



USE OF CCTV POLICY P1.0294.2

USE OF CCTV POLICY

DIRECTORATE: Community Assets
BRANCH: Traffic, Depot and Building
CATEGORY: 2

1. Purpose

- 1.1. Council considers it important to provide a safe environment for its community.
- 1.2. The primary security use of Closed Circuit Television (CCTV) is to discourage and/or detect unlawful behavior. CCTV can also help improve perceptions of safety within the community.
- 1.3. Council recognises that CCTV is only one of a range of strategies that can be used to reduce crime. The preferred preference would be to reference crime prevention through Environmental Design principles (CPTED) for any space it designs/constructs. This would take into account considered options such as creating clear site lines, minimising concealed areas, installing appropriate lighting, and enhancing natural surveillance, increasing access control, and improving signage, ahead of the installation of CCTV.
- 1.4. The development of this Policy has been guided by the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.

2. Alignment with Community Strategic Plan

- 2.1. Council's Community Strategic Plan 2036 identifies five key directions to guide Council towards achievement of the vision for Camden to 2036 that "Camden is a connected, diverse, and thriving community, embracing opportunities of growth, while valuing our rich heritage and protecting and sharing responsibility for our natural environment".

The following objectives and strategies are applicable to this Policy and relevant to the key direction of Liveable, and Leading.

- LB1.1 – Embrace a Smart Community approach.
- L3.3 – Integrate long-term financial planning, safety, risk and strong governance across all Council operations.

3. Scope

- 3.1. This Policy applies to the Council-owned CCTV System installed in public places that has the purpose of surveillance. This includes those cameras in or on Council property and mobile surveillance cameras. Where express permission has been given, mobile cameras may be located on private land or attached to Council vehicles and plant.
- 3.2. Installation and placement of CCTV cameras or other aspects of the CCTV System will be solely at the discretion of Council in consultation with relevant stakeholders as appropriate.
- 3.3. This Policy is not intended to guide the use of CCTV cameras operated by other parties. This includes private landowners or businesses as well as tenants or licensees of Council land or buildings who install CCTV cameras in accordance with terms of leases and/or licences with Council.

4. Objectives

- 4.1. The objectives of this Policy are to:
 - Provide direction and guidance to Council when considering the use of CCTV in public places or on council managed property; and
 - Ensure that Council CCTV systems are compliant with relevant legislation and other statutory requirements.
- 4.2. This Policy is supported by Council's Use of CCTV Procedure which provides instructions on the day-to-day operation of the CCTV system.

5. Policy Statement

5.1. Governance

- 5.1.1. The use of CCTV in the Camden LGA will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed to in accordance with this Policy.
- 5.1.2. Council retains ownership of and has copyright in all documentation, Recorded Material and other material related to CCTV operations under this Policy.
- 5.1.3. Where workplace surveillance is required for the security of employees or Council assets, such surveillance devices will only be used in accordance with Council's Workplace Surveillance Policy and *Workplace Surveillance Act 2005*.

5.1.4. A proposal to implement the CCTV System at a particular public location will be assessed in accordance with the Guiding Principles of the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.

5.2. Mobile Cameras

5.2.1. Council may use Mobile Camera surveillance to prevent and reduce crime and anti-social behaviour in public places.

5.3. CCTV Image Capture, Storage and Signage

5.3.1. Recorded Material derived from Council-managed cameras is a public record item and is subject to the standard information management security procedures as outlined in the *NSW State Records Act 1998* and Council's Information Management Policy.

5.3.2. Council will advise the public via relevant signage that Council CCTV cameras are in operation at a location.

5.3.3. The CCTV System will not be monitored 24 hours per day, seven days per week, and will primarily be a tool for law enforcement related to criminal activity and to identify offenders with a view to reduce harm to the community.

5.4. Access to and use of Recorded Material

5.4.1. Information, including Recorded Material, obtained using CCTV will be held securely.

5.4.2. All requests for access to Recorded Material, other than by authorized persons, must be made to Council by means of an Access Application pursuant to the *Government Information (Public Access) Act 2009*.

5.4.3. Recorded Material will not be sold or used for commercial purposes or the provision of entertainment and will only be used for the purposes as set out in this Policy.

5.4.4. The display of Recorded Material to the public will be only be allowed in accordance with law enforcement functions in connection with the investigation of crime, or as permitted by law.

5.4.5. Council will take appropriate security measures against unauthorised access to, alteration, disclosure, accidental loss or destruction of Recorded Material.

6. Roles and Responsibilities

6.1. The Manager Traffic, Depot, and Building Services will be responsible for this Policy and will coordinate the following functions in relation to the Policy:

- Maintaining records
- Reporting
- Keeping the Policy current
- Investigating breaches and enforcing compliance
- Implementing communications, education and monitoring strategies
- Providing a point of contact about the meaning and application of the Policy.

7. Evaluation

7.1. The success of this Policy will be measured by

- No reported breaches of this Policy, relevant legislations, or other statutory requirements.

8. Review

8.1. This Policy will be reviewed every three years or more frequently as required.

9. Definitions

CCTV means closed circuit television.

CCTV System means Council's systems and equipment used to provide CCTV surveillance including but not limited to cameras (including fixed cameras and Mobile Cameras), recorders, storage facilities, associated materials and information regarding CCTV operations.

Council means Camden Council.

Council Officers means employees of Council.

LGA means Local Government Area.

Mobile Camera means a portable camera that can be relocated to various positions or temporarily placed in a position for a specified time for surveillance.

Public Place	means the same as in the <i>Local Government Act 1993</i> .
Recorded Material	means any audio or visual material recorded by the CCTV System.

10. Related Materials

10.1. Related Legislation

- *Government Information (Public Access) Act 2009*
- *Local Government Act 1993*
- *State Records Act 1998*
- *Workplace Surveillance Act 2005*

10.2. Related Policies, Procedures and Other Guidance Material

- Access to Information Policy
- Code of Conduct Policy
- Records and information Management Policy
- Use of CCTV Procedure
- Workplace Surveillance Policy

Approval and Review	
Responsible Branch	Traffic, Depot and Building Services
Responsible Manager	Manager Traffic, Depot and Building Services
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Version Control				
Version	Date Adopted	Approved By	EDMS Ref.	Description
1	09/02/2024	Council	21/48293	Initial adoption of policy.
2	16/04/2024	Governance	21/48293	Minor amendments and new template.



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