

NOTICE OF MEETING



COMMUNICATIONS PANEL MEETING

A Communications Panel Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 March 2017
Time	9.00am

A handwritten signature in black ink, which appears to read 'Mark Arnold', is located in the lower-left area of the document.

Mark Arnold
Acting General Manager

CONFLICT OF INTERESTS

What is a “Conflict of Interests” - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

Relatives, Partners - a person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

RECORDING OF VOTING ON PLANNING MATTERS

Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
 - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
 - (b) not including the making of an order under Division 2A of Part 6 of that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

BYRON SHIRE COUNCIL
COMMUNICATIONS PANEL MEETING

BUSINESS OF MEETING

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**
- 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**
- 4. STAFF REPORTS**

General Manager

- 4.1 Council meeting audio.....4

STAFF REPORTS - GENERAL MANAGER

Report No. 4.1 **Council meeting audio**
Directorate: General Manager
Report Author: Donna Johnston, Media and Communications Officer
File No: I2017/371
Theme: Corporate Management
 Governance Services

Summary:

At the end of August 2015, Council began making available audio of Council meetings on its website. The audio is uploaded to website within three business working days.

This report contains the results of the number of downloads per Council meeting as per part 5 of Resolution **15-184** from the meeting held [30 April 2015](#) and is seeking a recommendation from the Panel to Council, on the future direction of Meeting broadcasting.

RECOMMENDATION:

1. **That the Communication Panel notes the Council meeting audio download results.**
2. **That the Communications Panel recommends to Council that:**
 - a) **the audio trial (post meeting) be extended for an additional six months**
 - b) **the option of video streaming and post Council meeting availability viewing, including costs, is further investigated with regard to costs and resourcing, and reported to Council.**

Attachments:

- 1 PDF of I2015 87 Report 30 04 2015 Council Webcasting Council meetings(2), E2017/21523 , page [8](#)

Report

At the end of August 2015, Council began making available audio of Council meetings on it's website. The audio is uploaded to website within three business working days.

This report contains the results of the number of downloads per Council meeting as per part 5 of the following resolution from meeting held [30 April 2015](#).

Resolved:

1. *That audio broadcasting, post Council meetings, is the preferred delivery method for webcasting;*
2. *That prior to webcasting commencing, legal advice is obtained on the potential legal risks associated with the delayed uploading of audio recordings of Council meetings and presented to a workshop for councillors as quickly as possible;*
3. *That funding for the legal report be allocated from the 2014/2015 Legal Services budget;*
4. *That audio broadcasts are stored and a further report be brought back to Council if additional costs arise from perpetual storage;*
5. *That audio broadcasting is undertaken as a trial for 12 months and the listener uptake reported back to the Communications Committee towards the end of this period. (Dey/Cameron)*

As background, the accompanying report to the above resolution has been attached and the information contained within is still current.

Webcasting objective	To improve transparency, accountability and communicate the outcomes of council meetings with reasonable cost and resourcing.
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As Council meetings are currently held from 9am onwards, it can be difficult for a significant number of interested community members to attend due to work and personal commitments. The geographical nature of the Shire, and the limited public transport options, may also contribute to a person not being able to attend Council meetings. Making available audio recordings post meeting, has overcome some of those obstacles.

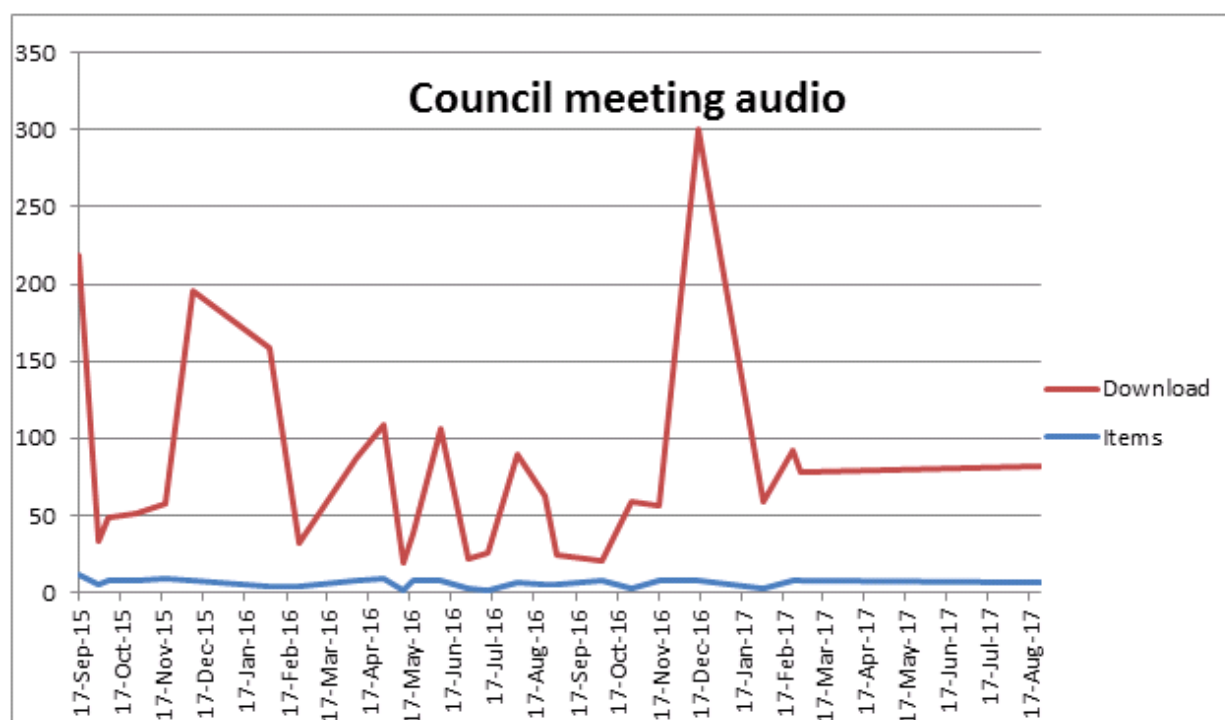
Results from the audio have been compiled into the table below:

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4.1

Date	Parts	Downloads	Top download
23-Feb-17	7	85	
2-Feb-17	2	57	
15-Dec-16	7	293	Special rate variation + The Farm DA
17-Nov-16	8	48	
27-Oct-16	3	56	
6-Oct-16	8	13	
2-Sep-16	5	19	
25-Aug-16	5	58	
4-Aug-16	6	84	
14-Jul-16	1	24	
29-Jun-16	3	19	
9-Jun-16	8	98	
19-May-16	7	31	
12-May-16	1	18	
28-Apr-16	9	100	
7-Apr-16	8	79	
1-Mar-17	7	71	
25-Feb-16	4	28	
4-Feb-16	4	154	
10-Dec-15	8	188	Pay parking and market licences
19-Nov-15	9	48	
29-Oct-15	8	43	
8-Oct-15	7	41	
1-Oct-15	5	28	
17-Sep-15	12	206	Ewingsdale Seniors Housing
24-Aug-15	6	76	



Where to next

With Council's new Skype for Business conference systems coming online mid-2017, the option of live video streaming could be further explored due to technology improvements. Keeping this in mind, it is recommended that the audio trial be extended for an additional 6 months and the option for video streaming and post meeting viewing to be considered.

