

Unauthorised Recording

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012

Objective

To protect employees from unauthorised recordings and to promote honest and ethical standards of behaviour in the workplace.

Definitions

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Recording means the use of any work or personal device to capture images or voices, regardless of whether in person, by telephone or by other means.

Unauthorised means without the consent of the person/s being recorded or otherwise without, or inconsistent with, a direction from the Chief Executive Officer or respective Director.

Application

This Policy applies to all employees.

Policy Statement

Council is committed to ensuring that the conduct of all employees is beyond reproach and seeks to minimise behaviour in the workplace that is inconsistent with ethical and local government legislative principles as outlined in Council's Employee Code of Conduct.

Council recognises that unauthorised recording in the workplace does not promote honest and ethical standards of behaviour.

Council prohibits the unauthorised recording of employees, regardless of the circumstances. Unauthorised recording in the workplace is considered workplace harassment and is in breach of Council's Employee Code of Conduct.

Related Documents

This policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

Moreton Bay Regional Council Employee Code of Conduct.

Review Triggers

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

Responsibility

This Policy is to be:

- (1) implemented by Directors and Managers; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager Human Resources.

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