

# **Sporting Shooters' Association of Australia – Australian Capital Territory Incorporated**

## **SSAA ACT Inc.**

### **Audio, Video Recording and Photography of Council and Committee Meetings Policy**

#### **1. OBJECTIVE**

- 1.1. The objective of this policy is to set out procedures for audio and/or visual recording of Council meetings in regard to appropriate creation, storage, usage, access and disposal.

#### **2. POLICY STATEMENT:**

- 2.1. The policy applies to all meetings of Council and Committees of The Sporting Shooters' Association Australia (Australian Capital Territory) Incorporated (SSAA ACT Inc.) and applies to the Executive Committee, Council, Disciplines, Clubs and Sections.
- 2.2. In accordance with Incorporated Associations Act, the associated Regulations and the SSAA ACT Inc. Constitution, accurate minutes of meetings which record attendance, details of each motion and any amendments, names of movers and seconders of motion or amendment, whether motion is passed or not, and decisions (resolutions) of the meeting are required. The sole purpose of audio recording is to assist in preparation of meeting minutes.

#### **3. DEFINITIONS:**

- 3.1. Council – shall consist of the elected members of the Executive Committee and one delegate from each Club or Section as constituted by an Annual General Meeting or Special General Meeting.
- 3.2. Executive Committee – consists of a President, a Vice President, a Deputy Vice President, a Treasurer, and a Secretary.
- 3.3. Audio Recording – any recording made by any electronic or battery-operated device capable of recording sound and/or video. This includes but is not limited to recordings made by video camera, cassette recorder, or DAT recorder, and stored on compact disc(CD), Digital Audio Tape (DAT), or in any other format (such as WAV, MP3, USB, cameras etc.).

#### **4. RELATED DOCUMENTS**

- 4.1. Documents related to this policy, and those which must be read in conjunction with this Policy are:
  - The SSAA ACT Inc Constitution;
  - The SSAA ACT Inc Privacy Policy;
  - The SSAA National Privacy Policy;

- The SSAA ACT Inc Code of Conduct; and
- The SSAA National Code of Conduct.

## **5. LEGISLATIVE CONTEXT**

- 5.1. As an incorporated association within the Australian Capital Territory, related legislation that applies to this policy are:
- Associations Incorporation Act 1991;
  - Listening Devices Act 1992;
  - Information Privacy Act 2014;
  - Copyright Act 1968.

## **6. AGREEMENT TO COMMENCE AUDIO RECORDING**

- 6.1. To comply with the Listening Devices Act 1992 and the Information Privacy Act 2014 agreement is required by the Executive Committee and Council attending meetings for an audio recording of the meeting to be made by SSAA ACT Inc..
- 6.2. The wording of the advice is to be as follows: ‘Subject to all attendees agreement, this meeting is to be recorded on audio tape for the sole purpose minute-taking. I now call for a vote on the motion to record the meeting for this purpose.’
- 6.3. Recording of the meeting is only to be conducted if all members of the Council unanimous agreement to record.
- 6.4. The record of voting of the motion will be recorded in the minutes to reflect the vote of the audio recording of the meeting.

## **7. NOTIFICATION TO COMMENCE AUDIO RECORDING**

- 7.1. To comply with the Listening Devices Act 1992 and the Information Privacy Act 2014 advice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made by SSAA ACT Inc..
- 7.2. The wording of the advice will be as follows: ‘Following agreement by all Council attendees, this meeting is being recorded on audio tape for minute-taking purposes.’
- 7.3. Consent will be taken to be given if observers to the meeting continue to be present at the start of the recording. Observers to a recorded meeting will be noted in the minutes of the meeting.

## **8. PURPOSE OF AUDIO RECORDINGS**

- 8.1. Audio recordings will only be made of Council and Committees meetings, excluding confidential matters, for the purpose of:
- assisting in the preparation of minutes.
  - ensuring decisions are accurately recorded in the minutes.
  - verifying the accuracy of minutes prior to their confirmation.
- 8.2. Audio tapes are considered 'temporary' records of SSAA ACT Inc. as the sole purpose is to aid in preparation of minutes. Once the minutes are confirmed, the audio tapes are no longer needed. The official record of the meeting is not the audio recording but the meeting minutes, which require confirmation by Council resolution.

## **9. AUDIO OR VIDEO RECORDING EQUIPMENT**

- 9.1. Audio or video recordings can only be produced by SSAA ACT Inc. sanctioned equipment.
- 9.2. Should there be a failure of this equipment no recordings shall be made at that meeting.

## **10. STILL PHOTOGRAPHY**

- 10.1. Photographs may be taken during an SSAA ACT Inc. meeting of the Executive or Council for the purposes of marketing or advertising.
- 10.2. Agreement by those in the proposed photographs must be in writing.
- 10.3. Agreement can be withdrawn by the subject/s of the photographs at any time in writing to any member of the Executive Committee.
- 10.4. If agreement is withdrawn by one person as a subject of a photograph with other persons, the whole photograph is to be withdrawn from advertising or marketing.

## **11. STORAGE OF RECORDINGS**

- 11.1. Audio recordings will be stored securely by SSAA ACT Inc. so that only persons authorised to do so by the Council can access them. Audio recordings will be stored until the minutes from the meeting to which they relate are confirmed by Council.

## **12. ACCESS TO RECORDINGS**

- 12.1. Access to the recordings will only be permitted for the purpose of checking accuracy of the minutes where a dispute arises.
- 12.2 Access will only be granted with the consent of SSAA ACT Inc Council.
- 12.3 Access will only be granted at the meeting immediately following the meeting that was recorded.

## **13. RECORDING OF MEETINGS BY MEMBERS OF THE PUBLIC**

- 13.1. To prevent contravention of the Information Privacy Act 2014 and the Listening Devices Act 1992, SSAA (ACT) Inc. will not permit audio recordings to be made by observers or any other party to the meeting and asserts copyright in support of meeting that privacy control.
  - 13.1.1. SSAA (ACT) Inc. asserts copyright on all recordings.

## **14. DESTRUCTION OF AUDIO RECORDINGS**

- 14.1. Audio recordings are to be destroyed no later than seven (7) days following the confirmation of the minutes of the meeting to which the audio recording relates.
- 14.2. Upon the destruction of the audio recording, the person who completes the destruction must inform, by way of email, the Council that the destruction, in accordance with this Policy, has been fulfilled.
- 14.3. If this part is not undertaken in accordance with this Policy, the person may be contravention of the Listening Devices Act 1992 and subsequent consent obtained by parties to the meeting, resulting in the recording being illegally obtained.
- 14.4. In the event there is a delay to the adoption of the minutes due to holding a meeting, the audio records may be held until the minutes are confirmed.
  - 14.4.1. Subject to this clause, the audio recordings are to be destroyed no later than seven (7) days following the confirmation of the minutes.

### Document change Policy:

Any changes to this document must only be done at the SSAA ACT Council level by a **Unanimous Vote (no abstentions) and all variations reported at the next AGM**

### Version control and change history:

| Version no. | Author                      | Purpose/Change   | Date       |
|-------------|-----------------------------|--|------------|
| V1          | Treasurer<br>– Kym<br>Adams | Draft development  | June 2022  |
| V1.1        | Tabled at<br>Council        | <i>“That the SSAA ACT adopts the draft “Audio, Video Recording and Photography of Council and Committee Meetings Policy” as amended in accordance with the comments and presented to council”</i> <b>Moved: Kaye McIntyre/Seconded: Cranston Wilson.<br/>Motion Passed</b> | 05/07/2022 |