



# CP 1.4 | Recording and Live Streaming Meetings of Council

## Objective

The purpose of this policy is to:

- Enhance Council's commitment to transparency to the community in its decision-making process through the live-streaming of its meetings.
- Ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of:
  - Meetings of Council
  - Meetings of Committees with delegated authority
  - Electors' meetings
  - Agenda Briefing Sessions

## Scope

This policy applies to all ordinary and special meetings of Council, Agenda Briefing Sessions, meetings of Committees with delegated authority and meetings of electors held in the Council Chamber. This policy does not apply to any part of the meeting which is closed under Section 5.23 of the *Local Government Act 1995*.

## Policy statement

### Live-Streaming

1. The live streaming will commence at the times that the meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason.
2. Meetings or parts of meetings closed for consideration of matters under Section 5.23 of the *Local Government Act 1995* will not be streamed.
3. In accordance with s9.57A of the *Local Government Act 1995*, the City is not liable to an action for defamation in relation to audio and visual recordings, and live streaming of meetings". No protection is afforded to the public for comments and statements made during the live streaming of meetings.
4. Should any unforeseen technical difficulties arise, live streaming may not be available or may be delayed.



#### Recording

5. Meetings live streamed will be recorded and uploaded to the City's website
6. Should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

#### Storage

7. The retention of recordings will be in accordance with the State Records Act 2000 and the City's Recordkeeping Plan.

#### Public Notice

8. To ensure that the public, Council members and staff are aware of the recordings, clear signage must be placed prominently in the Council Chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

#### Privacy

9. Only the video broadcasting of Council members, external committee members and relevant officers of the City will appear on the livestreaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.



### Document control

#### Policy context

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| Legislation, standards & external guidelines | Local Government Act 1995<br>Freedom of Information Act 1992<br>State Records Act 2000<br>Standing Orders Local Law 2009 |
| Policies and procedures                      | CP10.16 Legal Representations for Members and Employees  |
| Strategies, plans and frameworks             |  |

#### Document custodian

|          |              |              |                               |
|----------|--------------|--------------|-------------------------------|
| Alliance | CEO Alliance | Service unit | Council Governance and Policy |
|----------|--------------|--------------|-------------------------------|

#### Review management

|                 |               |                          |                        |
|-----------------|---------------|--------------------------|------------------------|
| Next review due | November 2025 | Document management ref. | EDRMS – 1336483316-505 |
|-----------------|---------------|--------------------------|------------------------|

#### Document management

| Version | Adopted by               | Adoption date    | Synopsis of changes    |
|---------|--------------------------|------------------|------------------------|
| 1.0     | Ordinary Council Meeting | 30 March 2021    | Council Policy adopted |
| 2.0     | Ordinary Council Meeting | 22 November 2022 | Council Policy amended |