

Closed Circuit Television (CCTV) Policy

PURPOSE	The purpose of this policy is to provide direction and guidance for the use of Closed Circuit Television Systems (CCTV Systems) in public places for crime prevention and crime solving as well as the enhancement of the public perception of safety.								
OBJECTIVES	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> • Ensure that CCTV systems are installed where there is an evidence based community safety need. • Establish the manner in which public consultation will be undertaken when CCTV systems are proposed. • Ensure that CCTV footage is transmitted directly to police stations for use in crime prevention and crime solving by Victoria Police.¹ • Ensure that CCTV systems are installed and operated appropriately with due respect to personal privacy and civil liberties. • Guide the manner in which the Shire seeks funding opportunities for CCTV systems to ensure that all costs are considered. 								
SCOPE	This policy applies to all CCTV systems installed by the Mornington Peninsula Shire in public places or where the Mornington Peninsula Shire is a partner with others in the installation of CCTV systems in public places.								
DEFINITIONS	<table border="0"> <tr> <td>CCTV</td> <td>Closed Circuit Television</td> </tr> <tr> <td>MOU</td> <td>Memorandum of Understanding</td> </tr> <tr> <td>DOJ</td> <td>Department of Justice</td> </tr> <tr> <td>Hot Spot</td> <td>A location that experiences higher level of crimes than other locations.</td> </tr> </table>	CCTV	Closed Circuit Television	MOU	Memorandum of Understanding	DOJ	Department of Justice	Hot Spot	A location that experiences higher level of crimes than other locations.
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POLICY	Installation of CCTV systems in public spaces, operated by the Victoria Police, which are implemented where there is an evidence based community safety need to enhance the public perception of safety and assist with crime prevention and solving.								
PROCEDURE	<p>CCTV systems in public spaces are strongly supported by the Victoria Police as a means to potentially prevent crimes, solve crimes and to allow Victoria Police resources to be deployed more efficiently.</p> <p>Before determining if a CCTV system is justified, the benefits should be balanced against the costs and potential impacts on the privacy of the public. The following procedure outlines the Shire's decision making process for the implementation of CCTV Systems.</p>								

¹ Refer to the Victoria Police website, which advises how the Police use and monitor the footage.

Evidence Based Needs Analysis

To determine if a CCTV system is justified for a particular area or township, Shire officers will seek to identify if there is a community safety need having regard for:

- The strategic advice from Victoria Police to determine if the area is considered a hot spot;
- Consideration of environmental measures like additional lighting will reduce the opportunity for crime and reduce the need for CCTV systems;
- Determining if a CCTV system can be installed that will deliver footage to a police station for police use; and
- Mornington Peninsula Shire CCTV Assessment tool.

Consultation

Officers will consult with Victoria Police to determine what the crime statistics show about the type and location of crime in a particular township or area of a township.

Officers will consult with local Chambers of Commerce, or like bodies, to ensure that the community is generally in support of the installation of CCTV systems.

Officers will consult with individual property owners and occupiers whose properties are impacted by the surveillance area of the potential CCTV systems to consider any concerns that may be raised.

Video Data Collected by CCTV Systems

The Council will only install CCTV Systems where the footage can be transmitted directly to a Victoria Police Station. This requirement is fundamental to reduce the risk of privacy breaches and to provide Victoria Police access to the footage at all times.

The Victoria Police will use the footage for the prevention of crimes and solving of crimes as part of their overall policing efforts. Victoria Police internal procedures and protocols provide the framework under which police members' access and use the footage.

Civil Liberties

CCTV Systems should be positioned in such a way as to respect peoples' civil liberties. CCTV footage will allow police members to observe public spaces where criminal acts are more likely to occur. CCTV will be positioned predominantly in areas of public open space.²

Whole of Life Funding

Council will work cooperatively with the State and Federal Governments to help facilitate safer public spaces. CCTV Systems in public spaces support the function of Victoria Police to promote peace and good order.

² Refer to Related Legislation to assist with compliance obligations.

