



Policy Title	Closed Circuit Television Policy
Related Documentation	Code of Practice Council Street Surveillance Workplace Surveillance Authorised Statement Complaints Handling Policy Code of Conduct
Relevant Legislation	<i>Security Industry Act 1997 (NSW)</i> <i>Security Industry Regulation 2016 (NSW)</i> <i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulation 2017 (NSW)</i> <i>Workplace Surveillance Act 2005 (NSW)</i> <i>Workplace Surveillance Regulation 2017 (NSW)</i> <i>Crimes Act 1900 (NSW)</i> <i>Crimes Regulation 2015 (NSW)</i> NSW Government Policy Statement and guidelines for the Establishment and Implementation of CCTV <i>Privacy and Personal Information Protection Act 1998 (NSW)</i> <i>State Records Act 1998 (NSW)</i> <i>State Records Regulations 2015 (NSW)</i> <i>Surveillance Devices Act 2007 (NSW)</i> <i>Surveillance Devices Regulation 2014 (NSW)</i> <i>Surveillance Devices Amendment (Statutory Review) Act 2018</i> <i>Crimes (Forensic Procedures) Act 2000 (NSW)</i> <i>Crimes (Forensic Procedures) Regulation 2014 (NSW)</i> <i>Telecommunications (Interception and Access) (New South Wales) Act 1987</i> <i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulation 2018</i> <i>Protection of the Environment Operations Act 1997 (NSW)</i> General Disposal Authority 39 for Local Government
Responsible Officer	Executive Manager Infrastructure

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

Council has a commitment to provide a safe and secure environment in the Campbelltown Local Government Area as a strategy of Campbelltown City Council's Community Strategic Plan (1.2 Create safe, well maintained, activated and accessible public spaces). CCTV can be utilised as a cost effective tool to assist in the maintenance of this environment. Therefore the objectives of the implementation of CCTV systems are:

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- promotion of community safety and crime prevention
- protect Council's employees, residents and visitors
- protect Council's assets
- reduce management costs via the remote monitoring of assets and access controlled doors and gates
- protect the environment

Policy Statement

Council has a number of CCTV systems in use, including a street surveillance system. This policy recognises the need to ensure that the CCTV systems are used appropriately and the privacy of residents, workers and visitors is protected.

This policy document outlines:

- the objectives for installing and using CCTV Systems
- the principles utilised to maintain Privacy
- the standards, laws and regulations governing the use of CCTV
- the principles under which recorded images will be released complaints

Scope

This document addresses all CCTV systems which are owned or in the control of Council, both in public and in Council controlled areas. The Policy outlines the objectives to be met by installing CCTV and the controls that Council will implement.

Definitions

Authorised Personnel

Any person delegated by Council's General Manager and/or a NSW Police Officer carrying out their duties

CCTV

A video distribution system in which the images generated are not publicly distributed

CCTV Operations

All aspects of CCTV: surveillance management, use, recording, maintenance and access to recorded images

Code of Practice Council Street Surveillance

A document designed to control implementation of a CCTV system and subsequent use of the system.

Private Premises

Any area not openly accessible to the general public, including semi-public spaces and includes private residences and private or commercial businesses

Recorded Image

An image captured and stored on a data drive or server

Principles

Privacy, Code of Practice

Council is committed to the privacy of residents, workers and visitors in the Campbelltown Local Government Area, and undertakes to implement protections and processes which will maintain privacy in accordance with State and Federal Legislation.

Council has a Code of Practice to outline the management, operations and responsibilities of people who access and interact with the systems, including registers of authorised personnel, cameras and their locations, incidents, maintenance, and exported images.

CCTV systems will be installed and managed in accordance with the *Work Place Surveillance Act 2005*, *Surveillance Devices Act 2007* and the *Surveillance Devices regulation 2014*.

Council will not monitor private premises. If the camera view incidentally has private premises within its view, Council will electronically mask these areas. If there is a requirement to view these areas, the masking will only be removed by a court order.

Council will not release recorded images to the general public unless it can be demonstrated there is a specific requirement to do so within the provisions of the *Government Information (Public Access) Act 2009* (Cth) ("GIPA Act").

Council will enter into a Memorandum of Understanding with NSW Police for the following purposes:

- to enable NSW Police monitoring of the live feed from the Street Surveillance System
- to provide guidelines on the release of images to NSW Police
- to ensure the Police understand and conform to the Code of Practice
- to provide timely release of images to NSW Police

Records and data storage

Council will keep records and data in accordance with the Code of Practice.

Complaints

Complaints will be managed in accordance with Council's Code of Conduct Procedures Policy and Complaint Handling Policy.

Responsibility

Executive Manager Infrastructure, Coordinator City Safety and Authorised Personnel are responsible for ensuring all CCTV operations are undertaken in accordance with the Policy and relevant documentation.

Effectiveness of this Policy

The Policy will be reviewed annually to ensure updates cater for any alterations in legislation.

END OF POLICY STATEMENT