

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Responsible Directorate:	<i>Corporate Strategy & Performance</i>
Responsible Service Unit:	<i>Council & Corporate Support</i>
Date of Approval:	<i>10 December 2024</i>
Council Resolution No:	<i>CS09-12/24</i>

1. POLICY STATEMENT

To be open and transparent regarding Council Meeting recordings and access to these recordings for members of the public and Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the *Local Government Act 1995* and associated Regulations.

3. KEY DEFINITIONS

Nil

4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo.

5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

Strategic Community Plan 2021-2031

Goal 7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.

Priority 7.2 – Responsibly and ethically managed. The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

6. IMPLEMENTATION

6.1. This Policy shall be printed within the Agenda of all Council Meetings, which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors;
- Special Electors Meeting; and
- Agenda Briefing Session

to advise the public that the proceedings of the meeting are recorded.

Recording of Proceedings

6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.

6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.

6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996 (Regulations)*, for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.

6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.

6.6. In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

Access to Recordings

6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen (14) days after the Meeting and will remain accessible for a minimum period of five (5) years after the Meeting date.

6.8. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings, as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.

- 6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.
- 6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.

7. ROLES AND RESPONSIBILITIES

The Policy is the responsibility of the Manager Council & Corporate Support.

8. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

9. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and its effectiveness reviewed by the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

10. RELATED DOCUMENTS

City of Wanneroo Recordkeeping Plan

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council & Corporate Support

REVISION HISTORY

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID19 - 5 May 2020	2021	11/104796[v3]
Version 2 – 13 September 2021	30 November 2023	21/469021[v1]
Version 3 – 10 December 2024	30 November 2025	21/469021[v2]