Closed Circuit Television (CCTV) in Public Places Policy

Mount Alexander Shire Council

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Related strategic documents, policies, or procedures:	Australian Standard – Closed circuit television (CCTV), 2006 CCTV System Procedure, 2024 Complaints Policy, 2021 Council Plan 2021-2025 Councillor Code of Conduct, 2021 Employee Code of Conduct, 2021 Disciplinary Procedure, 2023 Graffiti Management Policy, 2023 Municipal Public Health and Wellbeing Plan 2021-2025 Privacy and Data Protection Policy, 2019 Cyber Crime and Security Incident Policy.		

Date	Version Number	Details of Version	Modified by
15/05/2024	0	Draft	Director Infrastructure and Development

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Closed Circuit Television (CCTV) in Public Places Policy

1. Purpose

Mount Alexander Shire Council is committed to providing safe and welcoming public spaces. Council recognises the value of utilising Closed Circuit Television (CCTV) Systems to reduce instances of anti-social or unlawful behaviour, which in turn can improve actual and perceived levels of safety and confidence in public areas.

The purpose of this policy is to:

- Guide the decisions regarding the introduction of CCTV systems.
- Guide Council officers' oversight of the operation and management of CCTV systems in Public Places.
- Ensure CCTV systems installed and managed by the Organisation are compliant with relevant legislation and other statutory requirements.

2. Background

CCTV is a tool which is typically used to monitor activity in and around public and private spaces. Community safety has been identified within the Mount Alexander Shire's Council Plan (2021-2025) and Municipal Public Health and Wellbeing Plan (2021-2025) as a priority for action. Council recognises that perceived and actual levels of safety are important to residents and visitors. CCTV cameras act as a deterrent to graffiti vandalism and other criminal activity, and contribute to perceived and actual levels of safety.

3. Scope

This policy applies to:

- Organisation owned and managed CCTV systems installed in public places within the Mount Alexander Shire that have the purpose of surveillance, deterrence and provision of information for law enforcement purposes.
- Employees, including full time, part time, casual employees, engaged in the management and operation of CCTV systems.
- Community Asset Committees who are delegated to manage Council assets and facilities, and organisations issued a lease or license to operate from Council buildings.

This policy does not apply to:

- CCTV systems installed for security purposes in Council buildings, that are occupied by the Organisation for the provision of Council services;

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- CCTV cameras used for the management of Council's assets, such as drain inspections for maintenance; and
- CCTV systems used by other parties such as community organisations, local business or private owners.

4. Policy

This policy sets out a framework for the management of public place CCTV systems installed by the Mount Alexander Shire Council. CCTV systems are installed to surveil public areas to deter unwanted behaviour of persons, to assist in timely and effective response to incidents and to gather evidentiary material.

CCTV systems will be:

- Approved by Council resolution;
- Installed and managed in accordance within applicable Federal and State legislative requirements and applicable laws;
- Considered for use where other means are unviable or have not deterred anti-social or unlawful behaviour;
- Owned, managed and maintained by the Organisation when installed on Council assets and in public places managed by the Organisation;
- Operated ethically with due regard to the privacy and civil liberties of members of the public, balancing the right of privacy against public safety;
- Managed in line with Information Privacy Principles, set out in the *Privacy and Data Protection Act 2014;*
- Managed only by Council officers delegated by the Chief Executive Officer including: the Manager Parks Gardens and the Community Facilities, Building Projects Coordinator.

5. Responsibilities

Position	Responsibility
Council	Approves installation of CCTV systems.
Audit and Risk Committee	Receives annual reports on Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

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CCTV System Steering Committee	Responsible for reviewing the design, implementation and management of Council's CCTV systems in line with Policy and applicable law. Report annually to the Audit and Risk Committee on Council's CCTV system usage and outcomes.
Chief Executive Officer	Delegates responsibility to Council officers.
Directors	Ensure compliance with the CCTV in Public Places Policy and applicable law.
Managers	Ensure employees responsible for design, implementation and management of CCTV systems are aware of their obligations under the CCTV in Public Place Policy and applicable law.
Employee	Act in accordance with CCTV in Public Place Policy and applicable law
Delegated Council officer	Council employee, delegated and trained to access, monitor and review CCTV image, footage and recordings.

6. Definitions

A table of terms and their definitions as they relate to the policy

Term	Definition
Audit and Risk Committee	The committee established by Council for the ongoing management of audit and risk related matters.
Delegated Council officer	Council employee delegated by the Chief Executive Officer to access, monitor and review CCTV footage.
CCTV	Closed Circuit Television – a surveillance system with cameras connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnected hardware and support infrastructure.
CCTV system	Any physical element of a CCTV system, consisting of several main assets, such as cameras, relay systems like cabling or radio antennas and video data storage, viewing and printing devices.
Council	Mount Alexander Shire Council.
Employee	A person employed by the Organisation in either a full time, part time or casual capacity.
Public place / places	Public place or places include: - any public road, street, bridge, footway, footpath, court, alley, passage or thoroughfare; - any park, garden reserve or other place of public recreation or resort; - any market; - any Council asset to which the public have access, such as community buildings and locations including sporting, leisure and recreation facilities.

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7. Human Rights Statement

Human Rights Statement

It is considered that this Policy adheres to the obligations under the Information Privacy Principles, and guides the potential use of CCTV Systems in Public Places for reducing instances of anti-social or unlawful behaviour in a way that is least likely to impact on privacy and human rights through the management of personal information in a transparent and responsible manner. The Policy is considered not to impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*, and enables Council to uphold individual human rights when using surveillance.

Gender Equity

It is considered that this policy goes towards promoting gender equity principles as outlined in the *Gender Equality Act 2020* and does not contribute in the promotion of inequalities. Mount Alexander Shire Council is committed to meeting its obligations as stated in the Act and to further promote the right to equality as set out in the Charter of Human Rights.

Child Safety

Mount Alexander Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. The management of data from CCTV Systems reinforces our commitment to maintain the confidentiality and privacy of children and young people and families in accordance with legislation. All children who come in contact with Councillors, employees, contractors and volunteers from the organisation have a right to be and feel safe. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments.

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