



**POLICY NAME:** **AUDIO RECORDING OF COUNCIL & COMMITTEE MEETINGS**

**POLICY No:** **7.11**

## **1. PURPOSE OF POLICY:**

This policy provides for the transparent management of audio recording of Council and Committee Meetings, including the creation, storage, usage and access in accordance with legislative and policy requirements.

Audio recordings assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available

Audio recordings will be made for the purpose of:

- assisting in the preparation of minutes;
- ensuring decisions are accurately recorded;
- verifying the accuracy of minutes prior to confirmation; and
- to enable public access to council meetings.

## **2. SCOPE:**

This policy applies to the audio recording of the following meetings:

- Ordinary Meetings of Council;
- Special Council Meetings;
- Annual General Meetings of Council;
- Planning Authority Meetings; Finance Committee Meetings;
- Community Development Committee Meetings;
- Waste Management Committee Meetings;
- Parks and Recreation Committee Meetings;
- Environment and Climate Committee Meetings; and
- Any other meeting as required.

This policy does not apply to Council workshops.

## **3. DEFINITIONS:**

**“Audio Recording”** means any recording made by any electronic device capable of recording sound.

**“Council Meeting”** means an ordinary, special meeting, committee meeting or annual general meeting of Brighton Council.

**“Recording”** means the recorded record/audio file made of a Council meeting by the use of any recorded format or device.

*“the Act”* means the *Local Government Act 1993*.

*“the Regulations”* means the *Local Government (Meeting Procedures) Regulations 2025*.

## 4. POLICY

### 4.1 Council Meetings

All council meetings as specified within the Scope (Section 2) will be audio recorded in accordance with Regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*.

Other than an official Council audio recording, no unauthorised video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of Council.

The Chief Executive Officer may edit an audio recording of a meeting if the audio recording would, or is likely to, place the safety of a person at risk if the recording is published; is defamatory; contains offensive language or is likely to be unlawful.

If the Chief Executive Officer is required to edit an audio recording for any of the above reasons, the recording must include a statement at the commencement of the recording that the recording of the meeting has been edited and the reason for that edit.

In the event that technical issues prevent audio recording, the Chairperson will inform attendees of the situation. If an audio recording file is corrupted and cannot be accessed, notification of this occurrence will be noted on Council’s website.

### 4.2 Closed Meetings of Council

Under the Regulations, closed meetings of Council are to be recorded and retained by Council but will not be made publicly available, unless Council resolves to do so.

### 4.3 Disclosure of Audio Recording

Notification that the meeting will be recorded as an audio file, is to be disclosed in the meeting agenda to inform the public that the proceedings are recorded. Once a meeting is declared open, the Chairperson of a meeting will inform the meeting that it is being audio recorded.

A notice is to be displayed at the entrance to the room in which the meeting proceedings are to be held advising that the meeting is being audio recorded.

### 4.4 Storage of Audio Recording

In accordance with Regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*, the Chief Executive Officer is to retain the audio files for at least two (2) years, commencing on the day after the day of the meeting.

The original unmodified audio recording will be suitably stored in accordance with the Council’s Records Management requirements. Under Regulation 43(10), the Chief Executive Officer will retain the recordings permanently and in accordance with the *Archives Act 1983*. The Chief Executive Officer is authorised, pursuant to Section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

### 4.5 Access to Audio Recordings of Council Meetings

*In accordance with Local Government (Meeting Procedures) Regulations 2025*, Section 43(5)(a) states that the audio recording of a meeting (that is not a closed meeting) is to be made available on Council’s website within five (5) business days after the day of the meeting.

#### 4.6 Discrepancy between Minutes and Audio Recording

If, following confirmation of the minutes of a meeting, a discrepancy is identified between the minutes and the corresponding audio recording, Council will, at the next meeting, review the audio recording and either:

- a) reconfirm the minutes as a true record; or
- b) amend the minute to align with the audio recording and subsequently confirm the amended minutes as an accurate record.

### 5. IMPLEMENTATION

Implementation of this policy resides with the Director, Governance & Regulatory Services. This policy is to be implemented in conjunction with relevant Council policies and procedures.

### 6. MONITORING AND REVIEW

This policy will be reviewed every four (4) years or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by Council.

#### ADMINISTRATIVE DETAILS:

Policy compiled: May 2021

Adopted by Council: 18/05/2021; 17/01/2023; 19/12/2023; 20/01/2026

To be reviewed: December 2030

Reviewed: January 2023; November 2023; January 2026

Responsibility: Director, Governance & Regulatory Services



CHIEF EXECUTIVE OFFICER