

Shire of Wiluna Policy Manual

WORKPLACE SURVEILLANCE

Policy 7.8

Workplace Surveillance Policy

Policy Statement

Surveillance may be deployed within the workplace in order to protect the assets and equipment of the **Shire of Wiluna** and improve community and employee safety.

This policy outlines the deployment of workplace surveillance in the **Shire of Wiluna**.

The Shire of Wiluna's Commitment

The **Shire of Wiluna** is committed to providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting the individual rights to privacy. The **Shire of Wiluna** will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the *Surveillance Devices Act 1998 (WA)*.

Electronic Surveillance Devices

The Shire of Wiluna may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorised, unlawful, inappropriate, or dangerous activity/incidents.

The **Shire of Wiluna** may deploy fixed and mobile cameras (of either motion/CCTV or still variety) in areas where assets or equipment are stored or commonly used, or in high risk work areas. Cameras may be placed in, around, or to view fixed or mobile locations.

Cameras should be placed in unobtrusive positions covering the area to be protected.

Cameras must not be placed inside toilets or change rooms, residences, or in such as position as to view inside these premises.

The **Shire of Wiluna** will erect signs to inform employees and community members that cameras are in use.

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there is risks associated with the tasks being carried out by an employee or where the Local Government has a need to monitor and protect that vehicle or equipment.

Shire of Wiluna Policy Manual

Staff Management

The **Shire of Wiluna** will not deploy workplace surveillance for the general management of the **Shire of Wiluna's** employees. However, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate, or unlawful manner, the **Shire of Wiluna** may use this information for dis

Review and Retention of Images

Images that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the camera, are to be referred to the Chief Executive Officer. The Chief Executive Officer will retain the images and any associated information in a secure, confidential location.

Confidentiality

Unless otherwise approved by the Chief Executive Officer, image information or data recorded is to be discussed only with the Chief Executive Officer, or Deputy Chief Executive Officer. No information regarding the location of surveillance devices or images recorded is to be released or discussed with any other person, except with the approval of the Chief Executive Officer or if required by law.

Consequences of Breaching this Policy

Any person engaged by the **Shire of Wiluna's** found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where appropriate.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Statement of Understanding

I confirm that I have read and understood the **Shire of Wiluna's** Workplace Surveillance Policy. I understand that it is a condition of my employment or engagement with the **Shire of Wiluna** that I consent to, and must comply, with, the terms and conditions contained within this Policy.

Shire of Wiluna Policy Manual

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Human Resources
Legislative Requirement	
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Amendments, Date & Resolution #	
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