USE OF GPS, WORK ALONE BEACONS AND SURVEILLANCE DEVICES POLICY

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Review due date	2019 Minimum This policy will be reviewed at the time of any relevant legislative changes, or may be reviewed at a minimum, every three years.
Date revoked	
Documents superseded	
Related Documents	• Work health and Safety Act 2011 and Regulations • Brewarrina Shire Council and Safety Policy • Workplace Surveillance Act 2005 • Local Government State Award • Brewarrina Shire Council Emails and Internet Policy
Relevant delegations	General Manager, Transport Manager
Responsible Directorate	HR WHS
Responsible officer	WHS Officer

Policy

OBJECTIVE

The objective of this procedure is to ensure that Council complies with requirements of the Workplace Surveillance Act 2005 in regards to the installation and use of plant GPS, Work Alone Beacons and surveillance devices. The Act requires that employees be formally notified of any actions by the Council that would fall within the definitions of surveillance.

The Act deals with surveillance of employees by means of cameras, computers or tracking devices and requires that employees are notified as to the nature of that surveillance. The notice provided to staff must indicate:

1. The kind of surveillance to be carried out (camera, computer or tracking)

2. How the surveillance will be carried out

3. When the surveillance will start

4. Whether the surveillance will be continuous or intermittent, and

5. Whether the surveillance will be for a specified limited period or ongoing.

In addition, GPS and Work Alone Beacons (WAB) provides real time data to optimise fleet operations, reduce risk and add value by tracking, measuring and improving the way council's fleet operates. The WAB also complies with WHS legislation and requirements in the event a worker is required to "work alone".

This tool provides valuable utilization data that will assist in the way our fleet and workers is used by becoming more efficient, reducing hazards, location of injured workers in the event the WAB is activated and reducing our carbon footprint.

The comprehensive reports assists management to make informed decisions leading to reduced emissions, improved fuel and maintenance costs, increasing customer satisfaction and staff safety.

PROCEDURE

The use of certain GPS, WAB and surveillance devices may assist Council in providing improved customer service by collating additional information in regard to its service delivery and also to improve employee safety by allowing Council to identify the location of employees.

The devices available for this may include:

1. The provision of tracking devices (GPS)
2. The provision of CCTV
3. Computer and IT devices
4. Work Alone Beacons
5. Mobile Phones

Council is committed to meeting its statutory obligations under the Workplace Surveillance Act and this protocol provides a document that employees can access to understand the procedures followed by Council.

Where devices such as GPS & WAB are to be installed in Council vehicles or carried by the workers (WAB), all staff who access that vehicle(s) are to be advised of the potential for continuous monitoring for operational reporting. This advice is to be in writing. GPS in vehicles has the benefit of identifying the geographical location of a worker, particularly if they are in need of emergency assistance, and through the monitoring of data it allows Council to manage its fleet.

Where a new employee commences with Council, he/she is to be made aware in writing, that Council vehicles or plant may be subject to GPS tracking or other surveillance. For Work Alone Beacons workers will physically carry these devices on them.

All Council vehicles and plant items that could be installed with a GPS device will have a decal indicating the vehicle or plant item may be subject to GPS tracking and may have the geographical location, movement, engine performance or operation monitored and recorded.

The following light and other fleet vehicles may be subject to GPS tracking

- Commuter Use Vehicles
- On-Call & Pool Vehicles
- Plant & Trucks
- Small Plant

The primary purpose of GPS tracking will be to improve safety, operational efficiency and/or productivity improvements.

Requests by Managers for GPS tracking to be installed in vehicles and requests to have the software installed on their computer will require the approval of the General Manager.

Misuse of Council property detected through the use of GPS tracking is to be reported immediately to the Transport Manager who will report misuse direct to the General Manager. The General Manager and Director (responsible for the employee who allegedly has beached Council procedures) must review the GPS information prior to determination of any disciplinary action.

DEFINITIONS

Under the Act, surveillance of an employee means surveillance of an employee by any of the following means:

1. Camera surveillance, which is surveillance by means of a camera that monitor or records visual images of activities on premises or in any other place.

2. Computer surveillance, which is surveillance by means of software of other equipment that monitors or records the information input or output, or other use of a computer (including but not limited to, the sending and receipt of emails and the accessing of Internet websites), and

3. Tracking surveillance, with 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 tracking device).

RELATED DOCUMENTATION

Work Health and Safety Act 2011 and Work and Regulations.
Brewarrina Shire Council Work Health and Safety Policy 2013
Workplace Surveillance Act 2005.
Local Government State Award 2014
Brewarrina Shire Council Emails and Internet Policy