



Name	GOV07 Recording of Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	16/01/2019
Review Date	15/01/2023

### 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.

### 2. Scope

This policy applies to recordings made of all Council meetings, special meetings

### 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

Audio recordings will be made of Ordinary and Special Council meetings for the purpose of assisting with the preparation and verification 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 conveyed in the following manner:

- Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings.
- Displayed at the entry to Council Chambers or place where the meetings are held.

- 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 until the minutes from the meeting to which they relate are confirmed by Council, after which all files and related media will be destroyed.

#### **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/her absence the Governance and Risk Advisor. Access will be provided by means of listening to the recordings at Council offices during business hours.

##### **4.4.2. Access by Staff**

Access is granted for the purposes of ensuring the accuracy of meeting minutes to the Chief Executive Officer, Governance and Risk Advisor and the relevant minute secretary of the meeting to which the recording relates.

All other requests for access by staff are to be made to the Chief Executive Officer 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 of the Information Act.

#### **4.5. Recording of meetings by Members of the Public**

Members of the public may record the proceedings of Council meetings only with agreement obtained by resolution of Council.

### **5. Associated Documents**

GOV02 Meeting Procedures

GOV03 Privacy

### **6. References and Legislation**

Northern Territory Local Government Act

Northern Territory Information Act

### **7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
16/01/2019	Update to conform to Local Government retention and disposal schedule.
18/06/2015	Council Reference 15/0009/02 – First approved by Council