



WEBCASTING POLICY

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1. Scope

This policy applies to all meetings of the Council or a Committee of Council (which comprise only of Councillors as members) are conducted in accordance with Council's Code of Meeting Practice.

This policy applies to all Councillors, Council employees, persons acting on behalf of Council and members of the public in the facilitation or attendance of meetings of Council or a Committee of Council.

This policy does not apply to any parts of a meeting closed to the public in accordance with Section 10A of the Local Government Act 1993.

2. Purpose

This policy outlines Council's commitment to comply with the requirement to webcast Council Meetings as prescribed by the Model Code of Meeting Practice for Local Councils in NSW and Guide to Webcasting Council and Committee Meetings, March 2020 issued by the Office of Local Government and how it will facilitate the recording and availability of all webcasts.

Webcasting Policy		
Owner: Governance Manager	Area: Governance	POL No:
Date of Commencement: 15 June 2021	Approval Authority: Council	Date Approved: 15 June 2021
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3. Policy

The City of Parramatta is committed to accessible, transparent and accountable decision making through the webcasting of all Council Meetings and Committee Meetings (which comprise only of Councillors as members). Webcasting of Council Meetings allows members of the public to watch or listen to the decision making process without having to physically attend a Council Meeting. Webcasting also promotes greater community confidence in the integrity of meeting practices, and the conduct of their elected representatives.

Where Council has resolved to close part of the Council Meeting to the public under Section 10A of the Local Government Act 1993, webcasting will cease for that portion of the proceedings and will resume upon the conclusion of the closed session.

Webcasts of Council Meetings are not an official record of the meeting and do not constitute the minutes of a meeting for the purposes of the Local Government Act 1993.

Statements, presentations and actions by individuals during meetings are not protected by privilege and may be subject to legal proceedings and potential liability. Council does not accept liability for any statements, presentations or actions by individuals during meetings that may be contrary to law or are defamatory or inappropriate.

Councillors and Council employees are bound by Council's Code of Conduct and Code of Meeting Practice and are expected to maintain the high standards of conduct and behavior required by these Codes.

Opinions expressed and statements made during a Council meeting are those of the individuals making them, and not those of Council. Unless set out in a resolution, Council does not endorse or support the views, opinions or information that may be expressed by individuals at Council or Committee Meetings and which may be contained in a webcast or recording of a Council or Committee Meeting.

4. Procedure

Type of Webcasting

- (a) Council Meetings and Committee Meetings (which comprise only of Councillors as members) will be webcast using audio-visual links.

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- (b) Council Meetings and Committee Meetings (which comprise only of Councillors as members) will be livestreamed and a recording made available after the meeting.

Timing

- (a) Council Meetings will be available live on Council's website.
- (b) Committee Meetings (which comprise only of Councillors as members) will be available on Council's website as soon as possible
- (c) A recording of a Council Meeting will be made available on Council's website within five (5) business days of the meeting being held.
- (d) Recordings of Council Meetings will be available on Council's website for a minimum of two (2) years, but for the term of Council.

Use of Webcast and Recordings

Access to webcasts of Council and Committee Meetings are available to view on Council's website for personal and non-commercial use. All webcasts of Council or Committee Meetings are subject to copyright under the Copyright Act 1968 and cannot be reused or reproduced in any way without the permission of Council.

Privacy

All efforts will be made to maintain members of the public's privacy by:

- (a) Pointing the webcasting camera away from the public gallery.
- (b) Having individual microphones for Councillors and any public microphones being turned off when not in use.
- (c) A public announcement being made at each Council Meeting to remind the public that the meeting is being livestreamed and recorded and although care is taken to maintain their privacy, their presence may be recorded.

Technical Risk Management

All efforts will be made to ensure webcasting of each Council Meeting occurs by:

- (a) Early set up and testing of equipment.
- (b) In the event equipment is non-functional prior to meeting, an alternative method is sought.
- (c) In the event equipment fails during meeting that any portion of recording available be made public and risk managed prior to next meeting.

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NOTE: Whilst Council will take all reasonable efforts to ensure webcasting is available for meetings, there may be situations where, due to technical difficulties beyond Council's control, webcasting or recordings of a meeting may not be available. Council takes no responsibility for and accepts no liability in the event that webcasting on Council's website is unavailable.

5. Definitions

Committee Meeting is a meeting of a committee consisting of only Councillors as members.

Council Meeting is a meeting that is administered under the Code of Meeting Practice.

Council is the City of Parramatta Council.

Webcasting is the process of delivering multimedia content via the internet in audio and/or visual format from a single content source to multiple listeners/viewers.

6. History

REFERENCES	Model Code of Meeting Practice for Local Councils NSW Council's Code of Meeting Practice 2019 Guide to Webcasting Council and Committee Meetings, Office of Local Government, March 2020
POLICIES	Council's Code of Meeting Practice 2019
ATTACHMENTS	

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