
Recording and Access to Recordings of Council Meetings Policy

<i>Policy Owner:</i>	<i>Council and Corporate Support Manager</i>
<i>Contact Person:</i>	<i>Council and Corporate Support</i>
<i>Date of Approval:</i>	<i>CS06-11/21 – 16 November 2021</i>

POLICY STATEMENT

The purpose of this Policy is to be open and transparent with regard to Council Meeting recordings and access to these recordings for members of the public and Council Members, as required.

POLICY OBJECTIVE

- To ensure there is a process in place to outline the access to recorded Council Meetings.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

SCOPE

This Policy applies to all employees of the City, as well as the Council Members of the City of Wanneroo Council.

IMPLEMENTATION

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
- Briefing Sessions

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

ROLES AND RESPONSIBILITIES

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

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.

EVALUATION AND REVIEW PROVISIONS

Recording of Proceedings

1. Proceedings for Meetings detailed in this policy; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings of a Meeting, which is closed to the public, shall be recorded where the Council resolves to do so.
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 Mayors Delegate.

Access to Recordings

4. Members of the public may purchase a copy of the audio recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online if 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.
5. Council Members may request a copy of the audio recording of the Council proceedings at no charge.

6. All Council Members are to be notified when audio recordings are requested by members of the public or by Council Members.

7. *COVID-19 Pandemic Situation*

During the COVID-19 pandemic situation, Briefing Sessions and Council Meetings that are conducted electronically, will be recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.

8. Briefing Sessions and Council Meetings that are recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.

DEFINITIONS

Nil

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID- 19 5 May 2020	2021	11/104796[v3]
Version 2 – 13 September 2021	30 November 2023	21/469021