



By Laws for Whale Beach Surf Life Saving Club

Club information

Entity:	Whale Beach SLSC Incorporated
ABN:	89 110 310 102
Incorporation INC:	9884184
Incorporated in:	New South Wales under the Associations Incorporation Act 1984
A Registered Charity:	with the Australian Charities and Not-for-profits Commission

Document created:	September 2013	
Amendments:	May 2014	September 2025
	June 2020	
	April 2021	
	May 2021	
	October 2023	
	April 2024	
	June 2024	
	July 2024	
	January 2025	

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Code of Conduct

A Whale Beach SLSC Member will at all times:

- Acknowledge, respect and abide by this code of conduct
- Be deemed to have accepted and agreed to be bound by the Club Constitution, By-Laws and the direction of the Management Committee
- Respect the rights and privileges of fellow members.
- Respect the club premises and all club equipment and report all damages, breakages and safety concerns.
- Recognise the authority of elected officers of the club and respond as directed.
- Behave in a manner that will not bring the club into disrespect.
- Respect the club facilities at all times, ensure they are clean and tidy and rectify any needs without direction.
- Be polite and treat the residents of Whale Beach with respect, assist and communicate with them in a professional manner.
- Be polite and treat the general public with respect, assist as needed and communicate with them in a professional manner.
- When consuming alcohol it will be in moderation, maintaining a reasonable level of responsibility
- Acknowledge and agree to a complete drug free environment.

Lifesaving

Authority and Responsibility

Ultimate responsibility for the beach is with the Club Captain and in the absence of the Club Captain, the Club Vice Captain.

In the absence of the Captain and Vice Captain the Patrol Captain has ultimate authority over all beach and patrol activities.

All members if directed by the Captain, Vice Captain or Patrol Captain or an officer of the club shall assist in a rescue or other club activities.

Patrol Hours

Patrol hours during the season are as directed by Surf Life Saving-Sydney Northern Beaches(Branch) or Surf Life Saving NSW or Surf Life Saving Australia (SLSA).

Proficiency / Skill Maintenance

All active patrol members must complete a proficiency assessment each year. Proficiency is essential for patrol attendance.

The proficiency assessment is as prescribed by SLSA.

Patrol members who hold other SLSA awards such as Advanced Resuscitation Techniques, Senior First Aid, IRB Driver and IRB crew etc. are required to complete an annual proficiency assessment.

Proficiency assessment will include a Run-Swim-Run in time determined by SLSA.

Patrol Attendance

Rostered members for patrol are required to attend patrol thirty (30), minutes before patrol commencement.

Patrol Uniform

Patrol members are required to wear SLSA approved shirt, shorts, cap and hat at all times whilst on patrol. Patrol uniforms must not be worn other than on patrol or club duties.

Inability to attend patrol

If a member is unable to attend a rostered patrol the member is responsible to obtain a substitute or other means and advise the Patrol Captain prior to the rostered patrol.

Surf Swims

To enhance and maintain surf skills patrol members are encouraged to complete at least one surf race swim each month.

Club Competition

Competition - Internal

All competition shall be in accordance with the rules as determined by SLSA.

Buoys for the weekly surf swim and craft events shall be laid under the direction of the patrol captain, Club Captain, Vice Captain or Handicapper prior to commencement of club events.

A minimum of three (3) competitors is required to constitute a competition event.

Competition points:

First place	4 points
Second place	3 points
Third place	2 points
Start & finish	1 point.
Water Safety IRB	1 point

Club Championships

For all club championships at least one (1) month's notice on the club notice board, website, Facebook or by email shall be given to all members.

A minimum of three (3) competitors is required to constitute a competition event.

In the event of a championship being cancelled, the weekend following the advertised time shall be the replacement time for championship event.

A competitor in the club championships event needs to have competed in at least 6 club Sunday morning competition events being surf race or craft or beach events prior to the championship event in the current season.

A report of points of members competing in Sunday events will be provided to the Management Committee by the Handicapper and be recorded by the Competition Officer.

Members who do not comply with the minimum club events may compete in championship events but cannot claim a championship placing.