Financial Implications

There are currently no costs to post meeting audio on Council's website, except staff time of approximately 2 to 4 hours; this depends upon:

- Length of meeting
- Number of parts required to be uploaded.

Video streaming

Setup: \$8,000 to \$30,000+

Ongoing: \$100 per month to \$1,800

Audio streaming

Setup: \$0 to \$2,200 per year

Ongoing: from \$25 to \$275 per month for live audio streaming

Audio post Council meeting

\$250 per year for Sound Cloud account to host post meeting. This would change from the existing Databox cloud hosting system.

The above estimates do not take into consideration Council staff time to enable live webcasting and or post meeting upload. Live webcasting would require an additional staff member present to operate the hardware and software. Live or post meeting webcasting would be an additional administrative function need to be staffed.

Statutory and Policy Compliance Implications

None

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4.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

STAFF REPORTS - ORGANISATION DEVELOPMENT

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Report No. 13.11 **Webcasting Council meetings**
Directorate: Organisation Development
Report Author: Donna Johnston, Media Communications Officer
File No: I2015/87
5 **Theme:** Corporate Management
 Organisational Development

Summary:

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As Council meetings are currently held from 9am onwards, it can be difficult for a significant number of interested community members to attend due to work and personal commitments. The geographical nature of the Shire, and the limited public transport options, may also contribute to a person not being able to attend Council meetings.

15

The implementation of webcasting, would allow interested residents and ratepayers to view/listen to Council meetings live, regardless of their location and/or time of day. This would enable people to have a better understanding of how decisions are made and the issues involved in reaching a decision. Webcasting could potentially enable greater community consultation, engagement and transparency.

20

The following report considers seven delivery modes of webcasting.

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RECOMMENDATION:

That:

1. **Audio broadcasting, post Council meetings, is the preferred delivery method for webcasting;**
2. **Prior to webcasting commencing, legal advice is obtained on the potential legal risks associated with the delayed uploading audio recordings of Council meetings and reported to Council;**
3. **Funding for the legal report be allocated from the 2014/15 Legal Services budget;**
4. **Audio broadcasts are made available and stored for a period of 3 months;**
5. **Audio broadcasting is undertaken as a trial for 12 months and the listener uptake reported back to the Communications Committee at the end of this period.**

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Report

In June 2009, the Communications Committee considered webcasting and recommended the following:

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09-544 Resolved:

1. *That the Committee selects not to pursue live webcasting of Council meetings due to cost benefit ratio and the current uptake and access of broadband connection by Shire residents.*
2. *That the Committee notes the report and seeks further advice on legal implications and risks associated with live recording and distribution and the post uploading of Council meetings.*
3. *That the Committee recommends that a précis of Council Meetings is included in the e-news.*

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Legal advice was not sought at the time due to no allocated budget and webcasting not being supported by Council. As technology, software and third party providers have improved over the past five years, it is considered relevant to review the options available to achieve the following:

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Webcasting objective To improve transparency, accountability and communicate the outcomes of council meetings with reasonable cost and resourcing.

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As Council meetings are currently held from 9am onwards, it can be difficult for a significant number of interested community members to attend due to work and personal commitments. The geographical nature of the Shire, and the limited public transport options, may also contribute to a person not being able to attend Council meetings.

30

The implementation of webcasting, would allow interested people to view/listen to Council meetings live, regardless of their location. This would enable people to have a better understanding of how decisions are made and the issues involved in reaching a decision. Webcasting could potentially enable greater community consultation, engagement and transparency.

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The following seven delivery modes are explored within this report.

- a. Minutes on web post meeting
- b. Audio streaming live
- c. Audio file available post meeting
- d. Audio streaming live + audio file available post meeting
- e. Video broadcast live
- f. Video available post meeting
- g. Video broadcast live + video available post meeting

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If Council chose one of the above delivery modes, staff would need to further research:

- a. the costs involved in installing camera and/or audio equipment, plus the associated software, to permit the live or post-meeting broadcasting of meeting proceedings via its internet web site.
- b. the use of appropriate technical methods of streaming the data so as to be fully accessible across all computer platforms, including mobiles. (For example audio only,

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- audio and low resolution video and audio and high resolution (broadcast quality) video (e.g. ABC's iView).
- c. the costs of archiving recorded meetings on the Council website or other platforms. If live broadcasting is the preference, the availability of a ten second delay to broadcast feed, to be able to safety cut transmission before broadcast and who should have control to activate this - i.e. protection against possible defamation, breach of confidentiality, personal information accidentally disclosed, swearing etc.
 - d. risk analysis and risk management options, supported with legal advice.
- 10 If Council does not support investigating webcasting further, then time will not be spent on confirming the additional research.
- To assist, a webcasting matrix has been prepared on the seven options including the current mode of delivery (minutes uploaded to the web post meeting), video and audio. The matrix includes the two outcomes of *Governance* (transparency and timeliness) and *Resourcing* (Cost (exc staff), Hardware, Software, Service and Staffing).
- 15 As can be seen in Table 1 below, the option that supports Governance with a relatively low Resource requirement, is Option C Council Meeting audio files being made available post meeting. This option meets the above objective for the following reasons:
1. Council meetings are already recorded for the purpose of minute keeping, in a file format that is suitable for editing, uploading and making available to the community.
 2. Staff currently have existing skills to provide audio editing for the purpose of uploading files.
 3. Audio editing and formatting can be achieved via free software.
 - 25 4. Audio files can be uploaded and stored via a third party provider (such as Sound Cloud) for a relatively low cost (yearly subscription fee of approximately \$250 per year). Budget could be allocated from the Communications Sundry budget item.
 5. Staff time required at 2 to 3 hours (dependent on length of Council meeting and resulting editing/uploading requirements) post Council meeting.
- 30 Option C would be the most cost effective and least resource intensive option, which would allow Council to 'dip its toe in the water' and review the uptake before making the investment required for video broadcasting.

