

POLICY NO: 4.2.4

COUNCIL MEETINGS – RECORDING AND WEB STREAMING

OBJECTIVES

To provide guidelines for:

- the electronic recording of Council meetings to ensure that a true and accurate account of the debate and discussions at the meetings is available;
- accessing the recorded proceedings of the Council meeting.
- web streaming public Council meetings in order to improve transparency, customer service and access to Council decision making.

POLICY STATEMENT

Electronic Recording

1. All Ordinary and Special Council Meetings shall be electronically recorded except when the Council has resolved to go behind closed doors, where the decision to record that part of the meeting shall be at the discretion of the Presiding Member.
2. Council Members may obtain a copy of the recorded proceedings of the Council, upon request to the Manager Governance and Risk, free of charge.
3. The City will ensure that all information is accessible and offered in alternative formats upon request in line with the City's commitment within its Disability Action and Inclusion Plan.
4. All recordings are to be retained as part of the City's records in accordance with the State Records Act.

Web Streaming

5. Ordinary and Special Council Meetings and Council Briefings shall be web streamed online via the City's website, with the exception of the following sections:
 - Public Question Time;
 - Deputations;
 - Items discussed behind closed doors.
6. The web stream will be archived and will include bookmarked links to individual agenda items. The archived web stream will be made freely

available to the public via the City's website as soon as practical unless otherwise determined by the Presiding Member.

7. Copying or distribution of any part of the web stream is not permitted. The City reserves all rights in relation to its copyright of the web stream.
8. A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.
9. The Presiding Member is to make an announcement at the start of every meeting, drawing attention to the fact that Council meetings will be web streamed.
10. All efforts will be made to avoid filming members of the public.
11. The Presiding Member may decide to cease web streaming at any time during a Council Meeting.

Date Adopted:	27 May 2003
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013, 7 March 2017, 19 September 2017
Date of Next Review:	March 2021