



POLICY NO:-

CP1-014 – RECORDING & LIVESTREAMING OF COUNCIL MEETINGS POLICY

GOVERNANCE INFORMATION

Procedure Link:	N/A	Administrative Policy Link:	
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ADMINISTRATION INFORMATION

History	1	CP1-014	OCM 10/12/24 Res: 9519	Synopsis:	Policy created.
Version:	2				

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

Section 5.23A of the *Local Government Act 1995* allows for Regulations to be made that make provision for the following:

- Electronic broadcasting of Council meetings
- Making or retaining recordings of Council meetings
- Making recordings of Council meetings publicly available

Part 2A of the *Local Government (Administration) Regulations 1996*, titled electronic broadcasting and video or audio recording of Council meetings, will apply to meetings of Council held on or after 1 January 2025.

The objective of this Policy is to ensure that there is a true and accurate account of debate, discussions, questions, answers and proceedings for meetings of Council through the recording of Council meetings. This will ensure a process is in place to record, store, retrieve and manage Council meeting recordings and outline the access to recorded Council meetings.

3. DEFINITIONS

Council meeting: means all Ordinary and Special meetings of Council.

Recording: means a video recording or an audio recording.

Meetings Closed: meetings closed for consideration of matters under section 5.23 of the *Local Government Act 1995*.

4. POLICY

Proceedings of Council meetings will be audio/video recorded for the following purposes:

- To comply with Part 2A of the *Local Government (Administration) Regulations 1996*.
- To provide accurate recording of Council meetings.
- To ensure decisions and discussions are accurately recorded and assist with the accuracy of the minutes prior to confirmation.
- To provide an accurate record of all meeting discussions and proceedings.

4.1 Recording of Proceedings

4.1.1 All Council meeting proceedings will be audio/video recorded by the Shire of Collie, including all Behind Closed Door and Confidential discussions in accordance with section 5.23 of the *Local Government Act 1995*.

4.1.2 Recordings made for Behind Closed Door and Confidential discussions will not be made available to the public.

4.1.3 The recording of Council Meetings will be conducted by Shire officers, and members of the public or elected members are not to record Council meetings unless authorised by the Chief Executive Officer.

4.1.4 Following any meeting, the Chief Executive Officer has discretion to direct the exclusion of all or part of any meeting recording considered inappropriate to be published. Material considered to be inappropriate may include, but is not limited to material that may:

- Be defamatory;
- Infringe copyright;
- Breach the privacy of an individual;
- Be offensive, abusive or discriminatory;
- Constitute hatred or vilification of another person; or
- Disclose confidential or privileged information.

4.1.4 Recordings of the meeting will be retained by the Shire for a period of 5 years.

4.2 Public Notice

Members of the public attending Council Meetings will be advised that an audio/video recording of the meeting will be made. Notice will be provided:

- By display in the public gallery area of Council Chambers;
- Presiding Member will provide advice at the commencement of the meeting; and
- Notice will be given in the Council meeting agenda.

4.3 Recording Keeping

The official record of the meeting will be the adopted minutes of the meeting kept in accordance with the *Local Government Act 1995* and any relevant Regulations.

Recordings of Council meetings will be provided on the Shire's website for personal and non-commercial use, and will not be copied for individuals. The Shire of Collie retains copyright over its recordings of Council Meetings. Video images and audio contained in a recording must not be altered, reproduced or republished without the express written permission of the Shire of Collie.

In the event of technical issues whilst recording, a notice will be published on the Shire of Collie website. Recordings will be published on the website within 14 days of the meeting.

All recordings will be retained in accordance with *State Records Act 2000, Local Government (Administration) Regulations 1996* and the Shire's Record Keeping Plan.

4.4 Live Streaming

As the Shire of Collie is determined to be a Band 3 Council, livestreaming of Council meetings is not required under the *Local Government Act 1995* and Regulations.

5. REFERENCE DOCUMENTS

Local Government Act 1995

Code of Conduct Councillors

Code of Conduct Employees

State Records Act 2000

Local Government (Administration) Regulation 1996