RECORDING AND ACCESS TO RECORDINGS
OF COUNCIL MEETINGS

POLICY NO: 1.1.2

OBJECTIVE

To ensure there is a process in place to outline access to recorded proceedings of Council and Committee meetings.

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

DEFINITIONS


'electronic recording' means any recording made by an electronic device capable of recording sound and/or vision.

APPLICATION

This Policy applies to all Council, Committee and Elector meetings, and any other meetings determined by the Presiding Member.

POLICY STATEMENT

In accordance with Sections 5.3(1), 5.22(1) and 5.23(1) of the Local Government Act 1995, 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 Electronic Recordings

1.1 All Ordinary and Special Council meetings that are open to the public shall be electronically recorded by the Town to assist in minute preparation, except in the case of meetings where Council carries a Motion to 'Proceed behind Closed Doors' and closes a meeting to the public.

1.2 Notwithstanding sub-clause (1.1) above, proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council specifically resolves to do so.
1.3 As far as is practicable, where visual recording is carried out, members of the public will not be audio visually recorded. The camera will not be directed at the public gallery.

1.4 Any member of the public who will be electronically recorded, is to be notified prior to the actual recording being made.

2. **Usage and Access of Electronic Recordings**

2.1 Electronic recordings are for minute taking purposes only.

2.2 Recordings will only be available until Council confirms the minutes of the respective meeting, after which the recording will be archived.

2.3 Non confidential recordings will be available on the Town's website until the minutes of the respective meeting are confirmed by Council. The recording will then be archived.

2.4 An Elected Member or Employee requesting access to recordings must apply to the Chief Executive Officer, provide details of the item concerned, and a reason for the request.

2.5 All Elected Members are to be notified when recordings are requested by individual Members.

2.6 No transcript will be produced unless approved by the Chief Executive Officer, or where Council resolves to do so.

2.7 Members of the public requiring access to the archived recordings must apply to the Chief Executive Officer, provide details of the item concerned, and a reason for the request.

3. **Fees and Charges**

3.1 Elected Members may request a recording of the Council proceedings at no cost.

3.2 Where a transcription is made, it is conditional that the cost of the Officer’s time to prepare the transcript is fully paid by the Applicant, prior to the work being carried out.

4. **Retention and Disposal of Recordings**

Recordings pertaining to the proceedings of Council meetings specified in this Policy shall be retained and disposed of in accordance with the *State Records Act 2000*.

5. **Notification of Electronic Recording**

5.1 The Council agenda will clearly state the intention to electronically record the meeting.
5.2 A notice will be placed on the Meeting room or Council Chamber door advising the public that the meeting will be electronically recorded.

5.3 Question forms will clearly advise that Public question Time will be electronically recorded.

5.4 The disclaimer contained in the agenda document and read out by the Presiding Member will include the following (or similar) statement:

"All Council meetings are electronically recorded for minute taking purposes, except when Council resolves to close a meeting to the public and 'Proceed behind Closed Doors'. All recordings are retained as part of the Town's records in accordance with the State Records Act 2000. Images of the public gallery will not be included in the recording of the meeting however, the voices of people in attendance may be captured."

6. Copyright Disclaimer included in the Agenda Document

6.1 Any plans or documents contained within the Council agenda and minutes, and any associated attachments are copyright to the Town of Cambridge, or the owner of the plans or authority of the documents, as the case may be.

6.2 The content is protected by Australian and international copyright trademark. Content must not be modified or reproduced without written authorisation of the Town of Cambridge or the owner of the plans or authority of the document.

6.3 All electronic recording content is the property of the Town of Cambridge. Reproduction without written authorisation of the Town of Cambridge is prohibited.

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<td>Ordinary Council Meeting - 27 May 2019 Item No XX</td>
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