



Live Streaming and Audio-Visual Recordings of Public Meetings of the Council

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No. CP-088 Last Review Date: 17 September 2024
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Policy Objectives

The purpose of this policy is to guide the implementation of audio and video recordings, and the live streaming of, meetings of the Council, and to establish how audio and visual recordings are created, stored, used, accessed and disposed of in accordance with legislative and policy requirements.

The policy will ensure a true and accurate account of debate, discussions, questions, and answers associated with the Council's decision-making process at meetings, by assisting with the preparation of the minutes in accordance with requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

Policy Scope

This policy applies to the recording and live streaming of:

- Meetings generally open to members of the public; and
- Committees with delegated authority under s5.16 of the Local Government Act 1995

The policy does not apply to meetings of committees that are not generally open to the public and that do not have delegated authority.

Definitions / Abbreviations Used In Policy

Audio Recording means any recording made by an electronic device capable of recording sound.

Audio-visual Recording means any recording made by an electronic device capable of recording sound and video information.

Live streaming includes the term electronic broadcasting as defined in the Local Government Act 1995

Meetings means meetings of the Council that are generally open to members of the public, including:

- Agenda Briefing Forums
- Ordinary and Special Meetings of Council,
- General and Special Meetings of Electors

Additionally includes Committees with delegated authority under s5.16 of the *Local Government Act 1995*.



Policy Statement

The City of Melville (the City) is committed to engaging with its community and recognises that providing an opportunity for the community to hear the Council's discussion and debate associated with its decision making process contributes to this objective.

Audio-visual recordings shall be made of all Meetings, wherever practicable.

Any recordings of Meetings held by the City of Melville is relevant to an Elected Member of the City of Melville.

Live Streaming

The live streaming of Meetings is conducted in accordance with Regulation 14H of the *Local Government (Administration) Regulations 1996* and is to include audio and video of the proceedings.

Meetings or parts of Meetings closed for consideration of matters under Section 5.23 of the *Local Government Act 1995* will not be streamed, however an audio recording will be kept. This recording will not be accessible to members of the public.

In the event of technical difficulties, livestreaming may not be available or may be delayed, however the meeting may proceed. In this case, the City is required to publish the reason the meeting was unable to be broadcast on the City of Melville website within 14 days of the meeting taking place. Where meetings are live streamed, it will be accessible from the City of Melville website.

Recording

The live stream is to commence from the time that the Meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason.

The live stream recording is not and shall not be taken to be a confirmed record of Council, or any meeting or discussions to which it relates or may appear to relate. The official record of the meeting is the meeting minutes, which require confirmation by Council resolution, and must be signed by the person presiding at the meeting.

Public Notice

To ensure that the public, Council members and staff are aware of the recordings and live stream, clear signage must be placed prominently within the Council Chamber advising that the meeting is being recorded and live streamed. Additionally, at the commencement of the meeting, the Presiding Member will publicly announce that the meeting will be audio and video recorded, and live streamed.

Access and Retention

The live stream of Meetings open to the public will be accessible from the City's website and retained for a period of five years as required by clause 14I of the *Local Government (Administration) Regulations 1996*.

Recordings pertaining to the proceedings of meetings of Council shall be retained in accordance with the requirements of the *State Records Act 2000* and the associated General Retention and Disposal Authority for Local Government as published by the State Records Office of Western Australia.

Privacy

Only the audio-visual broadcast of Council members and relevant officers of the City will appear on the livestreaming and recording of relevant meetings. While members of the public who attend the meeting will not generally appear in either the live streaming or video recording of Meetings, members of the public participating in the meeting (such as through public question time or deputations) may be audio-visually recorded and live streamed.

References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995
Local Government (Administration) Regulations 1996
City of Melville Local Government (Meeting Procedures) 2022
General Retention and Disposal Authority for Local Government
State Records Act 2000
Freedom of Information Act 1992

Procedures, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of the Council

15/04/2014

Item No.

M14/5360

Reviews

Ordinary Meeting of Council

8/12/2015

M15/5458

Ordinary Meeting of Council

19/03/2019

M19/5670

Ordinary Meeting of Council

20 & 21/10/2020

17.2

Ordinary Meeting of Council

21/06/2022

M22/5914

Ordinary Meeting of Council

17/09/2024

C24/190