Web casting matrix

Option	Delivery Mode	Cost <i>Lower the better (out of 25)</i>	Governance <i>Higher the better (out of 10)</i>
a	Minutes on web post meeting	5	3
b	Audio streaming live	18	8
c	Audio file available post meeting	7	6
d	Audio streaming live + audio file available post meeting	13	9
e	Video broadcast live	18	8
f	Video available post meeting	13	8
g	Video broadcast live + video available post meeting	19	10

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Table 1: Web casting matrix



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Matrix scoring

Aim	Governance	To improve transparency, accountability and communicate the outcomes of council meetings
Rating	5 =	easily achieves aim
	4 =	somewhat achieves aim
	3 =	can be achieved
	2 =	will be somewhat difficult to achieve aim
	1 =	hard to achieve aim

Higher the score, the better

Aim	Cost	To improve transparency, accountability and communicate the outcomes of council meeting with reasonable cost and resourcing.
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Rating	1 =	easily achieves aim
	2 =	somewhat achieves aim
	3 =	can be achieved
	4 =	will be somewhat difficult to achieve aim
	5 =	hard to achieve aim

Lower the score, the better

Criteria

- Transparency
- Timeliness

Criteria

- Cost (exc staff)
- Hardware
- Software
- Service
- Staffing

Delivery mode	Comments and scoring																		
a. Minutes on web post meeting	<table> <tr> <th>Score</th><th>Cost</th></tr> <tr> <td>1</td><td>Cost – as per current arrangements</td></tr> <tr> <td>1</td><td>Hardware – as per current arrangements</td></tr> <tr> <td>1</td><td>Software – as per current arrangements</td></tr> <tr> <td>1</td><td>Service - as per current arrangements, hosted on Council server</td></tr> <tr> <td>1</td><td>Staffing – as per current arrangements</td></tr> <tr> <th>Score</th><th>Governance</th></tr> <tr> <td>1</td><td>Transparency – does not provide context of the resolution/s as the debate is not available</td></tr> <tr> <td>2</td><td>Timeliness – available the following day. Can not be released until the end of the meeting and currently not provided on the same day due length of meetings and staff resourcing.</td></tr> </table>	Score	Cost	1	Cost – as per current arrangements	1	Hardware – as per current arrangements	1	Software – as per current arrangements	1	Service - as per current arrangements, hosted on Council server	1	Staffing – as per current arrangements	Score	Governance	1	Transparency – does not provide context of the resolution/s as the debate is not available	2	Timeliness – available the following day. Can not be released until the end of the meeting and currently not provided on the same day due length of meetings and staff resourcing.
Score	Cost																		
1	Cost – as per current arrangements																		
1	Hardware – as per current arrangements																		
1	Software – as per current arrangements																		
1	Service - as per current arrangements, hosted on Council server																		
1	Staffing – as per current arrangements																		
Score	Governance																		
1	Transparency – does not provide context of the resolution/s as the debate is not available																		
2	Timeliness – available the following day. Can not be released until the end of the meeting and currently not provided on the same day due length of meetings and staff resourcing.																		

Score

Resourcing = 5

Governance = 3

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b. Audio streaming live	Resourcing	
	3	Setup Cost – Free to \$2,200 for setup
	1	Hardware – none required (part of setup fee)
	1	Software – part of service provider agreement
	4	Service - from \$25 to \$275 per month via third party server
	4	Staffing – 1 additional staff required on the day – in time, may be able to be done with existing staff. Cost – up to \$400 (cost dependent on staff level)
	Governance	
	3	Transparency – provides audio context of council resolutions but no body language. Nor does it allow listeners to go back and listen after the debate/meeting and therefore limits audience. Could still be recorded via a third party device eg iphone.
	5	Timeliness – live to air
	Score Resourcing = 13 Governance = 8	
c. Audio file available post meeting	Resourcing	
	0	Setup Cost – Free
	1	Hardware – none required
	1	Software – none required
	2	Service - \$250 per year (via Soundcloud) – no more than 6 hours per upload.
	3	Staffing – 2 to 3 staff hours post meeting (depending on number of audio files and upload speed). Cost \$100 to \$400 in staff time per council meeting (cost dependent on staff level)
	Governance	
	3	Transparency - provides audio context of council resolutions via the debate and meeting, but no body language.
	3	Timeliness – available post meeting at anytime
	Score Resourcing = 7 Governance = 6	
d. Audio streaming live + audio file available post meeting	Resourcing	
	3	Setup Cost – Free to \$2,200 for setup
	2	Hardware – none required (part of setup fee)
	1	Software – part of service provider agreement
	3	Service - from \$25 to \$275 per month via third party server
	5	Staffing – 1 additional staff required on the day – in time, may be able to be done with existing staff. Plus 2 to 3 staff hours post meeting (depending on number of audio files and upload speed). Cost \$400 to \$800 in staff time per council meeting (cost dependent on staff level)
	Governance	
	4	Transparency - provides audio context of council resolutions via the debate and meeting, but no body language.
	5	Timeliness – live to air plus available post meeting at anytime
	Score Resourcing = 14 Governance = 9	
e. Video broadcast live	Cost	
	5	Setup Cost – \$12,000 to \$30,000 depending on number of cameras
	4	Hardware – 2 or more cameras required
	1	Software – included as part of streaming provider
	4	Service - \$100 to \$1,800 per month via third party server
	4	Staffing – 1 additional staff member required on the day. Up to \$400
	Governance	
	3	Transparency – Does not allow listeners to go back and view after the debate/meeting and therefore limits audience. Could still be recorded via a third party device eg iphone.
	5	Timeliness – Live to air
	Score Resourcing = 18 Governance = 8	

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f. Video available post meeting	Cost
	5 Setup Cost – \$12,000 to \$30,000 depending on number of cameras
	4 Hardware – 2 or more cameras required
	1 Software – included as part of host server provider
	4 Service - \$100 to \$200 per month via third party server
	3 Staffing – Plus 2 to 3 staff hours post meeting (depending on number of files and upload speed). Cost \$100 to \$400 in staff time per council meeting (cost dependent on staff level)
Score	Governance
	5 Transparency - full audio and footage transparency
	3 Timeliness - available post meeting at anytime
Resourcing = 13 Governance = 8	

g. Video broadcast live + video available post meeting	Cost
	5 Setup Cost – \$12,000 to \$30,000 depending on number of cameras
	4 Hardware – 2 or more cameras required
	1 Software – included as part of streaming provider
	4 Service - \$100 to \$1,800 per month via third party server
	5 Staffing – 1 additional staff required on the day – in time, may be able to be done with existing staff. Plus 2 to 3 staff hours post meeting (depending on number of audio files and upload speed). Cost \$400 to \$800 in staff time per council meeting (cost dependent on staff level)
Score	Governance
	5 Transparency - full audio and footage transparency
	5 Timeliness – live plus available post meeting at anytime
Resourcing = 19 Governance = 10	

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The above scoring does not take into account the legal implications of the Delivery Mode scenarios, other than the uploading of Council minutes via Council's website; this is currently the existing delivery option being utilised.

10 IP&R Links

Community Strategic Plan 2022.

Community Outcome CM1:	Effective governance, business, project and financial management
Community Strategies	

CM1.1 Improve the transparency, effectiveness and accountability of Council.

Community Outcome CM2:	Informed and engaged community
Community Strategies	

CM2.1 Use a range of effective communication tools to engage the community to support transparent and accountable Council decision making.

- 15 There are no current four year Delivery Program projects and therefore no Operational Plan activities involving webcasting.

Internet Usage

- 20 The inequitable broadband service throughout the Shire needs to be noted; this includes known black spots and dialup only connection for some parts of Ocean Shores, Federal and Booyong.

Similarly, some parts of Byron Shire only have access to one service provider due to the sparse population density and the cost of infrastructure provision. With the roll out of NBN services, this may change as new options to connect to the internet open and the speed improves.

