

CCTV Camera Network Policy 136 -Public Code of Practice Notice

The Gannawarra Shire Council uses a closed circuit television (CCTV) network to monitor and record activity in the following locations:

- Customer Service counter at the Kerang Council office
- Kerang warm water pool
- Kerang Council depot
- Kerang CBD and Victoria Square
- Kerang and Cohuna swimming pools
- Gateway to Gannawarra centre in Cohuna
- Cohuna Council offices and library
- Kerang library

The purpose of this monitoring and recording is to provide a safe and secure working environment for Council staff and customers. Cameras are only used in the areas listed in this Notice. These areas have been selected as they are considered to be the locations at which aggressive and unlawful behaviour, security breaches or threats to public safety are most likely to occur.

The purpose of the cameras is to discourage aggressive and unlawful behaviour and to increase the likelihood of apprehending offenders. Should an incident occur, the footage will be provided as evidence to the police to assist them with their investigations. The cameras and their footage will not be used to monitor staff performance, but may be used to investigate allegations of serious misconduct by staff.

The footage recorded by the cameras is securely stored on Council's server for a period appropriate for each site. Footage may only be viewed by authorised officers. Copies of footage will not be made unless they are relevant to the purpose of surveillance and will not be made available for civil proceedings involving third parties except where required by law.

Circumstances under which footage will be shown to a third party include:

- unlawful act (police);
- occupational health and safety complaints (relevant judicial authority);
- when otherwise required by the law (eg court order, etc)

Appropriate signage is installed in close proximity to where the camera is to operate, advising that cameras are in operation. Cameras will not zoom in or pry into an individual's activities, or otherwise abuse the privacy of customers or staff.

In using CCTV cameras at the listed locations and for the purposes stated, the Council will comply with all requirements of the following legislation:

- Information Privacy Act 2000
- Surveillance Devices Act 1999

In the event of recorded footage requiring to be accessed, it will be displayed on the Gannawarra Shire Council system and provided to the police or other lawful authority for evidence in a format suitable for viewing. Any access to the recordings must be authorised by the Chief Executive Officer, Gannawarra Shire Council.

Signed.....
Tom O'Reilly Chief Executive Officer

Date.....03/04/2019.....