

## **ASSET MONITORING COUNCIL POLICY**

### **POLICY STATEMENT**

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

### **POLICY SCOPE**

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This policy outlines the development of workplace surveillance in the City of Bunbury.

#### **The City of Bunbury Commitment:**

The City of Bunbury 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 of privacy. The City of Bunbury will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Devices Act 1998 (WA)

### **POLICY DETAILS**

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#### **Electronic Surveillance Devices**

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

The City of Bunbury 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 positions as to view these premises.

The City of Bunbury 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 the City of Bunbury has a need to monitor and protect that vehicle or equipment.

#### **Staff Management:**

The City of Bunbury will not deploy workplace surveillance for the general management of the City of Bunbury employee's. However, if any workplace surveillance demonstrates an employee acting in an

antisocial, inappropriate or unlawful manner, the City of Bunbury 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. The Chief Executive Officer will retain the images and any associated information in a secure, confidential location.

### Consequences of Breaching this Policy

Any person engaged by the City of Bunbury 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 employees will be notified of any variation to this policy by correspondence.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Surveillance Devices Act 1998 (WA)*

### INDUSTRY

### ORGANISATIONAL

- *City of Bunbury Employee Code of Conduct*

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