

February 2018

WEB CASTING COUNCIL MEETINGS POLICY

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1.0 PURPOSE

This policy is for the Web Casting of Council meetings (excluding closed sections) and supports the Guidelines.

2.0 POLICY

Stonnington Council is committed to increasing community engagement and awareness in its decision making through the live streaming of Council meetings or later viewing of a recording of parts or all of a meeting thus encouraging openness and transparency, accountability and integrity of this process.

3.0 SCOPE

This Policy applies to Ordinary Council meetings and Special Council Meetings but excludes Closed Council meetings.

4.0 DEFINITIONS

Chair – person who presides over the meeting process - at Council meetings the Chair of a meeting is usually the Mayor.

Council – Stonnington City Council

Council Meetings – means Ordinary Council meetings and Special Council meetings as defined under section 83 (b) of the *Local Government Act 1989* and that are not Closed meetings as defined under section 89 of the Act.

Confidential or Closed meetings of Council – meetings of Council are open to the public unless the Council has resolved to close the meeting to discuss any of the following:

- a. Personnel matters
- b. The personal hardship of any resident or ratepayer
- c. Industrial matters
- d. Contractual matters
- e. Proposed developments
- f. Legal advice
- g. Matters affecting the security of Council property; or
- h. Any other matter which the Council or special committee considers would prejudice the Council or any person.

Defamation – where a statement made is considered to have lowered a person's standing in the eyes of the community.

Privacy Breach

Unauthorised access to, collection, use or disclosure of personal information.

5.0 GUIDELINES

This policy is supported by the Web-Casting of Council Meetings Guidelines which outline the following together with information in respect to Limited Privilege and Council Disclaimers.

- The Ordinary meetings of Council and any Special meetings will be streamed live and publically available on Council's website.
- Confidential Council meetings or confidential/closed sections of Council meetings will not be streamed live and will not be electronically recorded or made available later date.
- Recordings of a meeting will be available for viewing on Council's website approximately 48 hours after the meeting.
- Every reasonable effort will be made to ensure that a live webcast and recording is available however should any technical difficulties arise in relation to the webcasting, access to Council's website or subsequent availability of a recording may be delayed.
- The user of this service, not Council, is responsible for any charges that their service provider may impose on the data usage, and especially over a mobile phone connection.
- Only the main table with the Chief Executive Officer and Councillors who are present at the meeting will be viewed and transmitted by the camera.
- It is not intended that Council Officers will be viewed or visually recorded, however the recordings will capture any audio of an Officer addressing the meeting.
- Signage will be located at the entrance of the Council Chamber or alternative meeting location advising all attendees that the meeting is being webcast and recorded.
- Council's website will provide the details of the webcasting and it will be placed on Council Notice Paper.
- The Chair (usually Mayor) will advise at the commencement of the meeting that it is being webcast live and recorded and will be made available to the public for viewing on Council's webpage.

- Members of the public in the gallery will not be visible in the webcasting as the camera is positioned to ensure that the gallery is not visible.
- Any comments from members of the public will be webcast live and will be contained in the recording of the meeting.

6.0 RESPONSIBILITIES

- Councillors are required that act in accordance with the Councillors Code of Conduct and the Local Government Act 1989 , General Local Law (No 1) and other Acts and policies as prescribed.
- Officers are required that act in accordance with the Staff Code of Conduct and the Local Government Act 1989 , General Local Law (No 1) and other Acts and policies as prescribed.

7.0 COPYRIGHT AND USE

- Council provides access to the live web-casting and recordings of Council meetings for personal and non-commercial use.
- Videos, images and audio contained within a live web-cast or recording must not be altered, reproduced or re-published without the permission of Council.
- Copyright remains with the Council.

8.0 REFERENCES

- Local Government Act 1989
- City of Stonnington General Local Law (No1) 2008 – Part 4 Council Administration section
- Freedom of Information Act 1982
- Council Plan 2017 – 2021
- Information Privacy Policy
- Privacy and Data Protection Act 2014
- Councillor Code of Conduct
- Employee Code of Conduct
- Public Records Act 1973
- Victorian Charter of Human Rights and Responsibilities Act 2006

9.0 HUMAN RIGHTS

The Web-Casting of Council Meetings Policy and Guidelines have been assessed and it is considered that the negative impacts have been adequately addressed and the positive impacts are strong and that this meets the obligations of the Victorian Charter of Human Rights and Responsibilities Act 2006.

10.0 REVIEW

This document will be reviewed in one year following adoption then every subsequent two years.

No.	Change	Date
1	New Policy - adopted	5 February 2018