Competition Points

Points will be allocated for club championship events as follows:

First place	5 points
Second place	3 points
Third place	2 points
Start & finish	1 point
Water Safety IRB	1 point

Competition - External-Surf Carnivals and Championships

The club encourages and supports members to compete in surf life saving carnivals at other beaches, in Branch, State and National carnivals.

If a carnival is being held by a surf club within the Branch competitors must compete in the Branch and are not permitted to compete in a carnival outside the Branch. Competitors may choose their preferred form of competition.

The club will assist members by providing gear and equipment to competitors.

The Competition and Lifesaving Officer will complete entry forms and submit, with the required entry fee to the organising club or branch.

For members to be eligible to compete in Branch, State and National titles they must have competed in at least one (1), Branch surf carnivals prior to the title competition

Club House & Facilities

General Information

All members are entitled and encouraged to use the facilities, without permission, for casual food and drinks, fellowship and accommodation. Members using the facilities are responsible for any non-member guests or friends. Members are required to leave the facilities in a clean condition.

Non-Members

Members are permitted to invite up to 4 non-members into the club premises at any one time.

Zero tolerance Underage Alcohol & Drugs

Drinking alcohol on the premises is restricted to Members and their guests over 18 years.

Keys and Electronic entry

An electronic door lock system is used for access to the lounge, change rooms, gym and boat shed.

Electronic key fobs are available to members upon application to the Club Administrator at info@whalebeachslsc.com

Members under 18 years of age are not eligible for electronic key fobs, unless they are a Patrol Captain or Vice Captain.

Misuse of the key will result in it being cancelled.

A replacement electronic key fob will incur a \$50 administration fee.

Members who have not paid their membership fee by 31st October each year will have their electronic key fob deactivated.

Gym access activation is only by request and requires mandatory signing of a gym T&Cs document.

The Management Committee, at its discretion, may refuse the issue of an electronic key to any member.

First Aid Room

The First-Aid Room is only to be used for first-aid and other lifesaving related operations.

Member's Accommodation

Areas have been provided for members to sleep overnight in the clubhouse. Members wishing to stay the night must book online prior to arrival, through the Whale Beach Surf Life Saving Club website, and will be subject to availability.

Non-Members

Non-members are not permitted to sleep overnight in the clubhouse.

Under 18s

Members under the age of 18 years old are not permitted to sleep overnight in the clubhouse with the exception of Patrol Captains and Vice Captains.

Responsibility

Responsibility for the wellbeing and behaviour of members using the clubhouse accommodation is with the House Captain who is responsible to ensure compliance with the club By-Laws and accommodation guidelines.

Term of Accommodation

Members may stay in the clubhouse for a maximum of 7 days. Approval can be extended with the approval of the House Officer or an officer of the club for a further 7 days provided the member has behaved in a mature and co-operative manner. Members who seek long-term residence require Management Committee approval and need to submit a written request.

No members shall make any particular bunk bed as 'their own'.

Members wishing to stay the night must bring their own bedding and will be subject to a \$10 cleaning fee.

Bunk beds must be made up, removed and vacated by 9.00am.

Zero tolerance

Zero tolerance will apply for any member found or reported using, or on evidence of using or providing prohibited drugs use within the Club or alcohol to an underage person.

There will be immediate suspension of membership following knowledge or suspicion of an alleged breach of the Code of Conduct listed in these By Laws. Such members shall be referred to the Club Management and if appropriate the Judiciary Committee.

Bunk Room Rules

To ensure a clean and comfortable space, please follow these rules when staying in the bunk rooms.

- **Mattress Protectors are Required** - A mattress protector must be on the bed at all times.
- **Bring Your Own Bedding Where Possible** - It is preferred that you bring your own bedding (sheets, pillow and blanket/sleeping bag). If you use club bedding **you must strip the bed** and place it in the washing machine before you leave.
- **Bookings are Essential** - You must book in advance to stay overnight.
- **Keep the Space Tidy** - If you are staying multiple nights, ensure your area is kept neat and tidy.
- **Take your Belongings With You** - When you leave, all personal items must be taken with you. Any unclaimed items may be removed.
- **Respect Other's Sleep** - Be mindful of noise and the needs of other members who are resting.

