

**ITEM 4.2. STREAMING OF COUNCIL AND COMMITTEE MEETINGS****FILE NO: S050647****MEMORANDUM BY THE CHIEF EXECUTIVE OFFICER**To Council:

On 21 March 2016, Council resolved to:

*Request the Chief Executive Officer to prepare a costed implementation plan for a 12 month trial of live streaming using the most reasonable equipment and approach, including any required amendments to the Code of Meeting Practice, to be brought back to the Council meeting of 16 May 2016 for approval to proceed.*

This Memorandum outlines an indicative implementation plan, as well as issues which will need to be resolved prior to the commencement of live streaming of Council and Committee meetings.

**Code of Meeting Practice**

The Code of Meeting Practice does not currently allow the video recording and broadcasting of Council and Committee meetings. The Code will therefore need to be amended to enable this, while maintaining the existing prohibition on other recordings of meetings without the permission of the Council.

Proposed amendments to the Code of Meeting Practice are required to be endorsed by Council for public exhibition and then exhibited for 42 days, following which the Code is adopted by the Council.

**Copyright and Maintenance of the Webcasts**

The City will need to clearly establish copyright ownership over the live streaming, including information on the website about how the material may be used.

As the recordings would be considered a record under the State Records Act, they will need to be retained. City staff will develop a procedure in relation to the length of time live streams are available on the website, and long term maintenance of the live streams, including accessibility by members of the public once they are no longer available on the City's website.

**Members of the Public**

Members of the public attending Committee and Council meetings will need to be made aware that meetings are being recorded and streamed live. City staff will revise the Guidelines for Speakers, develop an appropriate notice for display as people enter the Chamber and consider the development of introductory words to be used by the Chair of each meeting to ensure all members of the public are aware of the recording and live streaming.

Speakers at Committee meetings will need to consent to having their voice, and image depending on the placement of the cameras, recorded and broadcast. City staff will develop a waiver for signature by Speakers at Committee meeting which also releases the City from any liability arising from the recording of speakers.

City staff will develop a procedure to manage instances where members of the public ask not to be broadcast.

### **Councillors**

Councillors do not have the benefit of parliamentary privilege. Information will be provided to Councillors in relation to the conduct required in accordance with the Code of Conduct and the Local Government Act, and the potential for them to be personally liable for their actions and statements.

### **Implementation Options/Costs/Timing**

Indicative costs have been developed for the implementation of live streaming for Council meetings only, and for Council and Committee meetings, by both third party providers (Option 1) or installation and management internally (Option 2). Confidential Attachment A details the relevant cost range.

Under Option 1, third party providers would supply the equipment and host the broadcast with a link available on the City's website.

Under Option 2, a permanent integrated system could be installed and managed internally. The system could then be used for other meetings, if desired, at minimal additional cost.

Viewer analytics will be available whether hosted externally or internally and will enable the Chief Executive Officer to report back on access by members of the public at the end of the 12 month trial.

Each of the proposed implementation options include cost allocations for cabling works which will provide the additional power required and enable cameras and cables to be positioned in a way that is both safe and sympathetic to the heritage nature of the Council Chamber.

Two cameras are proposed for Council meetings, showing both sides of the table and the Chair. Three cameras could be utilised for Committee meetings, to show the end of the table at which speakers sit, but is not recommended, as use of a two camera only setup reduces the likelihood of members of the public objecting to being recorded.

If Council endorses streaming of both Council and Committee meetings, then a tender process would be undertaken.

If Council endorses streaming of Council meetings only, then quotation processes would be undertaken.

To ensure implementation flexibility, it is recommended that any agreed trial be undertaken using a third party provider. At the end of the trial period, Council could then decide to proceed with the installation of a permanent integrated system; continue with the use of a third party provider or decide not to continue with streaming.

Given streaming is proposed to be trialled, it is not recommended to proceed with transcription of the webcasts at this stage. This could be revisited during the trial, or at the end of the trial, if needed.

Due to the required changes to the Code of Meeting Practice, other administrative processes and base installation works required in the Chamber to enable webcasting to proceed, the projected "go live" date for all options would be 10+ weeks from date of approval to proceed.

### Financial Implications

Attachment A contains confidential commercial information which, if disclosed, would:

- (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
- (b) prejudice the commercial position of the person who supplied it.

Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

A provision has not been made in the draft 2016/2017 budget. If Council endorses proceeding with streaming, the draft budget will be reviewed to include a provision for streaming.

### RECOMMENDATION

It is resolved that:

(A) Council note:

- (i) the indicative implementation plan for a 12 month trial of streaming of Council and Committee meetings, including cost range, shown at confidential Attachment A to the subject Memorandum; and
- (ii) advice regarding amendments to the Code of Meeting Practice (including associated public exhibition and consultation processes) and required development of other related administrative practices and procedures to facilitate streaming of Council and Committee meetings; and

(B) given the primacy of Council and Committee meeting arrangements in the City's governance structure, further consideration of this matter be deferred pending the election of a new Council in September 2016 (so as to enable the provision of input and guidance from elected members of the new Council regarding the arrangements for the streaming of Council and Committee meetings).

### MONICA BARONE

Chief Executive Officer

### ATTACHMENTS

**Attachment A:** One Year Trial Indicative Cost Range (Confidential)

**(As Attachment A is confidential, it will be circulated separately from the business paper and to Councillors and relevant senior staff only.)**