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.*

#### DEFINITIONS

Nil

#### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

#### REFERENCES

Nil

#### RESPONSIBILITY FOR IMPLEMENTATION

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID-19 5 May 2020	2021	11/104796[v3]

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### Recording and Access to Recordings of Council Meetings Policy

**Policy Owner:** Council and Corporate Support  
**Contact Person:** Manager Council and Corporate Support  
**Date of Approval:** CS07-05/20 - 5 May 2020

#### POLICY STATEMENT

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#### SCOPE

This Policy applies to all employees of the City, as well as the ~~Elected Council~~ Members of the City of Wanneroo Council.

#### IMPLICATIONS

~~City of Wanneroo Strategic Community Plan 2017/2018 to 2026/2027:~~

~~"4 — Civic Leadership~~

~~4.2 — Good Governance~~

~~4.2.1 — Provide transparent and accountable governance and leadership"~~

~~Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the State Records Act 2000.~~

#### IMPLEMENTATION

This Policy shall be printed within the Agenda of all Council Meetings which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors; ~~and~~

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- ~~Special Electors Meeting; and~~
- ~~Briefing Sessions-~~

to advise the public that the proceedings of the meeting are recorded.

### ROLES AND RESPONSIBILITIES

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### DISPUTE RESOLUTION

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5. ~~Elected Council~~ Members may request a copy of the audio recording of the Council proceedings at no charge.
6. All ~~Elected Council~~ Members are to be notified when audio recordings are requested by members of the public, ~~and of or by~~ Council Members.

~~Transcripts can be produced on the request of the Chief Executive Officer and will~~

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~~include staff time set by the City's Schedule of Fees and Charges.~~

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### **8.7. COVID-19 Pandemic Situation**

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#### **DEFINITIONS**

Nil

#### **RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS**

Nil

#### **REFERENCES**

Nil

#### **RESPONSIBILITY FOR IMPLEMENTATION**

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID-19 5 May 2020	2021	11/104796[v3]
<u>Version 2 – 13 September 2021</u>		

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- Special Electors Meeting; and
- Briefing Sessions

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5. Council Members may request a copy of the audio recording of the Council proceedings at no charge.
6. All Council Members are to be notified when audio recordings are requested by members of the public or by Council Members.



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### 7. COVID-19 Pandemic Situation

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#### DEFINITIONS

Nil

#### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

#### REFERENCES

Nil

#### RESPONSIBILITY FOR IMPLEMENTATION

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Version 1 – 4 June 2019	2021	11/104796[v3]
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Version 2 – 13 September 2021		21/469021