

Rowing SA Rowing South Australia CCTV & Security Recordings			
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Drafted by	Christine Newberry, Andrew Swift	Board approval on	July 2024
Person Responsible	Andrew Swift and Christine Newberry	Scheduled review date	July 2026

Rowing South Australia

As part of our ongoing commitment to maintaining a safe and secure environment for all lessees, clubs and schools, Rowing South Australia (Rowing SA) install and maintain, CCTV cameras in strategic locations throughout the West Lakes precinct. The presence of CCTV cameras can deter criminal activity such as theft, vandalism, and burglary. Potential offenders are less likely to engage in criminal behaviour if they know they are being watched.

CCTV surveillance

To assist in providing a safe facility the lessee may have a CCTV surveillance system installed at their leased premises.

Overt Camera Surveillance

In a security context, camera surveillance can be used to:

- a. Provide 24/7 monitoring and rapid response.
- b. Increase to personal safety.
- c. Deter security incidents.
- d. Monitor safety and ensure compliance with safety regulations.
- e. Gather information that may be used in evidence, by law enforcement agencies, if a crime is committed within view of the camera (assuming the camera is recording).
- f. Provides peace of mind to property owners, residents, and employees, knowing that their environment is being monitored and protected.
- g. Allow a security incident to be viewed as it is occurring and an appropriate response to be raised.

Monitoring of Camera Surveillance

Where continuous monitoring of CCTV is not feasible the following strategies, as a minimum, should be considered:

- a. the CCTV is continuously recorded with archived images stored for up to 7 days.
- b. a physical security response is mobilised where an alarm is activated.
- c. protocols advising Rowing South Australia (Rowing SA) if an incident occurs are established; and
- d. regular review of the effectiveness of the above strategies is undertaken to ensure risk and liability are being appropriately managed in a way that maintains the security of the tenancy.

Placement of Cameras

Where a security risk assessment results in the decision to use overt camera surveillance in a particular location, effective placement of the camera within this location is critical to the success of a surveillance strategy aimed at controlling security risks.

- a. Lighting levels, including shadowing, minimum lux levels, type and height including varying lighting levels in open areas as opposed to under awnings etc and obstructions to fields of view.

- b. Pedestrian thoroughfares.
- c. The recommended height of equipment above ground to deter potential vandalism (while noting that position height of cameras needs to allow adequate identification of persons).
- d. The view from the recommended camera height, considering building structures and awnings.
- e. Direction of the sun, including sunrise and sunset 'blooming' and the possible effect on the cameras.
- f. Whether private premises would come within the view of the cameras. The accessibility of equipment for maintenance purposes including any safety issues for members or contractors undertaking the maintenance.
- g. Possibility of accompanying lighting intruding upon the surrounding area
- h. Access to power supply.
- i. Cabling routes and distances
- j. Availability of existing cables and conduits.

Related Procedures

The lessee should also consider:

- a. ensuring camera surveillance equipment remains appropriately placed and continues to be pointed in the necessary direction.
- b. maintenance and testing of the equipment - a maintenance log is recommended. The CCTV system and any alarms should be regularly tested.
- c. undertaking regular risk assessments to ensure that the introduction of camera surveillance has not created new or different security risks e.g. moved potential illegal activity from the area now under surveillance to other surrounding areas, or created expectations in relation to a duress response that may be unrealistic or unable to be met.

Use and Disclosure of Surveillance Records

Any record made because of surveillance should only be viewed by persons expressly authorised by the lessee and should not be used or disclosed to any third party unless the disclosure is:

- a. for a legitimate purpose related to the legitimate business activities of the lessee
- b. to a member or officer of a law enforcement agency (e.g. Police) for use in connection with the detection, investigation, or prosecution of an offence.
- c. for a purpose that is directly or indirectly related to the taking of civil or criminal proceedings; and/or
- d. reasonably believed to be necessary to avert an imminent threat of serious violence or of substantial damage to property.

As it is in the public interest to assist law enforcement agencies to pursue their law enforcement and public protection activities, the lessee should assess requests for surveillance records in the absence of a warrant on a case-by-case basis.

In deciding whether to provide surveillance records the lessee should balance this need with its own obligations of confidentiality to its members and the sensitive nature of legal information.

Factors that should be considered prior to disclosing surveillance records without a warrant include:

- The seriousness of the alleged offence.
- The degree of evidence available that suggests the surveillance record contains information that will assist with law enforcement.
- Whether significant personal information relating to third parties will be disclosed.
- How well sign posted the camera surveillance is i.e. will members and visitors to the area have a reasonable expectation that they will be captured in surveillance records.
- Any industrial arrangements as the surveillance records may also include footage of members.

Privacy Considerations:

Privacy is a vital concern, and we adhere to the National Integrity Framework. CCTV cameras are installed in exterior locations and common areas only and not in private spaces. There is no photography allowed in the bathrooms. Any recorded footage will be handled with the utmost confidentiality and used solely for security purposes.

It is unlawful to install, use or maintain an optical surveillance device to record visually or observe a private activity without the express or complied consent of all parties to the activity.

A private activity is an activity or conversation where at least one participant does not want anyone else to see or hear it and does not believe or expect that anyone else can do so.

Good practice is to install signs alerting people to the device and its intended purpose. If a lessee has a CCTV camera inside their tenancy, signs should be erected.

Rowing SA cameras are located:

- a. Finish Tower
- b. Indoor Rowing Room

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