



AUDIO RECORDING POLICY

Approved By: Council
 Doc Controller: General Manager
 File: 126

Document Code: DVC-POL-004
 Version: 2
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1. PURPOSE

This policy provides a framework for audio recording of meetings of Council to assist in the preparation of minutes, and to ensure that a true and accurate account of debate and discussion at meetings is available.

2. SCOPE

This policy applies to all open Council Meetings (including Special Meetings) and the Annual General Meeting of Derwent Valley Council. This policy does not apply to any other meetings at Council.

This policy applies to all Councillors and Council Officers.

3. LEGISLATION

Local Government Act 1993

Personal Information Protection Act 2004

Right to Information Act 2009

Local Government (Meeting Procedures) Regulations 2015

4. DEFINITION

Term	Meaning
Audio recording or recording	for the purposes of this policy refers to a digital audio file
Council	Derwent Valley Council
Regulation	Local Government (Meeting Procedures) Regulations 2015

5. POLICY

5.1 Introduction

All meetings of the Council (including Special Meetings and the Annual General Meeting) shall be audio recorded as provided for by Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015, except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15 (2).

5.2 Recording of Council Meetings



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Audio recordings will be made of all Council meetings and may be used by Council Officers to assist with the preparation of the minutes or by Council to clarify a dispute or query relating to the Minutes that is raised during a subsequent meeting under the section “Confirmation of Minutes”.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

All meetings of the Council shall be digitally recorded as provided for by Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015 except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

The Chairman is to ensure that no recording is made of the proceedings of a meeting or part of a meeting closed to the public in accordance with Regulation 15(2) except where the Council has specifically resolved to record the proceedings of that meeting or part thereof.

5.3 Access

The General Manager is to retain the audio files of meeting recordings for 12 months and to dispose of the files promptly following the expiry of that period. The General Manager is authorised, pursuant to section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

The audio files of meeting proceedings closed to the public will only be available for listening, upon written request, by one or more Councillors entitled to be present during the proceedings in question.

The audio files of all other meeting proceedings will be accessible on the Council’s website for listening by any person for the period they are retained by the Council. The Council makes this information available as a routine disclosure under the *Right to Information Act 2009*, the objectives of which are to:-

- (a) Increase the accountability of the government to the people of Tasmania;
- (b) Increase the ability of the people of Tasmania to participate in their governance; and
- (c) Acknowledge that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.

5.4 Disclosure of policy



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This policy is to be printed on the agenda of all Council and Special Council meetings to inform the public that the proceedings are recorded.

A notice to inform the public that meeting proceedings are recorded is to be displayed at the entrance to a room in which a meeting, the proceedings of which are to be recorded, is to be held.

At the time of declaring the meeting open, the Chairperson is to inform all Councillors and any public present that the meeting is being recorded.

5.5 Access to Audio Recordings

The audio recording of the last Council meeting will be made available on the Council website www.derwentvalley.com.au prior to the distribution of the Agenda for the next ordinary Council meeting and as soon as practicable (normally within five (5) business days).

The recording of the last two Council meetings will be made available on Council's website for listening by any person for the period they are retained by Council. Council makes this information available as a routine disclosure under the *Right to Information Act 2009*.

5.6 Storage of Recordings

The General Manager is to retain the audio recording of a Council meeting for twelve (12) months.

Audio recordings are to be securely stored in Council's records and will only be accessible to officers of the Council authorised by the General Manager.

5.7 Audio Recordings by Individuals

Members of the public are not permitted to make audio recordings of Council meetings

6. RELATED DOCUMENTS

DVC-POL-015 Privacy Policy

7. REVIEW

This policy will be reviewed by the Council at least once every 2 years.