Club House Social Use

Level 4 of the Club is intended to be made available for Social use by members and their guests only. Members are permitted to invite up to 4 non-member guests into the club premises at any one time.

Members - Casual Hire

The Surf Club Lounge and BBQ are generally not available for private functions on Fridays (from 3pm), Saturdays and Sundays during the season (as this is likely to impede the use of Lifesaving activities).

The Surf Club Lounge and BBQ Deck can only be hired by a financial member in good standing and who will be in attendance for the duration of the function. A Request for Hire of Club Premises form must be completed to commence the approval process.

The maximum number for which the Club can be hired for a private function is 100. Less than 10 persons do not require a booking.

Community Group - Casual Hire

The Members Lounge and BBQ Deck are available for casual hire by community groups for ad hoc meetings and gatherings. Casual Hire must not impede surf club activities. Administration will provide access to the premises, toilets and facilities. An Insurance Certificate of Currency may be required from community groups.

Corporate - Casual Hire

The Members Lounge and BBQ Deck are available for casual hire for corporate use. Casual Hire must not impede surf club activities. Administration will provide access to the premises, toilets and facilities. An Insurance Certificate of Currency may be required from community groups.

Conditions of Hire

To hire club facilities, a completed Request for Hire of Club Premises form is required to be submitted to the Administration Officer for forwarding to the Management Committee for consideration.

Applications for hire should be submitted at least 2 months prior to the date of function to ensure availability. The decision of the Management Committee is absolute and no challenge can be made.

On approval of the Management Committee, the fees below are to be submitted to Administration as soon as possible to secure the booking. The Management Committee may at its discretion vary fees.

Fees

On approval of the Management Committee, the following total charges are to be submitted to Administration as soon as possible to secure the booking:

- ❖ **A refundable bond** of \$600 for each area to be hired (Members Lounge and / or BBQ deck)..
- ❖ **A non-refundable fee** to cover cleaning / public liability Insurance of:
 - Members = \$200
 - Community Groups = \$350
 - Corporate or Media = \$1500

Refund of the bond in part or full will depend upon, at the discretion of the House Officer or a designated officer.

A deduction from the \$600 bond will be made if:

1. Unwashed glasses, crockery remain

2. Sink, stove fridge BBQ or benches are not cleaned
3. Rubbish including food scraps and leftovers empty bottles and cans remain
4. Evidence of, spilt food and drink on the floor or furniture
5. The toilet, shower and gym areas are not clean and tidy
6. The area around the club premises shows evidence of the function.

No refund

No refund of the \$600 bond will be made:

1. following a reasonable complaint by local residents of noise or unruly behaviour.
2. no credible attempt is made to clean the club premises.
3. the function did not end or music cease as provided in the by-laws.
4. if the hiring party chooses to waive their bond refund the full \$600 will be retained.

Refund

Refund, if approved, will be made within one month of the function.

Birthday celebrations for 15th, to and including 21st birthdays will not be approved.

Weddings

The surf club does not hire level 4 of the premises for weddings.

Functions conclusion times

Functions must conclude at 11:00pm. With respect to noise and music, consideration must be given to our neighbours and functions held at Moby Dicks.

Liquor licence trading hours:

Barbecue Deck - 11:00AM to 9:00PM

Members Lounge - 11:00AM to 10:00PM

Alcohol must not be sold outside these hours.

Members and guests must vacate premises by no later than one hour after the conclusion of a function.

Breakage or loss or damage caused to Club premises and/or equipment is the responsibility of the member and must be paid for within 21 days.

Use of facilities and equipment

Prior to hiring the premises members should read and understand the Facilities and Equipment Operations Manual which details the use of equipment such as dishwashers, stoves, refrigeration, power system including lighting and security of the premises.

Restoration of the premises must be made by 9.00am the following day.

