

PURPOSE

This policy provides direction as to the management of the audio/visual recording of meetings of Glenorchy City Council (Council).

SCOPE

This policy applies to the audio/visual recording of all ordinary and special Council meetings, the Annual General Meeting (AGM) and meetings of the Glenorchy Planning Authority (GPA).

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> (the Act)
Regulations	Local Government (Meeting Procedures) Regulations 2025 (the Regulations)
Australian/International Standards	N/A

DEFINITIONS

Council Meeting means:

- (a) an ordinary meeting of Council convened in accordance with regulations 5(1)(a), (2), (3) or (4), other than Council's AGM
- (b) a special meeting of Council convened in accordance with regulation 5(7)(a) or (7)(b).

Chief Executive Officer (CEO) means the General Manager of Council appointed under the Act, or delegate.

In addition to the above, in this policy a reference to:

- (a) a 'Regulation' is to a provision in the Regulation
- (b) a 'Meeting' is to a Council meeting and a Council Committee meeting.

POLICY STATEMENT

Regulation 343(2) provides that Council must make, as a minimum, an audio recording of a Council meeting.

Regulation 43 (4) and (5) that audio recording of the meeting that is not closed to the public must be made available on Council's website within five business days after the day of the meeting for a continuous period of not less than 12 months from the day of the meeting be retained by Council for at least two years.

Regulations 43 (5)(b), (6), (7), and (8) provide that an audio recording of the meeting may be edited in full or in part. If the recording is edited, the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that the recording of the meeting has been edited and the reason for that edit.

The CEO may, in relation to the audio recording of a meeting, edit the audio recording if the CEO is reasonably satisfied that the audio recording:

- would, or is likely to, place the safety of a person at risk if the recording is published
- is, or is likely to be, defamatory
- contains, or is likely to contain, offensive language
- is, or is likely to be, unlawful.

If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, Council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

POLICY STATEMENT

Subject to any limitations in this policy, Council will make audio/visual recordings of all ordinary and special meetings of Council, the GPA, and the AGM, including both the open and closed parts of Council and GPA meetings. The open sections of these meetings will also be live streamed via a media application.

Only the audio/visual recording relating to open parts of a meeting will be made available to the public.

Audio/visual recordings of closed meetings will not be made available to the public. Audio/visual recordings of closed meetings of Council will be retained to enable confirmation of the Council minutes.

Where audio/visual recording and live streaming of a meeting is not possible for technical reasons, the Chairperson will advise those present that the meeting is not being recorded. If an audio/visual recording is not made, or if an audio/visual file becomes damaged or unreadable for any reason, this information will be noted on Council's website/social media.

At the start of meetings being audio/visual recorded and/or live streamed, the Chairperson will announce to all present that:

- an audio/visual recording and live streaming of a meeting will last the length of the open to the public part of that meeting, unless otherwise directed by the Chairperson.
- members of the public are not permitted to make audio/visual recordings of Council meetings.

The Chairperson may use any form of words to convey the above messages that they consider appropriate.

The Chairperson has the authority at any time throughout a meeting to request the audio/visual recording or live stream to be terminated. However, the Chairperson should only terminate the audio/visual recording or live streaming in exceptional circumstances including (but not limited to):

- if a person's safety may be placed at risk by the continuation of the audio/visual recording or live streaming
- it is clearly evident that the discussion is, or is potentially likely to be:
 - defamatory
 - discriminatory (including vilification, inciting hatred and/or offensive behaviour)
 - an infringement of copyright
 - a breach of privacy and/or unlawful disclosure of personal information

- a release of privileged or confidential information of Council.

Council will ordinarily make any audio/visual recordings of open Council meetings available on Council's website (but the CEO may, at their discretion, decide not to for safety reasons). Any recordings made available on Council's website will be considered by Council as a routine disclosure under the *Right to Information Act 2009*.

The original unmodified audio/visual recording will be retained in accordance with Council's information management requirements.

Background

Under Regulation 33(1) (Audio Recording of Meetings) of the Regulations, Council may determine that an audio recording is to be made of any meeting or part of a meeting.

A consideration in implementing audio/visual recording or live streaming is the increased exposure to litigation resulting from public discourse at meetings. Unlike Parliament, meetings of Council are not subject to parliamentary privilege, and both Council and the individual may be liable for things that are said that may be regarded as offensive, derogatory and/or defamatory.

It is therefore essential that Council is vigilant when audio/visual recording or live streaming its meetings to minimise any risks of litigation.

DOCUMENT CONTROL

Version:	2.0	Adopted	28 July 2025	Commencement Date	29 July 2025
Minutes Reference	28 July 2025 (Council Meeting, Item 15)			Review Period	4 Years from adoption
Previous Versions:	V 1.0 adopted 27 March 2023 (Council Meeting, Item 15)				
Responsible Directorate	Executive Office		Controller:	Manager Stakeholder and Engagement	
ECM Document No.:	Policies by Directorate				