



Workplace Surveillance Policy

1. Introduction

Council may require designated areas or activities to be under camera, computer or tracking surveillance for operational, security or safety reasons.

Any surveillance implemented by Council will occur in accordance with the provisions of the Workplace Surveillance Act 2005 and on the authority of the General Manager

This policy applies to all workplaces under the control and responsibility of Council and all employees, contractors and consultants.

2 Workplace Surveillance

2.1 Camera Surveillance

What is camera surveillance?

Camera surveillance is surveillance by means of an electronic device that monitors or records visual images. Analogue and digital cameras, video and mobile phone cameras and closed circuit television (CCTV) systems are all included in this category.

Council uses camera surveillance to public access points such as counters and at entry and exit points and building perimeters. Cameras are installed in areas where criminal behaviour may occur and where this behaviour is likely to impact on Council staff or customers, or where there is a significant risk of loss or damage to Council property. The decision on where to install and locate cameras is made following a risk assessment and as far as possible, to meet best practice standards.

Currently all cameras used by Council operate 24 hours a day. Generally, real time monitoring of cameras does not take place and all recorded information is generally overwritten within 28 days of recording. Where an incident has been recorded by a camera, this information may be copied and stored for a period longer than 28 days. This information will be deleted when no longer required.

The sites which currently have cameras are Chambers, Library, Alexandria Facility, Grafton Street, Waverley Cemetery, Parking Services offices at Eastgate and Bondi Beach, Eastgate Car park, Bondi Beach Car Park and Hollywood Avenue Car Park. Site managers monitor camera surveillance. This surveillance is movement activated and recorded.

Where Council intends to introduce surveillance in other areas, employees working in the designated area shall be advised by their supervisor.

Council will erect visible signs informing people who enter the site that surveillance is being carried out. The cameras will be placed such that they are visible to people and visitors.

2.2 Tracking Surveillance

What is tracking surveillance?

Tracking surveillance is surveillance by means of an electronic device, the primary purpose of which is to monitor or record geographical location or movement, such as a Global Positioning System (GPS) device.

2.2.1 Access cards

Council uses a building access card system to restrict access into or within a building(s). Employees may be issued with access cards to allow entry to work areas. Movements into areas are recorded and may be used to monitor the movements of employees. Access card systems are in place at Chambers, Child Care Centres, Library, Mill Hill Centre and Eastgate Car Park. This surveillance is continuous and ongoing.

2.2.2 Hand Held Devices

Employees who perform certain regulatory functions may be issued with hand held devices. They may incidentally show an employee's location at some point in the past. This surveillance is continuous and ongoing.

2.3 Computer Surveillance

What is computer surveillance?

Computer surveillance is surveillance by means of software or other equipment that monitors or records an employee's computer use. Computer 'use' includes an employee's information input or output of a computer, so it covers a very wide range of activities both in the workplace and at home, if an employee uses equipment or resources owned by Council or provided at its expense.

Council monitors employees accessing the Internet and e-mail. The Computer Services section may review, audit, intercept, access and disclose all matters on the Council's e-mail and Internet system at any time. This access may occur during or after working hours, will be ongoing and may occur at any time during employment with Council. Usage of Council's computer system is dependent on the user agreeing to and acknowledging that Council undertakes computer surveillance.

Emails that are considered inappropriate may also be blocked. Employees will be notified of blocked emails excepting where the blocked email is spam, contains a virus or is offensive in nature.

Covert Surveillance

Covert surveillance is surveillance of an employee or group of employees carried out for the sole purpose of establishing whether the employee or group of employees is engaged in any unlawful activity.

Covert electronic surveillance will not be carried out without the authority of a Magistrate.

Council will not operate overt or covert surveillance of an employee in any change room, toilet facility or shower or other bathing facility at a workplace. In addition, an employee is not permitted to carry out camera, computer or tracking surveillance of an employee when they are not '*at work*'.