



AUDIO RECORDING POLICY

POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM):
Council	24 July 2017	131/17	D479552
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
Executive Manager Corporate, Community & Business Services	Executive Manager Corporate, Community & Business Services	5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances	July 2019
PURPOSE	This policy provides the Council adopted guidelines for the transparent management of the audio recording of Council and Council Committee meetings.		
SCOPE	<p>1. This policy applies:</p> <p>1.1. To all formal Council meetings (including special meetings) held at the Council Chambers.</p> <p>1.2. To all formal meeting (including special meetings) and the following committees:</p> <ul style="list-style-type: none"> • Governance, Finance and Community Services Committee • Infrastructure, Works & Development Committee <p>This policy does not apply to any other meetings at Council.</p>		
POLICY	<p>2. All meetings of the Council and its Committees (refer to 1.1) shall be recorded and the audio file made available on Council's website as soon as practicable following the meeting (usually the next business day).</p> <p>In accordance with regulation 33 of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, audio recordings will be made of all meeting proceedings except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).</p> <p>At the commencement of each meeting, the Mayor or chairperson shall notify those present, including members of the public, that an audio recording will last the length of the open meeting unless terminated in accordance with this policy.</p> <p>A Council Officer will be responsible for the operation of the audio recording equipment including the commencement and termination of the recording in accordance with meeting procedures or as directed by the Mayor or Chairperson.</p> <p>The Mayor or Chairperson has the discretion and authority at any time to direct the termination of the audio recording of the meeting. Such direction however shall only be given in exceptional circumstances (e.g. if a person's safety may be placed at risk by the continuation of the audio recording).</p> <p>The original recordings of meetings are to remain unmodified and stored for a period of not less than 6 months from the date of the recording. A compressed version of the original audio recording shall</p>		

	<p>be created (preserving adequate voice quality) and made available for download from Council's website and also archived in Council's Electronic Content Management (ECM) system as the authoritative published version.</p> <p>There may be situations where due to technical difficulties, audio recording will not be available. If such circumstances occur, the Mayor or Chairperson will advise those present that audio recording is not available. In the event that an audio recording file becomes corrupt for any reason and is therefore not available in Council's archives, this information will be displayed on the website.</p>
GUIDELINES	<p>3. The closed session section of any meeting (refer to 1.1) will not be recorded.</p> <p>The audio recording of a meeting (refer 1.1) may be used by staff in the preparation of minutes or by Council (at the discretion of the Mayor or Chairperson) during the 'Confirmation of Minutes' section of a subsequent meeting to clarify a matter relating to the minutes being confirmed.</p> <p>In relation to the above, audio recording of the previous meeting should be accessible at the meeting where the minutes will be confirmed.</p> <p>The audio recording of a meeting does not supersede the written minutes, therefore a direct transcript (text version) of the recording will not be prepared.</p> <p>Audio recordings shall be removed from Council's website after a period of six months from the date of recording. Any subsequent request to access an archived file must be made in writing to the General Manager detailing the basis for the request.</p> <p>In response to a formal request from an appropriate authority (i.e. Ombudsman, Tasmania Police, Integrity Commission), archived audio recordings are to be made available, providing such requests are permissible under the laws of the State of Tasmania.</p> <p>Unlike Parliament, Council meetings are not subject to parliamentary privilege and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.</p>
LEGISLATION AND RELATED DOCUMENTS	<i>Local Government (Meeting Procedures) Regulations 2015 (Regulation 33)</i>
ATTACHMENT/S (IF APPLICABLE)	N/A