



## 1/015 Recording of Council and Committee Meetings

### Objective

The objective of this policy is to set out how audio and live streaming recordings of Council and Committee meetings are created, stored, used, accessed and disposed of in accordance with legislative and policy requirements.

### Content

#### 1. Purpose of Audio Recordings of Meetings

Audio recordings of Council and Committees meetings will be made for the purpose of:

- assisting in the preparation of minutes
- ensuring decisions are accurately recorded
- verifying the accuracy of minutes prior to their confirmation

#### 2. Purpose of Recording Council Meetings via web live streaming

Live streaming of Council meetings will be made for the purpose of:

- ensuring that a true and accurate account of the debate and discussions at the meetings is available
- providing an opportunity for any interested individuals to watch Council Meetings live online where they are unable to attend
- providing an opportunity for residents to keep up to date with Council decisions
- verifying the accuracy of minutes prior to their confirmation

#### 3. Public Notification of Recording of Meetings

Council Meetings:

Advice will be provided to the members of the public attending meetings that an audio and live streaming recording of the meeting will be made and that their voice and details may be released to a third party other than people in the room. The wording of the advice will be as follows:

*'This meeting is being recorded on audio tape and streamed live online as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the*



*chairperson to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Local Law on Standing Orders mobile telephones must be switched off and not used during the meeting.'*

#### Committee Meetings:

Advice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made and that their voice and details may be released to a third party other than people in the room. The wording of the advice will be as follows:

*'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the chairperson to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Local Law on Standing Orders mobile telephones must be switched off and not used during the meeting.'*

The advice will be displayed in the following manner:

- On the notice of agenda for meetings of Council, Electors and Committees;
- On notices at the entry to the Council Chambers or place where meetings are held;
- On paperwork associated with Public Question and Public Statement Time
- On the Town of Port Hedland website; and
- Verbally by the Chairperson at the commencement of the ordinary, special and committee meeting of Council and Annual General Meeting of Electors.

#### 4. *Storage of Recordings and requests for recordings*

Audio and live streaming recordings of the entire meeting will be stored in accordance with *State Records Act 2000* and General Disposal Authority (GDA) 2010.

Any request for audio recordings of Council or Committee meetings made available to members of the Council, or the public will be maintained in Council's records.

Any request for live streaming recordings of Council meetings made available to members of the Council, or the public will be maintained in Council's records.



5. *Access to Recordings*

Council Members may obtain a copy of the recorded proceedings of the business of the Council or Committee Meeting, upon request to the Chief Executive Officer, free of charge.

Access to audio recordings:

Members of the public may access an audio recording of the Council or Committee Meeting that reflects the written record of the business of the meeting. This will exclude recording of discussion of items that are considered behind closed doors.

Audio copies of Council and Committee Meetings available to the public will be provided on the Town's website together with the written record of that meeting, free of charge.

This will be within 10 working days of the relevant Council or Committee meeting.

Access to live streaming:

Members of the public may access a live streaming recording of the Council Meeting that reflects the written record of the business of the meeting. This will exclude recording of discussion of items that are considered behind closed doors.

Live streaming recordings of Council Meetings will be available to the public via a link published on the Town's website together with the written record of that meeting, free of charge.

This will be within 10 working days of the relevant Council or Committee meeting.

Costs of providing any recordings of Council and Committee Meetings available to the public will be advertised in the Town's Schedule of Fees and Charges each year.

#### Definitions

***"Audio recording"*** Means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or DAT recorder, and stored on compact disc (CD), Digital Audio Tape (DAT), or in any other format (such as WAV, MP3, etc).

***"Live Streaming"*** Means any recording made by any electronic device capable of transmitting or receiving video and audio coverage of an event over the internet.

This policy does not impinge on any person's access to public records under the *Freedom of Information Act*.



Relevant legislation	<a href="#">State Records Act 2000</a> <a href="#">General Disposal Authority (GDA) 2010</a> <a href="#">Local Government Act 1995</a> <a href="#">ToPH Local Law on Standing Orders</a>
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate & Performance

*Governance to complete this section*

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	V01	201213/189	28 November 2012
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**Document Control Statement** – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.