



Recording of Council Meetings Policy

Document Number	DCY-CS-POL-XXX
Responsibility	Corporate Services
Version Number	1.0
Effective Date	June 2026
Last Revised Date	June 2026
Minute Book Reference	C26113
Next Review Date	June 2030
Applicable Legislation	Local Government Act 1999 (S90(3)) State Records Act 1997 Freedom of Information Act 1991 Archives Act 1983 Adequate Records Management Standard 2013 Evidence Act 1929 Privacy Act 1988 (Cwth) Copyright Act 1968 (Cwth) South Australian Information Privacy Principles (IPPS)
Related Policies / Procedures	Code of Practice for Access to Meetings and Documents Code of Practice – Formal Proceedings of Council and Committee Meetings Information and Records Management Policy
Related Strategic Documents	DCY Strategic Community Plan: VISION 2030
DCY Strategic Community Plan: VISION 2030	Our Leadership Priority 6d Good governance, well-informed decision-making and effective communications ensure Council is open and transparent.

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			



1. Objective

- 1.1. The objective of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio and visual recordings of Ordinary and Special Council meetings.

2. Scope

- 2.1. This policy applies to audio and visual recordings made of all Ordinary and Special Council meetings and those in attendance including, Elected Members, Council Officers, Contractors and Members of the Public.

3. Definition

- 3.1. For the purpose of this policy the following definitions apply:

'Audio recording' means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or Digital audio tape (DAT) recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).

'Confidential Business' means any item of business considered and ordered by Council to be discussed, received and/or retained in confidence in line with Section 90(3) of the *Local Government Act 1999*.

'Council' means the District Council of Yankalilla.

'Exceptional Circumstances' including but not limited to risk to public health and safety, threat of violence or aggression, unlawful conduct by an attendee, defamation, breach of privacy and offensive behaviour.

'Live-Streaming' means a broadcast of a Council meeting over the internet.

'Ordinary Meeting' means an Ordinary Meeting of Council, as defined under Section 91 of the *Local Government Act 1999*.

'Preferred Online Platform' means a video sharing service that allows for the upload of audio-visual content, posted by the Council, for viewing by members of the public.

'Personal Information' meaning information about a person's private or family life. Examples include: a person's name, residence location (suburb), employment details, work practices and job title. It may also include commentary or opinion about a person such as career and professional attributes.

'Special Meeting' means a Special Meeting of Council, as defined under Section 82 of the *Local Government Act 1999*.

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			



'Technical Malfunction' means any situation whereby either hardware, software, internet, or power required to record meetings is not functioning in the expected manner.

'Visual recording' means any recording made by any electronic device capable of recording graphics and images. This includes but is not limited to recordings made by video cameras, livestream software such as MS Teams and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).

'Capacity to Consent' under the Privacy Act refers to the ability of an individual to make informed decisions regarding the recording, collection, and use of their personal information. According to the Privacy Act, an individual must have the capacity to understand and communicate their consent, which is a valid consent to handling of personal information. This capacity is generally assessed on a case-by-case basis, particularly for individuals under 18 years of age, where parental consent may be necessary if the individual lacks maturity.

'Consent' means 'express consent or implied consent'.

'Express consent' given openly and obviously, either verbally or in writing.

'Implied consent' means Council reasonably believes that it has implied consent given they have been informed about the recording, collection and use of their personal information, have been presented with an opt-out option, and remained at the meeting.

'Opt-out' refers to the process where individuals can withdraw their consent to the collection, use, or disclosure of their personal information.

4. Policy Statement

- 4.1. Council is committed to improving public access, openness and transparency in its decision-making processes. Council endeavours to foster community interest and engagement in its decision making.
- 4.2. Council meetings are open to the public, yet attendance is not always possible. Live-streaming and recording provides an opportunity for the public to view Council meetings at their convenience.

