

1. Version Control

Version	Date	Author	Approved by	Signature
1	22/03/2024	Ali Kader	Nick Somes	
2	18/09/2025	R. Ridd	Nick Somes	NS

2. Purpose and Scope

The ecoDynamics Group operates across multiple locations and oversees a large fleet of vehicles and equipment. In order to maintain operational efficiency and ensure safety of both assets and workers, ecoDynamics may engage in ongoing, intermittent surveillance. This includes the use of camera, computer and tracking surveillance on its IT equipment/systems and vehicles, as well as on-premises surveillance.

3. Application

This policy applies to all individuals within the ecoDynamics Group, which encompasses ecoDynamics Landscaping, ecoDynamics Mulch and Services, and ecoDynamics Nursery businesses.

4. Definitions

- **Surveillance Legislation:** This includes the Workplace Surveillance Act 2005 (NSW), Surveillance Devices Act 2016 (SA), and the Surveillance Devices Act 1999 (Victoria).
- **Camera Surveillance:** Refers to the use of a camera to monitor or record visual images on premises or other locations.
- **Computer Surveillance:** Refers to the monitoring or recording of computer usage including, but not limited to, email correspondence, internet access, and file storage via software or equipment.
- **Tracking Surveillance:** Involves the use of electronic devices that primarily monitor or record geographical location or movements, like GPS tracking devices.
- **Workplace:** Any premises or place where employees perform their work duties, or any part thereof.
- **At Work:** Refers to an employee's presence in their employer's workplace or another location while undertaking work for the employer, whether or not actual work is being performed at the time.

- **Surveillance Information:** Represents data obtained, recorded, monitored, or observed due to employee surveillance.
- **Surveillance Record:** A document or report containing surveillance information.

5. Surveillance types

Employees should be aware that IT equipment/computers will be monitored. This includes email account auditing, monitoring, and accessing, as well as file and internet usage, including sites visited and documents downloaded.

Employees should assume that fleet vehicles and significant pieces of plant equipment come equipped with GPS tracking devices. GPS tracking devices will be employed in vehicles or equipment, with notices indicating that the vehicles are being tracked for surveillance purposes. These devices can be used to:

- Locate vehicles or equipment quickly, especially during breakdowns.
- Enhance security and prevent theft, specifically for plant equipment like trailers.
- Schedule routine maintenance for plant equipment accurately.
- Defend against claims for accident damages by verifying vehicle locations.
- Assess employees' driving performance.
- Review employee adherence to approved usage policies based on time and location.

Employees should assume that Depots/Offices/Workplaces are equipped with camera surveillance. Cameras used for surveillance, including their casings, will be conspicuous, and there is clear signage at each entrance to indicate the presence of surveillance cameras. Premises belonging to ecoDynamics Group are subject to both monitoring and recording mainly for:

- Security purposes
- Employee safety and those utilising these premises
- Loss prevention
- Employee performance enhancement
- Time management optimisation.

6. Prohibited Surveillance

The ecoDynamics Group strictly adheres to all applicable state surveillance legislation, ensuring that no illegal surveillance practices are undertaken.

7. Disclosure of Surveillance Records

Surveillance records created as a result of this policy will only be used according to legal requirements and within the bounds defined by the policy.

ecoDynamics Group commits to upholding legal compliance, workplace security, and the privacy rights of all employees and individuals on its premises. The policy is detailed to provide clarity for all stakeholders, ensuring understanding and adherence across the organisation.

8. Breaching this Policy

Any breach of this policy may result in disciplinary action, up to and including termination of employment.

9. Policy Review

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

10. Related Policies

- Code of Conduct
- Group Grievance Resolution Policy and Procedure

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Group Human Resources Manager
