

# **POLICY: EXEC-CEO-012**

## **AUDIO VISUAL RECORDING OF COUNCIL MEETINGS**

### **PURPOSE**

To define the purpose for which audio and visual recordings of Council meeting are made and provide direction as to the creation, usage, access and disposal of the recordings.

### **DEFINITIONS**

Audio Recording:	Any recording made by an electronic device capable of recording sound.
Visual Recording	Any recording made by an electronic device capable of recording vision.
Council Meeting:	Any meeting that is convened as per Section 5.3, Local Government Act 1995.
CEO:	Chief Executive Officer City of Kalgoorlie-Boulder
City:	The City of Kalgoorlie-Boulder Administration
Council:	The Council of local government.

### **STATEMENT**

In accordance with Sections 5.3 (1); 5.22 (1); 5.23 (1) of the Local Government Act, Councils are required to hold ordinary meetings and special meetings that are open to the public and minutes of the proceedings are to be kept.

This policy will detail the appropriate arrangement for audio visual recording of meetings to allow Council to meet its legislative requirement with respect to preparing accurate minutes of Council meetings that are open to the public.

#### **1. Creation of Audio Visual Recordings**

All Ordinary and Special Council meetings that are open to the public shall be audio and visually recorded to assist in the preparation of the minutes of the meeting.

Members of the public will not be audio visual recorded. The camera will not be directed at the public gallery. Any member of the public who will be audio visual recorded will be notified prior to the meeting.

All audio and visual recording will cease when Council resolves to close a meeting to the public as per Section 5.23 (2) of the Local Government Act.

Meetings of committees and meetings not open to the public will not be audio and visual recorded.

## **2. Usage and Access of Audio Visual Recordings**

- a) Audio and visual recordings are for minute taking purposes only.
- b) An Elected Member or Officer requesting access to the recordings must apply to the CEO, and provide details of the item concerned and a reason for the request.
- c) Members of the public requiring access to the recordings must apply to the CEO, and provide details of the item concerned and a reason for the request.
- d) The audio visual recording will be available until Council confirms the minutes of the meeting, after which they will be archived by Information Management.

## **3. Disposal of Audio Visual Recordings**

The General Disposal Authority for Local Government GDA 2015-001 25.12 requires audio/visual recordings of meetings and verbatim transcripts (if produced) to be retained for 1 year after the minutes are confirmed and then destroyed.

## **4. Notification of Audio Visual Recording**

- a) The Council agenda will clearly state the intention to audio and visually record the meeting.
- b) A notice will be placed on the chamber door advising the public of audio visual recording the meeting.
- c) The Question and Statement forms will clearly advise the audio visual recording of Public Access and Question Time.

- d) The disclaimer contained in the Agenda document and read out by the Presiding member will include the following statement

*All Ordinary Council Meetings are electronically recorded except when Council resolves to go behind closed doors.*

*All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office.*

*Images of the public gallery are not included in the recording of the meeting, however the voices of people in attendance may be captured.*

## **5. Inclusion of Copyright Disclaimers**

### **Copyright Disclaimer included in the Agenda Document**

Any plans or documents contained within this Agenda and any associated attachments are Copyright to the City of Kalgoorlie-Boulder. The content is protected by Australian and International copyright trademark. Content must not be modified or reproduced without written authorisation of the City of Kalgoorlie-Boulder.

### **Copyright Disclaimer included at beginning of audio visual recording**

All audio visual content is the property of the City of Kalgoorlie-Boulder. Reproduction without written authorisation of the City of Kalgoorlie-Boulder is prohibited.

## **RELEVANT DOCUMENTS**

Local Government Act 1995

City of Kalgoorlie-Boulder Standing Orders Local Law 2013

General Disposal Authority for Local Government