

# COUNCIL POLICY



<b>Policy name</b>	Audio Recording and Live Broadcast of Council Meetings
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## Abstract

Policy is to provide for the audio recording and live broadcast of the proceedings of ordinary, extraordinary and s355 Committee open meetings of Council and ensure the recording, handling, access, storage and disposal of the information is in accordance with best practice and statutory compliant.

<b>Dates</b>	Policy or amendment approved	20 Feb 2013
	Policy or amendment takes effect	20 Feb 2013
	Policy or amendment takes effect	21 Oct 2015
	Policy is due for review (up to 4 years)	21 Oct 2019
<b>Endorsed by</b>	Executive Manager Business Systems and Governance	
<b>Approved by</b>	Gunnedah Shire Council at its Ordinary Meeting of Council held 20 Feb 2013 Resolution number: 19.10/15	
<b>Policy Custodian</b>	Executive Manager Business Systems and Governance	
<b>Relevant to</b>	Entire community Councillors and staff	
<b>Superseded Policies</b>	Resolution 32.1 of 25 Aug 2010	
<b>Related Documents</b>	Code of Meeting Practice	
<b>Related Legislation</b>	Local Government Act 1993	
<b>File Number</b>	949943	

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### 1. Purpose

In accordance with s375(1) of the Local Government Act 1993, and Regulations, Councils are required to keep accurate minutes of meetings. Records must include attendance, details of motions and amendments, names of movers and seconders of the motions and amendments and the decisions or resolutions from the meeting.

The purpose of the policy is:

- a. To facilitate audio recordings of Council's Ordinary, Extraordinary and s355 Committee open meetings to assist, where necessary, in the checking and confirmation of minutes;
- b. To ensure the recording, handling, access, storage and disposal of the information is in accordance with best practice and statutory compliant; and
- c. To facilitate live broadcast of audio or video of Council's Ordinary, Extraordinary and Committee Meetings over the internet to provide greater accessibility for the public to Council proceedings.

### 2. Scope

The Policy applies to Council as a whole, Councillors and staff in dealing with the recording and broadcast of minutes of Ordinary, Extraordinary and Committee meetings of Council.

### 3. Definitions

- a. **Audio recording** – an audio recording means an audible recording made by an electronic device such as a video recorder, cassette recorder, DAT recorder and the like and stored on compact disc, digital audio tape or other formats such as WAV, MP3 and the like.
- b. **Live broadcast** – live transmission of audio and/or video over the internet for public access. (*Note: Content of transmission is not stored after broadcast.*)
- c. **Committee** – Committee of Council where all members are Councillors.

## 4. Policy Principles

- 4.1 Audio recordings will be made of ordinary, extraordinary and Committee meetings of Council and will exclude matters under Section 10A of the Act in Closed Council. The main purpose of the recordings are:
- Assistance in the preparation of the minutes.
  - Ensuring decisions are accurately recorded.
  - Cross-checking the accuracy of minutes where required prior to confirmation.
- 4.2 The recordings are not to be used to produce a transcript of the proceedings of meetings similar to Hansard – such reports would result in the excessive and unnecessary use of Council resources.
- 4.3 The official record of the meeting resides in the adopted minutes and not in the audio recordings. Minutes must be confirmed at a subsequent meeting and following confirmation signed by the person presiding at that subsequent meeting.
- 4.4 Where feasible Council meetings will be broadcast live over the internet to improve accessibility for the public and to enhance engagement with the community.

## 5. Policy Statement

- 5.1 To ensure compliance with the Surveillance Devices Act 2007, Workplace Surveillance Act 2005 (computer surveillance) and the Privacy and Personal Information Protection Act 1998, advice will be provided to those who are likely to be in attendance at the recorded meetings. The wording of advice to attendees will read:

*“The ordinary, extraordinary and committee open meetings of Council will be audio recorded for minute-taking purposes and may be broadcast live over the internet”.*

The advice will be provided or displayed:

- a. On the meeting notice that provides the business agenda.
  - b. On notices at the entry to the Council Chamber or place of meeting.
  - c. By the Chairperson verbally at the commencement of each open meeting.
- 5.2 Storage of audio recordings are to be stored securely by the Executive Manager Business Systems and Governance and only persons authorised by the General Manager shall have access to the recordings.

- 5.3 Audio recordings will be destroyed immediately upon confirmation of the meeting minutes in accordance with the State Records Act 1998 (LG NSW Disposal Schedule 13.6.2).
- 5.4 The General Manager may determine to store a recording for a longer period in special circumstances at their discretion.
- 5.5 Access by staff will only be permitted with the approval of the General Manager. Access must be for the purpose outlined in the Policy Principles unless special circumstances warrant access for other reasons and approval is given by the General Manager. A written request for access must be provided which must include reasons for the information and details of the recorded item/s in question.
- 5.6 Access by Councillors will be provided for listening to the recordings in the presence of a Council employee approved by the General Manager during the business hours of the Council. Access can only be provided up until the time at which the subject minutes, to which the recordings relate, are confirmed by Council. A written request must be provided which must include reasons for the information and details of the recorded item/s in question.
- 5.7 Access by members of the public includes any individuals, groups or business entities other than staff or Councillors. Audio recordings will only be made available to the public following a public interest test being undertaken prior to the release of any recordings. Council will apply a public interest test prior to the transcribed release of audio recorded proceedings. A decision to release or allow access to information contained within the audio recordings will be made following submission of the appropriate application to Council.
- 5.9 Transcription Fee – a fee of \$3.75 per minute will be charged to members of the public who request a transcript of any part of the audio recorded Council meeting proceedings.
- 5.10 Council will endeavor to provide a live broadcast of audio and or video via the internet from Council Ordinary, Extraordinary and Committee meetings unless a motion is passed either at the beginning or at any time during the meeting to cease the live broadcast.
- 5.11 Live broadcasting shall cease during the sections of a meeting that are closed or considered to be confidential under Section 10a of the Act.
- 5.12 The quality of live broadcasts of Council meetings are limited to the capability of existing technology and are supplied on a best effort basis without any post editing or guarantee of quality.

## 6. Accountability, Roles and Responsibilities

### 6.1 Policy Custodian

Executive Manager Business Systems and Governance

### 6.2 Authority

No authority to depart from this policy is granted to any person. All actions and decisions must be in accordance with this policy and all policies relating to the provision of audio recording of ordinary, extraordinary and committee meetings of Council. The application of this policy can only be varied by Council.

## 7. Acknowledgements

No acknowledgements.

## 8. Version Control and Change History

Date	Version	Approved by and Resolution No	Amendment
25 Aug 2010	2	Council Resolution 32.1	20 Feb 2013
20 Feb 2013	3	Council Resolution 232	20 Feb 2013
21 Oct 2015	4	Council Resolution 19.10/15	21 Oct 2015