



1/015 Livestreaming and Recording of Council Meetings

Objective

To enhance accessibility, transparency, and community engagement in Council proceedings through live streaming and audio/video recording of Council meetings. This ensures public access to Council decisions, assists in accurate minute-taking, and eliminates barriers to physical attendance. This policy complies with relevant legislation of the *Local Government Act 1995* s. 5.23A(2) and its associated regulations.

Content

1. *Purpose of Livestreaming and Recording of Meetings*

Live streaming and recording of every meeting of Council serves to:

- Increase public accessibility and engagement.
- Support accurate minute preparation and verification.
- Maintain a transparent record of Council decisions and discussions.
- Meet obligations under the *Freedom of Information Act 1992*.

2. *Implementation and Management*

1) *Notification and Accessibility*

- a. Signage will be prominently displayed at meeting venues and on the Town's website, agendas, and relevant forms, informing attendees of live streaming and recording.
- b. The Presiding Officer will announce the live streaming and/or recording at the commencement of meetings.
- c. Livestreams will be accessible on the Town's website during the meeting and recordings made available within 14 working days, barring technical difficulties.

2) *Scope of Live Streaming*

- a. All Council meetings held in the Council Chamber will be live-streamed unless closed to the public under section 5.23 of the *Local Government Act 1995*.
- b. Live streaming ceases when the meeting is adjourned, closed, or concluded.
- c. Broadcast must be both visual and audio. The recording may be audio only if the meeting is not held at the Council's usual meeting place and is not an electronic meeting.

3) *Record Storage and Access*

- a. Recordings will be stored in accordance with the *State Records Act 2000* and General Disposal Authority (GDA) 2010.



- b. Archived recordings and minutes will be available on the Town's website for a period of 5 years after the meeting day. Access to other recordings will follow the *Freedom of Information Act 1992*.
- 4) *Technical Issues and Contingency*
 - a. In case of technical failures, alternate audio recording devices will be used to ensure compliance with regulations.
 - b. In the event that recordings are inaudible, a notice will be published on the Town's website to that effect.
 - c. If video should fail during electronic attendance, regulations will be satisfied as long as Elected Member's audio feed remains intact, thereby allowing other participants to hear.
- 5) *Confidential Matters*
 - a. Meetings or items closed to the public will not be live-streamed. Recordings of confidential discussions may be retained for internal use but will not be publicly released, except to authorised agencies.
- 6) *Liability and Conduct*
 - a. Individuals attending Council meetings acknowledge they may be recorded.
 - b. The Town is not liable for defamation arising from live-streamed or recorded content, as per section 9.57A of the *Local Government Act 1995*.
 - c. Attendees are responsible for ensuring their conduct and language are appropriate.
- 7) *Equipment Use*
 - a. Audio-visual equipment is for live streaming and meeting purposes only and will not function as security monitoring.

3. *Guidance and Compliance*

This policy aligns with the Town's Strategic Community Plan (2022–2032), supporting objectives for governance, community engagement, and accessibility. It complies with relevant legislation, including the *Local Government Act 1995* and associated regulations. Amendments to legislation will supersede conflicting policy provisions.

Definitions

“Meetings” includes Council and Elector meetings.

“Livestreaming” means video and audio transmission of meetings over the internet.

“Recording” means digital or electronic capture of video and/or audio.



“Usual Meeting Place” in relation to a council, means the place at which its meetings (other than electronic meetings) are, or are to be, usually held.



Relevant legislation	State Records Act 2000 General Disposal Authority (GDA) 2010 Local Government Act 1995 Freedom of Information Act 1992 ToPH Local Law on Standing Orders
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate Services

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