Catering

Members may choose to have caterers provide food and/or drinks for the function. Details of the caterer must be provided when booking the premises including ABN number together with a copy of the caterer's insurance certificate of currency. Hiring furniture, crockery, cutlery is the member's choice and responsibility.

For evening bookings during the season caterers and decorators can only have access to the Club from **3:00pm on the day of the function.**

Caterers and decorators shall not inhibit the patrol activities of the club or members access to the boat shed, gear storage shower, toilet and gym facilities and accommodation areas

Club Gym

Risk Management Statement and rules of use

Club facilities include a well-equipped gymnasium for members.

Financial Members

Use of the gym and gym equipment is restricted to current financial members of the Club.

Non-members or members guests are not permitted to use the gym or gym equipment in accordance with Surf Life Saving Australia insurance policy. Annual membership fee includes use of gymnasium and equipment.

Warning

Use of gym equipment can cause injury. By using the equipment you are:

- accepting that its use is entirely at your risk, and,
- certifying that you have a satisfactory level of fitness and health and that you understand the correct use of the equipment and the risks involved.

Equipment Use

Before using the gym equipment you must perform appropriate stretching and warm up activities.

To use the equipment you must be free of sand and dry. You must wear appropriate clothing including enclosed footwear.

Keep hydrated. Drink fluids before during and after gym activities.

If you are not entirely familiar with use of the equipment, do not use it until you have received induction and training by an appropriate instructor, to be appointed by the Club Captain.

Any injuries must be immediately treated and immediately notified to the Club Captain or a Club Officer or the surf lifesaving patrol captain.

Please report any gym equipment not in good working order immediately to the Club House Officer or Club Captain.

After using any equipment you must wipe it down with a clean towel and disinfectant provided and replace it in its correct place.

Gym users are responsible to ensure all doors and windows are locked and secure before leaving the facility.

Restriction for under 18 members

Cadet and Junior members cannot use the gym equipment if a senior member is not present.

Club Awards

(a) The Club

Individual

Award system within the club will recognise members on 4 service award categories.

Category 1 - Lifesaver of the year Award.

Awarded to an Active Member who in the current year has performed patrol and club duties at a level over and above expectation. Selection will be by the President and remain confidential. The recipient will be announced on the club Presentation Night.

Category 2 - Captains Service Award.

Awarded to a member (Active or Associate), who during the current season has contributed voluntary service to the club in patrol and/or club duties, administration, fundraising, elected office or otherwise.

Category 3 - Outstanding Service Award..

Awarded to members of the club who have rendered outstanding service. Criteria shall be outstanding service over a period of 5 years.

Category 4 - Distinguished Service Award.

The most prestigious annual award for a member of at least 10 years consecutive membership who has exhibited leadership and responsible voluntary service over that period.

Group award

Patrol of the year

This award is judged on attendance level of rostered members, SLSCA qualifications awards gained, points earned in Sunday events, and appraisal of specific incidents, preventative action and overall patrol records. Winning patrol to be selected by the Lifesaving Committee.

Awards Selection Process

Selection for recipients of the Outstanding and Distinguished Service Awards shall be by a selection committee consisting of the President, Secretary, Captain, and 2 Snr. Vice Presidents (3 for quorum), who shall meet to consider nominees in the last week of April each year. If no member achieves the criteria there shall be the award shall not be awarded that season.

The Management Committee receives and endorses all nominees from the selection committee

Surf Life Saving Association Awards

(b) The Branch

Surf Life Saving Northern Beaches Inc. The Branch offer an award for 'Outstanding Service' and 'Distinguished Service'. Clubs are invited to nominate members for Branch Awards on the prescribed forms and in accordance with Branch procedures.

www.surflifesaving.net.au

(c) Surf Life Saving Australia

Surf Life Saving Australia's Awards of Excellence recognises the significant contribution of individuals and clubs make to keeping Australia's coastline safe. Some of these awards are for 'Youth Surf Lifesaver of the Year', 'Lifeguard of the Year', 'Surf Lifesaver of the Year', 'Volunteer of the Year', 'Club of the Year'.

www.sls.com.au

(d) The Community

A special award for a member for voluntary services to the wider community and includes awards provided by state and local government authorities. Nominations are to be endorsed by the Management Committee.

