



## COUNCIL MEETING LIVE STREAMING

Type:	Council Policy - Elected Member		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Governance and Risk		
Approval Date:	24/03/2026	Next Review:	1/03/2030
Records Number:	252705	Council/CEO Decision:	Council <b>OMC-2026-59</b>
Legislation Reference:	<i>Section 99 of the Local Government Act 2019</i>		

### 1 PURPOSE

The live streaming of Council meetings aims to foster confidence, integrity, and accountability in the decision-making processes of the Council. This policy sets the rules and guidelines with regards to the live streaming of council meetings.

### 2 SCOPE

This policy applies to:

- All **ordinary and special Council meetings** that include an open session.
- All **Council members, staff, and attendees** during meetings.
- Any location that the meeting is being held.

This policy does **not** apply to:

- Confidential sessions of Council meetings.
- Committee meetings unless specifically approved by Council.

### 3 DEFINITIONS

**Live Streaming:** The real-time broadcast of Council meetings via the internet.

**Open Session:** The portion of a Council meeting that is open to the public and not classified as confidential.

**Confidential Session:** A section of the meeting closed to the public under relevant legislation or Council procedures.

**Council Website:** The official online platform where recordings of live-streamed meetings will be published.

**Social Platforms:** Official Council social media accounts used to share links to live streams and recordings.

## 4 DETAILS

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To improve accessibility and community participation during Ordinary and Special Meetings of Council. It is foreseen that live streaming and publishing the video recording of meetings on Council's website and Social Media platforms will provide more flexible and convenient access to a wider audience. This will allow the public to watch meetings "in real time" via the internet without having the person attend.

Live streaming will allow the community greater access to view Council's debates and decisions, whilst eliminating geographic and time barriers which may prevent the public from attending the meeting in person. The purpose of this is to achieve community awareness and confidence in the integrity and accountability of decision-making processes.

Pursuant to Section 99 of the *Local Government Act 2019*, Council Meetings are open to the Public. Council encourages the community to actively participate in an effective manner and to contribute in responsible governance of the municipality. To enable greater community involvement in council meetings Council will live stream Ordinary and Special Meetings of Council and recordings will be published on the Council's official website, with links shared via the Council's social media platforms.

The meeting minutes once confirmed by Council, provide the definite record of Council's resolutions and the Council's position on a particular matter.

### **Notification**

At the commencement of each Council meeting, the Chair will advise all attendees that the meeting is being live streamed for the duration of the open session and that the recording will be published online.

The Chief Executive Officer (CEO) will include a webcast disclaimer within the agenda.

At the entry of the Council Chambers or venue where the meeting is being held, there shall be signage and notices displayed notifying that the meeting is being live streamed. the signage and notices will include the atherine Town Council – Webcasting Notice messaging.

The visual recording equipment will be configured to avoid coverage of the public gallery in the live streaming; however, audio captures will be covered.

### **Streaming Arrangements**

Live streams will commence at the scheduled start time of the meeting and conclude once the meeting is adjourned.

Streams will include video and audio of elected members, staff, and public speakers. By speaking at a Council meeting, you consent to being recorded and published online.

Recordings will be archived and made available for on-demand viewing for a minimum of three years. CEO may remove archived recordings if legally required.

The audio recordings of meetings will be used for the preparation of the minutes and therefore are temporary records of council.

Council accepts no responsibility for defamatory or offensive remarks made during meetings.

### **Exceptions and Technical Issues**

In some cases, the venue may not permit live streaming.

Unforeseen technical difficulties may prevent live streaming or access to recordings.

Council will make every reasonable effort to ensure live streaming and website functionality are maintained.

Technical issues may include, but are not limited to, the availability of the internet connection, equipment failure or fault, inaccessibility of social media platforms or power outages.

Live streaming does not enable viewers to participate in the meeting including public question time. Public participation must be by attendance in person only.

### **Confidential Sessions**

Confidential Meetings will be closed to the public, in accordance with Section 93 (2) of the *Local Government Act 2019* these meetings will not be recorded. Live streaming will cease during any confidential section of the meeting and resume once the meeting reopens to the public.

### **Authority to Terminate**

The Mayor or CEO have the discretion and authority at any time to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, if the CEO or the Council has reasonable assessment and can be deemed as prejudice, or if the meeting infringes the rights or safety of an individual. Including circumstances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Council takes no liability for, the live streaming on the Council website being temporarily unavailable due to technical issues beyond Council's control.

## 5 ASSOCIATED POLICIES/DOCUMENTS

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Elected Members Code of Conduct Policy

Breach of Code of Conduct Policy

Code of Conduct for Employees Policy

Attendance at meeting via audio and audio visual conferencing system Policy

Meeting Administration Policy

## 6 REFERENCES AND RELATED LEGISLATION

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*Local Government Act 2019*

Local Government (General) Regulations 2021

Disposal Schedule 2018.3 – Local Authorities in the Northern Territory

### Revision History

Version	Revision date	Details of change	Responsible officer
1		Created utilising previous rescinded policy of council	CEO
2			
3			

## WEBCASTING DISCLAIMER

*The Katherine Town Council is live webcasting the Open Section of Ordinary and Special Meetings of Council. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward. Every care is taken to maintain privacy and attendees are advised they may be recorded.*

*In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.*

*Webcasting of Ordinary or Special Meetings of Council and any other public forums and meetings authorised by the Council remain the property of Katherine Town Council. Access to live streams and recordings of meetings is provided for personal and non-commercial use. Video, images, and audio must not be altered, reproduced or republished without the permission of the CEO. Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of Katherine Town Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.*

## Katherine Town Council – Webcasting Notice

### **Recording of Meetings**

*Ordinary and Special Council Meetings are streamed live online. The recording may include video and audio of the meeting.*

### **Public Gallery**

*Cameras are set up to avoid filming the public gallery. However, we cannot guarantee this. By staying in the gallery, you agree that your image may be broadcast worldwide without payment.*

### **Privacy**

*Please be aware that you may be recorded if you attend. Every effort is made to respect privacy.*

### **Technical Issues**

*If livestreaming stops due to internet, equipment, or power problems, Council will try to fix it quickly. Council is not responsible for outages beyond its control.*

### **Use of Recordings**

*Recordings belong to Katherine Town Council. They are provided for personal, non-commercial viewing only. You must not copy, alter, or share them without Council's permission.*

### **Opinions Expressed**

*Comments made by individuals during meetings are their own. They do not represent the views of Katherine Town Council. Council accepts no responsibility for any offensive or defamatory remarks made.*