



# RECORDING OF COUNCIL MEETINGS POLICY

<b>Policy Number</b>	C 036
<b>Responsible Officer</b>	General Manager
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## 1. PURPOSE OF POLICY

To ensure that audio recordings of Council Meetings are created, stored, used and disposed of in an appropriate manner, and to ensure that adequate access to audio recordings is provided to appropriate personnel.

## 2. POLICY STATEMENT

Audio recordings will be made of Council meetings for the purpose of:

- assisting in the preparation of minutes.
- ensuring decisions are accurately recorded; and
- verifying the accuracy of minutes prior to their confirmation.

Digital audio recordings of Council Meetings shall be appropriately identified and stored within Council's records management system and server and be managed in accordance with the *Local Government (Meeting Procedures) Regulations 2025* as per Regulation 43.

## 3. POLICY DETAIL

### ***Regulation 43 Audio recording of meetings***

- (1) In this regulation – **audio recording**, of a meeting, includes part of an audio recording of the meeting.
- (2) A council is to make, as a minimum, an audio recording of a meeting.
- (3) For the purposes of [subregulation \(2\)](#), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.
- (4) The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.
- (5) The audio recording of a meeting, that is not a closed meeting –
- (a) is to be, subject to [subregulation \(8\)](#), made available on the council's website –
    - (i) within 5 business days after the day of the meeting; and
    - (ii) for a continuous period of not less than 12 months from the day of the meeting;
  - and
  - (b) may be an edited, in full or in part, audio recording of the meeting.
- (6) If an audio recording of a meeting is edited under [subregulation \(5\)\(b\)](#), the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that –
- (a) the recording of the meeting has been edited; and
  - (b) the reason for that edit.
- (7) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either –
- (a) confirm that the minutes are a true record; or
  - (b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

(8) The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording –

- (a) would, or is likely to, place the safety of a person at risk if the recording is published; or
- (b) is, or is likely to be, defamatory; or
- (c) contains, or is likely to contain, offensive language; or
- (d) is, or is likely to be, unlawful.

(9) A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.

(10) For the avoidance of doubt, a recording made in accordance with this regulation is a *State record* within the meaning of the [Archives Act 1983](#).

Electronic recordings of meetings will be made available to Councillors, staff and members of the wider community including Government Agencies upon written request at no charge. Recordings of meetings will be stored within Council's records management system and server.

If in the situation of a technical difficult an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Tasman Council website.

At the commencement of those meetings being audio recorded, the Chairperson will announce to all present that an audio recording of the meeting will be made.

Tasman Council Audit Panel meetings and Council workshops will not be recorded.

#### **4. OUTCOMES**

**This policy applies to:**

- Councillors and members of the public requesting access to records of audio recordings of Council meetings; and
- Staff involved in creating, storing, providing access to, managing and disposing of audio recordings of meetings.

**This policy applies to the recording of:**

- Ordinary and Special Council Meetings including Council acting as the Planning Authority and the Annual General Meeting.

#### **5. REFERENCES**

*Local Government Act 1993*

*Right to Information Act 2009*

*Archives Act 1983*

## 6. REVIEW AND APPROVAL

This policy will be reviewed after each local government election or as required by legislation and operational changes, this policy is created in accordance with the *Local Government (Meeting Procedures) Regulations 2025*, specifically Part 3, General Provisions, Regulation 43.

This policy should be read in conjunction with any/all other Tasman Council management and operational policies.

This policy was reviewed and approved at the Ordinary Council Meeting held 26 November 2025.



Blake Repine  
**General Manager**