- 5 According to ABS 2011 Census data Internet access is relatively high in Byron Shire with 79.3% having a connection of some description – up 13% in the past 5 years.

Private household internet connection

	2006		2011	
	#	%	#	%
No Internet connection	3,178	29.7%	1,914	17.09%
Type of connection				
Broadband	4,245	39.7%	8,035	71.76%
Dial Up	2,832	26.4%	391	3.49%
Other	41	0.4%	453	4.05%
Total	7,115	66.4%	8,879	79.30%
Connection not stated	415	3.9%	404	3.61%
Total	10,711	100%	11,197	100%

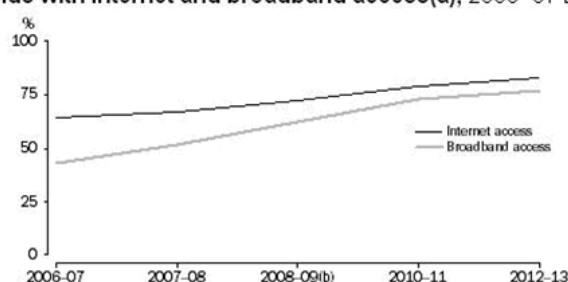
Data based on Australian Bureau of Statistics 2006 & 2011, 'Byron (Local Government Area), 'Community Profile'

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HOUSEHOLD INTERNET ACCESS

The number of households with access to the internet at home continues to increase, reaching 7.3 million households in 2012–13 and representing 83% of all households (up from 79% in 2010–11). More than three quarters (77%) of all households had access to the internet via a broadband connection.

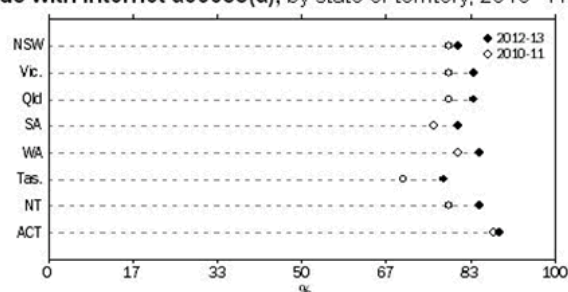
Households with internet and broadband access(a), 2006–07 to 2012–13



(a) As a proportion of total households.
(b) HUIT data were collected biennially from 2008-09.

Amongst states and territories, household proportions of internet access at home ranged from 89% in the Australian Capital Territory to 78% in Tasmania.

Households with internet access(a), by state or territory, 2010–11 to 2012–13



(a) As a proportion of total households.

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Source ABS - Household Use of Information Technology, Australia, 2012-13
<http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/8146.0Chapter12012-13>

- 5 For the successful implementation of live and/or archived streaming, the quality recording of meetings is essential. The ability of the current audio recording system within the Chamber to capture all people speaking would need to be assessed to ensure it is of a high enough standard to use for streaming purposes. This is currently unknown. It is however currently suitable to upload post Council meeting.
- 10 The user's ability to listen to the live (or archived) stream is also dependent on their internet connection, which Council has no control over.

Demand

- 15 Council does not have any information on community demand for webcasting. However, with the increasing uptake of the social media and easy access to digital online technologies it may be assumed that the communities' demand for these types of services is increasing.

Access

- 20 Another consideration is the ability to provide vision that is easily accessible for the hearing impaired. This can be achieved (for a cost) via such web platforms as YouTube and Vimeo with the uploading of a transcript; this service is available locally. It is unknown whether transcripts could be provided for live streaming services.
- 25 It should also be noted that the ability for a normal sighted person to view online streaming or film, depends on the onsite camera quality, location, and the person's at home computer setup.

Record keeping

- 30 The requirements for record retention (and video and audio are types of 'records') under the *State Records Act 1998 (NSW)* have not been researched yet. Currently, Council is not required to retain audio recordings of Council meetings if they are taken only for the purpose of preparation of minutes; Council's Code also details that Council can destroy audio recordings once minutes have been confirmed.
- 35

- Audio recordings made for the purposes of broadcast may be different and research will be needed to identify what the record retention requirements could be. Given the potential size of these files, this will have an impact on Council's electronic content management and/or storage plus potentially have a financial impact.
- 40

- If Council is required to retain audio or video broadcast records, then they will need to prepared and stored in a format that allows members of the public to access the archived recordings under the *Government Information (Public Access) Act 2009 (NSW)*, *subpoena or notice to produce etc.*
- 45

Legal implications

- There are a number of legal risks with webcasting. Any person speaking at the meeting would need to ensure that they do not breach privacy legislation, confidentiality requirements, the Code of Conductor say anything that is potentially defamatory.
- 50

- Council (not the individual/s speaking) would be the 'broadcaster' of the information and exposed to liability if anything is said by anyone at the meeting that is subsequently found to have been unlawful, defamatory or negligent etc.
- 55

It is important to note that Councillors do not receive any "privilege" in respect of comments made at a Council meeting, unlike State and Federal parliamentarians who have what is referred to as "parliamentary privilege". It may also be the case that Councillors could be in a different situation to staff in terms of potential personal liability if a Councillor says or does something on camera in breach of their obligations.

A detailed risk analysis will need to be undertaken and, where necessary, legal advice sought on risk management options. A review of Council's insurances would also be required to ensure that the broadcasting was adequately covered and policy requirements being complied with etc.

If implemented, the *Code of Meeting Practice* would need to be revised to include provisions for webcasting should Council choose to go proceed. In addition, new HR policies would need to be developed if staff comment were to be included in the broadcast and industrial processes would need to be followed prior to its introduction.

Privacy Considerations

Privacy and Personal Information Protection Act 1998 (the PPIP Act) impacts on the way Council collects, stores, uses and discloses personal information. Personal information is defined by the PPIP Act as information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. By definition, the vision and audio recordings of Council Meetings contain personal information of Councillors, the public who address and any staff who may speak at the meeting. As a result, Council is bound by the Information Protection Principles of the PPIP Act in relation to the collection, storage, use and disclosure of video and audio recordings.

Council can collect, store, use and disclose personal information but only if the person has been appropriately notified and given an opportunity to 'opt out,' which they have turned down. In relation to personal information that may be collected as a result of the recording of Council and Committee Meetings, at a minimum notification by way of appropriate signage in the Council Chambers, notification on the website and a verbal notification by the Chairperson at the commencement of the meeting is required; once again research would be required to identify if additional notification is needed for webcasting.

Case Studies

Please note that the following information on the case studies is:

- verbatim as supplied by officers at the different councils and it has not been verified; or
- where cost information has been extracted from reports on the different websites, they were estimates and may not be indicative of the final costs.

Case study 1 - Gold Coast City Council

Website	http://council-live.goldcoast.qld.gov.au/index.php
Commenced	February 2012
Live	Yes
Available after meeting	Yes – can take up to 2 days to be available
Cost	Setup about \$30,000 \$1,800 per month to host http://www.goldcoast.qld.gov.au/council-meetings-to-go-live-on-the-web-7045.html
Cameras	three fixed (considering going to 4)

Live streaming



Welcome to City of Gold Coast's live streaming website

Visit this site to watch and listen to Council meetings and City announcements online.

