



USE OF CCTV POLICY P1.0294.1

USE OF CCTV POLICY

DIVISION: Community Assets

BRANCH: Traffic, Depot & Building Services

CATEGORY: 2

PART 1 - INTRODUCTION

1. BACKGROUND

- 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. OBJECTIVE

- 2.1 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.
- 2.2 This Policy is supported by Council's Use of CCTV Procedure which provides instructions on the day-to-day operation of the CCTV system.

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. DEFINITIONS

- 4.1 **CCTV** means closed circuit television.
- 4.2 **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.
- 4.3 **Council** means Camden Council.
- 4.4 **Council Officers** means employees of Council.
- 4.5 **LGA** means Local Government Area.
- 4.6 **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.
- 4.7 **Public Place** means the same as in the *Local Government Act 1993*.
- 4.8 **Recorded Material** means any audio or visual material recorded by the CCTV System.

PART 2 - POLICY STATEMENT

5. GOVERNANCE

- 5.1 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.
- 5.2 Council retains ownership of and has copyright in all documentation, Recorded Material and other material related to CCTV operations under this Policy.
- 5.3 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*.
- 5.4 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.

6. MOBILE CAMERAS

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

7. CCTV IMAGE CAPTURE, STORAGE AND SIGNAGE

- 7.1 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.
- 7.2 Council will advise the public via relevant signage that Council CCTV cameras are in operation at a location.
- 7.3 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 identification of offenders with a view to reduce harm to the community.

8. ACCESS TO AND USE OF RECORDED MATERIAL

- 8.1 Information, including Recorded Material, obtained using CCTV will be held securely.
- 8.2 All requests for access to Recorded Material, other than by authorised representatives of Council, must be made to Council by means of an Access Application pursuant to the *Government Information (Public Access) Act 2009*.
- 8.3 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.
- 8.4 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.
- 8.5 Council will take appropriate security measures against unauthorised access to, alteration, disclosure, accidental loss or destruction of Recorded Material.

□ * * *

RELEVANT LEGISLATIVE INSTRUMENTS: *Government Information (Public Access) Act 2009*
Local Government Act 1993
NSW State Records Act 1998 & Workplace Surveillance Act 2005

RELATED POLICIES, PLANS AND PROCEDURES: Code of Conduct Policy
Information Management Policy
Workplace Surveillance Policy
Use of CCTV Procedure

RESPONSIBLE DIRECTOR: Community Assets

APPROVAL: Council

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	Council	New	09/02/2021	21/48293