

Closed Circuit Television (CCTV) Policy 2017

Category	This policy applies to all Councillors, Council staff and volunteers and external partners
Date of Adoption by Council	8 August 2017
Directorate Responsibility	City Transport and Presentation

Policy statement

The City of Whittlesea is committed to working in partnership to improve community perceptions of safety and support crime prevention activities and acknowledges Closed Circuit Television (CCTV) as a measure to be considered, together with crime prevention through environmental design principles (CPTED), to address community safety and respond to crime.

Context

Surveillance technology in a variety of forms is an accepted part of public life and a common crime prevention strategy used in the public sector. Australian councils own and manage CCTV systems to varying degrees as a means of protecting community assets, monitoring high crime areas and deterring anti-social behaviour.

Well designed and maintained urban environments are essential for community safety. The key to safer places is to improve the quality of the environment, minimise the opportunity for crime and promote accessible and liveable places that encourage a feeling of safety and community participation. CCTV is one of a number measures to address community safety and respond to crime.

The purpose of this policy is to provide the context for which Council-owned CCTV and partner-owned CCTV on Council land/premises can be established in the municipality and sets the framework for the development of site-specific operating plans and procedures.

Objectives

The objectives of this policy are to ensure that any CCTV Program in the City of Whittlesea:

- Is developed, implemented and evaluated in accordance with State and Federal policy, legislation and guidelines
- Is informed by the local context including crime and safety data
- Is implemented in consultation with the community and key stakeholders
- Supports the protection of Council assets and operations
- Supports the work of local police in monitoring, deterring and responding to low/negative perceptions of safety, crime and offending behaviour

Principles

1. The CCTV Program will be operated fairly and within applicable laws.
2. Members of the public will be afforded a reasonable level of privacy while within the area/s of surveillance and only be closely viewed for legitimate law and order purposes.
3. The public interest in the operation of the CCTV Program will be recognised by ensuring the security and integrity of operational procedures.
4. Council-owned CCTV System: The City of Whittlesea has the primary responsibility for compliance with the CCTV Policy, for the maintenance, management and security of the Program and System and the protection of the interests of the public in relation to the Program.
5. Partner-owned CCTV System on Council-owned land/premises: The Partner has the primary responsibility for compliance with the CCTV Policy, for the maintenance, management and security of the Program and System and the protection of the interests of the public in relation to the Program.
6. Partners are required to act in accordance with this Policy.
7. The owner of each CCTV System will be accountable to the public for the effective operation and management of that CCTV Program.
8. The public will be provided with clear and easily accessible information in relation to the operation of the CCTV Program including the CCTV recording and distribution practices.
9. Regular monitoring and evaluation of the CCTV Program will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.
10. Council staff and external partners with access to CCTV System/s will work within the highest standards of probity.
11. Data will be securely stored and access will be restricted to qualified operating staff, support staff, and their managers, Victoria Police or other agency deemed relevant for investigation purposes.
12. Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Program.

Implementation

Criteria for establishment of a CCTV System

The following criteria should be followed to guide the selection of locations for a CCTV System:

- Negative or low perceptions of safety data
- Crime data
- Organisational incident reports
- Community and key stakeholder consultation
- Partnership opportunities
- High community use/activity

Guiding documents

The following guidelines should be used to develop all relevant supporting documentation (a requirement for each CCTV System):

- Closed Circuit Television in Public Places – Guidelines, Victorian Ombudsman’s Guidelines for developing Closed Circuit Television policies for Victorian Public Sector Bodies, Victorian Ombudsman 2012
- Guide to Developing CCTV for Public Safety in Victoria A community crime prevention initiative, Department of Justice 2011
- Safer Design Guidelines for Victoria, Department of Sustainability and Environment & Crime Prevention Victoria 2005

Definitions

Crime Prevention Through Environmental Design principles (CPTED) a set of practical design guidelines that facilitate the planning of urban environments to improve perceptions of safety and help reduce the opportunity for crime to occur i.e. improved sight lines, lighting etc.

CCTV Program The management and governance of CCTV Systems

CCTV System The arrangement of CCTV in place in a specific location in the municipality. This might be one or a number of different cameras but is site/location specific

Partner Any agency, organisation, developer or trader external to City of Whittlesea

City of Whittlesea policy linkages

- Council Plan (2017-18)
- Community Safety and Crime Prevention Strategy (2016-2020)
- Open Space Strategy (2026)
- Spaces 8 to 12+ (2013-2018)

Key legislation

- Evidence Act 2008
- Charter of Human Rights and Responsibilities Act 2006
- Private Security Act 2004
- Information Privacy Act 2000
- Surveillance Devices Act 1999
- Public Records Act 1973
- Freedom of Information Act 1982
- Australian Standards