Live streaming allows you to view announcements and Council proceedings via the Internet without the need to attend in person. This gives the community greater access to Council decisions and debate, and eliminates geographic barriers preventing the public from attending meetings.

From this site you can access webcasts of live announcements and Council meetings, view archived announcements and meetings and follow links to meeting schedules, agendas and minutes, and other major City projects and events.

Recent live streaming

Meeting / announcement	Date	Type
View Council Meeting 686	16 September 2014	Full Council
View Council Meeting 685	2 September 2014	Full Council

Other:

- Hosted via Gold Coast based company Interstream who provide all support, stream and store archive material.
- 5 • Has the capacity to switch to a static slide (with no volume) during confidential items.
- One dedicated staff member is required in the Council meeting to manage and operate the system for the entire meeting (which is between 1 and 7 hours).
- The service is getting about 700 viewers from around the world and is a good resource for media, Councillors and staff to clarify meeting outcomes and to garner further information
- 10 (context) on how to implement resolutions.
- Gold Coast City Council has a dedicated Customer Service team and their IT team provides technical support for people who have problems getting onto the live streaming.

Platforms and browsers that are supported:

- 15 • Chrome
- Firefox
- Internet Explorer
- Opera
- Safari
- Android 2.2 (mobile) or greater
- 20 The following platforms are supported:
 - Microsoft® Windows XP and more recent versions of Windows
 - Mac OS X v10.6 or greater
 - Linux®: openSUSE® 11.3 or greater
 - Red Hat® Enterprise Linux (RHEL) 5.6 or greater
 - 25 • Ubuntu 10.04 or greater

Case study 2 – Lane Cove Council

Website	http://www.lanecove.nsw.gov.au/YourCouncil/CouncilMeetingsandReports/Pages/MeetingWebcast.aspx
Commenced	2010
Live	Yes
Available after meeting	Yes
Cost	Setup \$4,500 setup Ustream license of \$99 per month year for first 100 hours with additional hours at fee http://www.ustream.tv/
Cameras	Two fixed

**Council and IHAP Meeting Webcast**

Council Meetings are now Webcast live during the meeting to provide the opportunity for the community to view proceedings without the need to attend the meeting. Council meetings commence at 6.30pm. If members of the public are not interested in any business recommended to be considered in Closed Session or there is no such business, Council will ordinarily commence consideration of all other business, including the public addresses at 7pm.

Notice of Copyright and Disclaimer

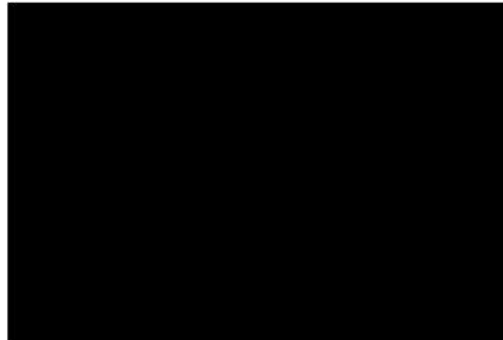
This electronic transmission is protected by copyright owned by Lane Cove Council and no part thereof may be copied or recorded or made available to others without the prior written consent of Lane Cove Council. Opinions expressed or statements made by individual persons during the course of this transmission are the opinions or statements of those individual persons and are not opinions or statements of Lane Cove Council. This transmission is not, and shall not, be taken to be an official record of Lane Cove Council or of any meeting or discussion depicted therein.

Using this Service

The quality of the webcast will depend on your PC's memory and internet connection bandwidth. As the webcast involves video and audio, the data usage is high, at the approximate rate of 40mb per 10 minutes. You will need to have the **Adobe Flash Player** installed on your computer to view the webcast. Apple mobile device users (iPhone, iPad) can use the official Ustream app to view the webcast. Ustream can be downloaded free from the iTunes App Store for both iPhone and iPad. Please be patient when loading a video as depending on your internet connection it can take time to start playing. Images displayed below have been selected from entrants in Lane Cove's annual **Captured Photography** competition.

Next IHAP Meeting: 7 October 2014

Next Council Meeting: 20 October 2014



Archive of past meetings
Council Meeting 15 September 2014

BYRON SHIRE COUNCIL

STAFF REPORTS - GENERAL MANAGER

4.1 - ATTACHMENT 1

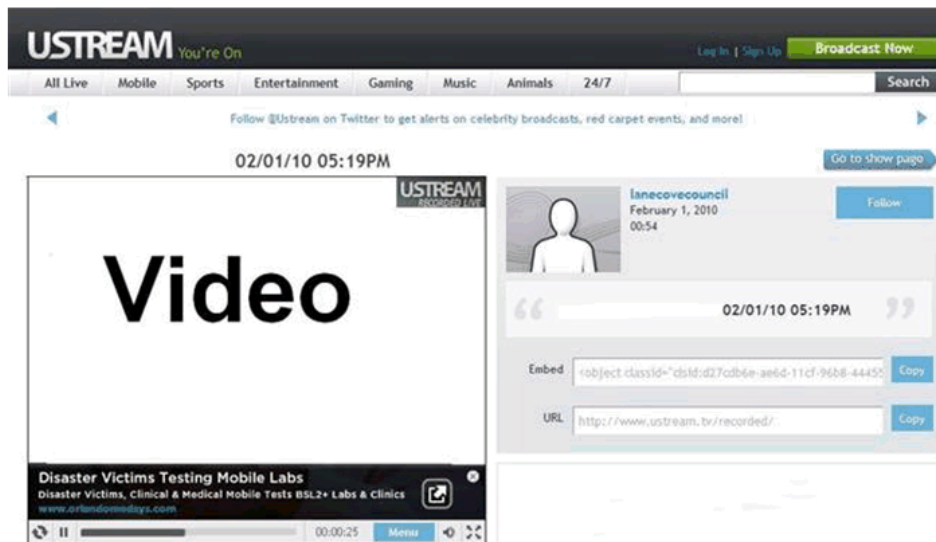
BYRON SHIRE COUNCIL

STAFF REPORTS - ORGANISATION DEVELOPMENT

13.11

Other:

