

Council Meetings - audio recording policy

PURPOSE

To provide an electronic recording of the whole of Council meetings as an aid for the preparation of minutes.

SCOPE

This policy applies to Ordinary Council meetings, Annual General Meetings and Public Meetings resulting from a petition under Section 59 of the Local Government Act 1993.

It does not apply to Special Committees of Council or Council Committees.

POLICY

That for:

- (a) Ordinary Council Meetings - all sections of the meeting except when Council sits in closed session will be recorded.
- (b) Annual General Meetings - the whole meeting will be recorded.
- (c) Public Meetings requested under the Local Government Act 1993, Section 59 - Petitions seeking public meetings- the whole meeting will be recorded.

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

The recording may be used by staff 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 of Council meetings will be retained for a minimum of 6 months.

A recording of the last two Council meetings will be made available on Council's website. ⁽¹⁾

The existence of this policy does not override the requirement for public questions and motions to be submitted in writing.

Public requests for copies of Council meeting recordings (on CD) will be accepted subject to the following conditions.

1. Payment of the approved fee ⁽²⁾
2. Application in writing.

PRINCIPLES

Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES

N/A

RELATED LEGISLATION

Local Government (Meeting Procedures) Regulations 2005

REFERENCES

N/A

DEFINITIONS

Recording – Includes other forms of electronically recording voices.

REVIEW

This policy will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.

Notes:

⁽¹⁾ - Clause 33(2)(a) of the Local Government (Meeting Procedures) Regulations 2005 stipulates that the tapes are to be retained for at least 6 months.

⁽²⁾ - That pursuant to Section 205 of the Local Government Act 1993 sets the fee for the supply of a CD of a digital recording at \$10.00 (excluding GST) including the provision of a CD.