

## CCTV IN PUBLIC SPACES

Date Adopted:	28 January 2020
Adopted By:	CEO
Review Due:	January 2022
Responsible Officer:	Manager Business Systems
Directorate:	Community and Corporate Services
EDRMS No:	D/19/62795

### PURPOSE

This policy provides direction on the establishment and management of Southern Grampians Shire Council's Closed Circuit Television (CCTV) system in public spaces, and provides a framework for ensuring future requests for CCTV are managed and assessed equitably and in accordance with relevant legislation.

### DEFINITIONS

Access Control	The term access control refers to the practice of restricting entrance to a property, a building, or a room to authorised persons.
CCTV	Closed-circuit television (CCTV), also known as video surveillance, is the use of video cameras to transmit a signal to a specific place. Signal is not openly transmitted, though it may employ point to point (P2P), point to multipoint, or mesh wireless links.  CCTV is often used for surveillance in public spaces or for the protection of assets. This definition is inclusive of recording equipment, display equipment, transmission systems, transmission media, and control systems.
Council	Means Southern Grampians Shire Council
Public Space	Any place to which the public has access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place. The public space can include, but is not limited to, public streets, public parks, public halls, museums, galleries, aquatic centres, sports grounds, and libraries. For the use of this policy, Public Space does not include council's corporate buildings, depots or Waste Management facilities.
Secure area	A location where personal information is protected against loss, misuse and unauthorised access, use and disclosure.

## APPLICATION AND SCOPE

This policy applies to:

- CCTV cameras and systems established in a Public Space within Southern Grampians Shire and owned by the Southern Grampians Shire Council.
- All council employees, contractors and other parties involved with installation, management and maintenance of council's CCTV cameras in public spaces.

This policy does not apply to:

- Commercial or private asset protection.

Council does not contribute to commercial or private asset protection.

## GENERAL PROVISIONS

### Policy statement

Southern Grampians Shire Council is committed to protecting people and assets in and around council property in the most effective manner possible including, where necessary, through the appropriate application of CCTV surveillance systems.

The primary use of CCTV is to discourage and/or detect unlawful behaviour in and around council property and in identified high risk public space areas across the region thereby enhancing the safety and security of the community people and property. Other applications and benefits of CCTV include community safety and assisting some access control environments.

Only security CCTV equipment, applications and monitoring specifications which are evaluated and approved by the Business Systems Department, shall be applied. Appropriate standard operating procedures shall be applied to all security CCTV applications to ensure placement is appropriate, effective and ethical management of equipment is maintained and that the recorded information is appropriately maintained by authorised users.

All security CCTV systems installed in public spaces will comply with the following:

- All CCTV controls and recorders must be located in a secure area.
- All new CCTV requests must have undergone an evidence based decision making process.
- Access to CCTV controllers and recorders shall be limited only to authorised user(s).

Council's CCTV systems in public spaces will not be monitored in real time by Council, contractors, or other agencies unless monitoring is required for the early identification and rapid response to anti-social behaviours for identified law enforcement operations or major community events.

Council intends to work in collaboration with other agencies with respect to the installation and operation of CCTV, in particular law enforcement agencies. These partnerships may involve the housing of recording and monitoring equipment at non-council locations and the granting of access to footage by authorised personnel, including the capacity to download/copy footage for law enforcement purposes. Any such arrangements entered into with the Victorian Police (VicPol), contractors, or other agencies will be documented in a formal Memoranda of Understanding (MOU) or Agreement.

Any MOU or Agreements entered into with other agencies, organisations or contractors will bind the external party to compliance with council policy and relevant legislation including the Privacy and Data Protection Act 2014 (Vic).

Council recognises that providing system footage in a timely manner is of high importance to assist in the investigation and/or prosecution of civil and criminal offences. Council will provide system footage to law enforcement agencies as a high priority as part of council's commitment to community safety.

