

CCTV POLICY

Policy Number:	4.3.3
Approved by:	Council or Chief Executive Officer
Date Approved:	17 December 2019
Date Effective:	Immediate
Date of Next Review:	1 October 2020
Related Policies:	Human Rights Information Services Privacy and Data Protection Freedom of Information Records Management Policy
Applicable to Unit(s):	Governance – Information Services Unit ICT Manager Built Environment
Responsible Officer:	Manager Built Environment
Statutory Reference:	<i>Surveillance Devices Act 1999</i> <i>Privacy and Data Protection Act 2014</i> <i>Public Records Act 1973</i> <i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Freedom of Information Act 1982</i> <i>Evidence Act 2008</i> <i>Local Government Act 1989</i>

OVERVIEW

Council uses Closed Circuit Television Video (CCTV) surveillance cameras as a tool to assist in the protection of assets, for the provision of security in the public realm and as a tool for investigation of offences by Victoria Police.

This policy is to provide guidance to Council and the public on the installation, use and management of electronic surveillance technology at council managed facilities and places. This Policy also ensures Council meets legislative and regulative requirements surrounding all forms of electronic surveillance.

THE POLICY

This Policy has been developed to ensure the effective installation, management and operation of all Council electronic surveillance devices through the following controls:

Governance

The CCTV Committee will be responsible to ensure Council meets all legislative and regulative requirements surrounding all forms of electronic surveillance. The CCTV Committee will oversee all aspects relating to use, installation, public signage, data collection, access and management.

Public Information

Appropriate communication will be provided to inform the public where they may be recorded, and how this data may be used.

Operations and Maintenance

All systems will be installed, managed and maintained in accordance with the *WSC CCTV Operating Procedures*.

Procedures and Attachments:

Committee Term of Reference

Operation and Maintenance Procedure shall be developed where CCTV equipment is used within the first twelve months of adoption of this policy. The CCTV Committee will approve and document all Operation and Maintenance Procedure under one of the following categories:

1. Corporate Facilities
2. Public Open Spaces
3. Public Buildings
4. Portable and non-fixed devices

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

Related Documents

Type:	Details:
Nil	Nil
Nil	Nil