

Surveillance Camera Policy



West Gippsland
Libraries

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Surveillance Camera Policy

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1. Title

WGRLC CCTV Surveillance Camera Policy 2017

2. Policy Statement

The intent of this policy is to ensure the effective, appropriate and lawful use of Closed Circuit Television (CCTV) surveillance cameras at the libraries and support centre of the West Gippsland Regional Library Corporation

The Surveillance Devices Act 1999 in conjunction with the Information Privacy Act 2000, governs the use of CCTV surveillance cameras in public areas. This policy will address the Corporation's requirements under these and other Acts.

3. Purpose

The purpose of this policy is to:

- Provide guidance for the appropriate installation and use of CCTV surveillance cameras and use of footage collected at the Corporation's libraries and support centre;
- Ensure the safety of Corporation employees and members of the public;
- Protect property from theft and damage;
- Discourage unlawful activity; and
- Improve the investigation of incidents at the Corporation's libraries and regional support centre.

4. Scope

This policy applies to all Corporation employees.

5. Policy Details

i. Definition of public place

For the purposes of installation and use of CCTV surveillance cameras, the Victorian Law Reform Commission has identified a 'public place' as "any place to which the public have access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place".

Under this definition, the Corporation's libraries and regional support centre are considered public places and as such, any use of CCTV surveillance in these areas must comply with various State and Commonwealth legislation, Australian Standards and other guidelines.

ii. CCTV operation

The CCTV surveillance cameras are used to capture any incidents involving threats to Corporation employees or public safety, theft, and unauthorised access to 'staff only' areas.

The cameras operate for twenty-four hours a day, seven days a week. The majority of monitoring will be live monitoring with retrospective reviews if required.

The cameras will not be used to record or monitor the daily activities of Corporation employees nor will they be used to assess employee performance.

All reasonable steps will be taken to ensure the identity and images of any individual captured on camera remains anonymous where lawful and practicable.

Appropriate signage will be displayed in the Corporation's libraries and regional support centre to inform Corporation employees and the public of the use of cameras for security purposes.

iii. Definition of an incident

An incident is defined as an occurrence or event that could result in harm to persons, property or business operations.

An incident may occur at any time, and may involve members of the public and/or Corporation employees.



iv. Camera locations

CCTV surveillance cameras are located at the Corporation’s Drouin, Korumburra, Warragul and Wonthaggi libraries and the Regional Support Centre.

v. Purpose of collection

Footage recorded and retained by the CCTV surveillance cameras will be used for the sole purpose of monitoring and investigating incidents.

The primary purpose of collection is:

- a. incident monitoring;
- b. detection of any Corporation employee and/or public safety issues;
- c. detection and deterrence of theft or damage; and
- d. monitoring any unauthorised access to ‘staff only’ areas.

vi. Access to footage

Access to live streaming footage will be restricted to the senior staff member on duty at each Library, the Chief Executive Officer and the Manager Technology and Collections.

Access to recorded footage for the purposes of viewing, copying or disclosing the footage will be restricted to the Chief Executive Officer and the Manager Technology and Collections.

vii. Use and disclosure of footage

Live streaming and recorded footage must only be used for the purposes of investigating and providing evidence of an incident.

The content of footage will not be disclosed to unauthorised individuals.

Footage of an incident may be disclosed to a third party such as the Victoria Police, and copies may be provided on the condition that the third party has an official role in investigating the incident or some other legitimate reason for requiring access to the footage.

Any request by members of the public to view records of incidents must be done through the same Freedom of Information (FOI) process as is required to access any Corporation record.

viii. Storage of footage

Any recorded footage of incidents must be stored in a secure manner with restricted access.

Footage must be protected from unauthorised viewing, copying, alteration, deletion and disclosure.

Recorded footage will be retained for a period set by the available storage.

The maximum period will be 3 months.

6. Roles and Responsibilities

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy and procedures:

Implementation	CEO, Managers and Team Leaders
Compliance	All employees
Development/Review	CEO and Manager Technology and Collections
Interpretation/Advice	CEO and Manager Technology and Collections



7. Supporting Documents

This Policy should be read in conjunction with all other relevant Corporation policies and procedures, as well as relevant legislative requirements.

i. Related Legislation

- a. *Surveillance Devices Act 1999 (Vic)*
- b. *Information Privacy Act 2000 (Vic)*
- c. *Public Records Act 1973 (Vic)*
- d. *Private Security Act 2004 (Vic)*
- e. *Freedom of Information Act 1982 (Vic)*
- f. *Evidence Act 2008 (Vic)*
- g. *Charter of Human Rights and Responsibilities Act 2006*

ii. Related Policies

- a. Employee Code of Conduct
- b. Occupational Health and Safety Policy
- c. Risk Management Policy

iii. Related Guidelines

- a. Closed Circuit Television (CCTV): Management and operation (Australian Standards 4806.1-2006)
- b. Closed Circuit Television (CCTV): Application guidelines (Australian Standards 4806.2-2006)
- c. Closed Circuit Television (CCTV): PAL signal timings and levels (Australian Standards 4806.3-2006)
- d. Closed Circuit Television (CCTV): Remote video (Australian Standards 4806.4-2006)
- e. Closed Circuit Television in Public Places – guidelines (Victorian Ombudsman)

iv. Other documents

- a. Info Sheet 03.12 – Surveillance and Privacy (Privacy Victoria)
- b. Info Sheet 04.10 – Privacy in the Workplace (Privacy Victoria)
- c. Surveillance in Public Places (Victorian Law Commission 2010)
- d. Guide to Developing CCTV for Public Safety in Victoria (Department of Justice 2011)

8. Human Rights Charter

This policy has been considered in relation to the *Victorian Charter of Human Rights and Responsibilities Act 2006* and it has been determined that it does not contravene the Charter.

9. Monitoring, Evaluation and Review

This policy will be reviewed on an annual basis.

The effectiveness of the CCTV system to achieve the objectives of this policy will be reviewed on a regular basis.

This will include reviewing the location of the cameras to ensure they are capturing appropriate footage, the storage and disclosure of any footage, the operation and administration of the system and compliance with appropriate legislation.

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.

10. Non-compliance, Breaches and Sanctions



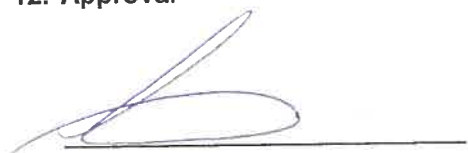
Failure to comply with this Corporation policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action and potential legal ramifications.

11. Definitions and Abbreviations

Definitions of terms used in the policy and explanations of any abbreviations and acronyms.

CCTV	Closed circuit television
Live monitoring	Where CCTV monitors are intermittently observed by operators
Retrospective review	Where CCTV is reviewed after an incident
Corporation	West Gippsland Regional Library Corporation
Corporation employees	West Gippsland Regional Library Corporation employees, volunteers and contractors

12. Approval



Leanne Williams
Chief Executive Officer



Date Approved

