

COUNCIL PROCEEDINGS – RECORDING AND WEB STREAMING POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager Corporate Strategy and Governance.
Affected teams	Elected Members and Executive.
Legislation / local law requirements	<p>Clause 2.16 of the City's <i>Meeting Procedures Local Law 2008</i>.</p> <p><i>“(1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee, unless the person has been given prior permission by the Council.</i></p> <p><i>(2) Sub-clause (1) does not apply if the recording is taken by or at the direction of the CEO, with the permission of the Council or committee.</i></p> <p><i>(3) Wherever a meeting is open to the public, the Council may make proceedings of the Council available to members of the public via web streaming.</i></p> <p><i>(4) The presiding member or the Council by carrying a decision, without debate, may decide to stop or start the web streaming at any time during the Council meeting.”</i></p> <p>Section 9.57A of the <i>Local Government Act 1995</i> – local government protected from liability for defamation: Council proceedings on website</p>
Relevant delegations	Nil.
Related policy procedures and documents	Nil.

PURPOSE

To allow for the recording and web streaming of Ordinary Council Meetings, Special Council Meetings, Council Briefings and the Annual General Meeting of Electors (**Council proceedings**).

POLICY

1. All Council proceedings shall be recorded including when the Council has resolved to go behind closed doors.
2. All Council proceedings will be streamed live via the City's website except when Council has resolved to go behind closed doors.
3. The Presiding Member, at their sole discretion, may decide to also stop the recording when a matter is considered behind closed doors.
4. All recordings are to be retained in accordance with the *State Records Act 2000*.

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5. The web stream will be archived, bookmarked to link individual agenda items, and will be available on the City’s website.
6. A sign will be prominently displayed at each Council proceeding notifying attendees that the meeting will be web streamed.
7. The Presiding Member is to make an announcement at the start of every Council proceeding, drawing attention to the fact that the Council proceeding will be web streamed.

SCOPE

This Policy applies to Elected Members, City officers and members of the public attending Council proceedings.

DEFINITIONS

“Council proceedings” means Ordinary Council Meetings, Special Council Meetings, Council Briefings and the Annual General Meeting of Electors.

“Web stream” means the streaming of the Council proceedings on the City’s website and includes the audio and visual recordings.

OFFICE USE ONLY	
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Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
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