- The web page indicates that the quality of the service is dependent on people's PC memory and internet connection bandwidth. The report to Council indicate that they considered the following options for video broadcasting:
 - 5 ○ Adopted option (in red below) - 2 fixed 180 degree cameras one covering all Councillors and one covering all staff at a then estimated cost of \$4,000 – adopted. The report did not include staffing costs of the system. The report noted that this option would not allow a close-up of the person speaking, but rather than audio only, it would allow the viewer to recognise the person speaking. The report noted
 - 10 that at the low entry price it provided the opportunity for that Council to have a low cost introduction into this new concept to determine its popularity.
 - 15 ○ 4 fixed video cameras, two covering Councillors (Left and Right) and Staff (Left and Right) to capture vision of the entire chamber, with one staff member to operate a panel to select the most appropriate camera for live streaming at any one time. Reported noted Warringah used a similar configuration. Estimated cost \$20,000 + a staff members time during the meeting
 - 20 ○ A Bosch automatic tracking camera. This utilises the P.A. system to identify who is speaking and rotates a central camera to the person speaking. The estimated cost of the system was \$65,000
 - 25 • The report to Lane Cove Council considered the following options for hosting:
 - 30 ○ Users would visit Council's website and click through to a Council themed (eg logos etc) window to watch the stream. There was at that time one supplier who hosted live and catalogued video streaming for Port Macquarie Hastings Council, Warringah Council, Wellington Shire Council (VIC) and City of Greater Dandenong Council (VIC) and they were doing so at an estimated cost of \$8,495/year.
 - 30 ○ Users would visit Council's website and click through to a commercial host window to watch the stream. The suggested host for that Council was Ustream, which is similar to Utube, only that it is specifically designed for live streaming rather than uploaded videos. As it commercial, yet free but it does contain advertising. There is an option of paying a fee per year (estimated at the time of the report to that Council of \$650/year) to have no advertising. Below is the image of a Ustream Page that was part of the report to that Council, the actual video would normally watched in full screen mode which retains the banner advertising at the bottom of the video.



- 5 It is recommended to proceed with Option 2 as it is the most cost effective. At this stage it is not recommended to remove the advertising. The site will be monitored to determine if the advertising interferes excessively with the broadcast. Ustream is a reputable organisation and inappropriate advertising is not anticipated. Council can elect to take up the advertisement free option at any time. The site also provides basic information on how many viewers there are of a program etc to allow the effectiveness of the project to be assessed.

- 10 *Option 2*
Using two fixed 180 degree cameras one covering all Councillors and covering all staff. The two images would be streamed simultaneously utilising a picture in picture format. **Cost \$4,000**

15

Case study 3 – Greater Dandenong

Website	http://www.greaterdandenong.com/section/25839/council-meetings-live
Commenced	February 2012
Live	Yes
Available after meeting	Yes
Cost	Setup \$8,000
	Run via apStream http://www.apstream.net/Index.asp
Cameras	Three fixed



Extract from their website:

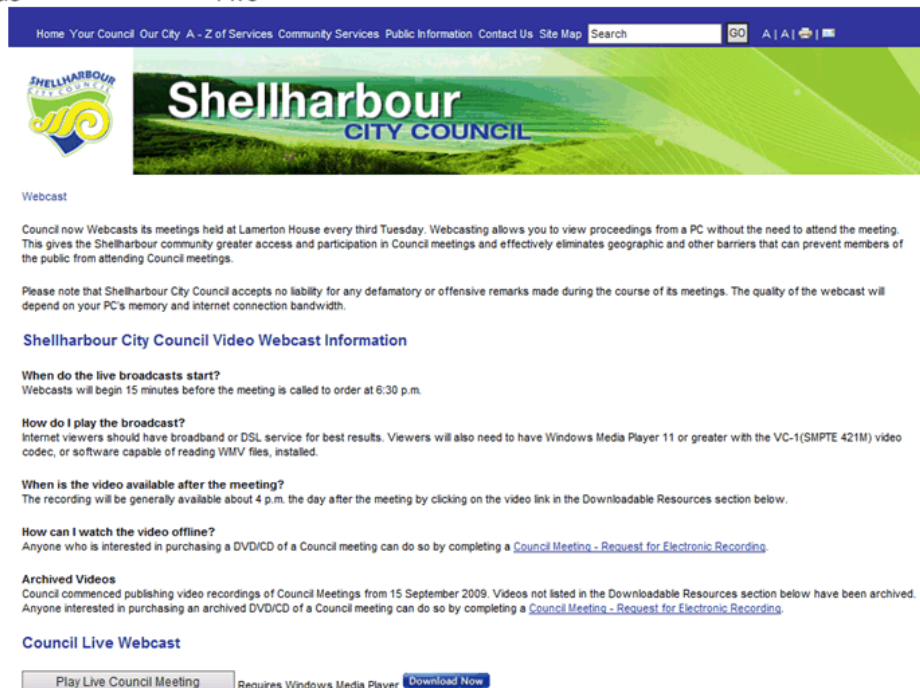
<http://www.smh.com.au/articles/2003/11/24/1069522526626.html>

- 5 *At Greater Dandenong, the average number of online viewers for each meeting has been about 120 - that's not bad considering the public gallery usually seats about 50. Some meetings have attracted up to 1000 web users.*

- 10 *At Greater Dandenong, the initial \$8000 implementation involved the installation of two cameras, which, because of Greater Dandenong's use of two council chambers in Dandenong and Springvale, are portable.*

Case study 4 – Shell Harbour City Council

Website	http://www.shellharbour.nsw.gov.au/default.aspx?WebPage=106
Commenced	2010
Live	Yes
Available after meeting	Yes – day after
Cost	Setup - unknown Ustream license of \$99 per month year for first 100 hours add free http://www.ustream.tv/
Cameras	Two



Home Your Council Our City A - Z of Services Community Services Public Information Contact Us Site Map Search GO A | A | A | A

Webcast

Council now Webcasts its meetings held at Lamerton House every third Tuesday. Webcasting allows you to view proceedings from a PC without the need to attend the meeting. This gives the Shellharbour community greater access and participation in Council meetings and effectively eliminates geographic and other barriers that can prevent members of the public from attending Council meetings.

Please note that Shellharbour City Council accepts no liability for any defamatory or offensive remarks made during the course of its meetings. The quality of the webcast will depend on your PC's memory and internet connection bandwidth.

Shellharbour City Council Video Webcast Information

When do the live broadcasts start?
Webcasts will begin 15 minutes before the meeting is called to order at 6:30 p.m.

How do I play the broadcast?
Internet viewers should have broadband or DSL service for best results. Viewers will also need to have Windows Media Player 11 or greater with the VC-1(SMPTE 421M) video codec, or software capable of reading WMV files, installed.

When is the video available after the meeting?
The recording will be generally available about 4 p.m. the day after the meeting by clicking on the video link in the Downloadable Resources section below.

How can I watch the video offline?
Anyone who is interested in purchasing a DVD/CD of a Council meeting can do so by completing a [Council Meeting - Request for Electronic Recording](#).

Archived Videos
Council commenced publishing video recordings of Council Meetings from 15 September 2009. Videos not listed in the Downloadable Resources section below have been archived. Anyone interested in purchasing an archived DVD/CD of a Council meeting can do so by completing a [Council Meeting - Request for Electronic Recording](#).

Council Live Webcast

[Play Live Council Meeting](#) Requires Windows Media Player [Download Now](#)

- 15 Extract from Website:

- 20 *Council now Webcasts its meetings held at Lamerton House every third Tuesday. Webcasting allows you to view proceedings from a PC without the need to attend the meeting. This gives the Shellharbour community greater access and participation in Council meetings and effectively eliminates geographic and other barriers that can prevent members of the public from attending Council meetings.*

Please note that Shellharbour City Council accepts no liability for any defamatory or offensive remarks made during the course of its meetings. The quality of the webcast will depend on your PC's memory and internet connection bandwidth.

