

DOCUMENT TYPE	Policy
TITLE	RECORDING OF MEETINGS
NUMBER:	POL-1002

PURPOSE

This policy provides for audio and video recording of meetings to enhance accuracy in the preparation of minutes.

DEFINITIONS

Meeting means ordinary and Special Meetings of Council, Committee Meetings and the Annual General Meeting of Electors

Recording means an audio and/or video recording

Shire means the Shire of Wyndham East Kimberley.

POLICY STATEMENTS

1. Notice as to recordings associated with meetings

Notice that a Meeting will have a Recording made by the Shire should be given:

- (a) in signage, being placed at the entrances to the Meeting;
- (b) on the notice of agenda;
- (c) in paperwork associated with question time for public;
- (d) on the Shire of Wyndham East Kimberley website and
- (e) verbally by the Chairperson at Meeting commencement:

“An audio and/or video record will be made of these proceedings to assist in the taking of minutes.”

2. Access to recordings

- (1) The minute taker is provided access to the Recording for the express purpose of preparing the Meeting minutes.
- (2) Access to a Recording may be sought by members of the public in accordance with the Freedom of Information Act.

RISK

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

DOCUMENT AND VERSION CONTROL

Responsible Directorate		Office of the CEO	
Responsible Officer		Chief Executive Officer	
Statutory References		<i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i> <i>General Disposal Authority for Local Government</i> <i>Records No. 2015-001, 25.1.2, 25.2.3 & 73.8</i> <i>Meeting Procedures Local Law 2016</i>	
Related Documents		Nil	
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	19/10/2017 - 117812	12.2.3	Council Adoption
1.1	01/11/2023 – CEO007	--	Reference Updates as per POL-1014 Policy Management (previously CP-CNC-3142)
Date of Next Review		June 2021	