

<b>Circular Details</b>	20-08 / 18 March 2020 / A683577
<b>Previous Circular</b>	<i>18-45 Commencement of the new Model Code of Meeting Practice for Local Councils in NSW</i>
<b>Who should read this</b>	Councillors / General Managers / Council Governance Staff
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@nsw.gov.au">olg@nsw.gov.au</a>
<b>Action required</b>	For implementation

## Release of the *Guide to Webcasting Council and Committee Meetings*

### What's new or changing?

- Since 14 December 2019, councils have been required to webcast meetings of the council and committees that comprise only of councillors. The webcasting requirements do not apply to board meetings of joint organisations.
- The Office of Local Government (OLG) has issued a *Guide to Webcasting Council and Committee Meetings* to assist councils to comply with their webcasting obligations.
- The Guide has been developed in consultation with councils, the Information and Privacy Commission and NSW State Archives and Records.

### What this will mean for your council

- The Guide provides guidance on the following topics:
  - why meetings must be webcast
  - how closed meetings and public forums should be dealt with
  - how long webcasts should be published on councils' websites
  - when recordings can be disposed of, and
  - practical steps councils can take to minimise any potential copyright, defamation and records management risks.
- The Guide also provides case studies on the webcasting systems metropolitan, regional and remote councils have implemented to comply with their webcasting obligations.

### Where to go for further information

- See the *Guide to Webcasting Council and Committee Meetings* at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- Contact OLG's Council Governance Team by phone on (02) 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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