

Aquatics Photography Policy



Policy Type: Organisational
Version: 1.0
Date Adopted: June 2026
Service Unit: Community Development and Activation
Directorate: Community Strengthening
Review Date: June 2028

1. Purpose

The purpose of this Policy is to protect the privacy, dignity and safety of all patrons and staff within Moorabool Shire Council aquatic facilities. The Policy provides clear guidance on the use of cameras, video recorders, mobile phones and other recording devices in these environments.

2. Definitions

The following definitions are contained within this Policy:

MSC	Moorabool Shire Council
DS	Duty Supervisor
LG	Lifeguard

3. Scope

This Policy applies to:

- All patrons, staff, contractors and visitors within Moorabool Shire Council aquatic facilities.
- All areas of the facilities, including pool decks, change rooms, spectator areas and common spaces.

4. Non-Compliance

Failure to comply with this Policy may result in disciplinary action (for staff), removal/ban from the facility (for patrons or visitors), or reporting to the police.

5. Policy

The use of cameras, video recorders, mobile phones or any other recording devices within Moorabool Shire Council aquatic facilities is **strictly prohibited** unless management approval has been granted.

5.1. The following terms of use apply to photography at MSC Aquatic Facilities

5.1.1. Approval must be sought from the Duty Supervisor prior to any filming or photography.

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- 5.1.1.1. In the event of full venue hires of the facility, such as a school carnival, the hirer will be considered exempt from the Aquatics Photography Policy.
- 5.1.1.2. In the event of a partial venue hire, the hirer will have to adhere to the Aquatics Photography Policy to ensure the protection of members of the public.
- 5.1.2. Approval will only be granted where photography or recording is deemed appropriate, safe, respectful and compliant with Child Safe Standards and Privacy Legislation.
- 5.1.3. Once deemed safe the patron and DS are required to sign an Aquatics Photography Release Form.
- 5.1.4. Photography must not contain other families' children under the age of 16.
- 5.1.5. Photography must not contain other patrons over the age of 16 without their prior consent.
- 5.1.6. Photography or recording devices must never be used in change rooms, bathrooms or other private areas under any circumstances.
- 5.1.7. Staff are required to enforce this Policy and escalate any concerns directly to the DS.
- 5.1.8. Lifeguards are required to support enforcement of rules where appropriate.
- 5.1.9. Any patron found to be using a recording device without authorisation may be directed to stop immediately and further action may include removal from the facility from the DS.

6. Controls

This Policy is supported by signage at each outdoor pool reinforcing the requirement for management approval before photographing can commence. Approval of cameras or video recorders should only be granted under the agreement of being used for legal activities such as:

- Photographing your own children playing.
- Framing family activities.

7. Record Keeping Aquatics Photography Release Form

The information collected on this Photography Release & Approval Form is used solely for the purpose of regulating and monitoring photography within the aquatic centre. Completed forms will be securely stored by the facility management team in accordance with Council's Records and Information Management Policy 2024.

8. Related Legislation

- Child Wellbeing and Safety Act 2005
- Victoria Child Safe Standards 2016

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- The Privacy Act 1988
- The Privacy and Data Protection Act 2014

9. Council Plan Reference

Objectives: Healthy, inclusive and safe communities.
Context: This Policy is designed to make the spaces safer for all users of the site, as well as Council officers.

10. Review

As a minimum, this Policy will be reviewed every second year.

11. Approval

This Policy will come into effect once signed by the CEO.

A handwritten signature in blue ink, appearing to read "D. Madden", is written over a faint, illegible stamp.

Derek Madden
Chief Executive Officer

Date: 22 June 2026