

Audio Recordings of Meetings Policy

MC09-CP (Superseding Council Policy 151 Audio Recordings of Meetings v1)



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

1. Purpose

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

2. Scope

This policy document applies to:

- Ordinary and Special Council Meetings;
- Risk & Finance Committee Meetings;
- Audit Committee Meetings; and
- Local Authority Meetings

3. Objectives

MacDonnell Regional Council is committed to the effective and responsible governance of Council administration. This objective of this policy is to ensure the minutes of Ordinary and Special Council Meetings and Committee meetings accurately reflect decisions made by Council.

4. Statement

4.1 Audio recordings will be made of all Ordinary and Special Council meetings with the exclusion of confidential matters identified as such under Regulation 51 of the *Local Government (General) Regulations 2021* for the purposes of:

- 4.1.1 Assisting in the preparation of meeting minutes;
- 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.

Audio recordings **may** be made of Committee and Local Authority meetings.

4.2 Public Notification

4.2.1 In compliance with the Surveillance Act 2007, 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 Council Policy MC09-CP – Audio Recordings of Meetings.

4.2.2 This advice will be displayed in the following manner:

- Displayed on the notice of agenda for meetings of Council and 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 Creation, Storage, Retention and Destruction of Recordings

4.3.1 Audio Recordings will be made in the most suitable digital format using a digital recorder with one or more directional microphones.

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- 4.3.2 Audio recordings will be stored securely by the Director of Corporate Services in such a manner that only those authorised have access to them.
- 4.3.3 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 4.4.3 below this conflicts with the handling of a request under the Information Act.
- 4.3.4 Councillors may request, via majority vote if required, that no audio recording is made where issues of legitimate cultural or spiritual significance are to be discussed.

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 will be made to the Chief Executive Officer or the Director of Corporate Services, 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, the Director of Corporate Services and the relevant minutes 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 Director of Corporate Services, and will only be granted in circumstances requiring the staff member to participate in ensuring the accuracy of meeting minutes and information obtained in investigations.

4.4.3 Access by the Public

Access by members of the public will not be granted.

4.5 Recording of meetings by Members of the Public

Members of the public may not record the proceedings of Council and Committee meetings except by resolution of Council (not Committees).

4.6 Recording of meeting not to take place

The appointed and elected members present at a meeting which is to be recorded may request, via a majority vote if required, that no audio recording is made where issues of legitimate cultural or spiritual significance are to be discussed.

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5. Policy Details

Replaces Policy No: (if applicable)	CP151 Audio Recordings of Meetings v1
Responsible Directorate/Department:	Corporate Services – Governance and Compliance
Approval Date:	28 October 2022
Minutes Reference and Resolution number:	OCM Item # 15.9 – Resolution OCM2022-161
Review Cycle:	October 2026 – Review every four (4) years or after changes to relevant legislations.

6. Legislation and References

Related Legislation	<i>Local Government Act 2019</i>
	<i>Local Government (General) Regulations 2021</i>
Related Policies	
Related Procedures	MC02-P1 Council Meeting Procedure
Associated Documents	

7. Version control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1	23 February 2018	CP151	OCM Item # 13.2 – OCM2018-009
2	28 October 2022	MC09-CP	OCM Item # 15.9 – OCM2022-161