



<b>Policy Title</b>	Closed Circuit Television
<b>Policy Category</b>	Public
<b>Number &amp; Version</b>	SVC-FIT-PO-082-01
<b>Policy Owner</b>	People Culture and Governance
<b>Approval by</b>	Council
<b>Effective date</b>	
<b>Date for review</b>	September 2020

### 1. STRATEGIC PURPOSE

Snowy Valleys Council (Council) recognises that it has number of electronic systems in place which are utilised for surveillance. The surveillance devices used by Council are primarily in place to assist Council to capture relevant data needed for the operation of Council's business, improve service delivery, enhance safety outcomes whilst at all times complying with relevant legislative requirements.

### 2. POLICY STATEMENT

This policy applies to all CCTV systems managed by Council within the Snowy Valleys Local Government Area (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.

### 3. DEFINITIONS

<b>CCTV</b>	Closed Circuit Television
<b>CCTV System</b>	the cameras and the ancillary hardware that support the operation of CCTV. CCTV systems may also be known as video surveillance.

<b>CCTV Material</b>	Video recordings or photographs captured through Council's CCTV cameras.
<b>CCTV Program</b>	All of the CCTV cameras managed by Council in the three categories defined above

#### 4. CONTENT

##### Objectives

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

##### Asset Protection:

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

##### Public Space:

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

##### Illegal Dumping:

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

##### Public Interest

All CCTV system operations will be conducted in accordance with the law and in a way that balances individuals' rights to protection and privacy.

Where public space CCTV systems are in operation, signs will be displayed at all entrance points to the area in question. The exception to this will be when non fixed cameras are used for the detection of illegal dumping or vandalism to Council assets.

CCTV systems will be positioned and operated to minimise the recording of private space.

##### Accountability

Council will ensure the security, integrity and efficiency of all CCTV material captured.

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.

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.

Council will monitor the CCTV Program to determine whether it is meeting the objectives outlined in this policy.

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

All employees and contractors employed by Council who will have access to material captured through Council's CCTV systems must be suitability qualified.

Appropriate measures will be implemented to protect against unauthorised access to, alteration, disclosure, loss, or destruction of recorded material.

CCTV material will be accessed in accordance with the privacy conditions of relevant legislation and only in the following circumstances:

- At the request of Police in connection with the investigation of a crime
- If necessary for the purposes of legal proceedings as ordered by a court of law;
- To investigate illegal dumping incidents and take action against offenders in accordance with the Protection of the Environment Operations Act (1997);
- If authorised through Council's *Workplace Surveillance Policy*
- In any exceptional circumstance, with the written approval of the General Manager, in consideration of all applicable legislation, policies and regulations.

CCTV material will not be retained for more than 28 days unless required under this policy.

The procedures governing the access to and provision of material are described in Council's CCTV Operations Procedures.

Information regarding the CCTV Program will be made available to the public.

### **Disclosure**

CCTV footage and records will only be used and disclosed in accordance with the primary purpose of collection. In accordance with the NSW Government Policy Statement and Guidelines for the establishment and implementation of CCTV in public places, reasonable steps will be taken to protect information gathered through public place CCTV from misuse or inappropriate disclosure.

Access will also be granted to the CEO or his delegated authority for use in accordance with the primary purpose and in accordance with all legislative requirements and Council policies.

### **Disposal**

Where footage has been provided to other agencies it is their responsibility to appropriately retain and destroy the record of the footage in accordance with their protocols.

### **Privacy**

The Privacy and Personnel Information Protection Act 1998 covers local government authorities as public sector agencies and as such needs to be addressed when considering the establishment and implementation of CCTV

## **5. ASSOCIATED LEGISLATION**

Local Government Act 1993

Privacy and Personal Information Protection Act 1998

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Adopted:  
Reviewed:

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.

## 6. ASSOCIATED COUNCIL DOCUMENTS

CCTV Operations Procedure (Draft)  
Workplace Surveillance Policy (Draft)  
Code of Conduct

## 7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
6/11/2019	New	Closed Circuit Television	SVC-FIT-PO-082		