

## 1/015 Livestreaming and Recording of Council Meetings

### Objective

The objective of this policy is to permit livestreaming and audio/visual recording of Council Meetings, to enhance the accessibility of the proceedings of the Council and ensure the accuracy of minute taking.

### Content

#### 1. *Purpose of Livestreaming and Recording of Meetings*

Proceedings of Meetings will be livestreamed and audio/video recorded for the following purposes:

- to enhance accessibility to the proceedings and decision making of Council;
- to assist in the preparation of minutes;
- to ensure decisions are accurately recorded;
- to verify the accuracy of minutes prior to their confirmation; and
- to meet the objects of the *Freedom of Information Act 1992*.

#### 2. *Public Notification of Recording of Meetings*

The Presiding Officer is to make a statement at the commencement of each Meeting that is livestreamed and/or recorded advising members of the public in attendance that the Meeting is to be livestreamed and/or recorded,

A notice advising the Meeting is to be livestreamed and/or recorded is to be published on:

- Meeting agendas;
- notices at the entry to the Meeting venue;
- Public Question and Public Statement Time forms; and
- the Town's website.

#### 3. *Storage of Recordings*

Video and audio recordings of the entire Meeting will be stored in accordance with *State Records Act 2000* and General Disposal Authority (GDA) 2010. Webcasts of previous meetings are to be made available on the Town's website.

#### 4. *Access to Recordings*

The video and audio recordings of Meetings will be provided on the Town's website together, with the minutes of the meeting as soon as practicable and within 14



working days of the meeting. In the event of technical failures and recordings are inaudible, a notice will be published on the website to that effect.

Any application for access to recordings of meetings not made available on the Town's website will be considered in accordance with the *Freedom of Information Act 1992*.

This policy does not limit any person's access to public records under the *Freedom of Information Act 1992*.

#### Definitions

**"Meetings"** may include meetings of Council, Council Committees and Electors.

**"Livestreaming"** means any recording made by any electronic device capable of transmitting or receiving video and audio coverage of an event over the internet.

**"Recording"** means any recording made by any electronic device capable of recording video and/or sound.

Relevant legislation	<a href="#">State Records Act 2000</a> <a href="#">General Disposal Authority (GDA) 2010</a> <a href="#">Local Government Act 1995</a> <a href="#">Freedom of Information Act 1992</a> <a href="#">ToPH Local Law on Standing Orders</a>
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate & Performance

Governance to complete this section			
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	V01	201213/189	28 November 2012
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