

Recording and livestreaming of meetings

Policy scope

This policy is to provide for the electronic recording and livestreaming of Committee Meetings that are open to the public, Ordinary Council Meetings, Special Council Meetings, and Electors Meetings.

Policy statement

1. Meetings will be recorded and streamed live via the City's website, or other appropriate social media platform, except when Council has resolved that the meeting go behind closed doors.
2. All recordings will be retained in accordance with the *State Records Act 2000*.
3. All recordings and live stream footage will be archived and will be available on the City's website within 7 days of the meeting.
4. A sign will be prominently displayed at each meeting notifying attendees that the meeting will be live streamed.
5. The Presiding Member will make an announcement at the start of each meeting, drawing attention to the fact that the meeting will be live streamed.
6. All efforts will be made to avoid filming members of the public who are not addressing the meeting, and cameras will be positioned to avoid images of the public gallery being captured.
7. Members of the public who address a Council meeting will be captured during live stream and recorded when they speak. By participating in a public Council meeting, those members of the public in attendance agree to being recorded.
8. The Presiding Member may decide to cease web streaming at any time during a meeting.

Licence and Use of Live Streams and Recordings

1. Access to live streams and recordings of Council meetings is provided on the City's website, or appropriate social media platform, for personal and non-commercial use.
2. Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of the City.
3. Copyright remains with the City.

Definitions and abbreviations

Live stream - the streaming of meeting proceedings on the City’s website and including audio and visual.

Responsibility and review information	
Responsible officer:	Chief Executive Officer
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