



## LIVE STREAMING OF COUNCIL MEETINGS POLICY

Policy No.	C67	Adoption Date:	Council Meeting 14 December 2022
Revision Date:	December 2026		
Directorate:	Performance & Innovation	Department:	Governance Team
<b>GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES</b>			
Supporting Pillar:	Pillar 3 - Decision Making		
Link to Pillar:	Live streaming Council Meetings can result in greater community awareness and confidence in the integrity and accountability of decision-making processes.		

### 1. PURPOSE

- 1.1. The purpose of the *Live Streaming of Council Meetings Policy (C67)* (the Policy) is that Council by live streaming its Council Meetings aims to improve accessibility, encourage community engagement and demonstrate transparency in relation to Council decision making processes.
- 1.2. The Policy provides the policy direction for Councillors, Officers and the members of the community.

### 2. SCOPE

The Policy applies to:

- 2.1. Council Meetings and Additional Council Meetings that are open to the public.
- 2.2. Councillors and Officers of the South Gippsland Shire Council; and
- 2.3. Members of the community/ public, both as visitors in the gallery and if invited to speak in the Meeting.

The Policy does not apply to, and is not limited to:

- 2.4. Briefings of Council.
- 2.5. Parts of a Council Meeting closed to the public in accordance with section 66 of the *Local Government Act 2020* (the Act).



### 3. POLICY PRINCIPLES

#### Background

- 3.1. It is envisaged that live streaming, recording and publishing Council Meetings on Council's website will provide more flexible and convenient access of Council debate and decisions to a wider audience, including non-resident ratepayers to watch a Council Meeting.
- 3.2. Live streaming Council Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process.
- 3.3. The live stream, recording and publishing of Council Meetings complements the provision of the formal minutes.

#### Live Streaming, Recording and Publishing

- 3.1. All public Council Meetings and Additional Council Meetings that are held in the Council Chambers, Leongatha will be streamed live and publicly available on Council's website in accordance with this Policy.
- 3.2. Confidential Council Meetings that are closed to the members of the public under section 66 of *the Act* will not be live streamed, recorded or published.
- 3.3. The recording of the Council Meetings are made available on Council's website following the Council Meeting for on demand viewing.

#### Termination of Live Stream

- 3.4. The Chair and/ or the Chief Executive Officer has the discretion and authority, at any time to direct the termination or interruption of live streaming. The discretion to terminate a live stream of a Council Meeting will only be in exceptional circumstances, including but not limited to content that could be considered misleading, defamatory or potentially inappropriate to be published.

#### Technical Difficulties

- 3.5. Council will make every effort to ensure that live streaming is available.
- 3.6. Council takes no responsibility for and cannot be held liable for technical issues beyond its control.
- 3.7. Technical issues may include, but are not limited to the availability of the internet connection, quality of viewing, device failure or malfunction, unavailability of social media platforms or power outages.

#### Publication of Notices to inform Attendees

- 3.8. It is not the intention of live streaming, recording and publishing to capture those attending the Meeting in the gallery, however this may occur due to camera angles and seating arrangements.



- 3.9. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.
- 3.10. There will be a number of notices informing attendees that live streaming, recording and publishing will be taking place.
- 3.11. At the commencement of each Meeting, the Chair will read a statement included in the Council Agenda notifying those present that the Meeting will be live streamed, recorded and published on Council's website.

#### **4. RISK ASSESSMENT**

This Policy mitigates Council's risks as described below:

##### **Legal Exposure, Privacy and Data Protection**

- 4.1. Consideration has been given to the risks identified with implementing live streaming, recording and publishing at Council. By live streaming, recording and publishing meetings, the potential audience to Council Meetings is significantly increased, which as a result increases the likelihood of a legal matter arising and/or severity of potential liability.
- 4.2. Council may be exposed to legal action that may result in financial loss and reputational damage from a range of causes. Controls are in place to ensure that risk exposure is minimised as far as possible.
- 4.3. Councillors and Officers need to take care, especially in the heat of council debate not to make defamatory statements which could give rise to civil action.
- 4.4. To mitigate these types of scenarios the Chair and/or CEO has the discretion and authority at any time to terminate the live streaming.
- 4.5. Councillors and Officers behaviours are guided by their respective *Code of Conduct*.
- 4.6. The video equipment will be configured as far as practicable to minimise coverage of the gallery area. By attending a public meeting of the Council attendees are consenting to being recorded and published.
- 4.7. Community members are made aware through signage and an announcement at the commencement of the Meeting that their image, voice or comments may be captured and published in the live stream and that they may be subject to legal action as a result of inappropriate and/or unacceptable behavior and/ or comments.
- 4.8. Council has completed a Privacy Impact Statement in accordance with requirements set out by the Commissioner for Privacy and Data Protection and considered privacy matters in its risk mitigation treatment plan.



## 5. IMPLEMENTATION STATEMENT

### Human Rights Charter

5.1. This Policy has considered the *Charter of Human Rights and Responsibilities Act 2006* in its development.

### Gender Equality

5.2. This Policy has considered the *Gender Equality Act 2020* in its development.

### Roles and Responsibilities – Governance Team

5.3. Communication of relevant public notices:

5.3.1.1. Public Notice Council Agenda

5.3.1.2. Public Notice Displayed Signage in Council Chamber.

5.3.1.3. Public Notice Council's website.

5.4. Include a copy of recording in Council's Record Management System and undertake relevant archiving and destruction procedures.

### Roles and Responsibilities – Information Technology Team

5.5. Setting up, positioning and testing the video equipment for each Council Meeting.

5.6. Provide ongoing support to ensure the live stream is operational for each Meeting.

5.7. Service equipment.

### Roles and Responsibilities – Communication's Team

5.8. Publishing Council Meeting live stream recording links to Council's website.

## 6. MONITORING, EVALUATION AND REVIEW

6.1. This Policy will be reviewed and adopted by Council on a four-year cycle.

## 7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982 Gender Equality Act 2020 Local Government Act 2020 Privacy and Data Protection Act 2014
Council Supporting Documents	Councillor Code of Conduct (C14) Employee Code of Conduct (C20) Governance Rules (C82)



## 8. DEFINITIONS

Chair	The Chairperson of a meeting includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the Act;
Defamation	Intentional false communication which damages the reputation of another individual.
Privacy Impact Statement	Identifies, assess and mitigates what the project, program or activity might have on an individual's privacy.
Streaming	The process of delivering multimedia content via the internet, in audio and/ or video format from a single content source to multiple listeners/ viewers.

## 9. REVISION HISTORY

Version	Approved By	Approval Date	Sections Modified	CM9 Ref#
1.0	Council	14 December 2022	Policy Review – new term of Council.	D628322