



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 14.12.3

POLICY FOR CCTV WORKPLACE SURVEILLANCE

Adopted: 17 august 2017

POLICY FOR CCTV WORKPLACE SURVEILLANCE (NO. 14.12.3)

1. **Title:** Policy for CCTV Workplace Surveillance
2. **Number:** Policy Number 14.12.3
3. **Purpose:**
The purpose of this policy is to provide an increased level of security in Weddin Shire Council environment for the benefit of those who work or visit Council workplaces.
4. **Application**
The policy applies to all Council workplaces including all Council land and buildings which are occupied by public facilities.
5. **Associated References**
Workplace Surveillance Act 2005 No 47 (and as amended)

Workplace Surveillance Regulation 2005

Code of Ethics - Australian Security Industry Association Ltd

Weddin Shire Council Code of Conduct (document 15.1.1)

Weddin Shire Council Grievance Policy (document 14.21.2)
6. **Definitions**

camera includes an electronic device capable of monitoring or recording visual images of activities on premises or in any other place.
employee a person working for Weddin Shire Council, including contractors and volunteers.

law enforcement agency means any of the following:
 - (a) NSW Police,
 - (b) a police force or police service of another State or a Territory,
 - (c) the Australian Federal Police,
 - (d) the Police Integrity Commission,
 - (e) the Independent Commission Against Corruption,
 - (f) the New South Wales Crime Commission,
 - (g) the Australian Crime Commission,
 - (h) the Department of Corrective Services,
 - (i) the Department of Juvenile Justice,
 - (j) any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State,
 - (k) a person or body prescribed for the purposes of this definition by the regulations.
surveillance means surveillance of a workplace by means of a camera that monitors or records visual images of activities on premises or in any other place,

POLICY FOR CCTV WORKPLACE SURVEILLANCE (NO. 14.12.3)

unlawful activity means an act or omission that constitutes an offence against a law of this State or the Commonwealth.

workplace means premises, or any other place, where employees work, or any part of such premises or place.

7. Policy

Weddin Shire Council will use CCTV to enhance the safety and security of employees, visitors and property, while protecting individuals' rights to privacy.

CCTV consists of dedicated high-resolution cameras providing continuous real time surveillance of Council property. The primary use of CCTV is to discourage the occurrence of unlawful activity and enhance the chances of apprehending offenders.

7.1 Responsibility

The General Manager or nominated Director:

- shall have executive responsibility for the system, including approving any extension of the system within Council and amendments to the conditions of the Policy. Any amendments or extensions to the Policy will only take place after appropriate consultation. Where specific arrangements are established for surveillance of an area, a written record of the agreed procedures will be made.
- may approve minor changes to the system where appropriate. Minor changes are those that do not have a significant impact on the intent of the Policy or the procedures established to monitor adherence with its provision.
- are responsible for managing compliance with this Policy, including compliance by employees and visitors engaged to work on the system or in the CCTV Recorder.
- shall be responsible for the day-to-day management of the system and associated processes, including Law Enforcement Agency liaison, compliance with the Policy and Operational Manual by employees or any other authorised person, employee training, the preparation of reports and the evaluation of the system performance.
- will be responsible for managing the cameras and recording, ensuring that only authorised personnel are given access. A record will be kept of all personnel accessing the CCTV recorders.

7.2 Procedure

The procedure for assessing the need and implementation of CCTV is as follows:

- a) Demonstrate Need for CCTV
 - Documented evidence of high risk of unlawful incidents occurring or re-occurring.
- b) Develop and Record Implementation Strategy
 - Record a proposal for installation, including:
 - The specific purpose of CCTV monitoring;
 - The physical area to be placed under CCTV monitoring
- c) Approval for Implementation
 - Approval to be obtained from the General Manager
- d) Implement CCTV Facility, Including Staff Training
 - CCTV register will be maintained by the General Manager or nominated Director
 - All viewing to be recorded into CCTV register, identifying the need to view the recording, who was present and date
 - Appropriate signage will be installed and recorded in the CCTV register.

