



WARRNAMBOOL  
CITY COUNCIL

# **Audio Recording of Meetings Policy**

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**DOCUMENT CONTROL**

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## 1. INTRODUCTION

### 1.1 Purpose

The purpose of this policy is to outline the arrangements for audio recording and podcasting of Ordinary and Special Council meetings.

### 1.2 Scope

This policy applies to ordinary and special Council meetings of the Warrnambool City Council open to the public.

Public recording by members of the gallery or media representatives of Warrnambool City Council meetings is strictly prohibited without the expressed permission of the Council.

### 1.4 References

<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• Local Government Act 1989</li><li>• Public Records Act 1973</li><li>• Privacy &amp; Data Protection Act 2014</li><li>• Health Records Act 2001</li><li>• Freedom of Information 1982</li></ul>
<b>Council Related Policies</b>	<ul style="list-style-type: none"><li>• Local Law – Meeting Procedures</li></ul>

## 2. POLICY OBJECTIVES

- To specify the arrangements for audio-recording and podcasting ordinary and special Council meetings and;
- To specify the arrangements for providing access to audio recordings.

## 3. BACKGROUND

The *Local Government Act 1989* (the Act) requires minutes of Council and special committee meetings to be kept. As prescribed in the Act the official record of a Council's meeting is the resolutions of Council, with the minutes confirmed at the next available meeting of the Council.

Whilst there is no obligation to do so, in accordance with the Council resolution of 2<sup>nd</sup> February 2015, audio recordings of all ordinary and special meetings of the Warrnambool City Council are to be made available on Council's website by the following business day.

The published minutes of Council ordinary and special meetings will remain the official record of proceedings and decisions.

A podcast is an audio file of the meeting that is made available on a website. Audio recordings of Ordinary and Special Council meetings will be available for download via the Council website, providing increased public access and transparency to Council discussions and decision making.

#### 4. POLICY AND PRINCIPLES

- Council ordinary and special meetings established by the Council open to the public will be audio-recorded and podcast on Council's website.
- Council meeting recordings posted on the Council website are for information purposes only. The confirmed minutes are the official record of the meeting.
- The Chief Executive's office shall be responsible for editorial of recordings and arrangements for access, security and destruction of archived audio recordings.
- Audio recordings of Ordinary/Special Council meetings will be made available for download on the internet via the Council's website by noon the day following the meeting and will be retained and publicly available on the website for 12 months following the meeting date.
- All requests for transcripts of recordings shall be processed in accordance with the provisions of the *Freedom of Information Act 1982*.
- Audio recordings will be retained for the term of the current Council, after which time the recordings will be archived and destroyed in accordance with applicable public record standards.
- Signage informing members of the public that the meeting is being recorded will be clearly displayed at the entrances to the Council Meeting Room and public gallery area.
- At the commencement of each meeting, the Chair of the meeting will notify members of the public that the meeting is being recorded and the recording will be made available on Council's website.
- Members of the public and media representatives must receive the permission of the Council before taping or filming open Council proceedings.
- Due to the nature of the technical equipment, the Council does not guarantee that audio recordings or podcasts will be continuous or fault-free.
- Future recording technology that may become available and/or implemented by the Council will not affect the intent or operation of this policy.

## **5. GOVERNANCE**

### **5.1 Owner**

The Manager Governance Projects & Risk is responsible for monitoring the currency and viability of this policy and updating it when required.

### **5.2 Review**

The Manager Governance Projects & Risk will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

### **5.3 Charter of Human Rights Compliance**

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.