

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**15 March 2016**

**Agenda Item 8.8      Surveillance Policy**

**Attachment 1      Surveillance Policy 37.POL6.....379**

# GREATER SHEPPARTON CITY COUNCIL

Policy Number 37.POL6

## Surveillance Policy

Version 1.0

Adopted **Day Month Year**

Last Reviewed **Day Month Year**

<b>Business Unit:</b>	Corporate Governance
<b>Responsible Officer:</b>	Manager Corporate Governance
<b>Approved By:</b>	Chief Executive Officer
<b>Next Review:</b>	March 2020

**PURPOSE**

This Policy has been developed to provide guidance on the installation, monitoring, storage and access to footage of any CCTV or video surveillance devices operating in Council owned and managed buildings.

**OBJECTIVE**

It is anticipated that surveillance cameras operating in Council buildings within the municipality will achieve the following objectives:

- Ensure the safety of Council employees, Councillors and members of the public.
- Protect property from theft and vandalism.
- Discourage aggressive behaviours and unlawful activity.
- Aid the investigation of incidents and apprehension of offenders.

**SCOPE**

This policy applies to all fixed and portable CCTV or video surveillance devices installed or operated by Greater Shepparton City Council in Council owned and managed buildings.

The cameras covered by this policy include both closed circuit and video surveillance devices, but excludes all CCTV devices relating to the Safer City Camera Network and the use of hand held devices with recording capabilities such as smart phones, tablets and GoPro cameras.

This policy specifically addresses surveillance matters which involve members of the public, or interactions between members of the public and Councillors and/or Council Officers. For internal matters only relating to Council Officers, please refer to the Workplace Safety Procedure.

**DEFINITIONS**

Reference term	Definition
Approved Location	Refers to a Council owned or managed building which has been granted CEO or Director approval for the use of a surveillance device.
Authorised User	<ul style="list-style-type: none"> <li>• Greater Shepparton City Council employees authorised by the CEO to monitor / access footage from the Councils surveillance systems.</li> <li>• Representatives of law enforcement agencies including Victoria Police.</li> </ul>
Closed Circuit Television (CCTV)	A system in which cameras are connected through a closed circuit and signals are not publicly distributed, but are monitored primarily for surveillance and security purposes.
Enforcement Agencies	Law enforcement agencies, including, but not limited to Victoria Police.
Video Surveillance Device	Video cameras that are used for surveillance purposes and where the images are captured and retained on the device.

## POLICY

### 1. Installation and location of surveillance devices

The location and type of surveillance device being installed must first be approved by the CEO or relevant Director and a register of all locations approved for the use of surveillance devices will be maintained by Council's Governance department (refer to M15/21028).

Appropriate signage will be displayed at each site to inform individuals that the area is under surveillance.

### 2. Monitoring and access to footage

Footage recorded and retained by the surveillance devices will be used for security purposes and the monitoring and investigating incidents. This may include, but is not limited to:

- Incident monitoring
- Detection of staff or public safety issues
- Detection and deterrence of vandalism or theft
- Monitoring of unauthorised access to Council sites

Authorised users will be appointed by the CEO using the template in Attachment 1. These users will then be granted access to view, monitor, store and delete footage in accordance with Councils Surveillance Procedure and all relevant legislation.

Law enforcement agencies (including Victoria Police) will be exempt from this appointment process and the CEO or relevant Director may at his or her discretion, release footage to these enforcement agencies. The CEO or relevant Director may also authorise enforcement agencies to publish this footage to facilitate their investigations.

Council will handle all other requests to access surveillance footage in accordance with the *Freedom of Information Act 1982*.

Copies of any surveillance captured by Council owned or managed devices will not be provided without first obtaining written consent from the CEO or relevant Director.

### 3. Storage and disposal of footage

All personal information collected by surveillance devices will be handled in accordance with the *Privacy and Data Protection Act 2014*.

