

Purpose

The Avoca Sporting & Recreation Committee of Management Inc. (CoM) recognises that maintaining the safety and security of the Avoca Public Park, its facilities, and users' property is a high priority.

The CoM and all user groups of the Avoca Public Park support the use of video surveillance cameras. Video surveillance shall be in accordance with the applicable laws pertaining to such use, including but not limited to:

- Privacy and Data Protection Act 2014
- Surveillance Devices Act 1999
- Public Records Act 1973
- Freedom of Information Act 1982
- Charter of Human Rights and Responsibilities Act 2006.

The CoM shall comply with applicable laws related to maintaining video recordings.

Use of Video and Audio Monitoring

Placement and notification

1. Video surveillance equipment is installed around the external perimeter of the complex, taking in the oval, netball court area and car park areas. There are also cameras in the main entry, hallway, and social room (to monitor the bar area).
2. Video surveillance equipment will not be used or installed in areas where members of the public have reasonable expectation of privacy, such as changing rooms, bathrooms, toilets and the gym.
3. Video surveillance equipment operates 24 hours per day on a year-round basis, whether or not the facilities or buildings are in use.
4. Video monitors shall not be stored in areas that are viewable by the general public.
5. Conduct and comments in publicly accessible places around the complex and in the hallway and social room may be recorded by video and audio devices.
6. The CoM will inform the public that surveillance systems are present with signs prominently displayed in appropriate locations throughout the park.

Use

The use of video surveillance equipment at the Avoca Public Park will be supervised and controlled by the President of the CoM. No other persons will be provided access to the equipment other than the installer and the President.

User group members or members of the general public are prohibited from unauthorised use, distribution of footage or tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable CoM and user group policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for members and suspension and/or expulsion depending upon the nature and severity of the situation.



The President of the CoM will review the use and operations of the video surveillance system on an as-required basis.

Video recordings are for the purpose of asset monitoring, however, if required by police, it may be used as evidence that a person engaged in behaviour that violates state law, or under special circumstances (as approved by the CoM) may be used if a member of a user group breaches user group policies or overarching rules (e.g. sporting codes of conduct).

Storage/security

1. The CoM shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to the video surveillance system from unauthorised users. Password protection will be reviewed and changed as required.
2. Video recordings will be stored for as long as the recording software allows and then recorded over itself.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorised law enforcement agencies or retained in accordance with applicable laws.

Viewing requests

Requests for review of video recordings will only be considered under the following conditions:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to approved members of the user group committees (e.g. AFNC President) and only to those with a direct interest in the recording as authorised by the President of the CoM (e.g. Victoria Police). Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Viewing requests may be made to the President of the CoM within 5 days of the date of the incident occurring.
3. Approval or denial for viewing will be made within 1 day of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within 1 day of the approval of the request. Recordings will not be reproduced in any way (e.g. screenshot or phone camera recording) and distributed to any persons or by any other distribution platform.
7. To the extent required by law, a written log will be maintained of those viewing video recordings, including the date and location of viewing, reasons for viewing, date the recording was made and the viewer’s signature.
8. Recordings will remain the property of the CoM and may be reproduced only in accordance with applicable laws.

Version	Date Approved
1 – first adoption	19/8/2024