



Glamorgan Spring Bay Council

Council Meetings – Audio/Visual Recording and Live Streaming

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1 Introduction

1.1 Purpose

This policy provides direction as to the management of the audio and visual recording of all Ordinary and Special Meetings of Council including the Annual General Meeting.

1.2 Scope

This policy applies to the audio and visual recording of all Ordinary and Special Meetings of Council including the Annual General Meeting.

1.3 Statutory Requirements

Local Government (Meeting Procedures) Regulations 2025

R43. Audio recording of meetings

1.4 Reporting

Data related to the number of people clicking through to watch live and view Council meetings will be reported to Council on a quarterly basis as part of the quarterly Information Briefing Document.

1.5 Policy Review and Update Cycle

This policy is to be reviewed every four years or as required.

2 Policy

In accordance with Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025, audio recordings will be made of Council meetings.

2.1 Recordings of Open Council Meetings

2.1.1 All Open session Council meetings shall be recorded in accordance with regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*.

2.1.2 A Council Officer will be responsible for the operation of the digital recording equipment including the commencement and termination of the recording in accordance with meeting procedures or as directed by the Mayor or Chairperson.

2.2 Recordings of Closed Council Meetings

2.2.1 All Closed session Council meetings will be recorded in audio-visual format in accordance with regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*.

2.2.2 To facilitate effective security and management of the digital recordings, the Open and Closed Sessions of meetings will be recorded separately.

2.2.3 In accordance with the *Local Government (Meeting Procedures) Regulations 2025*, regulation 17, the recordings of Closed Session Council meetings are to remain confidential and not be released to the public unless Council resolves to do so. The recordings will be kept in a secure location on Council's record management system where access is strictly limited to the General Manager and the minute taker.

2.3 Retention and Use of Digital Recording of Open Session

- 2.3.1 Council is required to keep accurate minutes of Council meetings. The Regulations expressly provide that the minutes of a Council meeting, once confirmed, prevail over the recording of the meeting unless Council has reviewed and amended its confirmed minutes at a subsequent meeting.
- 2.3.2 The digital recording of all open session meetings will be made available on Council's YouTube channel and Council's website for a minimum period of two years.
- 2.3.3 The recording may be used by staff to assist with the preparation of the minutes, particularly in relation to Public Question Time.
- 2.3.4 Unlike Parliament, Council meetings are not subject to parliamentary privilege and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

2.4 Retention and Use of Digital Recording of Closed Session

- 2.4.1 Recordings of Closed Session Meetings will be kept in a secure location on Council's record management system where access is strictly limited to the General Manager and the minute taker.
- 2.4.2 During the retention period, access to the audio-visual recording will be restricted to the General Manager and the minute taker.
- 2.4.3 The General Manager may access the recordings of Closed Council meetings for any purpose deemed necessary in the performance of their duties, except where the General Manager was excluded from the Closed meeting under r17, 5(b) of the *Local Government (Meeting Procedures) Regulations 2025* or was absent due to a declared interest. This exception also applies to Council Officers.

3 Implementation

Implementation of this Policy rests with the General Manager.