



TITLE	AUDIO VISUAL RECORDING OF COUNCIL MEETINGS POLICY
APPROVAL DATE	Council Meeting 13 July 2015
REVISION DATES	
ASSOCIATED LEGISLATION	<i>Local Government Act 1993</i> <i>Local Government (Meeting Procedures) Regulations 2005</i> <i>Right to Information Act 2012</i> <i>Personal Information Protection Act 2004</i> <i>Archives Act 1983</i>
ASSOCIATED POLICIES	Privacy Policy Freedom Of Information Policy Council Information and Records Operational Policy Clarence City Council Meeting Procedures Policy
POLICY RESPONSIBILITY	Corporate Support Workgroup
REVIEW	On the request of the Council or on an as needs basis.

1. Definitions

“**audio visual recording**” means any recording made by any electronic device capable of recording sound and visual images.

“**Council meeting**” means an ordinary or special meeting of the Clarence City Council.

“**recording**” means the recorded record/file made of a Council meeting by the use of any recorded format or device.

“**the Regulations**” means the *Local Government (Meeting Procedures) Regulations 2015*;

2. Policy Statement

Council has determined that audio visual recordings will be made of any Council meetings; not including a part of a meeting that the Council has “closed” to the public.

The Council will make available and provide appropriate means of access to the recordings made of its meetings to the public. This will be communicated in accordance with Council’s legislative obligations.

The Council is required to keep accurate minutes of Council meetings. The Regulations expressly provide that the minutes of a Council meeting, once confirmed, prevail over the recording of the meeting unless the Council has reviewed and amended its confirmed minutes at a subsequent meeting.

This policy is made pursuant to Regulations 33 and 37 of the Regulations.

3. Policy Objective

This Policy aims to set out the policy basis and the procedures for audio visual recording of Council meetings including the creation, storage, usage and access in accordance with legislative and policy requirements.

The objectives of recording open Council meetings include:

- enabling greater transparency, accountability and efficiency of Council open meetings;
- allowing greater community access and involvement in open Council meetings;
- providing additional security of open Council meetings; and
- assisting in the preparation of accurate minutes.

4. Policy Guidelines

Public notification of recording of meetings

In order to meet the requirements and obligation of the *Personal Information Protection Act 2004* and Council's Privacy Policy, advice will be provided to members of the public attending open Council meetings that an audio visual recording of the meeting will be made.

The advice will be displayed in the following manner:

- on the notice of agenda for meetings of Council and as advertised in The Mercury public notices;
- on the door of the Council Chambers before members of the public are admitted to the Chambers;
- on the "Public Participation – Deputations" form;
- Incorporation in the advices regarding public attendance and engagement at Council meetings (eg Public question time deputations, petitions etc.); and
- Advice of the recording of the meeting will be communicated verbally by the Chairperson at the commencement of each meeting.

The advice will state the purpose of audio visual recording of the meeting and that the recording may be made available to the public.

Publication of recordings on Council website

Within 4 business days of a Council meeting, Council will make available via its website at www.ccc.tas.gov.au a link to the audio visual recording of the most recent open Council meeting as approved by the General Manager.

In the publication of the recording Council will have regard for its obligations to protect personal information and the individual's right to personal privacy under the *Personal Information Protection Act 2004* and Council's Privacy Policy.

Having regard for the Council's statutory obligations and policies the General Manager is to withhold all or part of the audio visual recording of any Council meeting if considered necessary. When considered necessary that a section of the audio visual recording is to be withheld, an edited version of the audio visual recording will be published to the website.

The link to an audio visual recording on the website will be kept active (in a non-downloadable format) for a period of 6 months. After that date the audio visual recording will be removed from the website.

Access to recordings

Under the Regulations, the audio component of the recording will be kept in an unedited format by Council for at least 6 months and made available for a person to listen to upon request at the Council Offices.

Audio visual recordings of Council meetings are considered temporary records under the *Archives Act 1983*; however, Council will retain such recordings on a permanent basis. If an individual makes a request to access an audio visual recording more than 6 months old, the person is to make application to Council under the *Right to Information Act 2012* or otherwise through Court Subpoena.

In response to formal requests from an appropriate authority (ie the Ombudsman, Integrity Commission, Tasmania Police), archived audio visual recordings will be made available; if such requests are permissible under law.

Storage of recordings

Audio visual recordings are to be securely stored in Council's records and will only be accessible to officers or agents of the Council authorised by the General Manager; except as otherwise provided for under this policy.