

1. Purpose

The purpose of this policy is to establish the Shire of Boddington's (Shire) approach to the recording and publication of Council and Committee meetings to support transparency, accountability and public access to decision-making.

2. Scope

This policy applies to:

- Ordinary Council Meetings; and
- Special Council Meetings.

This policy applies to all Council Members, employees and contractors involved in the conduct, administration or support of meetings.

3. Definitions

Term	Definition
Policy	This Shire of Boddington policy titled "Council Meeting Recording".
Recording	An audio or audio-visual record of a Council or Committee meeting.
Closed Meeting	A meeting or part of a meeting that is closed to the public in accordance with the <i>Local Government Act 1995</i> .

4. Policy Statement

The Shire is committed to enhancing transparency and community access to its decision-making processes through the recording and publication of Council and Committee meetings.

Meetings within the scope of this policy are recorded in accordance with legislative requirements and operational capability.

Recordings are managed in a manner that supports accountability, privacy and the appropriate use of information.

Recordings do not replace the requirement to prepare and adopt formal minutes, which remain the official record of Council decisions.

Roles and Responsibilities

The Chief Executive Officer is responsible for ensuring appropriate systems, processes and resources are in place to support meeting recording and publication in accordance with this policy.

Employees and contractors involved in meeting administration and information technology support the implementation and operation of recording functions.

Recording of Meetings

All Ordinary and Special Council Meetings are to be recorded from the opening of the meeting until the close of the meeting, excluding any part of the meeting that is closed to the public in accordance with the *Local Government Act 1995*.

Publication of Recordings

Recordings of meetings within the scope of this policy are to be made publicly available on the Shire's website within 14 days after the meeting day and remain publicly available until at least the end of 5 years after the meeting day.

Recordings of any part of a meeting that is closed to the public are not published, except to the extent required by law.

Privacy and Conduct

The Shire takes reasonable steps to ensure that attendees are aware that meetings are recorded and may be livestreamed.

Individuals who participate in meetings, including members of the public, acknowledge that their image and/or voice may be recorded and published.

Management of Recordings

Recordings are managed as official records of the Shire and are retained, stored and disposed of in accordance with the *State Records Act 2000* and the Shire's recordkeeping framework.

Recordings are not edited except where necessary to address technical issues or comply with legal or governance requirements.

Limitations

The Shire does not guarantee the availability, quality, accuracy or uninterrupted operation of livestreaming or recording services, as technical issues, equipment failure, internet outages or other unforeseen circumstances may result in interruptions, delays, incomplete coverage or loss of recordings.

Failure of recording or livestreaming equipment does not invalidate a meeting or any decision of Council.

Responsible Officer	Executive Manager Corporate Services
Delegated Authority	Nil
Relevant Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996 (Part 2A)</i> <i>State Records Act 2000</i>
Related Documentation	

Version Control	Introduced 22 July 2026 (85/26)
Review Frequency	2 years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.