



WAVERLEY  
COUNCIL

# Closed Circuit Television (CCTV) Policy

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Approved by	Council
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Relevant legislation/codes	<i>Government Information (Public Access) Act 2009</i> <i>Local Government Act 1993</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Protection of the Environment Operations Act 1997</i> <i>Security Industry Act 1997</i> <i>Workplace Surveillance Act 2005</i> <i>Surveillance Devices Act 2007</i> <i>Privacy and Personal Information Protection Regulation 2019</i> NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places, 2014.
Related policies/procedures/guidelines	Waverley Council CCTV Code of Practice Waverley Council CCTV Standard Operating Procedures (draft) Waverley Council Workplace Surveillance Policy Waverley Council Code of Conduct Waverley Council Complaints Management Policy
Related forms	Nil

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## 1. Background

As recognised in the Waverley Community Strategic Plan the community has expressed concern about safety in public areas and in response Council has committed to developing strategies to improve community perceptions of safety. In order to meet this obligation Waverley Council utilises a range of initiatives designed to reduce crime and promote community safety. The operation of Closed Circuit Television (CCTV) is one strategy employed by Waverley Council to enhance staff and community safety, protect public assets, identify and reduce crime and deter potential offenders in particular locations.

## 2. Purpose

This Policy outlines the objectives for management and operation of CCTV in the Waverley Council Local Government Area and describes how controls will be implemented to ensure the system is used lawfully and appropriately and that the privacy of residents, workers and visitors is protected.

## 3. Scope

This Policy relates to Council owned CCTV Surveillance Systems installed, operated and monitored by or on behalf of Council in and around Council land, buildings and facilities for the purposes of staff and public safety and asset protection. This policy contains a set of objectives that Council aims to achieve through the operation of CCTV.

This policy is supported by the *Closed Circuit Television (CCTV) Code of Practice* which sets out the processes that are in place to ensure the effective management of CCTV. The *Code of Practice* outlines the management, operation and responsibilities related to Council's CCTV system. It also details controls, data storage protocols and security measures to ensure CCTV is operated appropriately, within applicable laws and only for the purposes for which it is established.

Details relating to the day to day operation of the CCTV system are in the *Closed Circuit Television (CCTV) Standard Operating Procedures*.

## 4. Policy Content

### 4.1 Objectives

Council operates CCTV with the aim of achieving the following objectives:

- a. Enhance staff and public safety;
- b. Protect and enhance the management of Council assets;
- c. Deter criminal and antisocial behaviours;
- d. Assist the NSW Police to investigate, identify and prosecute offenders;
- e. Assist Council to investigate, identify and prosecute offenders; and
- f. Assist in the management of public car parking availability.

## 4.2 Management, Access and Privacy

- 4.2.1 Council's CCTV's will be operated with due regard to the privacy and civil liberties of individual members of the public and Council staff.
- 4.2.2 Council may choose to either operate the CCTV system or give authority to an appointed contractor to operate the system, in either instances compliance with this policy and the *Code of Practice* is mandated.
- 4.2.3 Material recorded will not exceed that necessary to fulfill the objectives of this policy and will be obtained fairly and in accordance with the relevant privacy legislation. Private premises will not be monitored. Appropriate measures will be implemented to protect against unauthorised access to, alteration, disclosure, loss, or destruction of recorded material.
- 4.2.4 Only Council delegated staff, Council's security contractors and delegates of NSW Police with the appropriate licence and/or authority and/or related delegations will operate or have access to the CCTV system and will be held accountable for any breaches of this policy or the *Code of Practice*.
- 4.2.5 Council will not release images except in the instances prescribed in the *Code of Practice*. The NSW Police may make a formal request to obtain copies of recorded material or may in some instances monitor the live feed from the CCTV system. At all times the NSW Police will be required to comply with Council's *Code of Practice* and all relevant legislation.
- 4.2.6 Council will regularly audit and evaluate the operation of CCTV to ensure it is meeting the identified objectives and is complying with this policy and the *Code of Practice*.

## 4.3 Complaints Management

- 4.3.1 Complaints in relation to any aspect of the management or operation of CCTV may be made in writing to Council and will be handled in compliance with Council's Complaints Management Policy.
- 4.3.2 The *Privacy and Personal Information Protection Act 1998* authorises the NSW Information and Privacy Commission to receive and investigate complaints about alleged violations of privacy from members of the public.

## 5. Review of Policy

- 5.1. This policy will be reviewed every three (3) years or as required in the event of legislative changes or requirements.

## 6. Definitions

<b>Term</b>	<b>Definition</b>
<b>CCTV</b>	Closed Circuit Television
<b>CCTV System</b>	The cameras and the ancillary hardware that support the operation of CCTV
<b>CCTV Material</b>	Video recordings or photographs captured through Council's CCTV cameras, including original footage, copies and still photographs
<b>Council</b>	Waverley Council