



SHIRE OF  
**HARVEY**

*A Breath of Fresh Air*



## **Policy 1.1.8 – Recording and Livestreaming of Council Meetings**

### **1. Policy Purpose**

To provide direction to the Administration and community on the guidelines for recording and live streaming of Council Meetings.

### **2. Policy Scope**

This policy applies to all Council Members and the Administration

### **3. Policy**

#### **3.1. Live Streaming and Recording**

All Ordinary and Special Council meetings will, wherever technically possible be recorded by the Shire on sound and visual recording equipment and livestreamed on the appropriate channel. Where Council has resolved to close the meeting to members of the public in accordance with Section 5.23 of the *Local Government Act 1995* (the Act) and the Shire of Harvey Standing Orders Local Law 2017 the recording and streaming of the Council Meeting will cease.

The official record of the meeting is not the audio and visual recording, but the meeting minutes which require confirmation by Council resolution and must be signed by the person presiding at the meeting. Minutes are prepared in accordance with the requirements of the Act and the Local Government (Administration) Regulations 1996. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

Opinions expressed or statements made by persons during the course of Council Meetings, and contained within the audio and visual recording, are the opinions or statements of those individual persons, and are not opinions or statements of the Shire. The recording is not, and shall not be taken to be, a confirmed official record of Council, or of any meeting or discussion to which it relates, or may appear to relate.

Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and live streamed. Signage will also alert members of the public to the use of any other recording, audio or visual devices in use from time to time.

Other than in accordance with this Policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a Council (or committee) meeting without the written permission of the Presiding Member.

The Shire retains copyright over the livestreaming and recordings of its Council meetings.

Recordings will not be transcribed.

The channel of the video streaming service that the Shire utilises will only be viewable to audiences within Australia.

### 3.2. Procedure


- The Presiding Member will be required to make an announcement at the start of each meeting highlighting the fact that the meeting will be live streamed and recorded via a video streaming service.
- A link to the Shire's video streaming service channel will be made available on the Shire's website.
- Should there be any technical difficulties, the live stream and/or recording may not be available or may be delayed in uploading. Shire Officers will provide advice to Council and members of the public if this occurs.
- Cameras are positioned to ensure that the public gallery will not be captured. There is no guarantee that an inadvertent capture of gallery member won't occur.
- The Presiding Member, at their discretion, may decide to cease the live stream at any time during Council meetings.
- Meetings that are closed for consideration of matters that are under section 5.23 of the Act will not be live streamed or recorded.

### 3.3. Record Keeping

- The official record of meeting will be the written Minutes that are prepared and retained in accordance with the Act and any other relevant regulations.
- All recordings will be kept in accordance with the *State Records Act 2000*. Recordings will be removed from the video streaming service to which they have been uploaded after a period of five years following the meeting date.

## 4. Strategic Objective

The policy aligns with the following strategic objective:

	<p><b>Connected communities</b> A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well-being and belonging.</p>
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### **Effective civic leadership**

Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.

## 5. Definitions

**Council Meetings** means Agenda Briefing, Ordinary Council Meetings, Special Council Meetings, Audit Committee Meetings and Annual General Meeting of Electors.

## 6. Legislation

- *Local Government Act 1995*  
Section 5.23, 5.94.
- *Local Government (Administration) Regulations 1996*  
Regulation 29.
- *State Records Act 2000*

## 7. Related Documents

- Shire of Harvey Code of Conduct for Council Members, Committee Members and Staff.

Responsible officer	Chief Executive Officer		
Responsible team	Executive Services		
Responsible area	Governance and Strategy		
Version control	Date	Resolution	Number
Version 1	24.11.2020	Resolution	20/253
Version 2	23/04/2024	Resolution	24/88 and 24/89
Version 3		Resolution	