

# Surveillance Camera Policy – 2022



# OUR VISION

Our vision is for connected, inclusive and resilient communities that are supported to grow and thrive.



# MISSION SUPPORTING OUR COMMUNITIES IS OUR MISSION. WE HELP PEOPLE:

## OUR VALUES

**Relationships**  
We build relationships with our stakeholders, communities and each other.

**Excellence**  
We will deliver excellence in everything we do.

**Bravery**  
We anticipate and bravely adapt with the changing needs of our communities.



**Connect**  
We are responsive and bring people together



**Belong**  
We are inclusive and work with you



**Learn**  
Our free resources allow minds to explore and create

# Surveillance Camera Policy 2022

1.	Title	4
2.	Policy Statement	4
3.	Purpose	4
4.	Scope	4
5.	Policy Details	4
6.	Roles and Responsibilities	6
7.	Supporting Documents	6
8.	Human Rights Charter	7
9.	Monitoring, Evaluation and Review	7
10.	Non-compliance, Breaches and Sanctions	7
11.	Definitions and Abbreviations	7

<p><b>Document Creator:</b> Jenny Dunn <b>Facilities Manager</b></p>	<p><b>Approved:</b> July 2022 <b>Approved By:</b> Leanne Williams</p> <p>Signed: </p> <p>Chief Executive Officer <b>Next Review Date:</b> July 2024</p>
--	---

Document Control	
August 2017	Version 1
July 2022	Version 2

## 1. Title

Surveillance Camera Policy – 2022

## 2. Policy Statement

The intent of this policy is to ensure the effective, appropriate and lawful use of CCTV surveillance cameras at the libraries and Support Centre of Myli – My Community Library Ltd (Myli).

The Surveillance Devices Act 1999 in conjunction with the Information Privacy Act 2000, regulates the use of surveillance devices in the State of Victoria. This policy will address Myli'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 surveillance cameras and use of footage collected at any Myli library and Support Centre;
- Ensure the safety of Myli employees and members of the public;
- Protect property from theft and damage;
- Discourage unlawful activity; and
- Improve the investigation of incidents at any Myli library or the Support Centre;

## 4. Scope

This policy applies to all Myli employees and members of the public visiting Myli libraries.

## 5. Policy Details

### i. Definition of public place

For the purposes of installation and use of 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 expressed or implied and whether or not a charge is made for admission to the place".

Under this definition, all Myli libraries and the Support Centre are considered public places and as such, any use of surveillance in these areas must comply with various State and Commonwealth legislation, Australian Standards and other guidelines.

### ii. Surveillance operation

The surveillance cameras are used to capture any incidents involving threats to Myli 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 Myli 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 any Myli library and the Support Centre, where surveillance cameras are installed, to inform Myli 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 Myli employees.

**iv. Camera locations**

Surveillance cameras may be located at any Myli library and the Support Centre.

**v. Purpose of collection**

Footage recorded and retained by the 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 Myli employee and/or public safety issues;
- c. detection and deterrence of theft or damage;
- d. monitoring any unauthorised access to 'staff only' areas; and
- e. monitoring of any library with 24/7 access to approved library members;

**vi. Access to footage**

Access to live streaming footage will be restricted to the senior staff member on duty at each library, the CEO, Deputy CEO, Manager IT and the Facilities Manager.

Access to recorded footage for the purposes of viewing, copying or disclosing the footage will be restricted to the CEO, Deputy CEO, Manager IT and the Facilities Manager only.

**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 a Freedom of Information (FOI) request to Myli.

**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 of 30 days.

## 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	Leadership Team
Compliance	All employees
Document review	Facilities Manager and/or Manager IT
Development Review/ Interpretation / Advice	CEO, Deputy CEO, Facilities Manager and Manager IT

## 7. Supporting Documents

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

### i. Related Legislation

- a. *Corporations Act 2001*
- b. *Surveillance Devices Act 1999 (Vic)*
- c. *Information Privacy Act 2000 (Vic)*
- d. *Public Records Act 1973 (Vic)*
- e. *Private Security Act 2004 (Vic)*
- f. *Freedom of Information Act 1982 (Vic)*
- g. *Evidence Act 2008 (Vic)*
- h. *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
- d. Privacy 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 is determined that it does not contravene the Charter.

**9. Monitoring, Evaluation and Review**

Review of this policy and associated documents will occur at least every two years to ensure compliance with appropriate legislation.

**10. Non-compliance, Breaches and Sanctions**

Failure to comply with the Myli policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

**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 surveillance monitors or smart phones are intermittently observed by operators
Retrospective review	Where surveillance is reviewed after an incident
Myli	Myli – My Community Library Ltd
CEO	Chief Executive Officer
Manager IT	Manager Information Technology
FOI	Freedom of Information