

Policy P673 Audio Recording of Council Meetings

Responsible Business Unit/s	Governance, Information Systems
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance, Information Systems

Policy Objectives

The City has resolved to record Council Meetings to assist in the preparation of the minutes of the meeting and to ensure that an audio-recorded account of meetings is available. The purpose of this policy is to guide the implementation of that decision and to describe how the recordings will be used and made available.

Policy Scope

This Policy applies to all officers involved with Council Meetings and the Information Systems Officers.

Policy Statement

All Ordinary and Special Meetings of Council shall be digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This includes where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the *Local Government Act 1995*.

Purpose

The primary purpose of recording is to ensure that a true and accurate account of debate and discussions at all meetings is available and to assist in the preparation of the Minutes of Council 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.

Access

Governance Officers shall have access to the recordings to assist in the preparation of the minutes.

Audio recordings will be made available on the City's website.

Members of the public are not entitled to receive a digital copy of that part of the meeting that was declared *confidential* and closed to the public.

Transcription

Recordings will not be transcribed unless the CEO or Council by resolution determines otherwise. Where transcription of Council Minutes is provided, it is conditional upon the full cost being met by the applicant. External resourcing may be utilised to prepare the transcription. Where transcription is approved members of the public are not entitled to a transcription of that part of the meeting declared *confidential* and closed to the public.

Storage

Recordings must be stored in accordance with the *State Records Act 2000*.

Signage

Clear signage must be placed in the Council chamber advising members of the public that the meeting is being recorded.

Public notice

At the commencement of each council meeting, the Presiding Member will publicly announce that the meeting will be audio recorded.

Legislation / Local Law Requirements

Local Government Act 1995

Other Relevant Policies / Key Documents

General Disposal Authority for Local Government Records

City of South Perth Strategic Community Plan