

<b>POLICY NO.</b>	M.35
<b>POLICY SUBJECT</b>	Audio Recording of Meetings
<b>ADOPTION DATE</b>	29 September 2011 (C.14/0911)
<b>LAST VARIATION DATE</b>	26 November 2020 (C.05/1120)
<b>LAST REVIEW DATE</b>	26 November 2020 (C.05/1120)

#### Policy Objective

To provide for:

- Electronic audio recording of Council meetings to ensure that a true and accurate account of decision-making is available.
- Procedures to access the recorded proceedings of the Council meetings.

#### Policy Statement

1. All ordinary Council and Special Council meetings are to be audio recorded except where a meeting is held at an alternative (to the Council Chambers) venue where audio recording equipment is not able to be set up.
2. No other meetings, workshops, etc are required to be audio recorded.
3. Members of the public may purchase a copy of the audio recording at a cost stipulated in Council's annual Schedule of Fees and Charges.
4. Councillors may obtain a copy of the audio recording, upon request to the Chief Executive Officer, free of charge.
5. All recordings are to be retained as part of the Shire's records in accordance with its record keeping plan/policy and record keeping legislation.
6. Where confidential items are considered behind closed doors all relevant audio is to be removed from any public copy of the audio recording.