

EM3. Video Recording of Council Meetings Policy

Policy Objective

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

Definitions

Video Recording: Any recording made by an electronic device capable of recording visual and sound.

Council Meeting: Any meeting that is convened as per Section 5.3, Local Government Act 1995.

Policy Statement

This policy will detail the appropriate arrangement for video recording 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 Video Recordings

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

All video 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 video recorded.

2. Usage and Access of Video Recordings

- a. Video recordings are for minute taking purposes and for any other purpose deemed necessary by the Council.
- b. An Elected Member, Officer or member of the public requesting access to the recordings must apply to the CEO and provide details of the item concerned and a reason for the request.
- c. The video recording will be available until Council confirms the minutes of the meeting, after which they will be kept in accordance with the General Disposal Authority for Local Government GDA 2015-001 25.12
- d. Video recordings will not be published.

3. Notification of Video Recording

The public will be notified of any audio or video recording of the meeting.

Policy Reviewed October 2020