

Guidelines for the Recording of Council and Committee Proceedings

1. In accordance with the Council resolution of 26 March 2013, audio recordings of all open sessions of Council and Committee meetings will be made available on Council's website. The published minutes of Council and Committee meetings will remain the official record of proceedings and decisions.
2. Audio recordings of closed sessions of Council and Committee meetings will not be made available to members of the public, except where Council is required to do so by law.
3. Councillors will be provided, on request, with the opportunity to listen to the audio file, as appropriate, in relation to any specified confidential item considered at a Council or Committee meeting.
4. Transcriptions of specific items at Council and Committee meetings will be provided to Councillors through an external service provider, on request.
5. Except where Council may be required to retain them for a longer period under the *Public Records Act 1973*, audio recordings of Council and Committee meetings (open and closed sessions) will be destroyed after four years.
6. Signage informing members of the public that the meeting is being recorded will be clearly displayed at the entrance to the Council Meeting Room and the two entrances to the Public Gallery in the Council Chamber.
7. At the commencement of each meeting, the Chair of the meeting will notify members of the public that the meeting is being recorded and that a recording of the open session of the meeting will be made available on Council's website.
8. Members of the public must receive the permission of the Council or Committee before taping or filming open Council or Committee proceedings.

***Committee means the Future Melbourne Committee.**