

	COUNCIL POLICY	R POLICY REVIEW
	C 036 – RECORDING COUNCIL MEETINGS	Policy to be reviewed as required but no later than June 2020
DATE APPROVED	RESOLUTION NUMBER	RESPONSIBLE OFFICER
26 April 2018	07/04.2018/C	General Manager

1. GUIDELINES

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. PROCESSES

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 to the Local Government (Meeting Procedures) Regulations 2015 as per Regulation 33:

33. Audio recording of meetings

- (1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.
- (2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –
 - (a) retained by the council for at least 6 months; and
 - (b) made available free of charge for listening on written request by any person.
- (3) 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 part of the meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

As per Regulation 33 (2) (a) above, electronic recordings of meetings will be made available to Councillors, staff and members of the wider community including Government upon written request at no charge. Recordings of meetings will be stored within Council's records management system and server.

Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

The recording does not replace the written Minutes and a transcript of the recording will not be prepared. Any corrections to the Minutes required, as a result of reviewing of the meeting recordings, should be notified to the General Manager in sufficient time to be circulated with the agenda for the following meeting.

If in the situation of a technical difficulty 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.

Audio recording should only be terminated in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - an infringement of copyright
 - a breach of privacy and/or unlawful disclosure of personal information
 - a release of privileged or confidential information of Council

If recorded, only the audio recording of proceedings made of meetings or parts of meetings open to the public will be made available to the public. The Council may, at its discretion, make any compressed audio recording (preserving adequate voice quality) to be accessible on the Tasman Council website. Such recordings will be considered by Council as a routine disclosure under the Right to Information Act 2009. Recordings will be made available on the Council website as soon as practicable (normally within ten (10) business days) from the date of the meeting.

The original unmodified audio recording will be suitably stored in accordance with the Council's Information Management requirements. Under Regulation 33(2)(a), the General Manager will dispose of the audio recordings after six (6) months from the date of recording. The General Manager is authorised, pursuant to section 64 of the Local Government Act 1993, to delegate these functions to a Council officer.

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

3. 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.