



Name	GOV07 Recording of Meetings Policy
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
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1 Purpose

The purpose of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio recordings of Ordinary and Special Council meetings and Committee meetings.

2 Principles

Litchfield Council is committed to the effective and responsible governance of Council administration. This policy ensures the minutes of meetings accurately reflect decisions made by Council.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).
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4 Policy Statement

4.1 Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the exclusion of confidential matters identified as such under Section 8 of the Local Government (Administration) Regulations for the purposes of;

- 4.1.1 Assisting in the preparation of meeting minutes; and
- 4.1.2 Ensuring decisions of Council and Committees are accurately recorded; and
- 4.1.3 Verifying the accuracy of minutes prior to their confirmation.

4.2 Public Notification

4.2.1 In compliance with the Information Privacy Principles IPP 1.3, advice will be provided to the members of the public in attendance at meetings that an audio recording of the meeting will be made. The wording of the advice will be as follows:

An audio recording of this meeting is being made for minute taking purposes as authorised by Litchfield Council's Recording of Meetings Policy, available on Council's website.

4.2.2 This advice will be displayed in the following manner:

- Displayed on the notice of agenda for meetings of Council and Standing Committees; and
- Displayed at the entry to Council Chambers or place where the meetings are held; and

- Verbally by the Chairperson at the commencement of the meeting.

4.3 Storage, Retention and Destruction of Recordings

4.3.1 Audio recordings will be stored securely by the Council Secretary in such a manner that only those authorised have access to them.

4.3.2 Audio recordings will be held for no longer than 3 months after the minutes from the meeting to which they relate are confirmed by Council, after which all files and related media will be destroyed, except as where under 5.4.3 below this conflicts with the handling of a request under the Information Act.

4.4 Access to Recordings

4.4.1 Access by Elected Members

Requests by Elected Members for access to recordings for the purpose of ensuring the accuracy of meeting minutes need the approval of the Chief Executive Officer or in his absence the Governance Manager, who will provide access by means of listening to the recordings at Council offices during business hours.

4.4.2 Access by Staff

4.4.2.1 Access is granted for the purposes of ensuring the accuracy of meeting minutes to the Chief Executive Officer, Council Secretary, and the Director of Corporate Services and the relevant minute secretary of the meeting to which the recording relates.

4.4.2.2 All other requests for access by staff are to be made to the Governance Manager and will only be granted in circumstances requiring the staff member to participate in ensuring the accuracy of meeting minutes.

4.4.3 Access by the Public

Access by members of the public will not be granted unless formal access is applied for under the access provisions Information Act.

4.5 Recording of meetings by Members of the Public

Members of the public may record the proceedings of Council and Committee meetings only with agreement obtained by resolution of Council (not Committees).

5 Associated Documents

6 References and Related Legislation