Life Membership

Life Membership remains the ultimate recognition of contribution to the life of the club. Refer to the Club Constitution for details.

<https://www.whalebeachslsc.com/>

Financial & Membership

Members Subscriptions

The Club's financial year shall be from the first day of May in each year to the thirtieth day of April in the year next succeeding.

As a condition of membership, all members are required to complete and sign a club and a Surf Life Saving NSW and/or Surf Life Saving Australia annual membership forms before a member can join or renew membership.

Other than for renewing members, and at the discretion of the Management Committee, an entrance fee may be payable.

A member of the Association other than Life Members must pay to the Association an annual membership Subscription as determined by the Management Committee for the current financial year or if some other amount is determined by the Management Committee that other amount.

Cadet, Junior, and Senior Probationary Members in training may be required to pay an additional fee for the cost of material and resources applicable to their training.

Due date for payment of annual subscriptions

All annual subscriptions shall be payable on or after the first day of the Clubs financial year.

The Honorary Treasurer shall, within three (3) months of the commencement of the Association's financial year, send to each member by whom a subscription is payable, a notice to the effect that such subscription is due.

If the subscription of any member is still unpaid at the expiration of six (6) months after the due date the Management Committee may in accordance with the Constitution resolve that the membership is terminated. Upon such resolution of the Management Committee the member's name shall be removed from the roll of members and his/her membership shall cease on that date and he/she shall not be eligible for re-election except on payment of all arrears of subscriptions, and by resolution of the Management Committee.

Un-financial members may not access or use the club facilities or club gear and equipment. They must also return any club property and access keys.

Types of Annual subscriptions:

\$	\$
Probationary Members	Cadet Members
Junior Active Members	Senior Active Members
Reserve Active Members	Long Service Members
Associate Members	Honorary Members
Life Members	

Meetings

General and Legislative

Meetings procedure generally is covered by common law together with conventions that are modelled on parliamentary procedures as they have evolved historically. Where the general rule is meetings are governed by common law, natural justice, Corporations Act 2001 and the constitution of the organisation.

The procedures at all meetings General, Committee, Sub-Committee, shall be governed by the Constitution and the following rules of debate.

Rules of Debate

1. Voting

A member at all meetings has only one vote.

Proxy votes

Proxy votes are not permitted.

Member's attendance

Members of the club who are not committee members, may attend all meetings, and, at the approval of the Chairperson, speak but cannot vote. A non-member speaker is limited to three (3) minutes.

2. Reports and Agenda

Except in such cases as the Constitution of the club requires, Management Committee officers shall submit their report to the Secretary at least 4 days before a scheduled meeting for distribution at least three (3) days before the meeting. The Secretary will prepare an agenda for the meeting and distribute at the commencement of the meeting. Committee members may add matters for discussion to the agenda. Submission and distribution is by email. A copy of the agenda will be available at the meeting.

3. Motions and amendment to a motion

Motion

- a. A motion is required in order for a matter to be discussed. A motion requires a mover and a seconder.
- b. The member proposing a motion or amendment should state its nature before addressing the meeting on the topic.
- c. The mover of a motion shall be limited to five (5) minutes and in all other speakers before and against the motion, to three (3) minutes. The mover of the motion has the right of reply limited to three (3) minutes; provided that the Chairperson with the consent of the meeting can extend such time limits.

4. Amendment to a Motion

A member of a committee may move an amendment to a motion. A seconder is required before the amendment can be discussed.

Although an amendment must relate to the matter involved in the motion, it is viewed as a fresh matter. Accordingly, previous speakers are at liberty to speak upon it.

The chairperson at the conclusion of debate shall call for a vote. If the amendment is passed it replaces the motion and a vote as to the amended motion is required to conclude the matter.