All recordings will remain the property of Council and will be securely stored or destroyed in accordance with the *Public Records Act 1973* and the relevant Public Records Office Standards (PROS).

## RELATED POLICIES AND DIRECTIVES

- Fryers Street Taxi Rank CCTV Project | Policy 10.POL1
- Workplace Safety Procedure

**RELATED LEGISLATION**

- *Freedom of Information Act 1982*
- *Evidence Act 2008*
- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973*
- *Public Records Regulations 2013*
- *Surveillance Devices Act 1999*
- *Surveillance Devices Regulations 2006*

**REVIEW**

This policy may be reviewed at any time, but no less than every four years from the date of adoption or last review. All reviews will be undertaken by the Manager Corporate Governance in conjunction with the Executive Leadership Team.

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**Peter Harriott**  
**Chief Executive Officer**

**Date**

**ATTACHMENTS**

- Attachment 1: Request to appoint an Authorised User**
- Attachment 2: Request for Approval for a CCTV device / location**
- Attachment 3: Request for Access to view or copy surveillance footage**
- Attachment 4: Notice of Surveillance Device in Operation**
- Attachment 5: M15/21028 - Register of Surveillance Devices Operating In Council Owned/ Managed Buildings**

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## MEMO

**To:** Chief Executive Officer  
**From:** **Manager / Director**  
**Date:**  
**Subject:** Request to Appoint an Authorised User of a Council  
 Surveillance Device

Name of Officer:	
Surveillance Site Location:	
Requested by:	(Responsible Manager / Director)

### Acknowledgement

I, **(insert staff member name)**, hereby agree to comply with all relevant legislation, regulations, Council Policies and procedures in relation to the access, use and release of any surveillance devices and footage within my control.

**Date:**

**Signed:**

This authorisation is made by the Chief Executive Officer, Greater Shepparton City Council in accordance with the Surveillance Policy 37.POL6, adopted by Council on **day month year**.

**Authorised**

**Date:**

.....  
**Peter Harriott**  
**CHIEF EXECUTIVE OFFICER**

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## MEMO

**To:** Chief Executive Officer / Director  
**From:** **Manager**  
**Date:**  
**Subject:** Request for Approval for a CCTV device / location

Site Location:	
Number of Devices to be Installed:	
Exact Location of Each Device:	
Purpose of Surveillance:	
Primary Officer Responsible for Monitoring Footage:	
Requested by:	(Director)

This authorisation is made by the Chief Executive Officer, Greater Shepparton City Council in accordance with the Surveillance Policy 37.POL6, adopted by Council on **day month year**.

**Authorised**

**Date:**

.....

**Name**

**POSITION TITLE (CEO / DIRECTOR)**

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### Request for Access to View or Copy Surveillance Footage Captured by Greater Shepparton City Council

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surveillance Device Location: \_\_\_\_\_

Timeframe:

Start time \_\_\_\_\_ am/pm on / /

End time \_\_\_\_\_ am/pm on / /

Preferred method of access (please circle): view / copy

If access is granted, will footage be provided to a third party: Yes / No

If yes, please state name of third party: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Signed: \_\_\_\_\_

<b>Office Use Only</b>
Request Authorised / Request Declined
If Authorised, access is granted in the form of:
View Only                      Provide Copy
Authorisation of third party release: Approved / Denied
<b>Date:</b>
<b>Name</b>
<b>POSITION TITLE (CEO / DIRECTOR)</b>



**Attachment 4: Notice of Surveillance Device in Operation****Size: 600mm x 600mm**

For your safety and protection these premises are  
under constant video surveillance by the  
**Greater Shepparton City Council**

For more information please see the  
Greater Shepparton City Council Privacy Statement at  
[www.greatershepparton.com.au/privacy](http://www.greatershepparton.com.au/privacy)

**Greater Shepparton City Council**  
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[www.greatershepparton.com.au](http://www.greatershepparton.com.au)