POLICY FOR CCTV WORKPLACE SURVEILLANCE (NO. 14.12.3)

- Unlawful activity captured and identified in recordings will be investigated and reported to the Law Enforcement Agency as considered necessary
- e) Monitor
 - Monitoring will be on as needed monthly basis, including a review of the CCTV registers.

7.3 Supporting Information

Other procedural information on the use of CCTV is as follows:

- All data collected using this system, including images, will be managed in accordance with the provisions of the Commonwealth Privacy Act 1988, Workplace Surveillance Act and Regulation 2005 the relevant Council policy relating to the control of private information.
- All persons involved in the operation of the system are to exercise care to prevent improper disclosure of material.
- Cameras will not be hidden and as far as possible will be placed in public view.
- Signs that CCTV cameras are operating will be displayed at key positions. The signs will allow people entering Council workplaces to be made aware that CCTV systems operate within the Council.
- The Policy will be available in Council's Policy Register. Where the introduction of the system (or any subsequent changes) it will be publicised through the use of Council notice boards for a period of two weeks.
- The System will operate in a manner that is sensitive to the privacy of people working in the area.
- Persons authorised to access the operations of the cameras will receive training in the varying degrees of privacy afforded by Council, public, semi public and private premises within a mixed Council workplace and public access domain such as swimming pools and recreational parks.
- There may be circumstances where the Law Enforcement Agency may wish to conduct a pre-planned operation at Council workplaces. The General Manager or nominated Director may authorise the use of this system to support these operations, provided it is done within the provisions of this Policy and a representative of the Law Enforcement Agency is present in the room for recording for the full duration of the operation.
- A written record will be maintained of any use of the system at the request of the Law Enforcement Agency. This record will include details of the Law Enforcement Agency Officer making the request, details of the time and date of the request and reasons for the request.
- The level of Law Enforcement Agency response to incidents will be determined by the Law Enforcement Agency and will be subject to the various priorities at the time the incident is reported. The Council has no control over the priority allocated by the Law Enforcement Agency.
- All incidents requiring attendance by the Law Enforcement Agency or other emergency services will be reported to the General Manager, as soon as possible.
- Any use of this system or materials produced which is frivolous, or for private purposes, or is otherwise inconsistent with the objectives and procedures outlined within this Policy will be considered gross misconduct. Any Council employee involved in incidents of this type will face appropriate disciplinary action in accordance with the relevant Council policies, awards, agreements, and Workplace Surveillance Act and Regulations 2005. A 24-hour record is kept of event activity in the recorder of the CCTV units.

POLICY FOR CCTV WORKPLACE SURVEILLANCE (NO. 14.12.3)

- As Council employee confidence in the system is essential, all cameras will be operational. An appropriate maintenance program will be established and under no circumstances will "dummy" cameras be used.

8. Reporting

The General Manager will decide the level of incidents to be reported to the Law Enforcement Agency. The Law Enforcement Agency shall log all such incidents. It is recognised that the decision as to what level of response is deployed is a matter entirely for the Law Enforcement Agency. The General Manager or nominated Director will liaise regularly with the Law Enforcement Agency on this subject.

Breaches of this Policy and of security must be subject to proper investigation by the person appointed by the General Manager or nominated Director. This person shall be responsible for making recommendations to the General Manager or Director to remedy any breach which is proved or evidenced.

Complaints regarding the CCTV system and its operation must be made in writing in accordance with Council's Grievance Policy.

9. Non-compliance

Non-compliance with this policy may render a manager or employee liable for disciplinary action, which may include referring the breach to the Law Enforcement Agency.

10. Review and Amendment

- This policy shall be reviewed by September 2017 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
- This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

11. Adoption

- This policy commences as from the date of adoption by Council, being 21 June 2013.

12. History

Version	Details
14.12.1	Adopted 21 January 2010
14.12.2	Adopted 21 June 2013
14.12.3	Adopted 17 August 2017