



# AUDIO RECORDING OF COUNCIL MEETINGS POLICY

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<b>TITLE:</b>	<b>Audio Recording of Council Meetings</b>
<b>RESPONSIBLE OFFICER:</b>	<b>General Manager</b>
<b>APPROVED BY COUNCIL:</b>	<b>18 January 2000</b>
<b>RESOLUTION NO</b>	<b>16/2000</b>
<b>AMENDED ON</b>	<b>June 2019</b>
<b>RESOLUTION NUMBER:</b>	<b>84/2019</b>
<b>REVIEW DATE</b>	<b>June 2022</b>

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## **OBJECTIVE**

This policy provides for digital audio recording of meetings of Council to assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available.

To ensure that audio recordings of Council Meetings are created, stored, used and disposed of in an appropriate manner.

## **SCOPE**

This policy applies to the recording of Council Meetings including the Annual General Meeting and Development Assessment Special Committee (DASC) Meetings.

This policy applies to Councillors, members of the public requesting access to records of audio recordings and staff involved in creating, storing, providing access to, managing and disposing of audio recordings of Council and Committee meetings.

## **POLICY**

Audio recordings will be made of Council and Committee meetings for the purpose of:

- assisting in the preparation of minutes;
- ensuring decisions are accurately recorded; and
- verifying the accuracy of minutes prior to their confirmation.

### **33. Audio recording of meetings**

- (1) *A council may determine that an audio recording is to be made of any meeting or part of a meeting.*
- (2) *If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –*
  - (a) *retained by the council for at least 6 months; and*
  - (b) *made available for listening on written request by any person.*
- (3) *If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.*
- (4) *A council may determine any other procedures relating to audio recording of meetings it considers appropriate.*

## **ACCESS AND DISCLOSURE**

As per Regulation 33(2), electronic recordings of meetings will be made available to Councillors, staff and members of the wider community including Government upon written request at no charge.

Recordings of meetings will be stored within Council's electronic document and records management system (Magiq Documents) for a period of 2 years.

Any corrections to the Minutes required, as a result of reviewing the meeting recordings, should be notified to the General Manager in sufficient time to be circulated with the agenda for the following meeting.

"In committee" sessions of Council will not be recorded.

**Robert Higgins**  
**GENERAL MANAGER**