

# City of Greater Geraldton Council Policy

## 4.18 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

### SUSTAINABILITY THEME

#### Leadership

### OBJECTIVES

The purpose of this policy is to enhance Council's commitment to engage with its community through the livestreaming of its meetings through the internet.

Livestreaming Council meetings allows 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.

### POLICY STATEMENT

The *Local Government Act 1995* requires Class 1 local governments to live broadcast a video and audio recording of every council meeting, otherwise termed livestreaming. As a Class 1 local government, the City of Greater Geraldton implements livestreaming in accordance with the Act and the *Local Government (Administration) Regulations 1996*.

The purpose of this policy is to provide guidance on the administrative aspects of livestreaming and recording of Council meetings in accordance with the legislation.

This policy applies to all Council Meetings.

### POLICY DETAILS

1. The City will provide and maintain audio-visual recording equipment installed in its usual meeting place for the purpose of facilitating livestreaming, the recording of Council meetings, and compliance with the City's statutory obligations in this respect.
2. For the purposes of the Regulations, the Council Chambers is the Council's usual meeting place.
3. Access to livestreams and recordings of Council meetings is provided on the City's website.
4. The City will ensure clear signage is prominently placed at the entrance to and inside the Council Chambers notifying all attendees that the Council meeting will be livestreamed and published to the internet.
5. It is intended that livestreams and recordings of Council Meetings will capture the Presiding Member, Elected Members and City officers when they speak during Council Meetings.
6. This policy recognises that there may be incidental capture of other City officers or members of the public due to seating arrangements and positioning of recording equipment.
7. By participating in a public Council meeting, those members of the public in attendance consent to being recorded.
8. Livestreaming will begin at the times that the meetings are due to commence and finish when –
  - the Presiding Member declares the meeting closed; or
  - the meeting is closed to the public in accordance with the Act; or
  - the meeting is adjourned.

9. Meetings, or part of meetings, closed for consideration of matters under Section 5.23 of the Act are not permitted to be livestreamed.
10. A recording of closed proceedings will be made and retained in accordance with the Regulations. Recordings of closed proceedings will not be made available to the public
11. In the event of a failure of the City's audio-visual recording equipment or other technological failure outside of the City's control, the City is not required to livestream the particular meeting. Instead, the City will ensure that there is a suitable recording device available at the particular meeting to allow the proceedings to be recorded in accordance with the Regulations.
12. Meeting recordings will be made publicly available within 14 days of the meeting.
13. Council meeting recordings are retained and disposed of in accordance with the *State Records Act 2000*.
14. No protection will be afforded to Elected members, City officers or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.
15. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its official website as part of a broadcast, or video recording, of Council proceedings.

### KEY TERM DEFINITION

Council Meeting(s) means any City of Greater Geraldton Ordinary Council meeting or Special Council meeting.

Act means *Local Government Act 1995*

Regulations means *Local Government (Administration) Regulations 1996*

### ROLES AND RESPONSIBILITIES

The Manager ICT Services is responsible for implementing this Policy.

### WORKPLACE INFORMATION

*Local Government Act 1995*

*Freedom of Information Act 1992*

*Meeting Procedures Local Law 2011*

*Local Government (Administration) Regulations 1996*

*State Records Act 2000*

### POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Manager ICT Services	Biennial	2026
Version	Decision Reference	Synopsis		
5.		Policy Review		