

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 1.1.7

Reference: Corporate Management - Policy; Governance - Council Meetings

POLICY:	AUDIO RECORDING OF COUNCIL MEETINGS
FUNCTION:	Governance
OBJECTIVE:	To maintain an audio record of Council Meetings
DIRECTORATE:	CORPORATE SERVICES

POLICY

1. Council record the proceedings of its Ordinary and Closed Council meetings.
2. Audio records of meetings are only used for verifying the accuracy of minutes.
3. Audio records of meetings are not made available to the public or disclosed to any third party under section 12(6) of the Local Government Act, except as allowed under Section 18(1)(c) or Section 19(1) of the Privacy and Personal Information Protection Act (PPIPA) 1998, or where Council is compelled to do so by Court Order, Warrant or Subpoena (see Section 23(5) of the PPIPA Act) or by any other law (e.g., the Freedom of Information Act).
4. Authorisation to retain the audio records must be given by the respective General Manager/Director Corporate Services or Council itself, and shall include the reason for retention. The Director Corporate Services shall periodically review such audio records being held, but they will not be cleared until the Authorised Officer has granted approval.
5. All Council audio records shall be kept in a lockable secure area in Council's strong room with access keys to be held by the General Manager and Director Corporate Services. The Officer responsible for the Minutes must ensure the tapes are placed in this area as soon as possible.
6. Audio records of meetings shall be destroyed as soon as their original purpose is served or three months after their creation (whichever is the later), except where retention for a longer period is otherwise required or recommended under the State Records Act 1998.
7. Appropriate signage be displayed in the public gallery or at the public entrance to Council meetings to notify the public of the matters required under IPP 3 (Section 10(a)-(e) of the PPIPA Act).

VARIATION

Council reserves the right to review, vary and/or revoke this Policy from time to time.