

**COUNCIL POLICY COMPARISON TABLE**

**COUNCIL POLICY 4.18 RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS**

CURRENT POLICY CONTENT	PROPOSED CONTENT	CHANGE NOTES	COUNCIL COMMENTS
<p><b>SUSTAINABILITY THEME</b></p> <p><i>Leadership</i></p>	<p><b>SUSTAINABILITY THEME</b></p> <p><i>Leadership</i></p>	<p>No change</p>	
<p><b>OBJECTIVES</b></p> <p>The purpose of this policy is to enhance Council's commitment to engage with its community through the live streaming of its meetings through the internet.</p>	<p><b>OBJECTIVE</b></p> <p>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.</p> <p>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.</p>	<p>Added further context on livestreaming.</p>	
<p><b>POLICY STATEMENT</b></p> <p>This policy applies to all Ordinary Council Meetings, special meetings, agenda briefing forums and electors meetings. This policy does not apply to any part of the meeting which is closed under Section 5.23 of the Local Government Act.</p>	<p><b>POLICY STATEMENT</b></p> <p>The <i>Local Government Act 1995</i> 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 <i>Local Government (Administration) Regulations 1996</i>.</p> <p>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.</p> <p>This policy applies to all Council Meetings.</p>	<p>Revised Policy statement to include mention of the Act and Regulations.</p> <p>Added a statement on the purpose of the policy.</p> <p>Removed mention of specific meeting types to align with the wording used in the regulations.</p>	
<p><b>POLICY DETAILS</b></p> <ol style="list-style-type: none"> <li>The City is committed to engaging with its community and recognises that providing opportunities for the community to attend council meetings will result in more informed and engaged residents.</li> <li>The City will therefore provide access for the public to attend Council meetings through the live streaming of meetings through the internet.</li> <li>The live streaming will commence at the times that the meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason.</li> <li>Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed.</li> <li>Meetings shall be live streamed in accordance with this policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.</li> <li>Meetings live streamed will be recorded and uploaded to the City's Vimeo subscription. Previous live streamed meetings are also available from City's Vimeo subscription. Link is provided on City website: <a href="https://www.cgg.wa.gov.au/your-council/council/council-meetings/live-streaming-of-council-meetings.aspx">https://www.cgg.wa.gov.au/your-council/council/council-meetings/live-streaming-of-council-meetings.aspx</a>.</li> <li>No protection will be afforded to Councillors, staff or the public for comments and statements made during the live streaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.</li> <li>Past Council Meeting recordings are held based on City Recordkeeping Plan.</li> </ol>	<p><b>POLICY DETAILS</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>For the purposes of the Regulations, the Council Chambers is the Council's usual meeting place.</li> <li>Access to livestreams and recordings of Council meetings is provided on the City's website.</li> <li>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.</li> <li>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.</li> <li>This policy recognizes that there may be incidental capture of other City officers or members of the public due to seating arrangements and positioning of recording equipment.</li> <li>By participating in a public Council meeting, those members of the public in attendance consent to being recorded.</li> </ol>	<p><b>Current Policy – Removed Policy Details:</b> Section 1 and 2 removed as these have been consolidated into the new Objective Statement.</p> <p>Section 5 removed as a motion by Council to not livestream a Meeting is no longer permitted under the Act.</p> <p><b>Current Policy – Amended Policy Details:</b> Section 3 (now Proposed content, section 8) now includes specifics on when livestreaming will end.</p> <p>Sections 4 (now Proposed content, Section 9) amended to remove mention of livestreaming ending by resolution of Council.</p> <p>Section 6 (now Proposed content, section 3) simplified to state that access to livestreams and recordings will be provided on the City's website. Mention of Vimeo as the City's livestreaming service removed to allow flexibility if the City decides to change services in the future.</p>	

	<p>8. Livestreaming will begin at the times that the meetings are due to commence and finish when –</p> <ul style="list-style-type: none"> <li>• the Presiding Member declares the meeting closed; or</li> <li>• the meeting is closed to the public in accordance with the Act; or</li> <li>• the meeting is adjourned.</li> </ul> <p>9. Meetings, or part of meetings, closed for consideration of matters under Section 5.23 of the Act are not permitted to be livestreamed.</p> <p>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</p> <p>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.</p> <p>12. Meeting recordings will be made publicly available within 14 days of the meeting.</p> <p>13. Council Meeting recordings are retained and disposed of in accordance with the <i>State Records Act 2000</i>.</p> <p>14. No protection will be afforded to Elected members, City officers or the public for comments and statements made during the live streaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.</p> <p>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.</p>	<p>Section 8 (now Proposed content, section 13) replaces “City’s Recordkeeping Plan” with “<i>State Records Act 2000</i>” as the Act takes priority in recordkeeping.</p> <p>Section 7 (now Proposed content, section 14) has minor updates to the positions and titles.</p> <p><b>Proposed content – New Policy Details:</b> Section 1 is a statement of the City’s responsibility’s regarding the Audio-Visual assets required for the policy.</p> <p>Section 2 specifies the Council Chambers as the usual meeting place. This is terminology used in the regulation. Meetings not held in the usual meeting place are not required to be livestreamed and are permitted to be an audio-only recording.</p> <p>Section 4 states the City will provide signage informing members of the public that meetings will be livestreamed. This signage is already in effect but is now a requirement of the regulations.</p> <p>Sections 5, 6 and 7 added to provide assurance and awareness to members of the public attending Council Meetings in person.</p> <p>Section 10 added as recording of closed proceedings is now a requirement under the Act. It should be noted that the minimum requirement is recording of audio only. In practice, the City’s recording equipment will record audio and video.</p> <p>Section 11 outlines the City’s recording requirements in the event of a technology failure. In practice, this improvised recording equipment will be a portable video camera with an external boom mic.</p> <p>Section 12 is a statement of when recordings will be made available on the City’s website. In practice, recordings are available immediately after livestreaming ends. If a technology failure occurs and an improvised recording of the meeting is made, the 14 days allows the City time to process and upload the recording.</p> <p>Section 15 details protections provided by the Act in regard to published council proceedings.</p>	
<p><b>KEY TERM DEFINITIONS</b></p> <p>Meetings mean Ordinary Council Meetings, special meetings, agenda briefing forums and electors meetings</p>	<p><b>KEY TERM DEFINITIONS</b></p> <p>Council Meeting(s) means any City of Greater Geraldton Ordinary Council meeting or Special Council meeting.</p> <p>Act means <i>Local Government Act 1995</i></p>	<p>Added extra definitions and removed mention of some meeting types.</p>	

	Regulations means <i>Local Government (Administration) Regulations 1996</i>																																										
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<p><b>WORKPLACE INFORMATION</b></p> <p><i>Local Government Act 1995</i>  <i>Freedom of Information Act 1992</i>  <i>Meeting Procedures Local Law 2011</i></p>	<p><b>WORKPLACE INFORMATION</b></p> <p><i>Local Government Act 1995</i>  <i>Freedom of Information Act 1992</i>  <i>Meeting Procedures Local Law 2011</i>  <i>Local Government (Administration) Regulations 1996</i>  <i>State Records Act 2000</i></p>	Added <i>Local Government (Administration) Regulations 1996</i> and <i>State Records Act 2000</i>																																									
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