

# CCTV Camera Network

## COUNCIL POLICY NO. 136

### 1. POLICY PURPOSE

The purpose of this policy is to provide guidance for the appropriate installation and use of CCTV surveillance cameras and use of footage collected at Council owned, operated or managed sites.

### 2. POLICY OBJECTIVES

- Ensure the safety of Council employees, councillors and members of the public;
- Ensure that CCTV surveillance cameras are installed following a thorough assessment of purpose and need;
- Improve perceptions of safety within the network area through community awareness;
- Reduce anti-social behaviour, discourage unlawful activity and property damage within the Gannawarra Shire;
- Encourage and increase community confidence and enjoyment of public spaces and retail areas within the Gannawarra Shire;
- Support local Police in their capacity to detect and respond effectively to incidents, antisocial behaviour or escalation of identified incidents and improve investigation of incidents by providing approved use of the captured digital footage as evidence to assist with the identification, detection and prosecution of offenders;
- Operate a best practice CCTV camera network where installed within the Gannawarra Shire,
- Develop, strengthen and enhance existing relationships in community safety initiatives within Gannawarra Shire.

#### 2.1 Network Principles

All Camera Network operations will be conducted in accordance with the following principles:

- The CCTV Camera Network will be operated with integrity and within applicable guidelines as outlined in this Policy.
- The network will be operated with due regard to the privacy and civil liberties of members of the public.
- Public interest in the CCTV Camera Network operations will be recognised by ensuring the security and integrity of all recorded material and operational procedures.
- All stakeholders will act in accordance with this Policy. Stakeholders may include Councillors, Council staff, Victoria Police, equipment installers or maintenance personnel and the general public.
- Monitoring of CCTV Camera Network footage will be restricted to authorised Gannawarra Shire Council staff.
- The CCTV Camera Network operations will be regularly monitored and evaluated to identify whether the adopted Policy and Standard Operating Procedures are being complied with and the objectives

and principles are being achieved.

- The retention of, and access to any recorded CCTV Camera Network footage will be in accordance with the 'Standard Operating Procedure', the Commissioner for Law Enforcement Data Security (CLEDS) Standards (Commissioner for Law Enforcement Data Security Act 2005) and all other relevant legislation.
- The public will be provided with clear and easily accessible information in relation to the operation of the CCTV Camera Network including processes to request digital footage.
- Any person with access to the footage which may contain images of children will be required to have a current 'working with children' check to ensure compliance with Council's Child Safe policy No. 132 and the Child Wellbeing and Safety Amendment Act 2015 (VIC).

## 2.2 Roles and Responsibilities

The roles and responsibilities of Gannawarra Shire Council are clearly specified in this policy and Standard Operating Procedures.

### 2.2.1 Responsible Officers

Council officers authorised to view recorded footage are:

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Authorised Officers	Chief Executive Officer
	Directors
	ICT Manager (CCTV Camera network system Administrator)
	Manager Governance
	Information Services Officer

## 2.3. Signage

Gannawarra Shire Council has a responsibility to advise the community that they are in a CCTV Camera Network area and that they may be observed and recorded. As referred to in Part 11 of the Australian Standard for Closed Circuit Television (AS4806.1:2006), signage at all CCTV network sites (as a minimum) shall comply with the applicable Federal, State and Territory Privacy and Surveillance Legislation as well as the requirements of the Australian Standard for Development, testing and implementation of information and safety symbols and symbolic signs (AS 2342-1992). Signage for the CCTV Camera Network will therefore abide by the following requirements:

- 2.3.1 Signs are placed at each main access point to the CCTV Camera Network area where members of the public are reasonably entitled to use and be monitored.
- 2.3.2 Signs are easily understood by members of the public including people who are from non-English speaking backgrounds. Signage should ensure a mix of text and symbols.
- 2.3.3 Signs are clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that text can be read easily.
- 2.3.4 Signs should identify Gannawarra Shire Council as the owner of the CCTV Camera Network.
- 2.3.5 Signs include details of who to contact if there is a problem, enquiry or complaint.
- 2.3.6 Signs are checked regularly for damage and theft with the location and number of signs specified in this Policy.

## 2.4 Complaints

### Lodging a Complaint

Complaints in relation to any aspect of CCTV Camera Network operations must be made in writing to the *Chief Executive Officer, Gannawarra Shire Council, 47 Victoria Street, Kerang Vic 3579*

### Information Privacy Complaints

Wherever a complaint indicates that an information privacy security objective has been breached, the Gannawarra Shire Council will conduct an internal review.

## 2.5 Management of Digital Images/Footage

Records created as a result of Council's CCTV system will be retained for a period of time and then disposed of in accordance with Public Records Office Victoria (PROV) requirements.

In general, footage will be destroyed when administrative use has concluded. However, when footage is used to investigate and document specific incidents, the footage may need to be retained for longer periods. For example, records relating to a death or serious injury in a Council provided community service are permanent and may not be destroyed.

Requests for footage must be managed in accordance with the 'CCTV Camera Network Standard Operating Procedures'.

Downloading of footage from the CCTV Camera Network will be undertaken by authorised Council officers and managed in accordance with the Standard Operating Procedures and in compliance with Public Records Office Victoria (PROV) requirements.

If a person other than an authorised officer of Gannawarra Shire Council or a serving member of Victoria Police wishes to access footage, an application under the Freedom of Information (FOI) Act is to be made through normal FOI procedures.

## 2.6 Maintenance

Gannawarra Shire Council is responsible for ensuring that the CCTV Camera Network is properly maintained, as outlined in the Standard Operating Procedures, to ensure that it continues to meet its objectives.

This responsibility more particularly includes that:

- all CCTV Camera Network recording equipment is in fully functional working order;
- clear, recorded vision from each camera is maintained with a record kept of any non-operational times;
- obstructions to camera views (foliage, umbrellas, street trees and signage) once identified are actioned;
- equipment faults are recorded and attended to in the shortest possible time frame; and
- authorised officers contact list is current.

## 3. RELATED POLICIES

This Policy is supplemented by Standard Operating Procedures giving instructions on all aspects of the operation of the CCTV Camera Network. Related policies include:

- Occupational Health and Safety policy No. 033
- Child Safe policy No. 132

## 3.1 Related legislation

- Child Wellbeing and Safety Amendment Act 2015
- O H & S Act 2004
- Workplace Surveillance Act
- Surveillance Devices Act 1999
- Commissioner for Law Enforcement Data Security Act 2005

## 4. RELATED REVIEW

Council will review this policy as required but always within two years after a general election of the Council. At the time of review, this policy was compliant with the Victorian Charter of Human Rights and Responsibilities Act.