

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance and Strategy
Affected Business Units	All

Objective

The objective of this Policy is to describe the Shire's approach to the audio recording of in-person Council and Committee meetings.

Scope

This Policy applies to all in-person Council and Committee meetings. It does not apply to Council and Committee meetings held under Regulation 14D of the *Local Government (Administration) Regulations 1996*, Policy Concept Forums, Q&A briefings, Councillor workshops or Electors' meetings.

Policy

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

A recording of proceedings shall be made using Microsoft Teams to record audio from the Council Chamber desk microphones and microphone at the public lectern.

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 Chamber desk microphones and microphone at the public lectern. 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 Chamber desk microphones and microphone at the public lectern may not be recorded. Technical difficulties may prevent recording and the publication thereof.

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

The recordings of the meeting will be published on the Shire website at the time that the unconfirmed minutes is published.

Other than in accordance with this Policy or **Council Policy 3.3.7 - Electronic Meetings**, a person must not use any electronic, visual or audio recording device, or instrument to record the proceedings of a Council or Committee 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 and Shire's website. The wording of the advice will be as follows:

"This meeting is being audio recorded in accordance with Council Policy. If you are asking a public question or making a statement or deputation to the meeting this will be audio



recorded. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed.”

The recording of the proceedings of the meeting is a State Record under the *State Records Act 2000*. However, the recording of proceedings is not an official record of the meeting under the *Local Government Act 1995*. In accordance with section 9.37 of the Act, the confirmed minutes of the meeting continues to be the official record of the meeting for the purposes of evidentiary proceedings.

The audio recording of meetings does not alter the form or method of the recording of minutes or the contents of minutes in accordance with the provisions of the *Local Government Act 1995* and the Department’s guidance material on the matter.

Definitions

Nil.

Relevant Policies/Council Documents

- Council Policy 3.3.7 - Electronic Meetings

Legislation/Local Law Requirements

- *Local Government Act 1995*

Office Use Only				
Relevant Delegations				
Council Adoption	Date	20 June 2022	Resolution #	OCM121/06/22
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	