- A. When a motion or amendment has been moved and seconded no further speech in favour of the motion shall be heard until someone has spoken in opposition. Speakers in favour or opposition (if any) must follow alternatively.
- B. A member shall be entitled to speak only once to each question, but with the permission of the Chairperson, may correct a misstatement or speak further on the motion or amendment at the discretion of the Chairperson.
- C. It is not permissible to withdraw a motion that has been put to the chair except with the consent of the meeting.
- D. A speaker shall not be interrupted except on a point of order.
- E. Except in cases where the Constitution of the club requires a ballot be taken a motion shall be determined by the Chairperson on a show of hands or on the voices.
- F. Any member may demand that the vote on any question shall be taken by a show of hands and failing any such demand the Chairperson on the voices shall determine the voting.
- G. The declaration by the Chairperson that a motion has been carried by a majority or lost or not carried by a particular majority shall be conclusive.

Time for meetings

The committee may determine the time and day for a meeting. The committee may, at the approval of the members, to set a maximum time for a meeting.

Rescission Motion

A motion that has been adopted can be rescinded. A motion to rescind strikes out an entire main motion adopted at a previous time provided that no action approved by the original motion has been carried out such that it is too late to undo.

Notice of intent to move a rescission motion of a matter previously resolved shall be made to the meeting by a member but a rescission motion cannot be considered at the meeting the motion was passed but be placed on the agenda of a future meeting.

The Management Committee shall determine the date and time of the future meeting.

Reference: Joske's Law and Procedures at Meetings in Australia. Tenth edition. Lawbook Co.

Club Costume, Blazer, Colours & Emblem

Club Official Colours

1. The Club colours shall be Chocolate Brown (PMS478), Sky Blue (PMS638), and Gold (PMS109).
2. The Club competition cap shall be Blue with Brown half circle over the ears and with a Gold stripe over the centre of the cap.
3. The club female and male swim costumes shall be any combination of Gold, Blue and Chocolate Brown.
4. The Club emblem shall be as follows -



Incorporated

5. The colour of the Club emblem shall be sky blue (PMS 638).
6. The Club emblem shall be worn only by members of the Club.
7. The Club blazer or other approved clothing shall be Blue or Chocolate Brown with the Club emblem on the left breast pocket.
8. Details about who will be entitled to wear the blazer and variations in its appearance shall be determined by the Management Committee.
9. All club apparel shall be of standard club colours and subject to prior approval of the Executive Committee.
10. Club apparel should include Australian content and sources from Australian suppliers.
11. Apparel bylaws above pertain to apparel designed to be used in any official capacity and when representing The Club at official Club, Branch, State and National events and are intended to reflect the dignity of our legacy and our great history.
12. Club merchandise constitutes any item that sits outside that specified for official usage such as recreational items, souvenirs, casual wear and accessories such as towels and hats and may be tastefully designed in line with Club style and brand guidelines and must be approved by the Management Committee.

Whale Beach SLSC Incorporated
ABN 89 110 310 102
Affiliated with Surf Life Saving Australia
Mail PO Box 354 Avalon NSW 2107
Clubhouse Tel: [612] 9974 4944

REQUEST FOR HIRE OF CLUB PREMISES FORM

Members name.....

Address.....

Phone (h).....(w).....(m) at function.....

Describe the function.....

Date of function.....

Start time.....am/pm.....Finish.....am/pm

Approx. number of members/ guests in attendance.....

Approximate age of members & guests.....

Contact Member at function.....email.....

Mobile phone contact at function.....

Bond/Fee \$..... paid to.....Date paid.....

I have read and accept the conditions of hire and agree no information on the function will be posted on Facebook or other social medium. I take responsibility for the safety and behaviour of members and guests and club facilities.

Signed..... Date...../...../.....

Name.....

House Officer..... Date...../...../.....

Whale Beach SLSC Management

Approval..... Date/...../.....

Whale Beach Surf Life Saving Club House Policy

The Surf Club aims to be a responsible host and ensure that the Surf Club operates within a safe and enjoyable environment. In order to assist in providing a safe and enjoyable environment, Surf Club Management has implemented this House Policy.

