



Name	GOV07 Recording of Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/10/2021
Review Date	17/10/2025

1. Purpose

The purpose of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio and visual recordings of Ordinary and Special Council meetings.

2. Scope

This policy applies to audio and visual recordings made of all Ordinary and Special Council meetings and those in attendance including, Elected Members, Council Officers, Contractors and Members of the Public.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).
Visual Recording	Any recording made by any electronic device capable of recording graphics and images. This includes but is not limited to recordings made by video cameras and stored on compact discs, Digital audio tape or any other format (such as WAV, MP3, etc).
Confidential Business	In accordance with the Local Government Act and Local Government (Administration) Regulations 2008, business involving the discussion of confidential information is classified as confidential business.
Preferred Online Platform	A video sharing service that allows users to upload videos and watch videos posted by others including YouTube.
Exceptional Circumstances	Including but not limited to risk to public health and safety, threat of violence or aggression, unlawful conduct by an attendee, defamation, breach of privacy and offensive behaviour.
Technical Malfunction	Any situation whereby either hardware, software, internet, or power required to record meetings is not functioning in the expected manner.

4. Policy Statement**4.1. Recordings**

- 4.1.1 Audio and visual recordings (Recordings) will be made of Ordinary and Special Council meetings (in the absence of technical malfunctions) for the purpose of assisting with the preparation and verification of minutes prior to their confirmation and allowing those not in attendance to view the meeting at a later time/date.
- 4.1.2 Should Council resolve to move into discussion of confidential business the recording will cease. Recording will resume once council resolves to move out of confidential business.
- 4.1.3 The Chairperson may terminate the recording of the meeting in exceptional circumstances.
- 4.1.4 In line with the Copyright Act 1968, livestreams and recordings of Council Meetings remain the property of Litchfield Council. Copying, distribution and altering of any part of the recording is not permitted without the written approval from the CEO.

4.2. Public Notification

- 4.2.1 In compliance with the Information Privacy Principles IPP 1.3, advice will be provided to the members of the public in attendance at meetings that a recording of the meeting will be made. The wording of the advice will be as follows:

An audio & visual recording of this meeting is live streamed to Council's preferred online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.
- 4.2.2 This advice will be conveyed in the following manner:
- 4.2.3 Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings;
- 4.2.4 Displayed at the entry to Council Chambers or place where the meetings are held; and
- 4.2.5 Verbally by the Chairperson at the commencement of the meeting.
- 4.2.6 Council will endeavour to have the camera focused on the participants of the meeting and not the observers however, Council makes no guarantee that observers will not be inadvertently recorded.
- 4.2.7 Statements by individuals made during the meeting are not necessarily the opinions or statements of the Council.
- 4.2.8 Council does not make any guarantee that comments or opinions by individuals made during the meetings are complete, accurate, reliable, or free from error.
- 4.2.9 Council is not responsible or liable for loss or damage as a result of using or relying on statements and opinions provided in the live streaming or recording of Council meetings.
- 4.2.10 The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.3. Storage, Retention and Destruction of Recordings

4.3.1 Recordings will be stored on Council's preferred online platform and within Council's document storage software and disposed of in line with Council's Records Policy.

4.4. Access to Recordings

4.4.1 Recordings will be made public within one (1) week of the meeting and thereby available to Elected Members, Council Officers, and the general public via Council's preferred online platform.

4.4.2 The Chief Executive Officer or their delegate may decide not to upload should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.4.3 The Chief Executive Officer or their delegate may decide to upload an edited version of the recording, should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.5. Recording of meetings by Members of the Public

4.5.1 Members of the public may record the proceedings of Council meetings only with agreement obtained by resolution of Council.

5. Associated Documents

GOV02 Meeting Procedures

COR04 Records Policy

GOV03 Privacy

EM03 Access to Meetings

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Information Act

Copyright Act 1968

7. Review History

Date Reviewed	Description of changes
19/10/2021	Updated to reflect uploading/editing as an operational decision to sit with the CEO. Removed the Chairperson.
19/05/2021	Updated to include visual recording and live streaming
16/01/2019	Update to conform to Local Government retention and disposal schedule
18/06/2015	Council Reference 15/0009/02 – First approved by Council