



**GEORGES  
RIVER  
COUNCIL**

**CLOSED CIRCUIT  
TELEVISION (CCTV)  
OPERATIONS POLICY**

*July 2017*

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 03/07/2017 This policy is effective upon its approval. Policy is due for review July 2021
<b>Approved by</b>	Council Meeting 03/07/2017 Council Resolution CCL139-17
<b>Exhibition Period</b>	05/05/17 – 31/05/17
<b>Policy Owner</b>	Head of Security & Emergency, Assets and Infrastructure
<b>Related Documents</b>	Georges River Council CCTV Operations Procedures (in development) Georges River Council Workplace Surveillance Policy Georges River Council Code of Conduct
<b>References &amp; Legislation</b>	Local Government Act 1993 Privacy and Personal Information Protection Act 1998 Workplace Surveillance Act 2005 Government Information (Public Access) Act 2009 Protection of the Environment Operations Act 1997 NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places, 1994.
<b>Document Identifier</b>	Policy #: Pol-017.001 Doc #: D17/121838
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislations.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

The purpose of this Policy is to establish a framework for how the closed circuit television (CCTV) cameras managed by Council will be operated.

## SCOPE

This Policy applies to all CCTV systems managed by Council within the Georges River LGA. Together the CCTV systems operated by Council are known as the CCTV Program.

The CCTV Program incorporates cameras used in three distinct categories:

- Asset protection: for protection of Council's assets
- Public safety: as part of an integrated community safety strategy aimed at protecting persons
- Illegal dumping: for the protection of the natural environment in Council's area.

## DEFINITION OF TERMS

Term	Meaning
<i>CCTV</i>	Closed Circuit Television.
<i>CCTV System</i>	The cameras and the ancillary hardware that support the operation of CCTV. CCTV systems may also be known as video surveillance.
<i>CCTV Material</i>	Video recordings or photographs captured through Council's CCTV cameras.
<i>CCTV Program</i>	All of the CCTV Cameras managed by Georges River Council in the three categories defined above.
<i>Council</i>	Georges River Council

## POLICY STATEMENT

### 1. Objectives

The objectives of the CCTV Program are determined based on the three categories of the CCTV systems:

#### 1.1. Asset Protection:

- 1.1.1. Reduce the level of crime against Council's assets by deterring potential offenders.
- 1.1.2. Assist Police in the detection and prosecution of offenders.

## 1.2. Public Space:

- 1.2.1. Reduce the level of crime in Council's public spaces by deterring potential offenders.
- 1.2.2. Assist Police in the detection and prosecution of offenders in Council's public spaces.
- 1.2.3. Reduce the level of the community's fear of crime in public spaces.

## 1.3. Illegal Dumping:

- 1.3.1. Reduce the level of illegal dumping in Council's public spaces by deterring potential offenders.
- 1.3.2. Assist Police in the detection and prosecution of illegal dumping offenders in Council's public spaces.

## **2. Public Interest**

- 2.1. All CCTV system operations will be conducted in accordance with the law and in a way that balances individuals' rights to protection and privacy.
- 2.2. Where Public Space CCTV systems are in operation, signs will be displayed at all entrance points to the area in question.
- 2.3. CCTV systems will be positioned and operated to minimise the recording of private space.

## **3. Accountability**

- 3.1. Council will ensure the security, integrity and efficiency of all CCTV material captured.
- 3.2. Prior to the installation of any CCTV, Council will undertake an evaluation to determine if CCTV is an effective strategy to respond to identified issues.
- 3.3. Council's CCTV operations will undergo a bi-annual compliance audit. The aim of which is to provide an independent assurance that the images being viewed and recorded are appropriate and in compliance with the purpose of this Policy.
- 3.4. Council will monitor the CCTV Program to determine whether it is meeting the objectives outlined in this Policy.

## **4. Recording of and Access to CCTV Material**

- 4.1. All staff and contractors employed by Council who will have access to material captured through Council's CCTV systems must be suitability qualified.
- 4.2. Appropriate measures will be implemented to protect against unauthorised access to, alteration, disclosure, loss, or destruction of recorded material.
- 4.3. CCTV material will be accessed in accordance with the privacy conditions of relevant legislation and only in the following circumstances:
  - 4.3.1. At the request of Police in connection with the investigation of a crime
  - 4.3.2. If necessary for the purposes of legal proceedings as ordered by a court of law;

- 4.3.3. To investigate illegal dumping incidents and take action against offenders in accordance with the Protection of the Environment Operations Act (1997);
- 4.3.4. If authorised through Council's Workplace Surveillance Policy (2017);
- 4.3.5. In any exceptional circumstance, with the written approval of the General Manager, in consideration of all applicable legislation, policies and regulations.
- 4.4. CCTV material will not be retained for more than 28 days unless required under section 4.3 of this Policy.
- 4.5. The procedures governing the access to and provision of material are described in Council's Georges River Council CCTV Operations Procedures.
- 4.6. Information regarding the CCTV Program will be made available to the public.

## RESPONSIBILITIES

Position	Responsibility
Staff (with appropriate delegations)	<ul style="list-style-type: none"> <li>• Ensure organisational compliance with this Policy and relevant legislation.</li> <li>• Manage and consider request for CCTV material and determine appropriate action.</li> <li>• Access, retain, distribute and destroy CCTV material as per this Policy.</li> <li>• Oversee the monitoring, review and evaluation processes for the CCTV Program.</li> </ul> <p>Monitor relevant legislation and ensure the Policy is kept up to date at all times.</p>
Chief Information Officer	<ul style="list-style-type: none"> <li>• Advise on and support operation of CCTV systems</li> </ul>
Internal Auditor	<ul style="list-style-type: none"> <li>• Audit CCTV Program</li> </ul>

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Period Active
1.0	Complete new Georges River Council Closed Circuit Television (CCTV) Policy	03/07/2017