



Recording Devices in Council Change Rooms Policy

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| Application | All Facility Users |
| Responsible Officer | Human Resources Officer |
| Author | Human Resources Officer – Yvette Stewart |
| File No | CM:POL:CWP |
| Authorised by | General Manager – Manex |
| Effective Date | 30.08.2011 |
| Distribution | Intranet |

Purpose

The purpose of the policy will be to govern the use of cameras, mobile phones and other recording devices within Council change room facilities.

Definitions

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|---------|--------------------------|
| GM | General Manager |
| Council | Carrathool Shire Council |

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

This policy can be varied by the General Manager if exceptional circumstances prevail.

- Practice Note 15
- OHS Act
- Children and Young Persons (Care and Protection) Act 1998
- Commission for Children and Young People Act 1998
- Child Protection (Offenders Registration) Act 2000

Policy statements

Carrathool Shire Council prohibits the use of photography and recording devices to all patrons within change rooms. This will form part of the conditions of entry into all Carrathool Shire Council aquatic facilities.

1. Objective

The objective is to reduce the likelihood that a patron(s) may be photographed or recorded on private recording devices whilst in Council change rooms without the knowledge or consent of the person(s) knowledge or approval.

Further Council aims to ensure that children whilst in Council change rooms are protected and not photographed without their knowledge and the consent of their parents or guardians.

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2. Background

Carrathool Shire Council is concerned about the possible misuse of miniature electronic cameras including those built into mobile phones for the taking of photographic images. This is particularly the case in areas such as:

- Changing rooms and toilets

These cameras allow people to take pictures fast and unobtrusively, often without the subjects knowing. Current technology allows mobile phones with built in cameras to look like an ordinary mobile phone and allows the user to send photos to another mobile phone, or to any e-mail or Internet address.

Council understands that photographic images are the personal property and information of each individual. Thus, there are major privacy and child protection issues associated with any misuse of these cameras.

NSW Royal Life Saving recommends that mobile phones or camera should not be used in change rooms.

3. Appropriate Signage

All Carrathool Shire Council aquatic facilities will display the appropriate signage prohibiting the use of cameras and recording devices whilst using Council change rooms. Signage will be displayed at:

- Reception Point of Sale – Prior to entry
- Toilet and change room entry points
- Change room entry points

Toilet and change room entry points will display the following worded signage:

“Cameras and recording devices are not permitted in change rooms.”

4. Inappropriate conduct

- People not abiding by the policy noted above may be requested to leave the facility.
- Infringements on the policy may also result in the matter being referred to the police.

Revision Table

| Minute /Date | Amendment Summary | Reason or Reference |
|--------------|-------------------|---------------------|
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Associated Documents

- CSC - OHS Policy
- CSC Pool Complex– Conditions of Entry
- Dealing With Complaints – Working With Children Procedure

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Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor

SIGNED:..... POSITION: GENERAL MANAGER

DATE:...../...../.....

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