





Murrumbidgee
COUNCIL

Street Safety Cameras CCTV Policy

	Name	Position	Signature	Date
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1. Purpose

The Street Safety Cameras Policy provides a commitment to the management and operation of Street Safety Cameras across the Murrumbidgee Local Government Area.

This Policy relates to CCTV in public reserves, public roads, council managed crowns lands, public bridges, public wharfs and car parks, communication towers, quarries. It does not relate to privately owned and operated CCTV on private property nor does it relate to CCTV installed by Council as part of its facility management obligations.

2. Statement

Murrumbidgee Council is committed to building safe communities and addressing perceptions of crime and safety. Street Safety Cameras i.e. CCTV is one strategy, aimed at reducing and preventing crime.

To be effective in reducing or preventing crime CCTV should be part of a broader crime prevention and community safety strategy. CCTV should not be used on its own as a means of addressing crime and antisocial behaviour in public places as this lessens its effectiveness.

Street Safety Cameras will be managed in accordance with relevant external legislation, guidelines and other Council policies. This includes:

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places;
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy and Personal Information Regulation 2005
- Surveillance Devices Act 2007
- Government Information (Public Access) Act 2009
- Workplace and Surveillance Act 2005 (NSW)
- Murrumbidgee Council Workplace Surveillance Policy
- NSW Local Government Act 1993

A Code of Practice and Standard Operational Procedure will be developed for each Street Safety Camera project.

Where appropriate a Law Enforcement Agency may be asked to investigate any matter recorded by the Street Camera system which is deemed to be of a criminal nature.

Murrumbidgee Council will use Street Safety Cameras to enhance the safety and security of community members and property while protecting the individuals' right to privacy.

CCTV consists of dedicated high-resolution cameras providing continuous real time surveillance of public space. The primary use of CCTV is to discourage the occurrence of unlawful activity and enhance the chances of apprehending alleged offenders.

3. Definitions

Camera	includes an electronic device capable of monitoring or recording visual images of activities public places.
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 wireless and radio transmission systems. A hand held or fixed video recorder is not included in this definition unless it is connected to the transmission system.
Employee	a person working for Murrumbidgee Council, including contractors and volunteers.
Law Enforcement Agency	Means any of the following: (a) NSW Police Force, (b) A police force or police service of another State or a Territory, (c) The Australian Federal Police, (d) The Police Integrity Commission, (e) The Independent Commission Against Corruption, (f) The New South Wales Crime Commission, (g) The Australian Crime Commission, (h) The Department of Corrective Services, (i) The Department of Juvenile Justice, (j) Any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State, (k) A person or body prescribed for the purposes of this definition by the regulations.
Public Place	is defined from the NSW Local Government Act 1993 and refers to public reserves, public bathing reserves, public baths or swimming pools, public roads, public bridges, public wharfs with the addition of public transport and car parks.
Street Safety Cameras	refers to a Closed Circuit Television (CCTV) system operating in public reserves, public roads, public bridges, public wharfs or public road-ferries and public car parks. It does not refer to privately owned and operated CCTV in private places nor does it refer to CCTV installed by Council as part of its facility management obligations. The term Street Safety Camera(s) will be used interchangeably with CCTV throughout this policy and its implementation.

Unlawful activity	means an act or omission that constitutes an offence against a law of this State or the Commonwealth.
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 public space.

4. Procedural information

4.1 Is there a need for CCTV?

- Determined by documented evidence of high risk or unlawful incidents occurring or recurring, or the potential for them to occur
- Conduct a comprehensive safety and security audit of the location
- Determine if and how the installation of CCTV fits within a broader crime prevention strategy
- Are Police supportive of installation in the location?
- Is the collection of personal information lawful?

4.2 Consider both the Privacy and Personal Information Protection Act 1998 (PPIPA) and Workplace Surveillance Act 2005.

- Street cameras must conform with PPIPA;
- There will be times when Council staff are captured on CCTV going about their duties in a “place” where they work. In such cases the provisions of the Workplace Surveillance Act 2005 and Council’s Workplace Surveillance Policy must be followed.

4.3 Set Objectives for the CCTV Program

- This will determine how it is to be implemented
- Include how the scheme is to be evaluated.

4.4 Community Consultation

- Initial consultation should occur when the community is informed of the intention to investigate the use of CCTV for a nominated area.
- All groups likely to be affected by the proposal for CCTV should be consulted.
- Additional consultation may need to be undertaken to provide opportunity for any concerns about the proposed installation.

4.5 Establish a Trial Period (where possible or feasible)

- A trial period will ensure that the system is operating effectively and meeting its objectives.
- The trial period will also provide the opportunity to review and refine system operation and suitability of components.

4.6 Location and Selection of Cameras

Effective location of cameras and selection of type of camera is essential for the success of any CCTV program.

4.7 Control Centre

If a control centre is established it must meet the requirements of the Security Industrial Act 1997

4.8 Erection of Signs

- Signs informing the public of the existence of CCTV must be erected.
- As a minimum, signs must include the contact details for the ownership of the scheme, the purpose of the scheme and hours of operation.

4.9 Complaints

Complaints should be attended to by observing Murrumbidgee Council's Complaints Management Policy & Procedures.

4.10 Code of Practice, Protocols and Standard Operating Procedures

A detailed Code of Practice, protocols and standard operating procedures covering all aspects of the management of the operations of the CCTV system will need to be developed.

4.11 Monitoring, Evaluation and Auditing

Compliance with the Privacy and Personal Information Protection Act should be regularly audited.

5. Implementation

To be implemented by Murrumbidgee Council operating the Street Safety Camera/CCTV system.

6. Review

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).

7. Application of ESD Principles

This policy meets the ESD (Environmentally Sustainable Design) Principle of developing social integrity.

8. Signage Requirement

CCTV Recording
Murrumbidgee Council Area
24 hours per day

Images are recorded for the purpose of crime prevention and may be used by the NSW Police Force for investigation. The operation of this system is subject to the provisions of the Privacy & Personal Information Protection Act 1998.

Further information is available at www.murrumbidgee.nsw.gov.au

This system is owned by Murrumbidgee Council, PO Box 96, Jerilderie NSW 2716. Further information, enquiries, access or complaints contact Murrumbidgee Council on 1300 676 243