

## Council Policy

# Electronic Recording and Livestreaming of Council Meetings Policy

## Objective

The objective of this Policy is to:

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

## Strategy

### Electronic Recordings

Electronic recordings apply to all Ordinary Council Meetings, Special Council Meetings, Briefings 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.

### Livestreaming of Meetings

Live streaming applies to all Ordinary Council Meetings, Special Council Meetings and Electors' Meetings. Briefings Sessions will not be live streamed.

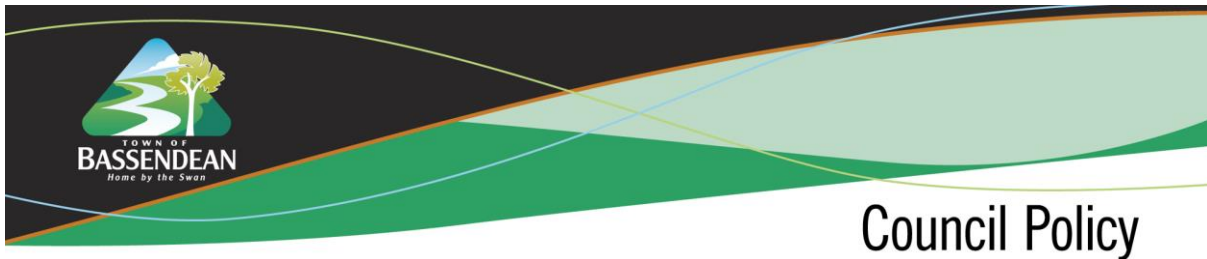
This policy does not apply to any part of the meeting which is closed under Section 5.23 of the Local Government Act.

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.

The recording & 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 or by resolution of Council will not be streamed or uploaded to the website but will be 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.

No protection will be afforded to Councillors, 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.

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.

A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.

The Presiding Member is to make an announcement at the start of every meeting, drawing attention to the fact that Council meetings will be web streamed.

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.

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

## **Application**

Responsibility for the implementation of this policy rest with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.



## Council Policy

**Policy Type:** Strategic Policy

**Responsible Officer:** Chief Executive Officer

**Link to Strategic Community Plan:**  
Good Governance

**Last Review Date:** August 2019  
**Version 3**

**Next Review due by:** August 2021