

# COUNCIL AGENDA

## Special Council Meeting

6:00pm 06 May 2025

Council Chamber (Level 1), Civic Centre,  
23 Dundebur Road, Wanneroo

[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

# RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

## 1. POLICY STATEMENT

To be open and transparent regarding Council Meeting recordings and access to these recordings for members of the public and Council Members.

## 2. OBJECTIVE AND PURPOSE

### Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

### Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the *Local Government Act 1995* and associated Regulations.

## 3. KEY DEFINITIONS

Nil

## 4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo.

## 5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

### Strategic Community Plan 2021-2031

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

**Priority 7.2 – Responsibly and ethically managed.** The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

## 6. IMPLEMENTATION

6.1. 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;
- Special Electors Meeting; and
- Agenda Briefing Session

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

### ***Recording of Proceedings***

6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.

6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.

- 6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996 (Regulations)*, for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.
- 6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.
- 6.6. In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

#### **Access to Recordings**

- 6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen (14) days after the Meeting and will remain accessible for a minimum period of five (5) years after the Meeting date.
- 6.8. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for 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.
- 6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.
- 6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.

### **7. ROLES AND RESPONSIBILITIES**

The Policy is the responsibility of the Manager Corporate Governance & Council Services.

### **8. 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.

### **9. EVALUATION AND REVIEW PROVISIONS**

This policy will be evaluated and its effectiveness reviewed by the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

### **10. RELATED DOCUMENTS**

City of Wanneroo Recordkeeping Plan

### **11. REFERENCES**

Nil

### **12. RESPONSIBILITY FOR IMPLEMENTATION**

Manager Corporate Governance & Council Services

## COMMONLY USED ACRONYMS AND THEIR MEANING

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
Act	<i>Local Government Act 1995</i>
CBP	City of Wanneroo Corporate Business Plan
CHRMAP	Coastal Hazard Risk Management & Adaption Plan
City	City of Wanneroo
CPI	Consumer Price Index
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DOE	Department of Education Western Australia
DOH	Department of Health
DPLH	Department of Planning Lands and Heritage
DPS2	District Planning Scheme No. 2
DLGSCI	Department of Local Government, Sport and Cultural Industries
DWER	Department of Water and Environmental Regulation
EPA	Environmental Protection Authority
GST	Goods and Services Tax
JDAP	Joint Development Assessment Panel
LTFP	Long Term Financial Plan
MRS	Metropolitan Region Scheme
MRWA	Main Roads Western Australia
POS	Public Open Space
PTA	Public Transport Authority of Western Australia
SAT	State Administrative Tribunal
SCP	City of Wanneroo Strategic Community Plan
WALGA	Western Australian Local Government Association
WAPC	Western Australian Planning Commission



Notice is given that the next Special Council Meeting will be held in the  
Council Chamber (Level 1), Civic Centre,  
23 Dundobar Road, Wanneroo on **Tuesday 6 May 2025** commencing at **6:00pm**.

B Parker  
Chief Executive Officer  
6 May 2025

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## A G E N D A

*Good evening Councillors, staff, ladies and gentlemen, this meeting today is being held on Whadjuck Nyoongar Boodjar and I would like to acknowledge and pay my respects to Elders, past, present and future. I thank all past and present members of the community that have supported the City to better understand and value Nyoongar culture within the City of Wanneroo.*

*I invite you to bow your head in prayer:*

*Lord, We thank you for blessing our City, our community and our Council. Guide us all in our decision making to act fairly, without fear or favour and with compassion, integrity, wisdom and honesty. May we show true leadership, be inclusive of all, and guide all of the City's people and many families to a prosperous future that all may share. We ask this in your name. Amen.*

### **Item 1 Attendances**

### **Item 2 Apologies and Leave of Absence**

### **Item 3 Public Question Time**

In accordance with Section 7(4)(b) of the *Local Government (Administration) Regulations 1996*, a Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting. It is therefore requested that only questions that relate to items on the agenda be asked.

### **Item 4 Reports**

**Declarations of Interest by Council Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.**

### **Item 5 Confidential**

### **SCR01-05/25 Legal Report - Property**

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File Ref: 50350 – 25/160143  
Responsible Officer: Chief Executive Officer

*This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:*

*(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting*

### **Item 6 To Be Tabled**

Nil

### **Item 7 Date of Next Meeting**

The next Agenda Briefing has been scheduled for 6:00pm, 13 May 2025, to be held at the Civic Centre, Council Chamber (Level 1), 23 Dundobar Road, Wanneroo.

### **Item 8 Closure**



## COUNCIL CHAMBER SEATING DIAGRAM

