



WALCHA COUNCIL

POLICY

Audio Recording of Council Meetings

Applicability

All Councillors and Council Staff

Publication Requirement

Internal and External

Assigned Responsible Officer

General Manager

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved
1.0	15/11/2019	General Manager	Resolution: 79/20192020	27 November 2019

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



Table of Contents

1. POLICY OBJECTIVE.....	3
2. POLICY SCOPE	3
3. POLICY STATEMENT	3
4. POLICY COMMITMENT	3
5. DEFINITIONS	3
5.1. Audio Recording	3
6. OUR RESPONSIBILITIES.....	4
6.1 Notification of Audio Recording	4
6.2 Community Access to audio recordings	4
6.3 Official Record of Meeting	4
6.4 Storage and quality of audio recordings	4
7. RELATED LEGISLATION, POLICIES AND REVIEW	5
7.1. Related Legislation and Policies.....	5
7.2. Review.....	5



1. POLICY OBJECTIVE

The objective of this policy is to define the purpose for which audio recordings of Council meetings are made and set out procedures for audio recording of Council and committee meetings in regard to appropriate creation, storage, usage, access, and disposal in accordance with legislative and policy requirements.

The purpose of audio recording is to assist in the preparation of minutes, to provide a system of verification to ensure the accuracy of minutes, and to provide transparency to the community of the discussion at Ordinary and Extraordinary meetings of Council.

2. POLICY SCOPE

The Policy applies to Council as a whole, Councillors and staff and describes how the recording of minutes of Ordinary, Extraordinary and Committee meetings of Council, and the publication of audio recordings from Ordinary and Extraordinary meetings of Council will be managed.

Audio recordings will be made of Ordinary, Extraordinary and Committees of the Council and will exclude matters under Section 10A of the Local Government Act (the Act) in Closed Council.

3. POLICY STATEMENT

In accordance with Section 375(1) of the Act and Local Government Regulations, Section 232, Councils are required to keep accurate minutes of a meeting of Council, or any Committee Meeting. This policy:

- a) facilitates audio recordings of Council's Ordinary, Extraordinary and Committee open meetings to assist, where necessary, in the checking and confirmation of minutes;
- b) ensures the recording, handling, access, storage and disposal of the information is in accordance with best practice and statutory compliant;
- c) stipulates that a copy of the audio of Council's Ordinary and Extraordinary meetings of the Council will be published on the Council's website to in accordance with the Code of Meeting Practice;
- d) gives the General Manager the discretion to direct the recording of other meetings regarding Council business.

4. POLICY COMMITMENT

Walcha Council is committed to providing transparency of open Council meetings to our community members.

5. DEFINITIONS

5.1. Audio Recording

Audio Recording means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or Digital Audio Tape (DAT) recorder, and stored on compact disc (CD), DAT, or in any other format (such as WAV, MP3, USB, cameras etc.).



6. OUR RESPONSIBILITIES

6.1 Notification of Audio Recording

To ensure compliance with the Surveillance Devices Act 2007, Workplace Surveillance Act 2005 (computer surveillance) and the Privacy and Personal Information Protection Act 1998, advice will be provided to those who are likely to be in attendance at the recorded meetings. The wording of advice to attendees will read:

“The ordinary, extraordinary and committee open meetings of Council will be audio recorded for community transparency and minute taking purposes. The audio recording of all Ordinary and Extraordinary meetings of Council will be uploaded to Council’s website.

This advice will be provided or displayed:

- a) On the meeting notice that provides the business agenda;
- b) On notices at the entry to the Council Chamber or place of meeting; and
- c) By the Chairperson verbally at the commencement of each open meeting.

6.2 Community Access to audio recordings

Audio recordings are to be provided to the public on Council’s website in accordance with the Code of Meeting Practice.

6.3 Official Record of Meeting

The official record of the meeting resides in the adopted minutes and not in the audio recordings. Minutes must be confirmed at a subsequent meeting and following confirmation signed by the person presiding at that subsequent meeting.

6.4 Storage and quality of audio recordings

Audio recordings will be posted to the Council’s website within five business days of the meeting being held.

Audio recordings will be destroyed in accordance with Council’s Code of Meeting Practice and the State Records Act 1998 (LG NSW Disposal Schedule 13.6.2).

The General Manager may determine to store a recording for a longer period in special circumstances at their discretion.

The quality of recordings of Council meetings are limited to the capability of existing technology and are supplied on a best effort basis without any post editing or guarantee of quality.



7. RELATED LEGISLATION, POLICIES AND REVIEW

7.1. Related Legislation and Policies

The following are relative to this policy:

- 1) Local Government Act 1993 NSW;
- 2) Local Government (General) Regulations 2005;
- 3) Surveillance Devices Act 2007;
- 4) Workplace Surveillance Act 2005;
- 5) Privacy and Personal Information Protection Act 1998;
- 6) State Records Act 1998; and
- 7) Walcha Council Code of Meeting Practice (WO/2019/01061)

7.2. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.