	<p style="text-align: center;">Recording of Meetings Policy <i>Policy No. GOVPOL 21</i></p>	Version No:	2
		Responsible Officer/s:	Governance Officer
		Classification:	Council
		Issued:	18 November 2019
		Next Review:	February 2029

1. Purpose

The purpose of this Policy is to set out procedures for audio recording of Council and Committee meetings in regard to appropriate creation, storage, usage, access and disposal.

2. Scope

This Policy applies to all open (public) meetings of Council and Committees of Council and applies to Members of Council (**Elected Members**), Members of Committees, the general public, media representatives and Council staff. This Policy does not however, apply to Council staff who are required to prepare the minutes of or notes of any meetings, or Council staff who are required to undertake such tasks in the performance of their role with Council.

3. Definitions

Audio recording any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or Digital Audio Tape (**DAT**) recorder, and stored on compact disk (**CD**), DAT, or in any other format (such as WAV, MP3, etc).

4. Policy


District Council of Grant (**Council**) prohibits any person from photographing, filming, televising or recording by audio devices any Committee or Council Meeting without written approval from the Chief Executive Officer. The approval granted may be either a standing on-going approval (which may be withdrawn either generally or on any specific occasion) or for a specific occasion / meeting.

In order to assist Council administration in preparing the minutes of Council and Committee meetings, all Council meetings are to be recorded using an audio recording device. Committee meetings (including meetings of the Limestone Coast Southern Regional Assessment Panel) shall only be recorded at each Committee's discretion, or as determined by the Chief Executive Officer. The responsibility to ensure that the meeting is recorded rests with Council administration.

The contents of each recorded meeting shall be retained by Council and must not be deleted or taped over until the minutes of that meeting have been confirmed by the relevant Committee or Council, and made available to members of the public.

Any confidential Council Agenda items, or confidential Committee meetings, shall not be recorded and the audio recording device will be stopped for such portions of the relevant Council or Committee meeting.

An elected member may listen to the recording of any recorded meeting at the Council Office on request to the Chief Executive Officer, however will not have access to any recording where they have left the Chamber due to a declaration of interest or confidential discussion where they have been absent from the meeting chamber.

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Public access to audio recordings of Council and/or Committee meetings will be pursuant to the *Freedom of Information Act 1991*.

5. Responsibilities

All staff, elected members and members of the general public (including the media) must comply with this policy.

6. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	18 November 2019	19156.3
Minor formatting amendments	4 May 2020	Governance Officer
Amended	18 May 2020	20055.8
Amended	2 August 2021	21123.4
Reviewed	19 February 2024	24028