When do the live broadcasts start?

- 5 Webcasts will begin 15 minutes before the meeting is called to order at 6:30 p.m.

How do I play the broadcast?

Internet viewers should have broadband or DSL service for best results. Viewers will also need to have Windows Media Player 11 or greater with the VC-1(SMPTE 421M) video codec, or software capable of reading WMV files, installed.

- 10 **When is the video available after the meeting?**

The recording will be generally available about 4 p.m. the day after the meeting by clicking on the video link in the Downloadable Resources section below. The recordings will remain in the archive there for 3 months.

How can I watch the video offline?

- 15 Anyone who is interested in purchasing a DVD/CD of a Council meeting can do so by completing a [Council Meeting - Request for Electronic Recording](#).

Archived Videos

Council commenced publishing video recordings of Council Meetings from 15 September 2009.

- 20 *Videos not listed in the Downloadable Resources section below have been archived. Anyone interested in purchasing an archived DVD/CD of a Council meeting can do so by completing a [Council Meeting - Request for Electronic Recording](#).*

Case study 5 - Warringah

Website	http://www.warringah.nsw.gov.au/your-council/meetings/council-meetings
Commenced	2005
Live	Yes
Available after meeting	Yes
Cost	Setup cost unknown Run via apStream http://www.apstream.net/Index.asp \$400 per month to stream plus about \$1,100 for archiving 29 meetings
Cameras	3

Information supplied by Council officer:

- 25
- About 40 to 60 live viewers on average but can spike to 100 plus depending on topic;
 - Council meetings last about 2 hours.

[Council](#) / [Your Council](#) / [Meetings](#) / Council Meetings

Council Meetings



Come and see democracy at work at our Council Meetings. You can get involved too - and speak to the Council about an issue on the agenda. Our Council meetings are [webcast](#), so you can stay informed, even from your own home.

When:

- Fourth Tuesday of each month except January, February and December
- 6pm-10pm

Start date	End date	<input type="button" value="Apply"/>	<input type="button" value="Reset"/>
<input type="text" value="1997-01-01"/>	<input type="text" value="2014-10-22"/>		
E.g., 2014-09-22	E.g., 2014-09-22		

Case study 6 - Newcastle City Council

Website	http://www.newcastle.nsw.gov.au/council/council_meetings/web_casting_of_council_meetings
Commenced	2012
Live	Yes
Available after meeting	Yes
Cost	Setup \$15,000 to \$20,000 \$8,500 to \$17,000 per year to run – using apStream
Cameras	2 fixed

Webcasting of council meetings

Watch democracy in action with our live webcast of Council and Committee meetings held in the Council Chambers.

Ordinary Council Meetings and Committee Meetings (Public Voice Committee, Briefing Committee and Development Applications Committee) will be broadcast. Council meetings normally take place on a Tuesday from 5.30pm. Please check the **meeting information webpage** for upcoming Council meeting dates and agendas.

Confidential sessions of Council meetings will not be broadcast. If the webcast stream goes black during a meeting, this will likely indicate the Council has entered into a confidential session.

Council will monitor webcasts and make improvements as required to enhance the service.

Council meetings will be available online for a period of four months and then will be removed.

View previous Council meetings

The City of Newcastle accepts no liability for any defamatory remarks that are made during the course of a meeting. The quality of the webcast will depend on your PC's memory and internet connection bandwidth.

Compatibility requirements

- An internet connection with an ADSL1 or greater bandwidth speeds
- PC computers running Windows XP (or later) and using the latest web browser version of Firefox, Chrome or Internet Explorer
- Apple Macintosh computers running OSX 10.5 (or later) and using the latest web browser version of Safari, Firefox or Chrome.
- The latest version of Adobe Flash Player installed - the software can be found [here](#)

Other information:

- Included as part of Code of Meeting Practice is the following:

5 **41 Webcasting**

41.1 **Webcast**, for the purpose of this section, refers to the live web transmission of Meetings over the internet.

10 41.2 The General Manager, or a Council Officer designated by the General Manager, may Webcast a Meeting. Webcasts will only be used for Webcasting and as required by law.

15 41.3 At the start of each Meeting that will be Webcast, the Chairperson must advise the Meeting room that the Meeting will be Webcast.

41.4 The General Manager must ensure:

20 41.4.1 persons in the Meeting room are advised that the Meeting may be Webcast by providing notification on signs in the Meeting room and such other notices as required; and

25 41.4.2 Webcasting is terminated if:
 (a) the Meeting is closed as provided in section in Part G; or
 (b) the General Manager or the Meeting are of the opinion that continued Webcasting may prejudice the Meeting or infringe the rights or safety of an individual.

30 **Case study 7 – Clarence Valley Council**

Website http://www.clarence.nsw.gov.au/cp_themes/metro/page.asp?p=DOC-OHV-44-37-10

Commenced 6 May 2014

Live Yes (audio only)

Available after meeting No

Cost Free for first year <http://mixlr.com/> . Pro version is \$20 per month

Audio No cameras – audio only

- the Clarence Valley Council commenced a 12 month trial of live audio streaming on 6 May.
- 20 people 'tuned in' (and out) during the session. The broadcast is not available online post meeting. The Mixlr software used captures the existing microphone/pa system and feeds via an app. The minute taker/records officer is required to hit the start/stop button.
- There is also a comments section within the Mixlr app whereby people listening in can post comments on screen; this is moderated by the Council's media officer, who is required to be present during the meetings, but it cannot be turned off. With Mixlr app if saved, the audio recordings can be exported to a Sound Cloud account (<https://soundcloud.com/>)

Extract for Clarence Valley Council Mixlr site:

- 5 *It is an offence to record meetings of the Clarence Valley Council. This service is provided in the interests of open government and to keep people informed of council activities. While comment is permitted, those commenting are reminded defamation and related laws apply to online comment. Council will monitor and defamatory or offensive comments will be removed. Council, however, will take no responsibility for claims arising from such comments that remain online for whatever reason before being removed by Council.*

Council meetings

[Council and Committee meetings](#)

[Agendas and minutes](#)

[Attachments](#)

[Live streaming of Council and Committee meetings](#)


CUSTOMER SERVICES
02 6643 0200

Address
 Locked Bag 23, Grafton 2460

Email
council@clarence.nsw.gov.au

Council Offices:
 2 Prince Street, Grafton
 50 River Street, Maclean




 Submit your feedback

Live streaming of Council and Committee meetings

Council is trialling audio streaming of the Committee and Council meetings. Live streaming is available over the internet using a web browser, or via the Mixlr app on Iphone/Ipad. Simply install the "Mixlr" app then search for the "clarence valley council" stream.

