

## Livestreaming and Recording of Council Meetings

### Policy Objective

To provide guidance in relation to the livestreaming and recording of Shire of Broome (Shire) Ordinary Meetings of Council (OMC), Special Meetings of Council (SCM) and Annual General Meeting of Electors (AGM).

To ensure open and transparent engagement with the community and accessibility to Council decision-making through the livestreaming and recording of the Shire OMC, SCM and AGM meetings.

### Policy Scope

This policy applies to all Livestreaming and Recording of OMC, SCM and AGM meetings, and all requests for such recordings.

### Policy Statement

#### Definitions

- **Act:** Local Government Act 1995.
- **Livestream:** To Transmit or receive live audio and video coverage of an event with the intent with simultaneously recorded and broadcast in real time to the viewer.
- **Meeting:** Any Shire of Broome Ordinary Meeting of Council, Special Meeting of Council, Annual General Meeting of Electors or Electors meetings.
- **Policy:** This Shire of Broome Council policy titled "Livestreaming and Recording of Council Meetings".
- **Recording:** Any recording made by an electronic device capable of recording visions and / or audio.
- **Regulations:** Local Government (Administration) Regulations) 1996.

#### Livestreaming and Recording of Meetings

1. Wherever technically possible, meetings will be video and audio recorded and will be made available via the Shire's YouTube channel.
2. Meetings will be livestreamed and recorded until the meeting ceases or when the meeting is closed to the public.
3. Recordings will be made available through the Shire's YouTube channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficult arise, the audio or video recording may not be available or delayed.
4. The recording will provide an unedited broadcast of the meeting proceedings, including discussions and the decision-making process.
5. The recording will include audio and visual components, capturing Elected Members and Shire staff.

6. The recording of a meeting will remain accessible to the public through the Shire's website for a period of five years after the meeting date.
7. Closed proceedings will be audio recorded only, and the recording will be retained for a period of five years after meeting date. Audio recordings of closed proceedings will not be made publicly available.
8. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the Regulations.
9. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act.
10. Clear signage will be placed in the Council Chamber advising members of the public that the meeting will be livestreamed and recorded, and the Presiding Member will announce that the meeting is livestreamed and recorded at the commencement of the meeting.
11. By participating in a public meeting, those members of the public in attendance consent to being recorded.
12. Recordings will not be transcribed.
13. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
14. Under section 9.57A of the Act, the Shire is not liable for defamation in relation to a matter published on its website a part of a livestream or recording of a meeting. Elected Members and Shire staff are not liable for defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

### Record Keeping

1. The Shire retains copyrights over its livestreaming and recordings of its meetings.
2. Closed proceedings will be audio recorded, and the recording will be retained for at least a period of five years after the meeting date. Audio recordings of closed proceedings will not be made publicly available.
3. Current Elected Members may request from the Chief Executive Officer (CEO) an audio recording hearing of a meeting at no charge. All Elected Members are to be notified when requests for recordings have been received and the recording is required to be heard in attendance with the CEO at the Shire Administration building.
4. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.

## Document Control Box

### Document Responsibilities:

<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the CEO
<b>Reviewer:</b>	Manager Governance, Strategy and Risk	<b>Decision Maker:</b>	Council

### Compliance Requirements:

<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Defamation Act 2005</i>
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<b>Industry:</b>	
<b>Organisational:</b>	Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates Shire of Broome Code of Conduct for Employees Shire of Broome Meetings Procedure Local Law 2020 Shire of Broome Council Policy Forums of Council – Workshops and Agenda Briefings

### Document Management:

<b>Risk Rating:</b>	<b>Low</b>	<b>Review Frequency:</b>	<b>2 Yearly</b>	<b>Next Due:</b>	<b>3/2027</b>
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<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>
1.		OMC Initial Adoption
2.		
3.		