



<b>2.1.12 RECORDING OF COUNCIL MEETINGS POLICY</b>	
Council Policy	
TRIM Reference	AR18/47470
First Issued	12 February 2019
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Next Review	November 2022

## 1. POLICY STATEMENT

This Policy has been developed to provide guidelines for the recording of Council meetings in regard to the appropriate creation, broadcast, storage, usage, access and disposal.

## 2. PURPOSE

### 2.1 Purpose

To ensure an effective process is in place to manage the appropriate recording of the meetings of Council.

### 2.2 Scope

This Policy will be applied to all Ordinary and Special Meetings of the Council. This Policy does not apply to Committee Meetings of the Council.

### 2.3 Strategic Reference

#### 3 We Connect

3.4 Provide information and support that enables people to easily make connections to the services they need.

#### 6 We Achieve

6.3 We aim to provide good governance practices and compliance with all legislative requirements in delivery of services.

6.4 The use of technology is maximised to ensure that records, data and information systems are maintained to a high standard.

## 3. PRINCIPLES

3.1 Ordinary and Special Meetings of Council, that are open to the public, will be recorded unless technical issues prevent recording. Where Council resolves to close the meeting to the public, recording will cease.

### 3.2 Public Notification

3.2.1 It is not the intent of Council that visitors in the public gallery be recorded, however all present should be aware that ancillary conversation may be recorded. Signage will be visibly displayed in the chamber, placed on each agenda and on Council's website as follows:

*"Port Augusta City Council is live streaming Council Meetings. Council will avoid coverage of the public gallery area and will use its best endeavours to ensure images in this area are not broadcast, however, Council expressly provides no assurances. In the event your image is broadcast, by remaining in the public gallery area you will be taken to have given Council a non-exclusive licence to copy and broadcast your image worldwide for no reward."*

3.2.3 To ensure that all in attendance are aware that the meeting is recorded the Mayor will read a statement to inform the public gallery at the start of each meeting.

3.3 Deputations and those making presentations to the meeting will be recorded, however as outlined above, they will be advised that this is the practice of Council.

### **3.4 Publication of the recordings**

- 3.4.1 The Recording of Council Meetings will be live-streamed on Council's youtube channel and may be recorded as an electronic record at the discretion of Council. Hard copy transcription of the recordings are not available.
- 3.4.2 The written minutes are the official record of the meeting and only resolutions of Council published within the minutes can and will be actioned. This will be regardless of the content and any available recording of discussion or debate during the meeting.

### **3.5 Recording of Council meetings by third parties**

- 3.5.1 No prior approval is required for a member of the public, elected member or the media (third parties) to film, photograph or audio record public meetings of Council.
- 3.5.2 Third Parties are required to make their intention to record the meeting known to Council officers or the Mayor. Any recording must be conducted from a dedicated area within the public gallery.
- 3.5.3 Third parties recording a meeting should not film, record or photograph those in the public gallery (however Council cannot control the actions of third parties).
- 3.5.4 Precautionary measures will be implemented if children or vulnerable adults are present at Council meetings, including directing people who do not wish to be filmed to sit in behind the people filming.
- 3.5.5 Recording should not be conducted in a manner that could intimidate a Council member from expressing their views or performing their functions.
- 3.5.6 Council has an expectation that those people recording Council meetings will not edit the recordings, film or photographs in a way that could lead to the misinterpretation of the proceedings.
- 3.5.7 The Mayor may direct that recording cease if the actions of the person recording the meeting are causing interruption or obstruction or that there is any interference with any person seeking to attend the meeting.
- 3.5.8 The Presiding Member will use all options available to them to ensure proper meeting conduct and those who interfere with the good order of the meeting can be excluded from the meeting if they do not desist.
- 3.5.9 When Confidential matters are discussed, third parties must cease recording, filming or photographing and leave the chamber with all their personal equipment. An elected member recording the proceeding must cease recording when confidential matters are discussed.

## **4. RESPONSIBILITY & REVIEW**

### **4.1 Responsible Officer**

Director Corporate and Community Services

### **4.2 Availability**

This policy will be available on Council's website.

### **4.3 Review**

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.