

# Electronic Recording and Livestreaming of Council Meetings Policy

## Policy Objectives

The objectives of this Policy are to:

- Outline the manner in which Council meetings shall be recorded and live streamed;
- Ensure that a true and accurate account of the debate and discussions at the meetings is available; and
- Provide a process in which a Council Member may question the accuracy of minutes improve transparency, Community engagement, customer service and access to Council decision making.

## Scope

This policy applies to Council Meetings and Briefing sessions held at the Town of Bassendean.

## Policy Statement

The Town is committed to engaging with its community and recognises that providing opportunities for the community to access Council meetings will result in more informed and engaged residents. The Town will therefore provide access for the public to meetings through the live streaming of meetings through the internet.

## Strategy

### 1. Electronic Recordings

Electronic recordings apply to all Ordinary Council Meetings, Special Council Meetings, Briefing Sessions and Electors' Meetings. This policy does not apply to any part of the meeting which is closed under Section 5.23 of the *Local Government Act 1995*.

### 2. Livestreaming of Meetings

Live streaming applies to all Ordinary Council Meetings, Briefing Sessions, Special Council Meetings and Electors' Meetings which are held in the Council Chamber.

- The recording and 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.
- Meetings closed for consideration of matters under Section 5.23 of the *Local*

*Government Act 1995* or by resolution of Council will not be live streamed or uploaded to the website but will be audio recorded for the records of the local government.

- Meetings shall be recorded and live streamed in accordance with this policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.
- The Presiding Member is to make an announcement at the start of every meeting, drawing attention to the fact that Council meetings will be live streamed.
- A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be live streamed.

No protection will be afforded to Council Members, staff or the public for comments and statements made during the live streaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.

### **3. Access to Recording**

Copies of electronic recordings of meetings, where taken, shall be made available to the public via the Town's website and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.

Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.

Audio recordings of Agenda Briefing Sessions, Ordinary Council Meetings and Special Council Meetings are to be made available to the public via the website within three days of the date of each meeting.

Members of the public may listen to a recording at the Council Library free of charge.

## **Records**

Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the *State Records Act 2000*.

Document responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception date:	<b>OCM:</b> 01/11/2021	Decision maker:	Council
Review date:	August 2025 (OCM 260825) Item 12.6  Tri-Annually	Repeal and replace:	
Compliance requirements:			
Legislation	<ul style="list-style-type: none"> <li>Local Government Act 1995</li> </ul>		