



1.2.19 RECORDING OF MEETINGS POLICY

Administration

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Title:	1.2.19 RECORDING OF MEETINGS POLICY
Adopted:	19 February 2025
Reviewed:	Biennially (last reviewed 30 April 2025)
Associated Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996 State Records Act 2000
Associated Documentation:	Nil
Review Responsibility:	Manager Governance and Community
Delegation:	Chief Executive Officer

Previous Policy Number/s N/A

Objectives:

To define the purpose for which recordings of Council meetings are made and provide direction as to the creation, usage, access and disposal of the recordings. There is no legislative requirement for committee meetings to be recorded however, the Committee may choose to and if so, the procedure is to be in accordance with this policy.

Definitions

Recording: Any recording made by an electronic device capable of recording visual and/or sound.

Council Meeting: Any meeting that is convened as per Section 5.3, *Local Government Act 1995*.

Policy Statement:

The audio of the proceedings of all Council meetings within the scope of this policy are to be recorded.

A recording of proceedings shall be made using available technology to record audio from the Council Chambers or any other venue as resolved for holding a council meeting.

The recording of the meeting will be conducted by Shire Officers.

The recording of the meeting will be published as a single audio stream from the Council Chambers. The quality of the recording and the capacity to differentiate who is speaking at any one time cannot be guaranteed. Audio outside of the range of the Council Chambers microphones may not be recorded.

Technical difficulties may prevent recording and the publication thereof.

The recording of the meeting will continue in the event that the meeting goes behind closed doors but may be paused/stopped if the meeting is adjourned and recording restarted when the meeting is opened or recommenced.

The recordings of the meeting, excluding any portion of the meeting that is closed to the public, will be published on the Shire website at the time that the unconfirmed minutes is published.

Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device, or instrument to record the proceedings of a meeting.

Members of the public attending Council meetings will be advised that an audio recording of the meeting will be made via the notice paper for the meeting, notices displayed in Council Chambers and Shire's website.

1. Creation of Recordings

All Ordinary and Special Council meetings be recorded (as a minimum audio recorded but may be video recorded).

Should Council resolve to close a meeting to the public as per Section 5.23 (2) of the *Local Government Act 1995* the recording of the meeting, or relevant portion of meeting, will not be published but the full recording will be kept in accordance with retention and disposal requirements under the Administration Regulations and the *State Records Act 2000*.

Meetings of committees and meetings that are not open to the public may not be recorded but Council reserves the right to. If recorded, meeting recordings will not be published but all recordings will be kept in accordance with retention and disposal requirements under the Administration Regulations and the *State Records Act 2000*.

2. Usage and Access of Recordings

- a) Recordings are for minute taking purposes and for any other purpose deemed necessary by the Council.
- b) The recording will be available until Council confirms the minutes of the meeting, after which they will be kept in accordance with the General Disposal Authority for Local Government (GDA).
- c) Recordings will be available on the Shire's website no later than the publishing of unconfirmed meeting Minutes, and will not be copied for individuals.
- d) The Shire retains copyright over its recordings of its Council and Committee Meetings. Video, images and audio contained in a recording must not be altered, reproduced or republished without express permission of the Shire.

3. Technology Requirements

In the event of a technology failure for recording, local governments are to make an improvised recording or otherwise publish the reasons why they were unable to make a recording.

4. Electronic and remote attendance

Audio participation is the acceptable minimum standard for council members attending meetings remotely. This minimum requirement acknowledges that there are certain circumstances where video participation may not be necessary or practical due to available technology or internet connectivity.

4. Notification of Recording

The public will be notified of any proposed audio or video recording of the meeting in the meeting Agenda and to members of the public attending at the commencement of the meeting. The following wording may be utilised to notify the meeting will be recorded:

"This meeting is being recorded in accordance with Council Policy and legislative requirements."

"By attending this meeting, members of the public agree to being recorded and acknowledge that the gallery may be picked up on the recording even if not formally participating in the meeting."

5. Protections

Opinions expressed or statements made by persons during the course of Council or Committee Meetings and contained within meeting recordings, are the opinions or statements of those individual persons, and are not opinions or statements of the Shire. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates or may appear to relate.

The official record of the Meeting will be the written Minutes prepared in accordance with the requirements of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

Attendance at Council Meetings does not provide any elected member, employee or member of the public with absolute privilege. Section 9.57A of the Act and r.14K of the Regulations provides local governments with protections from liability for defamation in relation to broadcasts of council meetings. It does not protect individuals from defamation in relation to behaviour or statements made.

Images of elected members, relevant officers and members of public participating during Public Question Time or Deputations will appear in recordings of relevant meetings. By participating in a Council Meeting, those members of the public in attendance agree to being recorded.

6. Retention and Disposal of Records

Recordings of council meetings will be retained for a period of 5 years in accordance with Regulation 14I of the Administration Regulations and the *State Records Act 2000*.