

# COUNCIL POLICY



<b>Policy name</b>	Recording and Live Broadcast of Council Meetings
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<b>Abstract</b> 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.
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<b>Dates</b>	Policy or amendment approved	19 Jun 2019
	Policy or amendment takes effect	19 Jun 2019
	Policy is due for review (up to 4 years)	19 Jun 2023
<b>Endorsed by</b>	Director Corporate and Community Services	
<b>Approved by</b>	Gunnedah Shire Council at its Ordinary Meeting of Council held 19 Jun 2019 Resolution number: 5.06/19	
<b>Policy Custodian</b>	Director Corporate and Community Services	
<b>Relevant to</b>	Entire community Councillors and staff	
<b>Superseded Policies</b>	Resolution 19.10/15 of 21 Oct 2015	
<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.
- d. To provide a copy of the audio of Council's Ordinary, Extraordinary and Committees of the Council on Council's website 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.
- c. **Committee** – Committee of Council where all members are Councillors.

#### 4. Policy Principles

- 4.1 Audio recordings will be made of ordinary, extraordinary and Committees of the 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.
  - Provide a copy on Council’s website in accordance with the Code of Meeting Practice.
- 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, will be broadcast live over the internet, and a copy uploaded to Council’s website for a period of three months following the meeting”.*

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 Audio recordings are to be provided to the public on Council's website in accordance with the Code of Meeting Practice.
- 5.3 Audio recordings will be destroyed in accordance with Council's Code of Meeting Practice and 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 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.
- 5.6 Council will endeavor to provide a live broadcast of audio via the internet from Council Ordinary, Extraordinary and Committee meetings unless the technology to do so is unavailable, in which case an audio recording will be uploaded following the meeting.
- 5.7 Live broadcasting shall cease during the sections of a meeting that are closed or considered to be confidential under Section 10a of the Act.
- 5.8 The quality of live broadcasts and recordings 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

Director Corporate and Community Services

### 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
19 Jun 2019	5	Council Resolution 5.06/19	19 Jun 2019