

SHIRE POLICY 1.11

Recording and Access to Recordings of Council Meetings

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Amendment:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to guide the implementation of the audio recording, and live-streaming, of meetings of Shire of Chittering (Shire) Council and electors, and to establish how audio and video recordings will be used and made available.

2. SCOPE

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of committees with delegated authority, and meetings of electors.

3. DEFINITIONS

Council Meetings means Agenda Briefing, Ordinary Council meetings, Special Council Meetings, Audit, Risk and Improvement Committee Meetings and Annual General Meeting of Electors.

4. POLICY STATEMENT

In line with objective of s1.3(2) of the *Local Government Act 1995* (the *Act*), this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate. Where Council has resolved to close the meeting to members of the public in accordance with s5.23 of the *Act* and the *Shire of Chittering Standing Orders Local Law 2023* the recording of the Council Meeting will cease.

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minute of Council, committees with delegated authority, electors' meetings, and Agenda Briefings Forum notes, to ensure that records held are true and accurate.

All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the *Act*, are to be made available to the public on the Shire's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

The primary purpose of livestreaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent

SHIRE POLICY 1.11

Recording and Access to Recordings of Council Meetings

physical attendance at a Council meeting. The livestreaming will be accessible on the Shire's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the livestream may not be available or may be delayed.

To ensure that the public, Council Members and staff are aware of the recordings, clear signage must be placed prominently in the council chambers advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be recorded, and livestreamed.

The official record of the meeting is not the audio and visual recording, but the meeting minutes which require confirmation by Council resolution and must be signed by the person presiding at the meeting. Minutes are prepared in accordance with the requirements of the *Act* and the *Local Government (Administration) Regulations 1996*. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue. Recordings will be stored in accordance with the *State Records Act 2000*.

Opinions expressed or statements made by persons during the course of Council Meetings, and contained within the audio and visual 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.

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 Council (or committee) meeting without the written permission of the Presiding Member.

The Shire retains copyright over the livestream and recordings of its Council meetings.

Recordings will not be transcribed.

The channel of the video streaming service that the Shire utilises will only be viewable to audiences within Australia.

5. ROLES AND RESPONSIBILITIES

The Manager Governance & Corporate Performance is responsible for the implementation of this Policy.

SHIRE POLICY 1.11

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6. COMPLIANCE

Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> Privacy Act 1988
Industry	Department of Local Government, Industry Regulation and Safety – Council Meeting and Governance Guidance
Organisational Documents	Shire of Chittering Standing Orders Local Law 2023 Policy 1.5 – Record Keeping Policy 4.1 – Code of Conduct – Elected Members, Committee Members and Candidates
Strategic Alignment	Communities Connected

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	April 2027
Policy Owner	Manager Governance & Corporate Performance		
Version	Decision Ref	Date	Change
1.0	161119	20/11/2019	Initial adoption
2.0	150222	16/02/2022	Amendment
2.0	050522	18/05/2022	Amendment
3.0	080723	19/07/2023	Amendment
4.0	180425	16/04/2025	Amendment
5.0	210326	18/03/2026	Review