

<b>Policy number</b>	Policy 052
<b>Policy title</b>	Recording and live streaming
<b>Strategic outcomes supported</b>	S2 – An informed and knowledgeable community CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

### **POLICY OBJECTIVE:**

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

### **POLICY SCOPE:**

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of committees with delegated authority, and meetings of electors.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

1. In line with objectives of section 1.3(2) of the *Local Government Act 1995* (the Act), this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate.
2. This policy does not apply where Council has resolved to close the meeting to members of the public, or where matters discussed are deemed confidential, in accordance with section 5.23 of the Act.

### **Audio and video recordings**

3. The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate.
4. All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Town's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

**Live-streaming**

5. The primary purpose of live-streaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting.
6. The intent is to promote accessibility of the Council’s decision-making process to the community. All meetings of Council and electors, committees and with delegated authority and Agenda Briefing Forums will be live-streamed, with the exemption of matters that are deemed confidential in accordance with the Act.
7. The live-streaming will be accessible on the Town’s website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

**Public notice of live-streaming and audio/video recording**

8. To ensure that the public, elected members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

**Privacy**

9. Only the video broadcasting of elected members and relevant officers of the Town will appear on the live-streaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.

**Storage of audio and video recordings**

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

**RELATED DOCUMENTS:**

<b>Policy manager</b>	Manager Governance and Strategy
<b>Responsible officers</b>	Coordinator Governance and Strategy
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	

## REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	09/06/2015	Council	-	Item 10.1
1	Reviewed	08/11/2016	Council	-	Item 15.1
2	Amended	16/04/2016	Council	68/2019	Item 10.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.7
5	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4

