

Council Policy 2.2

Broadcast and Recording of Council Meetings

Strategic Plan Objective

To report against the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027 objectives.

Purpose

To ensure open, transparent and accountable decision making and access to Council meetings.

To ensure the accuracy of the minutes of Council and Committee meetings.

To emphasise that the reason for the broadcast and recording of Council Meetings is to ensure compliance with the *Local Government (Administration) Regulations 1996 Part 2A*.

To ensure that there is a process in place to outline the access to recorded Council meetings.

Legislation and Standards

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Meeting Procedures Local Law 2023

Policy Statement

Broadcast and Recording of Proceedings

1. All Ordinary and Special meetings of Council will, wherever technically possible, be broadcast (both video and audio) and recorded by the EMRC in their entirety, excluding where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the *Local Government Act 1995* and the *EMRC's Meeting Procedures Local Law 2023*.
2. All Agenda Forums and Meetings of Committees will, wherever technically possible, be audio recorded by the EMRC in their entirety for administrative purposes but not broadcast.
3. Clear signage will be placed in the Council Chamber advising members of the public of those meetings that will be broadcast and recorded.
4. At the commencement of each Ordinary and Special meetings of Council the Chairperson will publicly announce that the meeting will be broadcast and recorded.
5. Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of Council without the written permission of the Chairperson or Chief Executive Officer.
6. Opinions expressed or statements made by persons during the course of a Council meeting, and contained within the recording, are the opinions or statements of those individual persons and do not represent opinions or statements of the EMRC. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates or may appear to relate.



7. The recording of Council meetings shall assist in the preparation of the minutes of Council consistent with the objectives of section 1.3(2)(c) of the *Local Government Act 1995*.
8. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, which require confirmation by Council resolution and must be signed by the person presiding at the meeting when the minutes are confirmed.

Access to and Permitted Use of Recordings

9. The recording of Ordinary and Special Council meetings, excluding those parts of the meeting that were closed to the public by resolution of Council shall be made available on the EMRC's website following the Council meeting.
10. For the avoidance of doubt any confidential items that have been closed to the public will be recorded, but not broadcast.
11. The EMRC prohibits any reproduction, distribution, republication and/or retransmission of Council meeting recordings without the prior written consent of the EMRC.

Retention and Disposal of Recordings

12. Recordings will be retained in accordance with the *Local Government (Administration) Regulations 1996 Part 2A*.
13. Disposal will be in accordance with the *Local Government (Administration) Regulations 1996 Part 2A* which allow for the destruction of the recordings of Council meetings five (5) years after the meeting day.

Dispute Resolution

14. All disputes in regard to this Policy will be referred to the Chief Financial Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for determination.

Financial Considerations

The costs of implementing the broadcast and recording and making it publicly accessible have been budgeted for.

Adopted/Reviewed

- 19 March 2020
- 22 June 2023
- 24 October 2024
- 26 February 2026

Next Review

Following the Local Government Election in 2029

Responsible Unit

Business Support Team