

MEETING RECORDING

EXPRESS CONSENT FORM

Audio recording for transcription only | New South Wales

DOCUMENT REFERENCE: NPC-GOV-FRM-002 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL) |
CL3 - SENSITIVE: PERSONAL

Meeting title		Meeting date	
Location / platform		Start time	
Chair / convenor		Minute taker	

Purpose and scope

The Club proposes to make an audio recording of the meeting solely to prepare an accurate written transcript and/or meeting minutes. The recording is not authorised for any other purpose, including publication, training, promotion, disciplinary surveillance or general record keeping, unless fresh express consent is obtained from every person affected.

Express consent

By signing this form, I confirm that, before recording begins:

- ☐ I have been told that the meeting will be audio recorded and I understand the purpose and handling arrangements stated in this form.
- ☐ I freely and expressly consent to the recording of my voice and contributions for transcription and preparation of the official written record only.
- ☐ I understand that the recording will be accessible only to the authorised transcriber and designated Club office-holders who need access for this purpose.
- ☐ I understand that the audio recording will be securely deleted as soon as reasonably practicable after the transcript/minutes have been checked and finalised, and no later than the deletion date recorded in the document controls, unless retention is required by law or necessary to preserve evidence of a notified dispute.
- ☐ I understand that the approved transcript/minutes may be retained as a Club record under the Club's records and privacy practices.

Recording protocol

- ☐ The Chair must announce when recording starts, pauses, resumes and stops.
- ☐ The recording device or service must not capture private side conversations or periods outside the meeting.
- ☐ No participant may make a separate recording unless all affected participants expressly consent.



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- ☐ If a new person joins after recording begins, recording must pause until that person receives this notice and gives consent or the Club applies a non-consent arrangement.

Privacy, security and confidentiality

The recording, transcript and draft minutes may contain personal, sensitive or confidential information. The Club will take reasonable steps to protect them from misuse, interference, loss and unauthorised access, modification or disclosure. They must be stored in an access-controlled Club location and must not be copied, forwarded, uploaded to an unapproved service or disclosed outside the authorised process.

The authorised transcriber must use the material only for transcription, keep it confidential, apply appropriate security, and delete every working copy when instructed. If an external transcription provider is used, the Club must confirm its privacy, security, data-location, retention and deletion terms before upload.

All attendees remain bound by any existing duties of confidentiality concerning Club, member, safety, disciplinary, commercial or personal information discussed at the meeting. Signing this form does not authorise disclosure of meeting content.

Withdrawal of consent or non-consent

Consent may be refused before recording begins or withdrawn at any time by telling the Chair. Refusal or withdrawal will not, by itself, affect a person's entitlement to attend or participate in the meeting.

- ☐ The Chair will pause or stop recording promptly.
- ☐ The Club and participant will agree on a practical alternative, such as written minutes only, recording only consenting segments, the person contributing in writing, or excluding that person's contribution from the recording.
- ☐ Withdrawal is prospective: it cannot undo access or transcription already lawfully completed. However, where reasonably practicable, the Club will remove the person's identifiable contribution from any unfinalised recording or transcript.
- ☐ Any concern, correction request or suspected unauthorised access should be reported promptly to the Club Secretary or Privacy Contact listed below.

Participant acknowledgement and decision

- ☐ I CONSENT to the audio recording on the terms of this form.
- ☐ I DO NOT CONSENT. The Chair and I have agreed on the alternative recorded below.

Agreed alternative (if applicable): _____

Name (print): _____

Role / capacity: Committee / attendee / guest / other: _____

Signature: _____ **Date:** _____

Important: Each participant must complete a separate signature entry, or sign the participant register on the following page after reading this form.

Committee and attendee consent register

Each signatory confirms that they have read and understood this form and records their decision below. Tick one decision box. If “No” is selected, record the agreed alternative in the meeting notes or attach it to this form.

N o.	Name (print)	Role / capacity	Yes	No	Signature and date
1			☐	☐	
2			☐	☐	
3			☐	☐	
4			☐	☐	
5			☐	☐	
6			☐	☐	
7			☐	☐	
8			☐	☐	
9			☐	☐	
10			☐	☐	
11			☐	☐	
12			☐	☐	

Chair's certification

I certify that the recording notice was given before recording began; consent decisions and alternatives were addressed; and the recording protocol in this form was followed.

Chair's name: _____ **Signature:** _____

Date: _____ **Recording started:** _____ **Recording stopped:** _____

Document controls — administrative use only

Complete this page after the meeting and retain it with the signed consent register. The Club Secretary or delegate should verify finalisation and deletion rather than relying only on an automated service setting.

Document title	Meeting Recording Express Consent Form	Document ID	NPC-GOV-FRM-002
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Owner / controller	Public Officer/Secretary	Public Officer/Secretary	Public Officer/Secretary
Effective date	24/07/2026	24/07/2026	24/07/2026
Privacy contact	Name / email / phone: _____	Classification	CL3 - SENSITIVE: PERSONAL
Recording custodian	Mark Webb – Public Officer	Approved storage location	Safe – Newtec Pistol Club
Transcript finalised	___ / ___ / ____	Recording deleted / verified by	Date: _____ Initials: _____

Retention rule: Delete the audio as soon as reasonably practicable after finalisation. Target deletion date: ___ / ___ / ____.
Record any lawful hold and reason in the Club records.

Governance note: This form is designed for NSW operational use and remains subject to legal review during implementation and scheduled review, particularly if meetings involve disciplinary matters, children, vulnerable persons, remote platforms, external transcription services or covert-recording concerns. Relevant requirements may include the Surveillance Devices Act 2007 (NSW), applicable privacy law, the Club's constitution and confidentiality obligations.



AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-GOV-FRM-002
Adopted	24/06/2026
Enacted / effective	24/07/2026
Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

Control note: This authoritative record replaces all earlier non-current control labels in this file. The document is approved and current, and is scheduled for review and updating, not withdrawal.



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