### **Guiding principles**

The guiding principles of this policy are:

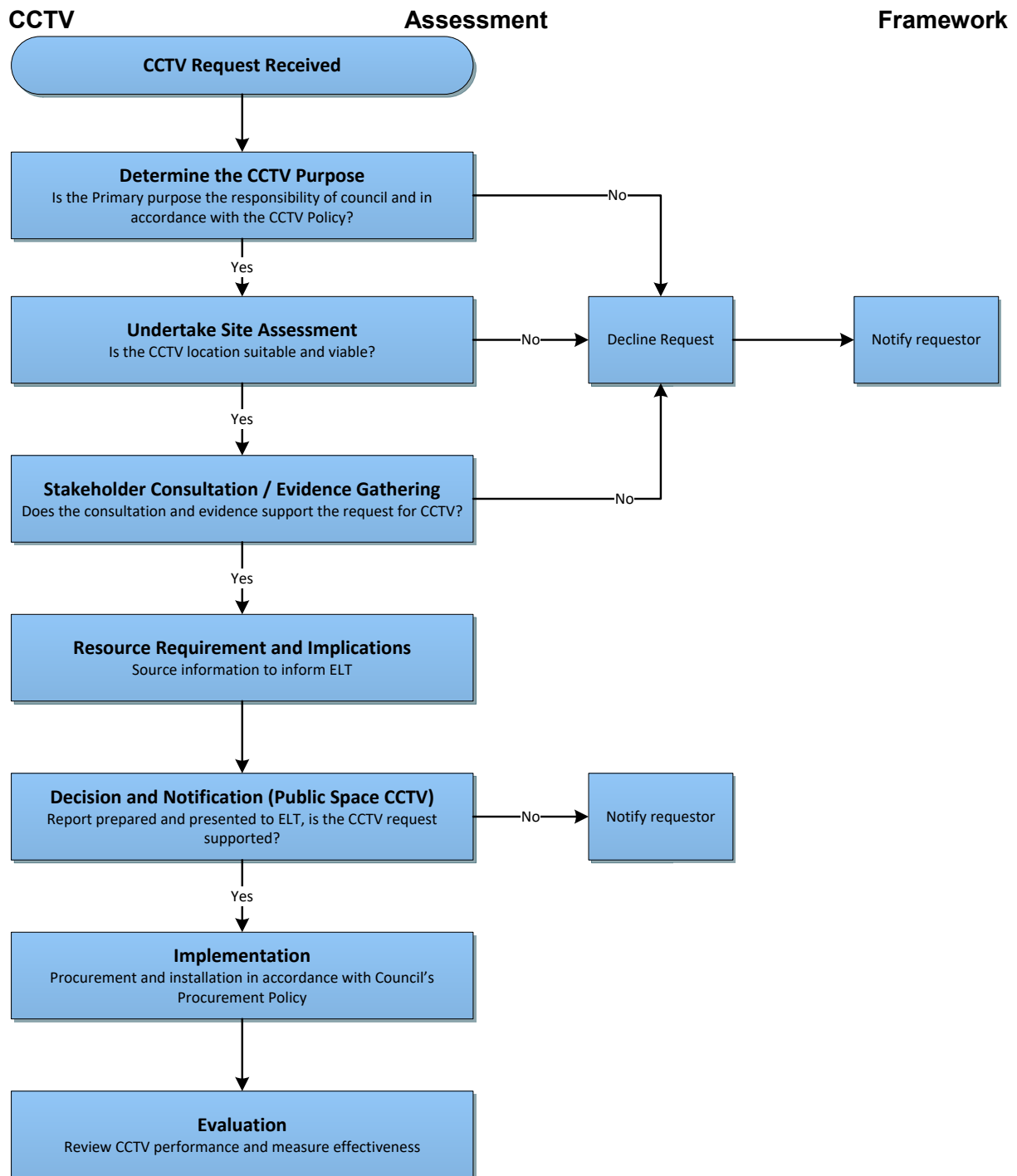
- Protection of council's resources (assets and people)
- A multi-faceted approach to crime prevention and community safety whereby CCTV is part of a suite of options
- A unified, equitable, transparent and evidence based assessment of future CCTV requests
- A high standard of system management including maintenance and handling of footage
- CCTV equipment specifications are suitable to achieve the lawful purpose of the system
- Strong internal and external consultation and partnerships with key stakeholders to ensure a holistic approach to CCTV across the Southern Grampians Shire Council
- Compliance with the Local Government Act 1989 and Privacy and Data Protection Act 2014 and any other relevant law.

