

## POL-C-166 Live Streaming and Recording Meetings

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### 1. OBJECTIVE

Council is committed to engaging with its community by enhancing accessibility to Council decision making.

The objective of this policy is to provide guidelines for streaming and recording of Council meetings.

### 2. POLICY STATEMENT

This policy applies to all ordinary and special Council meetings and agenda forums held in the Council Chambers.

#### 2.1 Live Streaming and Recording

- a) The live stream and recording will provide the public the opportunity to view Council meetings via the internet.
- b) A sign will be prominently displayed at the Council Chambers notifying attendees that the meeting will be live streamed and recorded.
- c) The presiding member will make an announcement at the start of every meeting, drawing attention to the fact that the meeting will be live streamed and recorded on the City's website.
- d) Cameras are positioned so that images of the public gallery will not be captured.
- e) The recording of live streamed meetings will be made available on the City's website as soon as practical and will include bookmarked links to individual agenda items.
- f) Should any technical difficulties arise, the live stream and/or recording may not be available or may be delayed.
- g) Meetings closed for consideration of matters under section 5.23 of the *Local Government Act* or will not be live streamed or recorded.
- h) The presiding member may decide to cease live streaming any time during a Council meeting.
- i) Copying or distribution of any part of the live stream or recording is not permitted. The City reserves all rights in relation to its copyright.
- j) No protection against any award of damages or costs, can be given to Councillors, staff, or members of the public for any statements made, by any of those persons, during the course of a meeting, when the statement is subsequently held by a court to be defamatory.

#### 2.2 Record keeping

- a) The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.
- b) All recordings will be retained as part of the City's records in accordance with the *State Records Act 2000*.

## 2.3 Responsibilities

- a) Councillors are required to act in accordance with the *Local Government Act 1995* (and regulations), Meeting Procedures Local Law, Councillors Code of Conduct and other relevant policies.
- b) Staff are required to act in accordance with the *Local Government Act 1995* (and regulations), Meeting Procedures Local Law, Staff Code of Conduct and other relevant policies.
- c) Members of the public are required to extend due courtesy and respect to the Council, staff and other members of the public in attendance.

## Document Control

<b>Document Approvals:</b>			
<b>Version #</b>	<b>Council Adoption</b>		
1.	Ordinary Meeting of Council 21/11/2018 - adopted draft policy		
<b>Document Responsibilities</b>			
<b>Custodian:</b>	Manager Governance	<b>Custodian Unit:</b>	Governance
<b>Document Management:</b>			
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Biennial
<b>Next Review:</b>	2020	<b>ECM Ref:</b>	4807161
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>State Records Act 2000</i>		
<b>Industry:</b>	Nil		
<b>Organisational:</b>	Nil		
<b>Strategic Community Plan:</b>	Governance G1 - City of Swan is seen as a place to live, work and visit Governance G2 - Optimise use of City resources Social S1 - Accessible services meeting changing community need		