

## 1. Purpose

To detail how Council will utilise Closed Circuit Television (CCTV) and similar surveillance systems in public areas.

## 2. Scope

This policy applies to all fixed and portable CCTV or surveillance systems installed or used and operated by Wodonga City Council.

The cameras covered under this policy include closed circuit cameras, as well as video surveillance devices that are not part of a closed circuit (refer to definitions), but excludes the use of hand held devices that might be used for surveillance, such as smart phones, iPads, GoPro cameras, etc.

## 3. Definitions

Closed circuit television (CCTV)	means a system in which cameras are connected through a closed circuit, together with any other form of VSDs deployed by the council from time to time.
Video surveillance devices (VSDs)	are video cameras that are used for surveillance purposes and where the images are captured and retained on the device.
Private activity	means “an activity carried on in circumstances that may reasonably be taken to indicate that the parties to it desire it to be observed only by themselves, but does not include— (a) an activity carried on outside a building; or (b) an activity carried on in any circumstances in which the parties to it ought reasonably to expect that it may be observed by someone else”.

## 4. Policy

Council will utilise Closed Circuit Television (CCTV) to protect the council’s physical assets, enhance the safety of staff and customers at council facilities and assist in the investigation of offences.

The chief executive officer (CEO) will be responsible for approving such directives and procedural guidelines as are necessary to supplement this policy and in particular the nine principles set out below:

## 4.1 Approval

The location and type of CCTV systems must be approved by the CEO, or delegate, prior to installation.

## 4.2 Camera locations

A register of sites approved for CCTV will be maintained by council. The register will distinguish between permanent locations and temporary locations.

## 4.3 Public and workplace information

Persons will be provided with clear and easily accessible information in relation to the operation of CCTV. This will include signage at appropriate points to inform persons of the presence of CCTV.

## 4.4 Personal information and privacy

Personal information collected by CCTV will be handled according to the Information Privacy Act. Cameras will not be used to impinge on a private activity, or an individual's reasonable expectation of privacy.

## 4.5 Security and storage of footage

All recordings collected by the cameras will remain the property of council. Recorded material will be secured appropriately in accordance with the Public Records Act and the Information Privacy Act. Recorded material will be destroyed in accordance with the Public Records Act.

## 4.6 Staff access to footage

Council officers, who are authorised by the CEO, may access CCTV footage for the purposes of investigating possible criminal offences, including offences under the Environment and Community Protection Local Law (no. 1 of 2014).

## 4.7 Release of footage

CCTV footage and records will only be used and disclosed in accordance with the purposes stated in this policy.

A copy of footage may be released to Victoria Police to assist with criminal investigations, subject to a written request, and subsequent approval by the CEO, or delegate.

Council will consider all other requests to access information in accordance with the Freedom of Information Act.

## 4.8 Workplace

At no time will the CCTV system be used for monitoring workplace performance.

## 4.9 Review and assessment

There will be an annual review conducted of the CCTV system to identify whether the purposes and objectives of this policy are being achieved.

## 5. Related policies / plans

- Wodonga Council Plan 2013-2014 to 2015-2016
- Wodonga Community Safety Strategic Plan
- Victorian Ombudsman – Closed Circuit Television in Public Places – Guidelines
- Department of Justice – Guide to Developing CCTV for Public Safety in Victoria
- Privacy Victoria – Information sheet 03.12 – Surveillance and privacy
- Environment and Community Protection Local Law, No. 1 of 2014
- Australian Standards: - the AS 4806 series of Standards specify the requirements for installing, maintaining and monitoring CCTV systems
- City of Wodonga procedural guidelines. (To be developed).

## 6. Related legislation

In employing CCTV cameras at appropriate 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
- Public Records Act 1973
- Charter of Human Rights and Responsibilities Act 2006
- Freedom of Information Act 1982

## 7. Review

Council may review this policy at any time but unless otherwise requested at least every four years from date of adoption. Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy eg: typographical errors, a change to the name of a related policy, or a change to the name of legislation.

<b>Title:</b>	Closed circuit television policy
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