

Livestreaming

Policy Objective

To provide guidance in relation to the livestreaming of Ordinary Council Meetings and Special Council Meetings.

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

Policy Detail

This policy applies to the livestreaming and recording of Council meetings held in the Council Chamber, including but not limited to:

- Ordinary Council Meetings
- Special Council Meetings
- Any other Council meeting as determined by Council

The video recording of the livestream shall:

- Be made available through the City's YouTube Channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or delayed.
- Provide an unedited broadcast of the council meeting proceedings, including the discussion and decision-making process.
- Include audio and visual components, capturing council members, staff, members of the public and any relevant presentation materials or exhibits.
- Remain accessible to the public through the City's website in accordance with relevant requirements under the Regulations.

The Presiding Member will make an announcement at the start of meetings to remind attendees that the meeting will be livestreamed, and signs will be prominently displayed in the Council Chamber.

It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting, and live and recorded audio when they speak. It should be noted that those in the public gallery who do not address the meeting may be captured.

Members of the public when addressing the meeting will be required to provide their name and suburb only but will still be required to provide full contact details on the Public Question Time Submission Form in order that responses can be provided to them for any questions taken on notice.

Confidential matters in accordance with *Section 5.23 of the Local Government Act 1995* will not be livestreamed or made available to the public.

No protection will be afforded to Elected Members, Staff or the public for comments and statements made during the livestreaming of meetings which are subsequently challenged in a court of law and determined to be slanderous or defamatory.

As a general principle, the City will not edit recordings of Council meetings. This is to ensure open and transparent government. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.

Following any meeting, the Chief Executive Officer, in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Council Meeting whereby the Council may revoke or change the decision.

Reference/Associated Documents

[Local Government Act 1995](#)

[City of Belmont Standing Orders Local Law 2017](#)

[Code of Conduct for Council Members, Committee members and Candidates](#)

[Code of Conduct for Employees](#)

Reference to Internal Procedure

Work Instruction – Livestreaming (to be created)

Definitions

‘City’ means the City of Belmont.

‘Livestreaming’ means the real-time transmission of council meetings over the internet, allowing remote viewers to observe the proceedings.

This Policy is supported by:		
Policy No:	CP62	
Strategic Community Plan:	Goal 5: Responsible Belmont Strategy: 5.5 Engage and consult the community in decision-making Strategy: 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	n/a	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Senior Governance Officer	
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