



WEIPA TOWN AUTHORITY (WTA) POLICY

Audio / Video Recording of WTA Meetings

Policy Number:	WTA – P – WTA07	Date Adopted:	May-10
Version:	1.0	Review Date:	May-11

1.0 Introduction

1.1 Applicable Legislation

WTA Local Law No 5 (Meetings), Part 5 Recording of Meetings; S19 Audio and Video Recording of Meetings:

(1) The local government may direct that an audio or video recording of a meeting of the local government or a local government committee be made for the purpose of verifying the accuracy of the minutes of the meeting.

(2) An audio or video recording made under this section-

- a. may only be used for the purpose of verifying the accuracy of the minutes of the meeting; and*
- b. after being used for that purpose, must be destroyed or dealt with as directed by the local government.*

1.2 Background and Purpose of Policy

This policy was developed to support the implementation of WTA Local Law No.5 S19 Audio and Video Recording of Meetings.

1.3 Objectives of the Policy

The objective of this policy is to set out procedures for audio recording of WTA meetings in regard to appropriate creation, storage, usage, access and disposal in accordance with legislative and policy requirements.

1.4 Coverage of the Policy

The policy covers all open meetings of the WTA and applies to WTA staff and WTA Members.

2.0 Policy Statement

2.1 Preamble

In accordance with WTA Local Law No.5 (Meetings) S19, WTA Members have chosen to direct that an audio or video recording of their meetings be made for the purpose of verifying the accuracy of the minutes of the meeting. Once the minutes are confirmed, the audio tapes will be destroyed. The official record of the meeting is not the audio recording

but the meeting minutes, which require confirmation by WTA resolution and must be signed by the Chair of the meeting.

2.2 Purpose of Recordings of Meetings

Audio or video recordings will be made of open WTA meetings (excluding closed sections of the meetings) for the purpose of:

- assisting in the preparation of minutes
- ensuring decisions are accurately recorded
- verifying the accuracy of minutes prior to their confirmation.

2.3 Public Notification of Recording of Meetings

Advice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made. The wording of the advice will be as follows:

'This meeting is being recorded on audio tape for minute-taking purposes as authorised by the WTA Local Law No.5 (Meetings).'

The advice will be displayed in the following manner:

- on the notice of agenda for WTA meetings
- verbally by the Chair at the commencement of the meeting

2.4 Storage of Recordings

Audio recordings will be stored securely by Director Corporate and Finance so that only persons authorised to do so by the Chief Executive Officer (CEO) can access them.

Audio recordings will be stored until the minutes from the meeting to which they relate are confirmed by WTA Members.

2.5 Access to Recordings

2.5.1 Access by WTA Members

Access by WTA Members and staff will be provided by means of listening to audio / viewing video recordings in the presence of a WTA employee selected by the CEO during business hours of the WTA. Access can only be provided up until such time as the minutes of the meeting to which the audio recording relates are confirmed. Transcripts of the recording are not permitted. Copies of audio recordings will not be provided.

2.5.2 Access by members of the public

Recordings of meetings will not be made available to the public or disclosed to a third party.