Council Policy P703

Live Streaming and Recording of Council Meetings

Strategic Direction	Leadership
Responsible Business Unit/s	Governance, Information Systems
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance, Information Systems

Policy Objectives

The purpose of this Policy is to guide the implementation of the recording and live streaming of Council meetings. It will establish how audio and video recordings will be used and made available.

Policy Scope

This Policy will apply to all Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of electors. The Policy does not extend to meetings, or any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

Policy Provisions

All Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of electors will be live streamed and digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This Policy does not apply to any part of the meeting which is closed to the public in accordance with Section 5.23 of the Local *Government Act 1995*.

Access

Live streaming will be made publicly available for viewing via the City's website on YouTube. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

The recording must be made publicly available on the City's website within 14 days after the meeting in accordance with Section 14I (1)(b) of the Local Government (Administration) Regulations 1996,

Members of the public are not entitled to receive a copy of that part of the meeting that was declared confidential and closed to the public.

Privacy

Elected members, relevant City officers and members of the public who ask questions or make statements during the meeting will be broadcast and recorded. By participating in a public Council meeting, those members of the public agree to being recorded.

While it is not the intention to livestream the image of members of the public who attend the meeting but do not participate through asking questions or making statements during public question time or deputations, it is acknowledged that this may occur.

Storage

Recordings must be stored in accordance with the *State Records Act 2000*.

Signage

Clear signage must be placed in a prominent location at the Council meeting advising members of the public that the meeting will be publicly broadcast and recorded.

Public notice

At the commencement of each council meeting, the Presiding Member will publicly announce that the meeting will be publicly broadcast and recorded.

Defamation

Under section 9.57A of the *Local Government Act 1995*, the City is not liable for an action for defamation in relation to a matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.

Committee Meetings

The City's Committee Meetings will not be live streamed but will be audio recorded to aid in preparing minutes and ensuring that there is an audio record of the meeting.

Licence and Use of Live Streams and Recordings

Access to live streams and recordings of Council meetings is provided on the City's website via YouTube, for personal and non-commercial use. Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of the City. Copyright remains with the City.

Document Control Box			
Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996* *State Records Act 2000*		
Organisational:	General Disposal Authority for Local Government Records City of South Perth Strategic Community Plan 2021-2031		
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