



BUNBURY - HARVEY
Regional Council

SECURITY SURVEILLANCE

**Security Surveillance Policy for all Bunbury Harvey
Regional Council (BHRC) Employees, Council Members,
Contractors and Visitors to a BHRC workplace.**

Version 1

Policy Name	Security Surveillance
Last Reviewed	July 2017
Amendments	New Document
Adopted by Council	
Revision Date	July 2019

Policy

Bunbury Harvey Regional Council (BHRC) is committed to providing a safe environment for its employees and the community in which unlawful, antisocial and inappropriate behaviour is kept to a minimum while respecting the individual rights of privacy.

BHRC will ensure that the use of any workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Device Act 1998 (WA)

Surveillance may be deployed within the workplace in order to protect the assets and equipment owned and operated by BHRC and improve community and employee safety and to assist in planning and management of mobile plant and equipment.

Ethic and Integrity

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and to act in an honest and professional manner that supports the standing of the BHRC in compliance with the Code of Conduct Policy.

Policy Detail

BHRC may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorised, unlawful, inappropriate or dangerous activities.

BHRC 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 will not be placed inside toilets or change rooms, residents, or in such as positions as to view these premises.

BHRC 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 task being carried out by an employee or where BHRC has a need to monitor and protect that vehicle or piece of equipment and/or employee.

GPS devices may also be installed and utilised for managing daily operations.

BHRC will not deploy workplace surveillance for the general management of employee's.

However, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate or unlawful manner, BHRC may use this information for disciplinary or other appropriate action.

Review and Retention

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 (CEO). The CEO will retain the images and any associated information in a secure, confidential location for review and may pass this information on to authorities if deemed appropriate.

Consequences of Breaching this Policy

Any person engaged by the BHRC found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where deemed necessary.

Variation to this Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy by correspondence.

LEGISLATION AND OTHER REFERENCES:

- *Surveillance Device Act 1998 (WA).*

ADDITIONAL INFORMATION

- *Code of Conduct*

Statement of Understanding

I confirm that I have read and understand BHRC’s Security Surveillance Policy.

I understand that it is a condition of my employment that I consent to, and must comply with the terms and conditions contained within this policy and that this original signed document is to be placed on my employee personnel file.

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

NAME	
SIGNATURE	
DATE	

Chief Executive Officer witness authority

NAME	
SIGNATURE	
DATE	