



Recording and Access to Recordings of Council Meetings Policy

OBJECTIVE

The purpose 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.

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.

POLICY STATEMENT

In line with objectives of section 1.3(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 Section 5.23 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 minutes of Council, committees with delegated authority, electors' meetings, and Agenda Briefing 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 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 chamber 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*.



1.11. Recording and Access to Recordings of Council Meetings Policy

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

DEFINITIONS

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

ROLES AND RESPONSIBILITIES

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

COMPLIANCE

Legislation	Local Government Act 1995 s5.23A, Local Government (Administration) Regulations 1996 Part 2A, State Records Act 2000
Industry	
Organisational	Shire of Chittering Standing Orders Local Law 2023
Strategic Community Plan	Strategy 5.1 Enhancing Accountability & Transparency

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Manager Governance & Corporate Performance		

Version	Decision Ref	Date	Change
1	N19241	20/11/2019	Adoption
2	N222900	18/05/2022	Amendment
3	N222936	20/07/2022	Amendment
4		2025	Change of name and update to include livestreaming