

Recording of Meeting Proceedings Policy

Title	Recording of Meeting Proceedings Policy
Description	A policy to regulate the use of recording devices in accordance with the Yarra City Council Meeting Procedures Local Law.
Category	Council
Type	Policy
Approval authority	Council
Responsible officer	Senior Governance Advisor
Approval date	15 August 2017
Review cycle	Every four years
Review date	15 August 2021
Document Reference (Trim)	D09/51555
Human Rights compatibility	This policy has been assessed and is compatible with the Victorian Charter of Human Rights of Responsibilities

1. Purpose

This policy regulates the use of recording devices at meetings operated under the Yarra City Council Meeting Procedures Local Law, which includes Ordinary and Special Meetings of Council and Council's Internal Development Approvals Committee.

2. Policy

It is Council's policy to support measures that increase transparency of Council's decision-making. Council will make recordings of Council meetings available in order to make meetings accessible to a wider range of participants.

2.1. Council Meetings

The proceedings of Ordinary Council Meetings and Special Council Meetings shall be audio recorded for the purpose of enabling the publication of the meeting proceedings and to assist the minute clerk with the accurate recording of the minutes of meetings. Portions of a meeting which are closed to members of the public under section 89(2) of the Local Government Act 1989 shall not be recorded.

Following each Council meeting, audio recordings shall be reviewed and any necessary redactions made to ensure that the recording is suitable for lawful publication including compliance with (but not limited to) the following legislation:

- Copyright Act 1968 (Cth)
- Defamation Act 2005 (Vic)
- Local Government Act 1989 (Vic)
- Privacy and Data Protection Act 2014 (Vic)

Determinations on the need for the redaction of meeting proceedings shall be made by the Group Manager Chief Executive's Office, with a view to keeping redactions to a minimum and ensuring the maximum amount of information is included in the publication.

Within three working days of each Council meeting, audio recordings (after any necessary redactions) shall be published on Council's website where they shall be made freely available for download for a period of at least twelve months.

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A notation shall be placed in the minutes of the meeting to alert readers to the existence of the audio recording and how it may be obtained.

2.2. *Internal Development Approvals Committee*

The proceedings of the Internal Development Approvals Committee shall be audio recorded only for the purpose of assisting the minute clerk with the accurate recording of the minutes of meetings. Portions of a meeting which are closed to members of the public under section 89(2) of the Local Government Act 1989 shall not be recorded.

Audio recordings of meetings of the Internal Development Approvals Committee shall not be published and will not be available to members of the public, except where authorised under the Freedom of Information Act 1982.

The audio recording shall be retained only until Council has confirmed the minutes of that meeting.

3. Related Documents

- Yarra City Council Meeting Procedures Local Law