



**POLICY CP 5.4.22**

**COUNCIL MEETINGS – AUDIO RECORDING**

**PURPOSE**

To establish a position on the audio recording of Council meetings.

**POLICY STATEMENT**

1. The City will record the audio of all Council meetings.
2. The City will publish the audio recordings and the minutes of Council meetings 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 RD 2010046 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 (RD2010046) – 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>	2021
<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			