

IMPORTANT NOTE

Under Sections 10 and 11 of Council's Governance Local Law 2013, it is an offence for a representative of the Media to record via audio, visual or photographic means any part of a Council Meeting unless written permission has been granted by the CEO.

Please read Privacy Statement below, before completing this form¹.

MEDIA COMPANY: _____

NAME/S OF MEDIA REPRESENTATIVES:

_____ (Person 1)

_____ (Person 2)

_____ (Person 3)

(Use another form if more than 3 representatives)

Hereby request the permission of Kelly Grigsby (CEO, Wyndham City Council) to record via audio, visual or photographic means Council Meetings for the following period (please tick appropriate option)

1 Council Meeting (Insert Date: _____)

6 months from the date of this request

12 months from the date of this request

I acknowledge that I have informed all of the above representatives that they only have permission to record the Councillors, Staff and members of the public participating in meetings and not members of the public in attendance in the gallery. I have also informed them that they must abide by the Guidelines set down by the CEO.


CONTACT PERSON (AT MEDIA COMPANY): _____

EMAIL ADDRESS: _____

ADDRESS: _____ **POST CODE:** _____

SIGNATURE: _____ **DATE:** _____

PLEASE LODGE THIS APPLICATION IN ONE OR MORE OF THE FOLLOWING WAYS:

 Emailed to Governance@wyndham.vic.gov.au and copied to kelly.grigsby@wyndham.vic.gov.au

 Delivered to Wyndham Civic Centre, 45 Princes Highway, Werribee

 Mailed to PO Box 197, Werribee 3030

¹ **Privacy Collection Statement:** The personal information provided will be used by Council and its contracted service providers in servicing your request and other related Council purposes. Your information will be placed in Council's Central Name and Address Database and will remain private within Council unless disclosure is required by law or consented to by you. You may apply for access and/or amendment of the information by writing to Council's Privacy Officer.