



POLICY NO	*** To be supplied by Governance once adopted by Council	
POLICY	Recording of Meetings	
RESPONSIBLE DIRECTORATE	Governance	
RESPONSIBLE OFFICER	Chief Executive Officer	
COUNCIL ADOPTION	Date: Insert Date Adopted	Resolution No: Insert Here
REVIEWED/MODIFIED	Date:	Resolution No:
	Date:	Resolution No:
REVIEW DUE	Date: Jun 2021	
LEGISLATION	<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 POLICIES	N/A	
RELATED ORGANISATIONAL DIRECTIVES	N/A	

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.