

	<h1>COUNCIL MEETINGS AUDIO RECORDING GUIDELINES</h1>	<b>(Policy No. 1.10)</b>		
		LAST REVIEW Feb 2012	NEXT REVIEW March 2014	MINUTE REF C35/2-12
<b>POLICY STATEMENT:</b>	1.1 This policy provides the Council adopted guidelines for the transparent management of the audio recording of Council and Council Committee meetings.			
<b>OBJECTIVE:</b>	2.1 The objective of this policy is to enable greater transparency, accountability and efficiency in relation to meetings of Council. 2.2 Audio recording of meetings is another tool which can facilitate community involvement in Council meetings and enable greater public awareness of the decision making processes. 2.3 Audio recording of Council meetings can be used to assist in the preparation of complete and accurate minutes.			
<b>SCOPE:</b>	3.1 This policy applies: <ul style="list-style-type: none"> <li>a. to all formal Council meetings (including special meetings) held in the Council Chambers at 15 Channel Highway, Kingston.</li> <li>b. to all formal meeting (including special meetings) of the following Committees:             <ul style="list-style-type: none"> <li>(i) Planning Authority Committee</li> <li>(ii) Infrastructure &amp; Recreational Services Committee</li> <li>(iii) Governance &amp; Finance Committee</li> <li>(iv) Community Development &amp; Arts Committee</li> <li>(v) Environment &amp; Development Committee</li> </ul> </li> </ul> 3.2 This policy does not apply to any other meetings at Council.			
<b>PROCEDURE: (POLICY DETAIL)</b>	4.1 All meetings of the Council and its Committees (refer 3.1 (b)) shall be recorded and the audio file made available on Council's website within two business days following the meeting. 4.2 In accordance with Regulation 33 of the <i>Local Government (Meeting Procedures) Regulations 2005</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). 4.3 Those parts of meetings which are closed to the public in accordance with Regulation 15(2) will not be recorded. 4.4 At the commencement of each meeting, the Mayor or Chairperson (in respect to Committee meetings) shall notify those present, including members of the public, that an audio recording of the meeting will be made. It must be announced that the audio recording will last the length of the open meeting unless terminated in accordance with this policy. 4.5 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>4.6 The Mayor or Chairperson has the discretion and authority at any time to direct the termination of the audio recording of the meeting. Such a direction however, shall only be given in exceptional circumstances (eg if a person's safety may be placed at risk by the continuation of the audio recording).</p> <p>4.7 The original recordings of meetings are to remain unmodified and stored for a period of not less than 6 months from the date of recording. A compressed version of the original audio recording shall be created (preserving adequate voice quality) and made available for download from Council's web site and also archived in Council's Electronic Content Management (ECM) system as the authoritative published version.</p> <p>4.8 There may be situations where due to technical difficulties, that 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>
<b>GUIDELINES:</b>	<p>5.1 The closed session section of any meeting (refer 3.1) will not be recorded.</p> <p>5.2 The audio recording of a meeting (refer 3.1) 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>5.3 In relation to item 5.2, the audio recording of the previous meeting should be accessible at the meeting where the minutes will be confirmed.</p> <p>5.4 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>5.5 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 provided in writing to the General Manager detailing the basis for the request.</p> <p>5.6 In response to a formal request from an appropriate authority (ie 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>
<b>COMMUNICATION:</b>	<p>6.1 A promotional brochure of the availability of audio recording will be prepared and made available through Council's customer service area. The availability of audio recordings will also be prominently displayed on the home page of Council's website.</p>
<b>LEGISLATION:</b>	<p>7.1 Regulation 33 of the <i>Local Government (Meeting Procedures) Regulations 2005</i> provides as follows:</p> <p><i>33. Audio recording of meetings</i></p> <p><i>(1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.</i></p> <p><i>(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 –</i></p> <p><i>(a) retained by the council for at least 6 months; and</i></p> <p><i>(b) made available for listening on written request by any person.</i></p>

	<p><i>(3) the minutes of a meeting, once confirmed, prevail over the audio recording of the meeting.</i></p> <p><i>(4) A council may determine any other procedures relating to audio recording of meetings it considers appropriate.</i></p> <p>7.2 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>
<b>DEFINITIONS:</b>	<p>An 'audio recording' or 'recording' for the purposes of these guidelines refers to a digital audio file.</p> <p>The 'Council' means Kingborough Council.</p>
<b>RELATED DOCUMENTS:</b>	<p>Nil.</p>
<b>AUDIENCE:</b>	<p>8.1 Councillors, Council Staff, the public.</p>