

Live Streaming and Publishing of Council Meetings Policy

Date adopted	26 May 2025
Adopted by	Council
Review due	26 May 2029
Responsible officer	Manager Governance
Records reference	9207893

1. Purpose

The purpose of this Policy is to establish principles for the live streaming, recording and publishing of Council Meetings to the Melton City Council Website. The purpose of this policy is to demonstrate Council's commitment to transparency and accessibility in decision-making by ensuring scheduled and unscheduled Council meetings are live streamed and archived for public access.

This policy ensures a consistent and transparent approach to live streaming Council Meetings, enhancing accountability in decision-making. It ensures public accessibility to Council deliberations and decisions.

2. Application And Scope

This Policy applies to all Council Meetings as defined in Council's Governance Rules.

This Policy applies to all Councillors, employees, contractors, sub-contractors, agents, consultants, relevant volunteers, and members of the public attending or accessing Council meetings in person or online. This policy should be read in conjunction with Council's Online Engagement Policy to ensure consistency in website management and public communications.

This Policy will not apply where the meeting is to consider confidential information in accordance with section 66(2)(a) of the *Local Government Act 2020* (Vic) (Act).

3. General Provisions

The Policy aligns with legislative requirements to facilitate accessibility, inclusivity and equal opportunity.

3.1. Meetings to be Streamed Live and Recorded

Council meetings will be open to the public and, as far as reasonably practicable, live streamed via Council's Website in accordance with the Act and this Policy.

3.2. Access to Archived Recordings

Council Meetings live streamed on Council's website will be processed by Council's live streaming service provider. The recordings will be archived on Council's website alongside the published meeting minutes for future viewing. Publishing a recording of a Council meeting may take up to 72 hours after the meeting.

Links to past recordings are available on Council's website.

3.3. Public Notice of Live Streaming

Notice will be given on Council's website and printed in the Council Meeting agenda and on public question time forms.

At the commencement of each meeting, the Chairperson will state that the meeting will be live streamed and that a video and audio recording of the meeting will be made publicly available for viewing on Council's webpage.

The following notice will be displayed at the meeting entrance to inform attendees that the meeting will be live streamed and recorded.

This meeting is being recorded and live streamed on Council's website in accordance with Council's 'Live Streaming and Publishing of Council Meetings' Policy.

Recordings will be bookmarked, archived and made available on Council's website.

Whilst all care is taken to maintain your privacy, as a visitor in the public gallery, your presence may be recorded.

3.4. Regulating recordings of Council Meetings

In recognition of any potential legal and financial risk to Council, the Chairperson or the Chief Executive Officer may at their discretion direct that recorded meetings be edited in post-production prior to uploading to the Melton City Council website, under exceptional circumstances, and where it is required to prevent inappropriate opinions, behaviour, or statements (including discriminatory and defamatory statements) made during the course of the meeting to be published.

Archived recordings that are prepared for publishing on Council's website will only be edited to ensure that the content remains consistent with the above standard and where a temporary adjournment or short break in the Council meeting is edited out to seamlessly merge items in the agenda for ease and convenience in public viewing.

If the archived recording has been materially edited a note should be provided next to the link to archive providing an explanation for the material edit.

3.5. Technical Issues Disclaimer

There may be situations where, due to technical difficulties beyond the Council's control, a live stream of the Council Meeting cannot be maintained and/or where recordings may be temporarily unavailable to the public. Technical issues may include power outages, device failures or malfunction, website maintenance and a loss of internet connection or widespread outage.

Council takes no responsibility for and cannot be held liable for any technical issues, including those experienced by its third party live streaming and recording service provider or circumstances outside of its control.

If streaming or accessing a recording of a Council Meeting is disrupted, Council will make reasonable attempts to notify the public via its social media channels and/or website.

Should the livestream to the public disconnect due to technical issues, officers will advise the Chairperson.

The meeting will then be officially adjourned by the meeting Chair for a maximum period of 30 minutes to resolve the technical issue. If the technical issue cannot be resolved in that timeframe, the meeting will resume if conducted in person.

3.6. Content Warning/Disclaimer

Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred, either directly or indirectly, as a result of the viewing, use or reliance on information provided in a Council meeting. The live streaming of Council meetings does not constitute a legal or formal process of communication of a Council decision or legal advice to any person or entity.

3.7. Storage of Files

Archived recordings will remain accessible to the public.

3.8. Privacy

Allegations of privacy breaches resulting from unauthorised access to, or collection, use or disclosure of personal information in recorded and streamed Council Meetings will be handled in accordance with Council's Privacy Policy and the Privacy and Data Protection Act 2014 (Vic).

3.9. Copyright

Live streams and recordings of Council Meetings are the property of Melton City Council and are protected by copyright. Access to live streams and recordings of meetings is provided for personal and non-commercial use only. Video, images, and audio must not be altered, reproduced or republished without the written consent of the Chief Executive Officer in their absolute discretion.

3.10. No Recordings to be made without express permission

Recording any part of the proceedings of a Council Meeting either in person, from a live stream available through a link on the Melton City Council website or from an archived recording of a Council Meeting, is prohibited forbidden without the prior written consent of the Chief Executive Officer.

4. Definitions

Term	Definition
Chairperson	Means the person presiding over the meeting; usually the Mayor.
Confidential Information	'Confidential Information' as defined in s3(1) of the Local Government Act 2020.
Council Meeting	a Council meeting that complies with section 61(1) of the Local Government Act 2020.
Councillor	A person who holds the office of member of Council.
Council and Wellbeing Plan	Refers to Melton Council's currently enacted 'Melton City Council Wellbeing Plan' available on the Council Website. This document forms a guide for the strategic and planning direction for Council and the community for the relevant Council election period.
Governance Rules	Governance Rules developed by a Council under Section 60 of the Local Government Act 2020.
Live Streaming	Online streaming media simultaneously recorded and broadcast in real time to the viewer.
Online Meetings	Council Meetings conducted through the aid of a virtual meeting room using an audio and visual link over the internet.

5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
<i>Equal Opportunity Act 2010</i>	https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030
<i>Disability Discrimination Act 1992</i>	https://www.legislation.gov.au/C2004A04426/2018-04-12/text
<i>Human Rights and Equal Opportunity Act 1986</i>	https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/num_act/hraeoca1986512/
<i>Privacy and Data Protection Act 2014</i>	https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/028
<i>Melton City Council Governance Rules</i>	https://www.melton.vic.gov.au/Council/About-Council/Minutes-Agendas

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.