



Ararat Rural City

# Livestreaming and Recording of Council Meetings Policy

## **DOCUMENT CONTROL**

Category Type: Policy

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Responsible Officer: Governance and Administration Coordinator

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Stakeholder Engagement:

Councillors

Chief Executive Officer

Governance and Administration Coordinator

Media and Communications Officer

# Livestreaming and Recording of Council Meetings Policy



Ararat Rural City

## **INTENT**

Council's Governance Rules describe the way in which Council will conduct council meetings and make decisions.

The Livestreaming and Recording of Council Meetings Policy provides information in relation to the recording and livestreaming of Council Meetings convened by Ararat Rural City Council. It reflects Council's commitment to transparent decision-making processes.

Livestreaming of Council Meetings commenced in April 2018. The stream is available to view on Council's Facebook page from 6pm on the day of the Council Meeting.

The confirmed minutes of Council Meetings remain the official record of proceedings and decisions. Minutes of Council Meetings are made available on Council's website.

Access to livestream recordings of Council Meetings provides increased public access and transparency to Council discussions and decision making.

Live streaming or viewing a recording of a meeting allows 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 and encouraging openness and transparency.

This can help reduce geographic and time barriers which may prevent the public from attending meetings in person.

## **POLICY**

### **Meetings to be recorded and livestreamed**

- Council Meetings established by the Council open to the public will be livestreamed and recorded.
- Council Meeting recordings posted on the Council website are for information purposes only. The confirmed minutes are the official record of the meeting.
- Confidential Council Meetings and confidential items of business in a Council Meeting will not be streamed live or made available to the public as a recording.

### **Notice to Public of Recording**

At the commencement of each meeting, the Chair will read a statement notifying those present that the meeting will be livestreamed via Facebook and the recording will be made available on Council's website.

A notice will also be printed in the Council Meeting agenda.

### **Officers and Members of the Public**

Council officers and members of the public who address Council during an open session will be included in the livestream and recording.

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## Liability and Responsibility

- Council does not accept liability for any inaccurate or defamatory statements or comments made at a meeting and will take appropriate steps to ensure that it does not publish that material via live streaming or recording.
- Accordingly, at any time during a meeting the Chair (and the Chief Executive Officer) have the discretion and authority to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, where statements are or are likely to be made that are considered inappropriate to be published (by livestreaming or recording).

## Access to Recordings of Meetings

- The Media and Communications Officer shall be responsible for recordings and arrangements for access, security and destruction of archived audio recordings, as per Administration Policy - Livestreaming and Recordings of Council Meetings.
- The Livestream of the Council Meeting will be available to view on Council's Facebook page from 6pm on the day of the meeting.
- Livestream recordings of Council Meetings will be made available for download on the Council website by noon the day following the meeting and will be retained.

## Request to Record Meetings

As per Administration Policy, members of the public and media representatives must receive the permission of the Council before taping or filming open Council proceedings.

## Technical Disclaimer

- Due to the nature of the technical equipment, Council does not guarantee that livestream recordings will be continuous or fault-free.
- Future recording technology that may become available and/or implemented by the Council will not affect the intent or operation of this policy.

## Licence and Use

Video, images and audio contained in a livestream or recording must not be altered, reproduced or republished without the permission of Council.

## ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department or officer and minor updates to legislation which do not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

# Livestreaming and Recording of Council Meetings Policy

## REFERENCES

Governance Rules  
Public Records Act 1973  
Privacy and Data Protection Act 2014  
Freedom of Information 1982

## RECORDS MANAGEMENT

Public Records Office, Victorian General Retention and Disposal Authority for Records of Local Government.

Storage and Retention of Livestream Recordings will be carried out as stated in Administration Policy - Livestreaming and Recordings of Council Meetings.