

COUNCIL POLICY LG545

RECORDING OF COUNCIL MEETINGS

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this Policy is to outline Council's position with respect to the recording of Town of Claremont (**Town**) Council Meetings.

Policy

All Meetings of Council will be audio recorded, and the recording made available to the public to provide transparency and engagement in Council's decision-making processes.

A recording of the meeting will be published on the Town's website within 14 days of the meeting taking place.

In the event of a technology failure that prevents the meeting from being recorded, the meeting will still proceed and the Town will endeavour to make an improvised recording of the meeting.

If an improvised recording of the meeting cannot be made, the Town will publish a notice on the website to that effect.

The Town will not publish recordings of that part of a meeting where confidential matters are considered by Council.

An announcement will be made by the Presiding Member at the commencement of each meeting advising members of the public that the meeting will be recorded.

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 a meeting without permission of the Presiding Member.

In accordance with section 9.57A of the *Local Government Act 1995*, the Town is not liable for defamation in relation to matter published on its website as part of a recording of a meeting.

The Town reserves its' rights under the *Copyright Act 1968* and prohibits any reproduction and/or distribution of the recordings of meetings without prior written consent.

Recordings of meeting will be retained for a period of 5 years and in accordance with the State Records Act 2000.

Document Control Box			
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration Regulations) 1996</i> <i>Copyright Act 1986</i> <i>State Records Act 2000</i> <i>Town of Claremont Meeting Procedures Local Law 2018</i>		
Organisational:	Town of Claremont Record Keeping Plan 2020		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	25 July 2023	094/23
2.	Adopted	17 December 2024	187/24