

# Live Streaming and Recording of Meetings Policy



Town of Cottesloe

**This Policy replaces all previous policies related to this topic.**

## **1. Policy Purpose**

The purpose of this Policy is to:

- 1.1. Provide transparent access to the debate, discussions and decisions of Council meetings.
- 1.2. Enhance the accessibility of Council meetings for a broader audience through the provision of live-streaming and recordings.
- 1.3. Outline the manner in which meetings are broadcast/ live-streamed.
- 1.4. Provide guidance in relation to recording meetings.

## **2. Policy Scope**

- 2.1. This Policy applies to all Agenda Forums, Electors Meetings, Ordinary and Special Council meetings held in the Council Chamber.
- 2.2. This Policy does not apply to those parts of meetings that are closed to the public in accordance with Section 5.23 of the *Local Government Act 1995*.

## **3. Policy Principles**

- 3.1. The Town Of Cottesloe will provide public access to formal Council Meetings via a live stream on the internet and following meetings via a recording.
- 3.2. All formal Council Meetings will be live streamed and an audio visual recording will be publicly available via the Town of Cottesloe's website or social media platform.
- 3.3. The live stream and recording will start at the times the meetings are due to commence and will continue until the Presiding Member closes the meeting or adjourns the meeting, with the exception of confidential items of business.
- 3.4. Confidential items, those under consideration via Section 5.23 of the *Local Government Act 1995* and any part of a meeting which Council has resolved to consider behind closed doors, will not be live streamed or made available as a recording.

- 3.5. It is intended that the standard camera position of the Council Chamber will capture primarily the Mayor, CEO and Deputy Mayor, with the secondary camera positioned to capture Councillors, Executive Staff and members of the public addressing the meeting. The secondary camera will face the public gallery with the identities of attendees likely to be incidentally captured.
- 3.6. No protection against any award of damages or costs, can be given to Councillors, staff, or members of the public for any statements made, by any of those persons, during the course of a meeting, when the statement is subsequently held by a court to be defamatory.
- 3.7. The Presiding Member may decide to cease live streaming at any time during a Council meeting or the Council may pass a motion by simple majority to do so.
- 3.8. The Chief Executive Officer or Presiding Member may determine to exclude part or parts of any meeting recording deemed to be inappropriate to be published. Material considered inappropriate may include matters that may be defamatory, infringe copyright, breach privacy, disclose confidential or privileged information, be offensive or discriminatory, constitute hatred or vilification of another person or content considered not to add value to the deliberations or decision making of the Council.
- 3.9. The Town will take all reasonable steps to ensure that live streams and recordings are available, acknowledging that technical incidents or human error may impact availability or the quality of content.
- 3.10. The Town reserves all rights in relation to its copyright, and copying or distribution of any part of the live stream or recording is not permitted.
- 3.11. The recording of the meeting will be uploaded to the Town of Cottesloe website as soon as practical following the meeting.
- 3.12. Members of the public have access to Council Meeting recordings via the Town's website, with free internet access at The Grove Library.
- 3.13. Council Meeting recordings will be stored in accordance with the *State Records Act 2000*.
- 3.14. The Council agenda will clearly state the intention to electronically record and livestream the meeting on the Town's website.
- 3.15. A notice will be placed on the Meeting room or Council Chamber door advising the public that the meeting will be electronically recorded and livestreamed.
- 3.16. Question forms will clearly advise that Public question Time will be electronically recorded and livestreamed.

- 3.17. The disclaimer contained in the agenda document and read out by the Presiding Member will include the following (or similar) statement:

*"All Council meetings are electronically recorded for minute taking purposes, except when Council resolves to close a meeting to the public, in accordance with s 5.23 of the Local Government Act 1995, and 'Proceed behind Closed Doors'. All recordings are retained as part of the Town's records in accordance with the State Records Act 2000. This meeting will also be livestreamed on the Town's website.*

#### 4. Definitions

- 4.1. **Council Meetings** – Formal meetings of Council that are Agenda Forums, Ordinary Council Meetings, Special Council Meetings and Electors Meetings.
- 4.2. **Live stream** – a broadcast in real time of an event over the internet, usually capturing audio and vision.

#### 5. Legislation

- 5.1. *Freedom of Information Act 1992*
- 5.2. *Local Government Act 1995*
- 5.3. *Privacy Act 1988 (Commonwealth)*
- 5.4. *State Records Act 2000*
- 5.5. *Defamation Act 2005*

#### 6. Other Relevant Procedures / Key Documents

- 6.1. *Local Government (Meeting Procedures) Local Law 2021*
- 6.2. *Elected Members, Committee Members and Candidate Code of Conduct Behaviour Complaints Management Policy*
- 6.3. *Code of Conduct for Employees*

#### Document Control

<b>Council Policy Number:</b>	POL/117	<b>Council Adoption Date:</b>	22/08/2023
<b>Policy Area:</b>	Governance	<b>Version Number:</b>	V1
<b>Responsible Officer:</b>	Director of Corporate and Community Services	<b>Amendment Dates:</b>	
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**Reference:** *Strategic Community Plan 2013-2023* *Corp. Business Plan 2020-2024*  
 Priority Area: 6 – Governance – Providing Open and Accountable Local Governance  
 Major Strategy: 6.1  
 Priority Area: 6.1 - Implement technologies to enhance collaborative decision making, communication and service delivery.  
 Actions: D