

Policy

Recordings and transcripts of council and standing committee meetings

Reference Number:	SG5
Type:	Strategic
Legislation:	<i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i>
Procedure:	NA
Delegation:	NA
Other related document:	Public question time at council meetings Record keeping policy Fees and charges schedule

Objective

To outline the requirements for the recording of council and standing committee meetings and the process for viewing or obtaining a copy of the recording or transcript of the meeting for elected members and members of the public.

Policy

The proceedings of all council and standing committee meetings shall be recorded, consistent with the section 1.3(2)(c) of the *Local Government Act 1995*, which promotes greater accountability of local government to their communities. The recordings of council and standing committee meetings shall remain in the custody of the chief executive officer (CEO).

The recordings of council meetings are to be kept in accordance with the City's record keeping plan and records management policy..

Elected members and members of the public may request to view recordings of council

and standing committee meetings with an officer present or request a CD copy of the recordings with approval for release from the CEO.

Transcripts of meetings are available but are discouraged where possible as council is not resourced to provide this service.

Copies of recordings and transcripts requested by members of the public will incur a fee, as listed in the City's fees and charges schedule.

Any part of the meeting in which was deemed confidential in accordance with section 5.23(2) of the *Local Government Act 1995* or by the CEO, will be withheld from the public.

Any recording or transcript of a council or standing committee meeting that contains any form of defamation, libel or slander, will be withheld at the discretion of the CEO and not released to elected members or members of the public.

All transcripts and recordings shall be accompanied by a legal disclaimer as to their accuracy and copyrights.

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