



**POLICY NO. CP 5.4.22**

**POLICY STATEMENT COUNCIL MEETINGS – RECORDING**

**PURPOSE** To establish a position on recording of Council meetings.

**POLICY**

1. The City will produce audio-visual recordings of Council meetings.
2. Council meetings will be livestreamed and a copy of the audio-visual recording will be published on the City’s website.
3. All recordings will be retained as part of the City’s records in accordance with the *State Records Act 2000* and the General Disposal Authority for Local Government Records GDA 2015-001/1 produced by the State Records Office of Western Australia.

**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995, s.5.22 State Records Act 2000
<b>Industry Compliance</b>	General Disposal Authority for Local Government Records (GDA 2015-001/1) – State Records Office of WA
<b>Organisational Compliance</b>	Administration Policy 4.2.2 – Information and Record Management
<b>Process Links</b>	Nil.

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Business Services		Director Business Services		9397 3000	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2026
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>			
1.	OCM 745:11/09/2001	New policy adopted.			
2.	OCM 711:27/08/2002	Amended.			
3.	OCM 403:22/08/2006	Amended			
4.	OCM 412:26/08/2008	Amended			
5.	OCM 409/25/08/2009	Policy amended to update record keeping requirement references.			
6.	OCM 415/28/08/2012	Reviewed and amended to change reference to the Administration Building to the Civic Centre			
7.	OCM 372/22/09/2015	Reviewed and amended to state that Councillors and staff are not required to pay a fee to obtain a copy of a digital recording of a Council meeting.			
8.	OCM 303&304/11/09/2018	Revoked and replaced with new policy			
9.	OCM 16/08/02/2022	Reviewed without amendment.			
10.	OCM 96/18/04/2023	Reviewed and amended.			