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	<p>Council will seek grant funds from the State and Federal Government to implement CCTV Systems in public spaces. CCTV Systems will only be installed where State or Federal Government grants are made available to offset the costs to the community.</p> <p>The whole of life costs of the CCTV system will be considered and balanced against the identified needs for a system.</p> <p>Costs include:</p> <ul style="list-style-type: none"> • The consultation, project design and grant funding processes; • The tendering and installation of the CCTV System(s); • Maintenance; • Network and Technical Management of the system in liaison with Victoria Police; and • Evaluation of the CCTV System. 													
<p>ROLES</p>	<table border="1"> <tr> <td data-bbox="491 835 762 1081"> <p>Consultation, design and grant funding</p> </td> <td data-bbox="762 835 1406 1081"> <p>Social Planning and Community Development Environment Protection and Community Safety Infrastructure Strategy Strategic Planning</p> </td> </tr> <tr> <td data-bbox="491 1081 762 1200"> <p>Tendering and installation</p> </td> <td data-bbox="762 1081 1406 1200"> <p>Infrastructure Projects</p> </td> </tr> <tr> <td data-bbox="491 1200 762 1301"> <p>Use of CCTV footage</p> </td> <td data-bbox="762 1200 1406 1301"> <p>Victoria Police</p> </td> </tr> <tr> <td data-bbox="491 1301 762 1402"> <p>Maintenance and running costs</p> </td> <td data-bbox="762 1301 1406 1402"> <p>Infrastructure Maintenance</p> </td> </tr> <tr> <td data-bbox="491 1402 762 1552"> <p>Network and technical management</p> </td> <td data-bbox="762 1402 1406 1552"> <p>Environment Protection and Community Safety Infrastructure Projects</p> </td> </tr> <tr> <td data-bbox="491 1552 762 1704"> <p>Evaluating the system</p> </td> <td data-bbox="762 1552 1406 1704"> <p>Environment Protection and Community Safety Victoria Police</p> </td> </tr> </table>		<p>Consultation, design and grant funding</p>	<p>Social Planning and Community Development Environment Protection and Community Safety Infrastructure Strategy Strategic Planning</p>	<p>Tendering and installation</p>	<p>Infrastructure Projects</p>	<p>Use of CCTV footage</p>	<p>Victoria Police</p>	<p>Maintenance and running costs</p>	<p>Infrastructure Maintenance</p>	<p>Network and technical management</p>	<p>Environment Protection and Community Safety Infrastructure Projects</p>	<p>Evaluating the system</p>	<p>Environment Protection and Community Safety Victoria Police</p>
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<p>RESPONSIBILITY</p>	<p>Manager of Environment Protection and Community Safety – for ensuring the Policy and procedures are implemented and maintained.</p>													

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<p>RELATED POLICIES</p>	<p>Municipal Public Health and Wellbeing Plan The Shire's Strategic Plan 2013 – 2017 Goal 6 - Health, Safe and <i>Connected Communities</i></p>
<p>RELATED LEGISLATION</p>	<p>Surveillance Devices Act 1999 Information Privacy Act 2000 Public Records Acts 1973 Private Security Act 2004 Charter of Human Rights and Responsibilities Act 2006 (The Charter) Freedom of Information Act 1982 (The FOI Act) Evidence Act 2008 Australian Standards (various) Occupational Health and Safety Act 2004 Staff Policies and Codes of Conduct</p>
<p>REFERENCES</p>	<p>Australian Government Australian Institute of Criminology Considerations for establishing a public space CCTV network Garner Clancey December 2009</p> <p>Parliament of Victoria Drugs and Crime Prevention Committee Inquiry into the Application of Safer Design Principles and Crime Prevention through Environmental Design. June 2013</p> <p>State Government Guide to Developing CCTV for Public Safety in Victoria A Community Crime Prevention Initiative August 2011</p> <p>Victorian Ombudsman Closed Circuit Television in Public Places Guidelines November 2012</p> <p>Victoria Police Website www.police.vic.gov.au</p>
<p>REVIEW</p>	<p>This Policy shall be subject to review within 12 months of the next general Council election to be held in October 2016.</p>

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APPENDIX 1 – CCTV Assessment Tool

SITE		STEP 1									
Crime Assessment / Type of crime	Score	Frequency of Crime No Incidents / wk	Score	Time of offence	Score	Location of crime (high ped traffic)	Score	Existing CPTED treatments already in place			Step 1 Final Score
Minor	1	Low <x/wk	1	Daytime	0	Within CBD	5	Infrastructure Design Score out of 5	Lighting Score out of 5	Signage Score out of 5	
Property Damage	2	Medium btw x & x /wk	2	Night time	1	Not	0				
Personal	3	High >x/wk	3								

STEP 2																													
Infrastructure Available		Score		Easy Access To		Location of Recorder		Score		Size of Area to be monitored		Score		Design Complexity		Score		Private CCTV available		Score		Monitored		Score		Cost Benefit Assessment		Step 2 Final Score	Combined scores
Shire owned	5	Power Score out of 3	Comm	Police Station	5	(> X m2)	0	Multiple Blind Spots	0	Yes	0	Yes	5	Cost Installation >\$X = 0	Ongoing Cost >\$X = 0 <\$X = 5 Score														
Private	1			Council Building	1	(<X m2)	5	No Blindspots	5	No	5	No	0																
Government	2																												