

Shire of Mundaring

POLICY

AUDIO RECORDING

Policy Ref:	OR-08		
Committee Rec:	N/A	Date:	
Adopted by:	C9.04.09	Date:	28 April 2009
Amended by:		Date:	
Reviewed:	Once per Electoral Cycle	Date:	
Procedure Ref:	Admin 12 & Admin 13	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>		
Local Law Ref:	N/A		

PURPOSE

To provide a digital recording of meetings of Council and its Standing Committees to assist in the preparation of the minutes and ensure a true and accurate account of debate and discussions at meetings is available.

BACKGROUND

The Shire of Mundaring has resolved to record meetings of Council and its Standing Committees to assist in the preparation of the minutes of the meeting and to ensure that an audio-recorded account of meetings is available. This policy is to guide the implementation of that decision and to describe how the recordings will be used and made available.

POLICY

All meetings of Council and its Standing Committees shall be audio-recorded, consistent with the objectives of the *Local Government Act 1995* s1.3 (2) (c), which promotes greater accountability of local governments to their communities. This includes where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Act except where Council has resolved by "Absolute Majority" to not audio-record such proceedings.

Access

The Minutes Secretary shall have access to the audio-recordings to assist in the preparation of the minutes. The audio-recordings may only be used for verifying the accuracy of the minutes.

Digital copies of the audio-recordings shall be made available to members of the public in a "listen only" capacity with access via the Shire Internet and Library Service with recordings being available within 10 working days following a Council meeting.

Members of the public are not entitled to receive a digital copy of that part of the meeting that was declared confidential and closed to the public.

Elected members may request a copy of an audio-recording at no cost and the copy will be emailed to the relevant member within 10 working days of receiving a request. However, no transcript will be produced or forwarded without the approval of the CEO or his delegate.

Transcription

Audio-recordings will not be transcribed unless the Chief Executive Officer or Council by "Absolute Majority" decision determines otherwise. Where transcription of Council Minutes is provided, it is conditional upon the full cost being met by the applicant with an up front payment of \$110 (inclusive of GST) with any further outstanding costs being paid prior to the release of the transcript. External resourcing may be utilised to prepare the transcription. Where transcription is approved, members of the public are not entitled to a transcription of that part of the meeting declared confidential and closed to the public.

Storage

Recordings must be stored in accordance with the *State Records Act 2000*.

Signage

Clear signage must be placed prominently in on entrances to the Council Chamber advising members of the public that the meeting is being recorded.

Public Notice

At the commencement of each Council meeting, the Presiding Member will publicly announce that the meeting will be recorded.