



Technology Policy

1. Purpose

This policy outlines the selection, use, access, and privacy considerations of technology by the Illawarra Alpine Club (the Club), including both hardware and software. It ensures that technologies are used responsibly for the benefit of club members and their guests, in compliance with relevant legislation, and with respect for individual privacy.

2. Responsibilities, System Access Controls and Communications

2.1 Responsibilities

Responsibilities for decision making, implementation and use of technologies within the lodge facilities, and for the management of Club business, are as follows.

The Committee is responsible for decisions regarding the selection of technologies to be used by the Club, including technologies used in the lodge facilities, and in the management of meetings and other Club business.

A smaller group of Committee representatives will be responsible for overseeing the implementation, settings, use and performance of technologies. These Technology Oversight Representatives will report to the Committee on the performance of technologies and any issues emerging. The representatives are currently the President, Maintenance and Lodge Management roles. The specific representatives may be amended by a decision of the Committee.

The Committee has established a Technology Sub-Committee, comprising Members of the club who have knowledge of, and interest in, contemporary technologies. The Committee is responsible for selecting the participants on the Technology Sub-Committee.

The Technology Sub-Committee will:

- Act under the direction of the Technology Oversight Representatives
- Research and provide recommendations regarding the selection, implementation and use of technologies
- Manage the implementation of selected technologies and monitor their performance
- Investigate issues and report on options for improvements
- Maintain a Technology Plan which describes how technology is setup and used in the lodge.



External contractors may be engaged by the Technology Oversight Representatives to support the Technology Sub-Committee when specific expertise or “on-mountain” support is required.

The **Secretary** will maintain a register of subscription and software services including administrator and cost details.

2.2 System Access Controls

Access to Club Systems and Accounts will only be given to authorised persons for legitimate purposes in-line with this policy. A User Access Review (UAR) will be conducted on an annual basis for all accounts.

2.3 Communication with Members

The Technology Oversight Representatives, in cooperation with the Cold Facts editor, will be responsible for communication with Members as appropriate. This includes articles in Cold Facts, posts on social media, emails, and annual reports. The Technology Sub-Committee may suggest or request communications regarding technology use and functionality.

3. Use of Technology for Lodge Automation

3.1 The Club employs technology to automate regular events and operational processes within the Lodge, including:

- **Temperature and Energy Management:** Automated temperature control valves and sensors help optimize heating efficiency and reduce energy consumption. Turning inefficient electrical appliances off during the night. Timing the heating and humidity control in drying rooms. Turning them on around midday to dry clothes whilst guests enjoy lunch.
- **Access Control & Security:** Electronic locks and surveillance cameras enhance security and ensure only authorized access to facilities.
- **Booking & Facility Management:** Digital booking systems streamline accommodation reservations and facility usage.
- **Sounding Meal Times:** Automated playing of “Speedy” in the morning.
- **Playing of Media:** Easy playing of radio stations, Spotify playlists and traditional songs.

These technologies have been implemented to improve efficiency, enhance member experience, and reduce operational costs.



- 3.2 The Technology Sub-Committee will liaise with the Technology Oversight Representatives to discuss any changes to the settings of these technologies. The Technology Oversight Representatives will be responsible for the decision regarding any changes to the settings.
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4. Surveillance Cameras

4.1 Purpose of Surveillance

The Club uses surveillance cameras to:

- Improve the safety and security of members, guests, and property.
- Deter and monitor unauthorised access, vandalism, and other unlawful activities.
- Used retrospectively, by the Committee, in the investigation of a reported incident at the Lodge.

4.2 Access to Surveillance Camera recordings

Access to surveillance camera recordings is restricted to:

- Members of the Committee and/or Technology Sub-Committee who have a legitimate reason to review footage. This might include investigating an incident or complaint about Club operations and/or the investigation of an incident involving a Member or Guest.
- Law enforcement agencies, when required by law or during official investigations.
- Access to Surveillance Camera livestream

Any decision to allow access to, or publish, the live stream footage from a Surveillance Camera will be the responsibility of the Committee. In making this decision, the Committee will consider the purpose of the livestream, the reliability of the livestream, and in particular the privacy of members, guests and contractors.

4.3 Privacy Considerations

To uphold privacy standards:

- No audio signal will be captured or transmitted.
- Surveillance cameras may be positioned to monitor lodge entry points, external surroundings and storage rooms. Cameras will not be installed in internal, general use spaces where individuals have a reasonable expectation of privacy, such as inside common areas.
- Signage must be prominently displayed to inform individuals that surveillance is in operation, in compliance with legal requirements.



- Surveillance camera footage will not be used to monitor the activities of members and guests staying at the lodge, except for the purposes of investigating incidents as outlined above.

5. Wi-Fi Services

5.1 Provision of Wi-Fi

The Club offers Wi-Fi access in designated areas for the convenience of members and guests.

5.2 Security and Usage Notice

Users are advised that:

- The Club has implemented a strong network solution, including Advanced Encryption Standard (AES) 256 bit in-transit security (via our Starlink connection), coupled with a strong Firewall, WIFI and Network Management solution via our Ubiquiti Dream Machine. However, IT Security remains a rapidly evolving landscape and constant vigilance is required.
- Members, guests and contractors use the Wi-Fi at their own risk.
- They are responsible for ensuring the security of their own devices and data while using the network.
- The Club is not liable for any data breaches, cyber-attacks, or other security incidents that may occur while using the Wi-Fi service.

5.3 Acceptable Use

Users must not use the Club Wi-Fi to:

- Engage in illegal activities or accessing inappropriate content.
- Introduce malicious software or engage in activities that could harm the network or other users.

5.4 System management

At least two people will be nominated and trained as Wi-Fi administrators to monitor the use and performance of the system. These administrators will be members of the Technology Sub-Committee, or one of the Technology Oversight Representatives.

Information about the use and performance of the system may be shared as appropriate with the Committee and the Technology Sub-Committee to support decision making and investigations.

Other Members seeking information about the use or performance of the Wi-Fi system will be asked to submit their request to the Technology Oversight Representatives.



5.5 Subscription and software services

The Committee uses a range of subscription services and software platforms for Club operations and business purposes. This includes internet services, software to support automation, the booking system and Committee emails and document storage.

The Committee will be responsible for the choice of service or software provider, taking into account the recommendations of the Technology Sub-Committee, and balancing the costs, functionality, security and reliability of the options.

The Secretary will maintain a register of subscription and software services including the annual costs and administrators. The register will be held on the Club Google Document Drive.

Administrators for all subscription and software services must use Two Factor Authentication wherever available to improve security of Club and Members information.

5.6 Compliance with Legislation

The Club is committed to complying with all applicable laws and regulations concerning surveillance and data protection, including:

- Surveillance Devices Act 2007 (NSW) – Governs the use of surveillance devices in New South Wales. This Act permits the installation of security cameras; however, it is essential to consider privacy implications, especially if cameras are directed towards neighbouring properties. Consent from affected individuals may be required in such cases.
- Privacy Act 1988 (Cth) – Outlines the handling of personal information.

Signage is displayed to notify individuals of active surveillance, as required by law.

By adhering to this policy, Illawarra Alpine Club Inc. demonstrates its commitment to responsible technology use, safeguarding privacy, and maintaining a secure environment for all members and guests.



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