1. The Surf Club and its volunteer members do not engage in any liquor promotion or activities that are likely to promote the irresponsible service of liquor.
2. The Surf Club does not serve any person who is intoxicated and will decline admission to the premises or service to any person who is already intoxicated.
3. The Surf Club promotes the service of non-alcoholic beverages and low alcohol products.
4. The Surf Club does not permit intoxication or any anti-social or disruptive behaviour including but not limited to, aggressive and abusive conduct on the premises. Any person participating in or inciting such conduct will be refused service and asked to leave the premises.
5. The Surf Club will provide safe transport options to its members and customers (at their own expense). This may be ensuring you have a lift with family or friends, or calling you a taxi or share ride provider.
6. No person under 18 years of age is to be served liquor at the Surf Club and photographic identification will be required to be produced in appropriate cases. The only proof of age identification acceptable at the Surf Club are:
 - Current photo driver's licence
 - Current passport
 - Current NSW photo card
7. BYO of Alcohol – When the bar is open at Sunday BBQs, Monthly Drinks and at other occasions such as Neighbours Nights, the Club does not permit BYO alcohol.
8. Under the NSW Liquor Act 2007 the Surf Club reserves the right to refuse entry or turn out any patron to the Surf Club who breaches this House Policy, our Liquor Licence or the Club By-laws and may, in its absolute discretion, issue a banning order for a determined period to any patron.

Signed: Andrew Pearce (President) May 2021

CCTV Policy and Usage Guidelines for Whale Beach Surf Life Saving Club

1. Purpose The purpose of this policy is to govern the use of a CCTV system by Whale Beach SLSC as an incident risk management tool under the requirements of the Work Health and Safety Act 2011 (NSW) as well as the Workplace Surveillance Act 2005 (NSW)

2. Purpose of CCTV System The Surf Life Saving Club (hereafter referred to as "the Club") employs CCTV surveillance to:

- Enhance the safety and security of members, visitors, and property.
- Assist in the prevention and investigation of incidents, including theft, vandalism, and breaches of Club rules.
- Support the Club's commitment to providing a safe and welcoming environment for all.

2. Compliance and Privacy

- The Club is committed to compliance with relevant laws and regulations, including privacy and surveillance legislation.
- CCTV recordings will only be used for the purposes stated above and managed in accordance with SLSC's privacy policy.

<https://sls.com.au/privacy-policy/>

[Surveillance Devices Act 2007 \(NSW\)](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

3. CCTV Coverage and Locations

- CCTV cameras will be clearly visible.
- Cameras are installed in public areas such as entrances, exits, the gym, and common areas where activities are conducted.
- Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as bathrooms or change rooms.
- Signage indicating the presence of CCTV will be clearly displayed at each entrance.

4. Data Access and Management

- CCTV recordings are stored securely and access is restricted to authorised personnel which includes the Executive Committee and House Captain.
- Footage will be retained for a specified period (approximately 90 days) unless required for an ongoing investigation.
- Requests for access to footage must be formally submitted to the Club's Executive (secretary@whalebeachslsc.com) and will only be granted if aligned with the purposes outlined in this guideline.

5. Use of CCTV Footage

- CCTV footage may be used to:

- Investigate incidents or breaches of the organisation's policies.
 - Provide evidence to law enforcement or other relevant authorities, if legally required.
- Footage will not be shared with unauthorised third parties or used for any purposes unrelated to Club operations.

6. Member and Visitor Awareness

- The Club will communicate these guidelines to members and visitors through visible signage and, where appropriate, through induction materials or notifications.

7. Breach of Guidelines

- Any misuse of the CCTV system, including unauthorised access to or sharing of footage, will be considered a breach of Club policy and may result in disciplinary action.
- Concerns or complaints regarding CCTV usage should be directed to the Club's Executive (secretary@whalebeachslsc.com).

8. Review of Guidelines

- These guidelines will be reviewed periodically to ensure ongoing compliance with relevant laws and alignment with the Club's operational needs.
- Members are encouraged to provide feedback on the effectiveness of the CCTV system and these guidelines.

9. Contact Information For questions, concerns, or access requests regarding the CCTV system, please contact: secretary@whalebeachslsc.com

Whale Beach SLSC Management Committee

January 2025