



Audio Recording of Meetings Policy

Policy Owner	Governance Finance and Governance
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Please check Council's Intranet to ensure this is the latest Revision

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PURPOSE

To provide an electronic recording of a scheduled meeting of the Mitchell Shire Council in its entirety to aid in the preparation of meeting minutes.

SCOPE

This policy applies to:

- Ordinary Council meetings
- Special meetings
- Hearings Committee meetings

It does not apply to Committees established by Council.

Council may resolve that this policy (as appropriate) apply to meetings of Committees or any other formal meeting type.

Unless Council unanimously agree to suspend or remove the provisions of this policy, an audio recording of the meeting will be created.

POLICY

The audio recording may only be used by Council officers to assist with the preparation of the meeting minutes or by Council to clarify a dispute or query relating to the meeting minutes that is raised during a subsequent meeting under the section – *Confirmation of Minutes of Previous Meetings*.

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

Once the minutes have been adopted, the recording will be deleted, unless determined by the Chief Executive Officer (CEO) under exceptional circumstances

Process of Recording

At the commencement of each meeting, the *Chair* of the meeting will notify members of the gallery that the meeting is being recorded for the purpose of verifying the meeting minutes.

Members of the gallery and media representatives must receive approval from the meeting *Chair* in accordance with clause 77(2) *Meeting Procedure Local Law 2014* to operate any audio or visual recording equipment at any Council meeting.

Storage and Security

The audio recording will be stored on Council's network drive in a secured folder accessible by the Governance team.

The audio recording will only be made available for use and listening by the Chief Executive Officer, Principal Conduct Officer/s and Council officers involved in the preparation of meeting minutes.

No copies of the audio recording will be made.

Access and Disclosure

Audio recordings will not be available or disclosed to any member of the public except as allowed under the *Freedom of Information Act 1982* or any other law.

A Councillor seeking a copy of an audio recording must apply in writing to the (CEO). The written request must specify:

- Meeting Date
- Type of Meeting
- The agenda item and/or section of interest
- Reason for the request

If approved by the CEO, a transcript of the requested section/s will be provided to the Councillor. No audio file will be provided.

RESPONSIBILITIES

The Governance Unit is responsible for monitoring the currency and viability of this policy and updating it when required.

RELATED DOCUMENTS

Legislation:

- Local Government Act 1989
- Public Records Act 1973
- Privacy & Data Protection Act 2014
- Health Records Act 2001
- Freedom of Information 1982

Council Policies:

- Meeting Procedure Local Law 2014

REVIEW

The Governance Unit will review the policy for any necessary amendments no later than four years after its formulation or as required.