

Live Streaming and Recording of Council Meetings Policy

Introduction

The Toodyay Shire Council is committed to engaging with its community by enhancing the community's access to council's decision making processes.

Application

This policy applies to all Ordinary and Special Meetings of Council and Agenda Briefings held in Council Chambers

Policy Intent

- To allow a broader audience to view proceedings of Council.
- To reduce geographic and time barriers which may prevent the public from attending meetings in person.
- To allow viewers to choose to watch and listen to a meeting in real time or at a later time, giving greater access to Council decision making and debate.
- To encourage openness and transparency which may increase community awareness and promote confidence in the integrity and accountability of the decision making process.

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1. Live Streaming and Recording

- (a) All public Ordinary and Special Meetings of Council and Agenda Briefings held in Council Chambers will be live and publicly available via the Shire's website.
- (b) Confidential Council Meetings and confidential items of business in a Council meeting will not be streamed live and will not be recorded or made available after the meeting as a recording.
- (c) Copying or distribution of any part of the live stream or recording is not permitted and the Shire reserves all rights in relation to its copyright.
- (d) Recordings of a meeting will be made available on the Shire's website as soon as practicable after the meeting.
- (e) Signage will be prominently displayed in the Council Chambers notifying attendees that the meeting will be live streamed and recorded.
- (f) The Presiding Member will make an announcement at the start of every meeting, in respect to whether permission will be given record proceedings in accordance with Standing Orders (2008) Clause 5.16(2).
- (g) Councillors and staff are required to act in accordance with the *Local government Act 1995* (and regulations), Codes' of Conduct and any other relevant policies.
- (h) Members of the public are required to extend due courtesy and respect to Councillors, staff and other members of the public who may be in attendance.

2. Disclaimers

- (a) There may be technical difficulties beyond Council's control whereby a live stream or recording may not be available. Every reasonable effort will be made to ensure the availability of live streaming and recordings of meetings.
- (b) Council takes no responsibility for or accepts any liability in the event that live streaming of a meeting, a recording of a meeting, or the Shire's website is unavailable.
- (c) Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction of social media platforms or power outages, for any reason.
- (d) Council does not accept any liability for any inaccurate or defamatory statements or comments made at a meeting. Accordingly, at any time during a meeting the Presiding Member has the discretion and authority to direct the termination or interruption of a live streaming if it is believed advisable to do so.

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- (e) The Presiding Member has the discretion and authority to direct the exclusion of all or part of any meeting recording that may be considered inappropriate.
- (f) Opinions expressed and statements made during a Council meeting are those of the individuals making them, and not those of Council, unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting and which may be contained in a live stream or recording of a Council meeting.
- (g) Council does not accept any responsibility for any verbal comments made during Council meeting which may be inaccurate, incorrect or defamatory and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.
- (h) Council does not accept any responsibility or liability for any loss, damage, cost or expense that might be incurred as a result of the viewing, use or reliance of information or statements provided in a live stream, or recording of a Council meeting. Endorsed Council minutes provide the definitive record of Council's resolutions.

3. Live Streaming and Recording – Record Keeping

- (a) The official record of the meeting will be in the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.
- (b) All recordings will be retained as part of the Shire's records in accordance with the *State Records Act 2000*.

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Reference Information

Related Documents Code of Conduct
Shire of Toodyay Standing Orders

Related Legislation *Local Government Act 1995 (WA)*
State Records Act 2000

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