



CUMBERLAND
CITY COUNCIL

CCTV in Public Spaces Policy

AUTHORISATION & VERSION CONTROL

Policy Number	<i>POL-016</i>
Policy Owner	<i>Director Community and Organisation Development</i>
Date Adopted	<i>5 July 2017</i>
Version No	<i>1</i>
Document ID	<i>2068759</i>
Review Date	<i>July 2019</i>

BACKGROUND

Cumberland City Council has a number of fixed closed-circuit television (CCTV) cameras installed at key Council facilities throughout the Cumberland Local Government Area (LGA). Council also has a number of relocatable CCTV cameras which are located in identified crime hot spot locations or in response to perceptions of safety which are rotated across the Cumberland Local Government Area as required.

Council's CCTV in Public Spaces Program aims to protect people and property, reduce the opportunity for crime and enhance perceptions of safety in the Cumberland LGA.

The CCTV in Public Spaces Program is one part of a broader strategy to minimise criminal and anti-social behaviour and improve safety in the Cumberland LGA. It assists Council and the NSW Police to work together to help provide a safer environment, reduce crime levels by deterring potential offenders and aid in crime detection and apprehension of offenders.

PURPOSE

The aim of this policy is to provide Council with a framework for the efficient and effective management of all Cumberland City Council's Closed Circuit Television (CCTV) cameras in public spaces including both fixed and relocatable cameras and ensure compliance with relevant legislation.

SCOPE

This policy applies to:

- The operation and management of all Council's Closed Circuit Television (CCTV) cameras including both fixed and relocatable;
- CCTV cameras and systems installed on Council owned or Council controlled land and/or infrastructure;
- All Council employees, contracted staff, contractors and other parties involved with installation, management and maintenance of Council's CCTV cameras in public spaces.

DEFINITIONS

The following definitions apply to terms used in this policy:

Public place: is defined in the *Local Government Act 1993* and refers to public reserves (including parks), public bathing reserves, public baths or swimming pools, public roads, public bridges, public wharfs or public road-ferries, public transport and car parks. In this policy, 'public place' and 'public space' have the same meaning.

Closed 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 recorder is not included in this definition unless it is connected to a transmission system.

Video surveillance: is defined as surveillance by a closed circuit television system for direct visual monitoring and/or recording of activities on premises or in a place.

POLICY STATEMENT

This Policy enables Council to:

- Fulfils its legal obligations when installing, operating and managing CCTV cameras;
- Ensure the implementation of CCTV cameras occurs with regard for the privacy and civil liberties of the community;
- Ensuring requests for CCTV are managed and assessed equitably and in accordance with relevant legislation.

REQUIREMENTS

1. Council will implement and regularly review the *CCTV in Public Spaces Code of Practice (CoP)* outlining the aims, key principles, confidentiality and public information guidelines, basic standards and operational procedures in accordance with which Cumberland City Council's CCTV cameras in public spaces, both fixed and relocatable, will be operated throughout the LGA.
2. Council will implement and regularly review the *Standard Operating Procedures (SOPs)* relating to the management and day to day operation of the CCTV Program. The SOPs ensure that confidentiality, correct procedures and privacy are taken into consideration in the management of all cameras at all times.
3. Changes or amendments to the *Code of Practice* and the *Standard Operating Procedures* can be approved by the General Manager of Cumberland City Council in accordance with the Delegation of Authority for the General Manager adopted by Council.
4. Standard public notice will be given for amendments and revisions to this Policy.
5. Council will monitor compliance with this policy and the Standard Operating Procedures (SOPs) through annual audits.
6. Council will monitor the community safety outcomes achieved by the CCTV in Public Spaces Program in consultation with the NSW Police and community of Cumberland.

RELATED LEGISLATION

This policy has also been developed to ensure compliance with the relevant State and Federal legislation and policy guidelines for the establishment and monitoring of CCTV systems in public spaces. This includes, but is not limited to the:

- Privacy and Personal Information Protection Act 1998 (NSW);
- Government Information (Public Access) Act 2009;
- Workplace Surveillance Act 2005 (NSW);
- Surveillance Devices Act 2007 (NSW);

- Local Government Act 1993 (NSW);
- State Records Act 1998 (NSW);
- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Spaces (2000).

RELATED DOCUMENTS AND COUNCIL POLICY

- Cumberland City Council CCTV in Public Spaces Code of Practice
- Cumberland City Council Standard Operating Procedures (SOPs) for the effective management, operation and monitoring of the Program
- Memorandum of Understanding in relation to accessing CCTV footage between NSW Police Force and Cumberland City Council