5. Policy

5.1. Recordings

- 5.1.1. Audio and visual recordings (recordings) will be made of Ordinary and Special Council meetings (in the absence of technical malfunctions) for the purpose of assisting with the preparation and verification of minutes prior to their confirmation and allowing those not in attendance to view the meeting at a later date/time.

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			



- 5.1.2. Should Council resolve to move into discussion of confidential business the recording will cease. Recording will resume once council resolves to move out of confidential business.
- 5.1.3. The Mayor may terminate the recording of the meeting in exceptional circumstances.
- 5.1.4. In line with the Copyright Act 1968, livestreams and recordings of Council Meetings remain the property of the Council. Copying, distribution and altering of any part of the recording is not permitted without the written approval from the Chief Executive Officer (CEO).
- 5.2. Public Notification
- 5.2.1. Advice will be provided to the members of the public in attendance at meetings that a recording of the meeting will be made. The wording of the advice will be as follows:
- "Please note that this session is being audio and visually recorded for the purposes of record keeping, preparation of consultation outcomes and organisational accountability when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999. The recording may capture your image, voice and comments. By remaining in attendance, you acknowledge that recording is taking place and agree to comply by Council's Recording of Council Meeting Policy."*
- 5.2.2. This advice will be conveyed in the following manner:
- 5.2.2.1. Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings;
- 5.2.2.2. Displayed at the entry to Council Chambers or place where the meetings are held;
- 5.2.2.3. Verbally by the Mayor at the commencement of the meeting;
- 5.2.2.4. Advance written notification to invited visitors and deputies.
- 5.2.3. Members of the public who address the Council (for example through a deputation) are consenting to their image, voice and comments being recorded.
- 5.2.4. Council makes no guarantee that observers will not be inadvertently recorded.
- 5.2.5. Statements by individuals made during the meeting are not necessarily the opinions or statements of the Council or its Elected Members.
- 5.2.6. Council does not make any guarantee that comments or opinions by individuals made during the meetings are complete, accurate, reliable or free from error.

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			



- 5.2.7. Council is not responsible or liable for loss or damage as a result of using or relying on statements and opinions provided in the live streaming or recording of Council meetings.
- 5.2.8. The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.
- 5.3. Storage, Retention and Destruction of Recordings
- 5.3.1. Recordings will be stored and managed within Council's electronic document and records management systems (EDRMS) in accordance with the requirements set out in the State Records Act. Records will be disposed of through an authorised process and in line with Council's Information & Records Management Policy and the relevant General Disposal Schedule.
- 5.4. Access to Recordings
- 5.4.1. Recordings will be made available within one week of the closure of the meeting and thereby available to Elected Members, Council Officers, and the general public via Council's preferred online platform for a period of 90 days.
- 5.4.2. The Chief Executive Officer (CEO), or their delegate, may decide not to upload a recording should exceptional circumstances exist, where breaches of the Privacy Act might exist, or where comments are made that could result in Council being liable for loss and damages.
- 5.4.3. The CEO, or their delegate, may decide to upload an edited version of the recording, should exceptional circumstances exist, where breaches of the Privacy Act might exist, or where comments are made that could result in Council being liable for loss and damages.
- 5.5. Recording of meetings by Members of the Public
- 5.5.1. Members of the public may record the proceedings of Council meetings in person only with agreement obtained by resolution of Council.

6. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website: www.yankalilla.sa.gov.au/policies

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Page 5 of 6

YANKALILLA

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			



Phone: (08) 8558 0200

Email: council@yankalilla.sa.gov.au

Office hours: Monday to Friday, 9.00am to 5.00pm (except public holidays)

7. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the CEO of Council.

8. Review Cycle

This document is subject to review in four (4) years from the date of adoption or more frequently if legislation or Council requires.

9. Document History

Date	Version	Council Resolution No.	Description of changes
June 2026	1.0	C26113	Adoption of Policy

Recording of Council Meetings Policy <i>The electronic version held on ERDMS is the controlled version of this document.</i>				Version 1.0 /
Effective Date:	June 2026	Review Date:	June 2030	
Warning:	This document is uncontrolled when printed.			