

Live Video Streaming of Council Meetings Policy

Responsible Officer	Manager, Internal Ombudsman's Office
Date adopted by Executive Leadership Team	N/A
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Policy Amendments

Version	Date	Responsible Officer	Description
1	February 2018		New policy

1. PURPOSE

The purpose of this Policy is to set out the provisions for the live streaming of Council meetings at Waverley Council.

This Policy aims to improve accessibility to Council's decision making process.

2. POLICY STATEMENT

Waverley Council is committed to open, transparent and accountable decision making. Live streaming Council meetings and publishing recordings of meetings to Council's website provides a flexible and convenient way for the wider community to access Council's decision making process.

Increased community awareness of Council's decision making can promote confidence in the integrity and accountability of the decision makers and the Council.

The meeting minutes, once confirmed by Council, provide the definitive record of Council's resolution and the Council's position on a particular matter.

3. SCOPE

This Policy applies to all Council meetings.

This Policy applies to all Waverley Councillors and Council employees and members of the public attending Council meetings.

This Policy does not apply to any parts of a Council meeting closed to the public in accordance with Section 10A of the Local Government Act 1993.

4. DEFINITIONS

Live stream – The transmission of live audio visual coverage of an event over the Internet.

Recording – The saving of the live stream for subsequent publishing on Council's website.

Council meeting – Ordinary and Extraordinary meetings of Council, meetings of the Operations and Community Services Committee and meetings of the Strategic Planning and Development Committee.

Defamation – Intentional false communication which damages the reputation of another individual.

Breach of Privacy – Unauthorised access to, or collection, use or disclosure of the personal or health information of an individual.

Discrimination – The unjust or prejudicial treatment of a person or a group on the grounds of their background or certain personal characteristics.

5. COUNCIL POLICY

5.1 Live streams and meeting recordings

All Council meetings will be live streamed on Council's website while the meeting is in progress. The live stream will cease when the meeting ends.

A recording of the meeting will be published to Council's website for public viewing within 48 hours of the closure of the meeting. The delay is to allow the recording to be bookmarked at the start of each agenda item for easy navigation.

Recordings of Council meetings will be accessible on Council's website for a period of at least two (2) years. Council will retain recordings of meetings for a total period of at least seven (7) years in accordance with the State Records Act.

Council meetings may be several hours long. Viewing live or recorded video of Council meetings over the internet can consume large amounts of data. The user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection.

5.2 Parts of a meeting closed to the public

Should Council resolve to close part of a meeting to the public in accordance with Section 10A of the Local Government Act 1993 the live stream will cease for that part of the meeting, and the recording of that part of the meeting will not be made available for viewing on Council's website.

5.3 Technical Disclaimer

There may be situations where, due to technical difficulties beyond Council's control a live stream or recording of a meeting may not be available. Every reasonable effort will be made to ensure live streams and meeting recordings are made available on Council's website.

However Council takes no responsibility for and accepts no liability in the event that live streaming of a meeting, a recording of a meeting, or Council's website is unavailable.

Technical issues may include, but are not limited to, the availability of the internet and network or device failure or malfunction.

5.4 Privacy

Councillors and Council employees and members of the public attending a Council meeting will be seen and heard on the live stream, and on the recording of the meeting published on Council's website for public viewing.

A notice will be placed in the public gallery, on Council's website and printed in the meeting agendas notifying the public that Council meetings are live streamed and that a recording of the meeting will be published on Council's website. The Chair of the meeting will make a similar announcement at the start of each meeting.

Members of the public wishing to address a Council meeting will also be advised by Governance staff when they register that their speech will be live streamed.

By attending a Council meeting attendees will be taken as having consented to their image, speech or statements being live streamed and published on Council's website.

5.5 Disclaimer

Council meetings are public meetings where individuals may make statements or take actions which may be contrary to law, for example those that are defamatory, discriminatory, breach privacy or physically harm another individual. Statements and actions such as these made in a Council meeting by any individual are not protected by privilege and may be the subject of legal proceedings and potential liability.

Waverley Council does not accept any liability for statements made or actions taken by individuals during a Council meeting that may be contrary to law.

Waverley Councillors and Council employees are bound by the Council's Code of Conduct and Code of Meeting Practice and are expected to maintain the high standards of conduct and behaviour required by these Codes.

A disclaimer will be published on Council's website, in the public gallery, printed in the meeting agendas and announced by the Chair at the commencement of a meeting notifying the public that statements made and actions taken during a Council meeting are those of the individuals making them, and not those of the Council.

Unless set out in a resolution of Council, Waverley Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting and which may be contained in a live stream or recording of a Council meeting.

5.6 Use of live streams and recordings

Access to live streams and recordings of Council meetings is provided on Council's website for personal and non-commercial use.

Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of Council.

Copyright remains with Council.

RELEVANT COUNCIL POLICIES

- Waverley Council Code of Meeting Practice
- Waverley Council Code of Conduct

RELEVANT LEGISLATION

- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998

RELATED DOCUMENTS

- Waverly Council Risk Assessment February 2018