AUDIO/VISUAL RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS POLICY

TITLE	AUDIO AND VISUAL RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS
RESPONSIBLE PERSON	GENERAL MANAGER
APPROVED BY COUNCIL	18/01/2000
RESOLUTION NO	16/2000
AMENDED ON	20/03/2024
RESOLUTION NO	44/2024
REVIEW DATE	20/03/2027

OBJECTIVE

This policy provides for digital audio/visual recording and livestreaming of meetings of Council to promote transparency, accessibility and engagement with local government decision making amongst the Sorell Council communities, 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 and visual recordings of Council Meetings are created, stored, used and disposed of in an appropriate manner.

SCOPE

This policy applies to the audio and visual recording of Ordinary and Special Meetings of Council including the Annual General Meeting and Sorell Planning Authority (SPA) Meetings. To facilitate effective security and management of the audio recordings, the open and closed sessions of Council meetings will be separately recorded.

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

POLICY

Audio/visual 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.

Local Government (Meeting Procedures) Regulations 2015

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 free of charge 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

Signs will be placed in prominent positions within the Council Chambers to inform the public entering the room that the meeting is being audio/visually streamed and recorded.

The streaming platform utilised for visual recording and streaming is YouTube. This is setup as a specific Sorell Council YouTube account, over which Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to make comment, edit or download recordings in anyway. They can only be viewed via the Sorell Council YouTube channel.

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

The audio file of the closed session meeting of Council will remain confidential and be kept in a secure location in Council records management system where access is strictly limited to authorised person/s on a case by case basis.

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.

Robert Higgins

GENERAL MANAGER