

# **PUBLIC SAFETY CLOSED-CIRCUIT TELEVISION CAMERA POLICY**

<b>Responsible Department:</b>	Corporate and Community Services
<b>Responsible Section:</b>	Information Services
<b>Responsible Officer:</b>	Manager Information Services

## **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.

## **Objective**

The objective of the CCTV Program is to reduce personal and property crime, in association with a range of other crime prevention strategies. The Code of Practice contains standards to guide the operation of Council's CCTV Program and is supplemented by Council's CCTV operational procedures which provide instructions on the operation of the CCTV system.

All CCTV activities conducted apply with the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places:

- Cameras used for CCTV will be clearly visible
- Signage for the cameras will be located at each location of the cameras where the recording is conducted
- To provide a safer environment for the residents who live, work and visit Narrabri Shire
- To reduce crime levels and the fear of crime
- To help assist police in detection of offenders

## **Policy**

This policy has been developed in consultation with NSW Police and the Crime Prevention Committee. There is no current legislative requirement for Councils to adopt or enforce a particular policy regarding the use of CCTV in public places, the NSW Office of Local Government considers the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places* to be good practice and Council has adopted these guidelines in developing this policy.

To be effective in acting as a deterrent to crime, the CCTV cameras need to be running 24 hours a day. Video recordings captured by Council operated CCTV will only be used in addressing crime, unusual behaviour and damage done to property that is not owned by you.

Public Safety cameras will be maintained and operated in accordance to the following guidelines and legislative requirements:

- Privacy and Personal Information Protection Act 1998 (NSW)
- NSW Local Government Act 1993
- Workplace and Surveillance Act 2005 (NSW)
- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places

CCTV footage will be primarily used by authorised NSW Police Officers for the purposes of identifying, offenders and the recorded footage being provided to the LAC to help in their investigations as stated in; **NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places**. Access to view any CCTV footage relating to the incident will be provided by the authorised system administrator Information Technology operator, on demand from the NSW Police.

Access to view footage of incidents will NOT be given to staff members or members of the public, to view footage of CCTV.

Any complaints regarding council's CCTV system will be handled in accordance with councils Complaints Management Policy and Procedure.

## Definitions

**Close Circuit Television (CCTV):** Is defined as a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems. A hand held, or fixed video cassette recorder is not included in this definition unless it is connected to a transmission system **as stated in NSW Government Policy Statement and Guidelines for the Establishment and Implementation of closed circuit television (CCTV) in public places.**

**Camera:** A device that is capable of recording and monitoring motion, visual images in photographs and/or films.

**Public place:** A place both indoor and outdoor which includes; public highways, roads, streets, bridges, footways, Council owned buildings, footpaths, court alley passages, any parks/garden reserves or other place of public recreation or resort, public bathing reserves, public baths or swimming pools.

**Street safe cameras:** Referring to CCTV that is utilized in public places as stated above. This does not include CCTV owned and operating in private places.

**Unusual behavior:** Is behavior that someone of the public finds offending and/or inappropriate, your behavior is unusual if it makes others feel threatened or uncomfortable.

**Damage to property:** Damage caused by a person on public or private property that is not owned by the person who has done the damage.

## History

Minute Number	Meeting Date	Description of Change
239/2019	October 21, 2019	Adopted