



HALLS HEAD BOWLING & RECREATION CLUB INC

WORKPLACE SURVEILLANCE POLICY 2023-2024

OBJECTIVE

The objective of this policy is to ensure that all employees are aware of their rights and obligations in relation to workplace surveillance. The Workplace Surveillance Act 2005 requires that all employees are given 14 days' notice prior to the surveillance commencing, unless agreed by the employees. This policy constitutes such a notice.

SCOPE

The Club is bound by Federal and State legislation in regard to workplace surveillance, namely the:

1. a) Workplace Surveillance Act 2005.
2. b) Surveillance Devices Act 2007; and
3. c) Privacy Act 1988 (Cth).

Video surveillance (CCTV) is used primarily as security against theft, vandalism, or unauthorised intrusion. CCTV systems are a valuable resource that:

- a) Deter antisocial behaviour and crime at or near a venue;
- b) Helps venue management monitor staff and patron behaviour; and
- c) Facilitates investigation and resolution of incidents.

PROCEDURE

Video surveillance will be utilised throughout numerous areas of the Club on a continuous and ongoing basis. Recordings will be kept for a period (dependant on the size of the hard drive), before they are erased, unless part of the surveillance footage is required to be kept for legal and evidentiary purposes.

The video surveillance (CCTV) systems will not be used to monitor the performance of employees with respect to their regular duties.

Cameras used for the surveillance (or camera casings or other equipment that would generally indicate the presence of a camera) will be clearly visible in the place where the surveillance is taking place.

Signs notifying people that they may be under surveillance in that place will be clearly visible at each entrance to that place.

Other electronic data collection systems, such as till transactions may be utilised when it is deemed appropriate to do so.

BREACH OF POLICY


The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed:  Club President Date:  June 2023

Signed:  Club Secretary Date:  June 2023

Next policy review date is June 2024