### **CCTV Assessment Framework**

To ensure a unified, equitable and transparent assessment of future CCTV requests which is based on evidence, a CCTV Assessment Framework has been developed which focuses on six key stages:

1. Determining the appropriateness of the system
  - a. Define the purpose of CCTV
  - b. Site assessment
2. Key stakeholder consultation / Evidence gathering
3. Identify resource requirements and implications including 'whole of life' cost
4. Decision and notification
5. Implementation
6. Evaluation

Requests for CCTV in public spaces will be assessed using the CCTV Assessment Framework. If a request has been determined as being appropriate with strong evidence to support the need, the request with recommendations will be forwarded to Council's Executive Leadership Team (ELT) for consideration.



### CCTV Purpose

Council must clearly understand and identify the primary purpose for the installation and management of each CCTV surveillance system within its network. The purpose of installing and managing a CCTV surveillance system is to assist:

- The investigation and/or prosecution of civil and criminal offences in relation to the security of council's facilities and assets.
- The investigation and/or prosecution of civil and criminal offences in relation to the security of public spaces and crimes against the person in the Southern Grampians Shire Council local government area.

- Law enforcement agencies with early identification and rapid response to anti-social behaviours for identified law enforcement operations or major community events.
- Improving public confidence in the safety and security of public spaces.
- In the deterrence of anti-social behaviours in high risk public areas.
- With the safety of council staff or authorised contractors within council facilities.
- With usages statistics of building/space by leveraging CCTV footage with analytical software

### **System Management and Compliance**

The safe and successful management and compliance of Council's CCTV network is paramount to the ability of CCTV to fulfil its role within council's suite of safety measures. To ensure this outcome Council will:

- Ensure the management of each camera surveillance systems is consistent with the purpose, both in documented procedures and in practice.
- Ensure the management of CCTV footage complies with the Privacy and Data Protection Act 2014, Southern Grampians Shire Council's Privacy Policy, and the Local Government Act 1989.
- Retain ownership of all equipment, videos, photographs and documentation pertaining to the CCTV system and will have responsibility for the overall maintenance and management of the systems.
- Have appropriate maintenance schedules of CCTV cameras to ensure cameras are operational and a quality that suits their purpose.
- Provide notice to the community about the use of public space camera surveillance, ownership and point of contact of the camera, particularly in the camera or systems immediate vicinity. Locations of cameras connected to a covert undertaking of a Council investigation, or the operation, investigation or function of a law enforcement agency, will not be disclosed to the public.
- Undertake scheduled reviews of all CCTV camera/systems, to identify cameras that no longer serve the purpose for which they were installed, cameras that are obsolete in technology and cameras that are at their life's end. When cameras that no longer serve the purpose for which they were installed, hardware can be relocated as deemed appropriate through the CCTV Assessment Framework.
- Ensure staff responsible for surveillance shall be trained in the ethical conduct and use of CCTV surveillance systems.
- Access system footage by council authorised staff or contractors, to facilitate requests in compliance with the Privacy and Data Protection Act 2014 and the Freedom of Information Act 1982.

### **Measurement of success**

- Compliance with relevant legislation.
- Enquiries relating to CCTV are managed to conclusion.
- The establishment and utilisation of a CCTV Assessment Framework.
- Consistency in the management of CCTV cameras.

## IMPLEMENTATION

A copy of the policy will be placed on both the external Southern Grampians Shire Council website and internally on the Intranet.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## REVIEW

This Policy must be reviewed a minimum of every two years.

## AUTHORISED

**CEO** Michael Tudball

**Signature**



**Date** 28/01/2020

**END**