

Recording of Meetings

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No.: CP- 088 Last Review Date: 8 December 2015
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Policy Objectives

This Policy provides for the audio recording of the proceedings of Meetings to ensure the accurate preparation of the Minutes.

To ensure that there is a process in place to provide access to the recorded proceedings of Meetings. The Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

Policy Scope

This policy applies to the recording of Ordinary Meetings of Council, Agenda Briefing Forums and Special Meetings of Council (Meetings).

Policy Statement

Recording of Proceedings

Proceedings of the Meetings, as defined above, shall be recorded by the City unless the Council resolves otherwise.

The proceedings of a Meeting that is closed to the public shall be recorded but the recording will not be made available other than to Elected Members and Administrative staff while the information or report remains confidential as per the *Local Government Act 1995* Section 5.23 (2).

At the commencement of each Meeting that is to be recorded, the Presiding Member shall advise:

- that the Meeting is being recorded for minute taking purposes; and that
- no person present at the meeting is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Meeting without the written permission of the Council. (The City of Melville Standing Orders Local Law, clause 8.6 refers)

Access to Recordings

Access to recordings may be available after the Minutes of the Meeting has been prepared by Administrative staff and confirmed for distribution. This will enable a proper assessment of the whole record prior to distribution of Minutes. Every application for access will be dealt with by way of the *Freedom of Information Act 1992*. This will enable a proper assessment of the whole record prior to release to prevent publishing of material such as may be deemed to be defamatory and ensuring information that is exempt under the Act is not released.

Fees and charges apply as prescribed by the *Freedom of Information Act 1992*. All recordings shall be accompanied by a notification of the copyright owned by the City.

Elected Members can access the proceedings of a Meeting by supervised access to the recorded proceedings (at no charge) under the supervision of a person as designated by the Chief Executive Officer. An Access to Recording Form is to be completed on each occasion identifying the section of the Meeting to be accessed in order to minimise the impact on staff resources.

The Chief Executive Officer is to advise all Elected Members immediately of each application received to access the record of proceedings as well as the purpose for accessing the recording and include in the next Elected Members Bulletin. The record of proceedings is not to be shared with third parties.

Retention of Recordings

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

References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of the Council

15/04/2014

Item No.

M14/5360

Reviews

Ordinary Meeting of Council

8/12/2015

M15/5458