

 GLAMORGAN SPRING BAY COUNCIL	POLICY – COUNCIL MEETINGS – AUDIO/VISUAL RECORDING AND LIVE STREAMING	Policy 6.2	
		Version 1	Date 12/12/17
Minutes Dated: 12/12/17	Approved By : Council Decision No. 161/17	Review Date As required but no later than 2021	

1. OBJECTIVE

To provide an electronic recording and live streaming service of open Council meetings for the public to access.

To promote transparency, accessibility and engagement with local government decision making amongst the Glamorgan Spring Bay Council communities.

2. SCOPE

This policy covers recording and live streaming of all open Ordinary and Special Meetings of Council i.e. those parts not being held “in closed session”. “Closed sessions” as determined by the *Local Government Act 1993*, under regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015 Statutory Rules 2015, No.38* will not be recorded.

3. PROCEDURE

- i. The agenda for both Ordinary and Special Meetings of Council will note at the beginning that meetings are streamed live using audio/visual technology and that the audio/visual recordings are made available to the public post the meeting (a maximum of 5 business days post a meeting). This allows time for the recordings to be checked.
- ii. The Mayor will clearly announce via a written statement at the beginning of the meeting agenda that all Ordinary and Special Meetings of Council are streamed live (audio and visually), as well as audio/visually recorded and made available to the public for viewing post the meeting.
- iii. Signs will be placed in prominent positions within the *Council Meeting Room* to inform the public entering the room that the meeting is being audio/visually streamed and recorded.

- iv. The technology for live streaming is configured so that there is a one (1) minute delay. Essentially the software has a ‘panic button’ whereby the Council staff operating the streaming and recording can stop the streaming or recording should anything occur that requires this action e.g. unexpected adjournment, closed session or inappropriate behaviour that cause the Mayor to adjourn or close the meeting.
- v. A prominent note will be included in the Agenda of all Ordinary and Special Meetings of Council that the Mayor will read aloud to ensure that the live streaming and audio visual recording of meetings is stopped should Council move into a “closed session” or as soon as an open meeting is formally closed by the Mayor.
- vi. The streaming platform utilised for recording and streaming is YouTube. This is set-up as a specific Glamorgan Spring Bay Council YouTube account, over which Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Glamorgan Spring Bay Council YouTube account.
- vii. A link to the live streaming and the recording of meetings will be made available on Council’s website for ease of access.
- viii. The audio/visual recording of Council meetings does not replace the written minutes and a transcript of any of the recordings is not prepared.
- ix. The recording may be used by staff to assist with the preparation of the minutes, particularly in relation to Public Question Time.
- x. The audio/visual recording of Council meetings will be retained for a minimum of 6 months and stored via Council’s YouTube account.
- xi. The existence of this policy does not override the requirement for public questions and motions to be submitted in writing.
- xii. Local communication and advertising to inform the community that live streaming of Council meetings is available will be undertaken for at least the first 3 months of live streaming. The need for advertising/communication of audio recording and live streaming of open Council meetings will be reviewed on a regular basis. Based on the number of people clicking through to view and listen to Council meetings, it will be determined if communication of this service should be advertised from time to time to remind residents and ratepayers of its availability.

4. IMPLEMENTATION

Implementation of this policy will reside with the General Manager’s office.

5. DELEGATION

Responsibility of this policy is delegated to the General Manager.

6. RESPONSIBILITY

The responsibility to ensure this policy is enforced rests with the General Manager.

7. REPORTING

Data related to the number of people clicking through to watch live and view Council meetings will be reported to Council on a monthly basis as part of the regular officers' reporting within the Ordinary Meeting of Council agendas.

8. STATUTORY REQUIREMENTS

The Local Government (Meeting Procedures) Regulations 2015 No.38 do not preclude the introduction of live streaming of open Council meetings or the availability of the audio/visual recording for public viewing post a meeting.

9. REFERENCES

- Risk Assessment of Audio Recording, Live Broadcasting and Publishing of Open Council Meetings: July 2015, Hobart City Council.
- Evaluation of the Council Meeting Audio and Live Broadcasting Service: November 2016, Hobart City Council.
- Council Meetings – Audio Recording Policy, City of Launceston (May 2011).

10. ATTACHMENTS Nil.