



**POLICY 2124 - WORKPLACE SECURITY & MONITORING,
WORKPLACE SURVEILLANCE AND THE USE OF
SURVEILLANCE CAMERAS AND MOBILE DEVICES**

1. PURPOSE OF POLICY

The purpose of this Policy is to document arrangements for Workplace Security & Monitoring, the responsible use of Workplace Surveillance; and Guidelines to employees about security and monitoring and for the use of surveillance cameras for operational purposes.

Guidelines will also be issued for the use of other mobile devices, including cameras, mobile phones, iPhones, iPads, androids and other mobile devices, and the use of private mobile devices used during working hours.

The Security measures, including Monitoring, and the use of Surveillance and other devices will not be used for the performance management of Council employees.

2. SCOPE OF POLICY

This Policy and Guidelines will observe the requirements of the following legislation (as amended):

- Workplace Surveillance Act 2005
- Surveillance Devices Act 2007

Other relevant documents are the Code of Conduct and the Local Government (State) Award.

3. GUIDELINES

- i. WORKPLACE SECURITY
- ii. WORKPLACE MONITORING
- iii. WORKPLACE SURVEILLANCE
- iv. USE OF SURVEILLANCE DEVICES FOR OPERATIONAL PURPOSES
- v. USE OF OTHER MOBILE DEVICES

3. GUIDELINES

i. WORKPLACE SECURITY

Oberon Council has several workplaces where employees are accommodated.

Appropriate Security Systems are to be in place at the following workplaces:

- Administration Centre
- Oberon Library and Community Centre
- Oberon Visitor Information Centre and Community Technology Centre
- Oberon Swimming Pool

Safe Work Method Statements (SWMS) will be prepared by the Workplace Health & Safety Coordinator (WHSC) which will address procedures for the locking up of each workplace and the arming or activation of security systems.

Before or during December each year these SWMS will be reviewed by the WHSC in conjunction with the General Manager, relevant Department Director and affected employees.

The SWMS will also document nominated employees for “call-outs” at each location due to activation of security alarms.

Appropriate Security Systems are to be in place at the locations listed below and separate SWMS will be prepared, noting that these areas also have security fencing. In general these locations have multiple workplaces and different arrangements for locking up of each workplace and for the security of plant and equipment.

- Oberon Works Depot
- Oberon Water Treatment Plant
- Oberon Sewage Treatment Plant
- Oberon Waste Facility
- Black Springs Rural Waste Facility
- Burruga Rural Waste Facility
- Oberon Animal Pound

ii. WORKPLACE MONITORING

“Back to Base” monitoring of security systems is in place at these locations:

- Administration Centre
- Oberon Library and Community Centre
- Oberon Visitor Information Centre and Community Technology Centre
- Oberon Swimming Pool
- Oberon Works Depot

Records for the arming and disarming of the security system at each location will be monitored on a regular basis by the General Manager and relevant Department Director. This will be used for the purpose of monitoring the effective use of the security systems in place.

Fixed Security Surveillance Cameras are located at:

- Oberon Library and Community Centre
- Oberon Visitor Information Centre and Community Technology Centre
- Oberon Swimming Pool
- Oberon Works Depot
- Main Street (Oberon Street) – see separate Note below
- Oberon Common – see separate Note below

These Fixed Security Surveillance Cameras are for the purpose of recording data on a storage device for retrieval purposes when there is a security breach or a reportable incident including theft, or injury to an employee or a member of the community.

The definition of a reportable incident is one that is required to be reported to the General Manager or the NSW Police.

A WORKPLACE SURVEILLANCE CAMERA NOTICE is to be displayed in a prominent location advising employees and the community that camera surveillance is in operation.

A SWMS will be prepared by the WHSC addressing procedures for the use of the Fixed Security Surveillance Cameras and an AUTHORISATION signed off by the General Manager and relevant Department Director. The SWMS will also provide details of access to any data recorded on storage devices.

Before or during December each year these SWMS will be reviewed by the WHSC in conjunction with the General Manager, relevant Department Director and affected employees.

The SWMS will also document nominated employees for “call-outs” at each location due to activation of security alarms.

Note - for the Main Street Security Surveillance Cameras located in Oberon Street appropriate CCTV Signage is to be displayed. The General Manager or an employee nominated by the General Manager will liaise with NSW Police about access to any data recorded on storage devices. A separate SWMS will be prepared with procedures for the use of the Main Street Security Surveillance Cameras.

Note - for the Oberon Common Security Surveillance Cameras located near the amenities building adjacent to Edith Road appropriate CCTV Signage is to be displayed. The General Manager or an employee nominated by the General Manager will liaise with NSW Police about access to any data recorded on storage devices. A separate SWMS will be prepared with procedures for the use of the Oberon Common Security Surveillance Cameras.

iii. WORKPLACE SURVEILLANCE

There is to be no workplace surveillance of individual employees of Oberon Council and any misuse of surveillance cameras or other devices (see v. below) will be considered as a Code of Conduct breach and disciplinary procedures will be actioned by the General Manager.

It is not intended to view any recorded data at any time other than determining if a security breach has occurred or for examining recorded data as a result of a reportable incident.

The Security measures in place which includes the monitoring of security systems, and the use of Fixed or portable Outdoor Surveillance equipment and other devices will not be used for the performance management of Council employees.

iv. USE OF SURVEILLANCE DEVICES FOR OPERATIONAL PURPOSES

Outdoor Security Surveillance Cameras may be installed at the following locations for operational purposes as specified below:

- Oberon Animal Pound – prevention of tampering with surrendered or captured animals.
- Oberon Works Depot – prevention of theft of equipment, fuel & other materials, or vandalism.
- Nominated Worksites – prevention of theft of equipment, fuel & other materials, or vandalism.

For the locations listed about a SURVEILLANCE CAMERA NOTICE is to be displayed in a prominent location and an AUTHORISATION signed off by the General Manager and relevant Departmental Director specifying the placement of the Surveillance Device and the times and dates of its intended operation.

v. USE OF OTHER MOBILE DEVICES

Employees may be issued with a mobile device for work use. These mobile devices include:

- digital camera
- iPhone, mobile phone, android phone or other device
- iPad or similar
- webcam (camera attached to a PC)
- other mobile devices (such as recording equipment)

A separate SWMS will be issued about the use of mobile devices and address issues of safety for the use of these devices (e.g. not to use a mobile phone whilst driving a vehicle).

Employees using mobile devices, including any personal/private devices (e.g. smart phone), with the capability of recording images and sound must not make a recording without consent from the subject (person) with respect to any image or sound (including conversation) proposed to be recorded. For practical purposes this can be a verbal agreement with an appropriate documented notation made by the employee that consent has been provided.

The use of personal/private mobile devices by employees during working hours and for work purposes should be discouraged and Council issued mobile devices should be used instead.

Approving Authority	Oberon Council
Contact	General Manager
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