



APPLICATION BY MEMBERS OF THE PUBLIC TO RECORD A COUNCIL MEETING

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.

NAME: _____

EMAIL ADDRESS: _____

ORGANISATION (IF ANY): _____

REASON FOR REQUEST: _____

I hereby request the permission of Kelly Grigsby (CEO, Wyndham City Council) to record a Council Meeting via one or all of the following means:

Audio recording Video recording Taking photographs

I wish to make this recording on the following date: _____

(Insert Council Meeting Date)

In making this request, I acknowledge that I only have permission to record Councillors, Staff and members of the public participating in the meeting, and not members of the public in attendance in the gallery. I also agree to follow Guidelines set down by the CEO; as well as not using the recording in any way that is considered abusive, indecent or offensive. Further, I agree not to edit or alter the recording in such a way as to misrepresent the views expressed at the Council Meeting.


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.grigsbywyndham.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.