Terms and conditions

It is an offence to record meetings of the Clarence Valley Council. This service is provided in the interests of open government and to keep people informed of council activities. While comment is permitted, those commenting are reminded defamation and related laws apply to online comment. Council will monitor and defamatory or offensive comments will be removed. Council, however, will take no responsibility for claims arising from such comments that remain online for whatever reason before being removed by Council.



Select this link only if you agree with and understand the conditions above
Commence audio streaming

COUNCIL RESOLUTION - 14.025/14

(Crs Williamson/Challacombe)

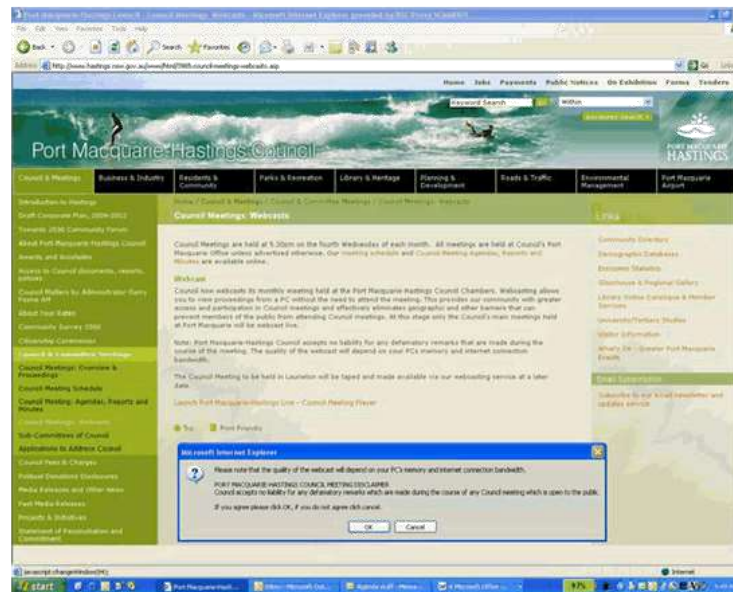
That

1. Council implement as a trial for a period of 12 months, the Mixlr Live streaming application to live audio stream to Committee and Council meetings.

Others:

Port Macquarie - Hastings Council

- 5 In 2008, the Administrator of Port Macquarie-Hastings Council advised he would like Council meetings to be accessible to all residents of the Port Macquarie-Hastings area and introduced webcasting. The webcasting was discontinued in 2012.



10

BYRON SHIRE COUNCIL

STAFF REPORTS - GENERAL MANAGER

4.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

STAFF REPORTS - ORGANISATION DEVELOPMENT

13.11

City of Botany Bay

<http://www.botanybay.nsw.gov.au/webcast/popup.html>

The screenshot shows a web browser window with a blue header. On the left is the 'City of Botany Bay' logo. On the right, the text 'City of Botany Bay Council' is displayed. Below the header, there is a large white box containing the following text:

Next Meeting: Committee Meeting
6:30pm Wednesday 17th September 2014

NOTICE OF COPYRIGHT AND DISCLAIMER
This electronic transmission is protected by copyright owned by Botany Bay City Council and no part thereof may be copied or recorded or made available to others without the prior written consent of Botany Bay City Council. Opinions expressed or statements made by individual persons during the course of this transmission are the opinions or statements of those individual persons and are not opinions or statements of Botany Bay City Council. This transmission is not, and shall not, be taken to be an official record of Botany Bay City Council or of any meeting or discussion depicted therein.

At the bottom left of the white box, there is a 'Close this window' link.

5

Darebin City Council

<http://www.darebin.vic.gov.au/en/Your-Council/How-council-works/Meeting-Agendas-and-Minutes>

- 5 Commenced September 2013 – have one camera but has the capacity to move (includes a vision switch).

The screenshot shows the Darebin City Council website. The header features the Darebin logo and navigation links. The main content area is titled 'Watch Council and Planning Committee Meetings' and includes information about online streaming of council meetings. A sidebar on the left lists various services, and a sidebar on the right lists languages and frequently asked questions. The video player at the bottom shows a 'Standby' screen with the Darebin logo and the text 'Please Stand By...'.

Mid Western Regional Council

<http://webcast.midwestern.nsw.gov.au/>

Mid-Western Regional Council
A prosperous community we're proud to call home

COUNCIL MEETINGS LIVE WEBCAST

MAIN LIVE STREAMING ARCHIVED MEDIA SCHEDULE OF MEETINGS HELP CONTACT

Next Meeting

- [Ordinary Meeting](#)
- Time: 5:30pm
- Date: 1 October 2014

For any assistance viewing the video, please read our [Frequently Asked Questions](#).

Council Meetings

From June 2014, Mid Western Regional Council is [streaming live video and audio of our Council Meetings](#) and Special Council Meetings. Recently recorded meetings can be accessed below; earlier meetings can be accessed via the [archive page](#).

Previous Meetings

Meeting Number	Date	Meeting Type
View Council Meeting	17 September 2014	Ordinary Meeting
View Council Meeting	3 September 2014	Ordinary Meeting

Welcome to Mid Western Regional Council's Live webcast website of Council Meetings

Mid Western Regional Council offers on-demand video and audio of Council meetings.

5

Financial implications

10 There are currently no funds allocated in the budget for video or audio streaming of Council meetings. A decision to proceed would need to be considered in the context of the 2015/2016 budget allocations and could mean that other programs would need to be delayed.

15 From a review of current Councils utilising webcasting, and recognising that costs vary due to systems installed (and at the time they are installed), they following can be estimated at:

Video streaming

Setup: \$8,000 to \$30,000+

20 Ongoing: \$100 per month to \$1,800

Audio streaming

BYRON SHIRE COUNCIL

STAFF REPORTS - GENERAL MANAGER

4.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

STAFF REPORTS - ORGANISATION DEVELOPMENT

13.11

Setup: \$0 to \$2,200 per year

Ongoing: from \$25 to \$275 per month for live audio streaming

5 Audio delayed

\$250 per year for Sound Cloud account to host post meeting

10 The above estimates do not take into consideration Council staff time to enable live webcasting and or post meeting upload. Live webcasting would require an additional staff member present to operate the hardware and software. Live or post meeting webcasting will be an additional administrative function need to be staffed. Details of estimated hours can be found with the webcasting matrix scoring component of this report.

15 In addition, the quality of Council's current public address system would need to be assessed prior to any decision to proceed to determine if the recording is of a high enough standard to use as a base for live streaming.

20 Based on the above cost estimates, the most cost effective avenue would be to upload audio recordings post (audio delayed) Council meetings at an initial estimated cost of:

- \$250 per year Sound Cloud subscription (assuming the size of the data can be managed within that cost framework);
- plus the staff time of at least 3 hours per meeting (but potentially double that for meetings with many confidential sessions or longer meetings) to edit and upload to web.
- plus the costs of legal advice or review of other key Council documents, for example HR Policies and Code of Meeting Practice etc.

30

Statutory and Policy Compliance Implications

35 Depending on the delivery mode chosen, Council's *Code of Meeting Practice*, and possibly internal Human Resources policies, would need to be amended to incorporate webcasting.