

# CLOSED CIRCUIT TELEVISION (CCTV)

ES110



**NARRANDERA SHIRE COUNCIL POLICY**

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## CLOSED CIRCUIT TELEVISION (CCTV)



<b>Policy No:</b>	<b>ES110</b>
<b>Policy Title:</b>	<b>Closed Circuit Television (CCTV)</b>
<b>Section Responsible:</b>	<b>Executive Services</b>
<b>Minute No:</b>	<b>15/3</b>
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### **Introduction**

The Narrandera Shire Council supports the implementation and operation of a CCTV network in and around the central business district of Narrandera, Narrandera Park and other selected sites as a tool for public safety and a deterrent for anti-social behaviour and crime prevention.

This CCTV scheme is aimed at the prevention and reduction of crime, along with the detection and conviction of offenders. Council recognises that the presence of CCTV can have a deterrent effect on crime and antisocial behavior within the Main Street and other sites in Narrandera, whilst contributing to a greater sense of safety in the community. The CCTV cameras may be passively monitored and will capture images that can be used to assist NSW Police.

### **Policy Statement**

The objectives of the Narrandera CCTV System are:

- To identify and/or prevent illegal and/or inappropriate behaviour in Public space such as the Narrandera Main Street and Park/or where CCTV are positioned in order to maintain and encourage a safe environment for the Narrandera community;
- To act as a deterrent for the prevention of vandalism, graffiti and damage to property;
- To permit the controlled provision of information by Council to authorised security and agencies such as Police and the Courts to enable the development of effective responses to recorded and or observed incidents;
- For use as a tool to support the Police in verifying incidents and suspect activities.

### **Principles**

The principles of the Narrandera CCTV system are:

- To operate according to recognised standards such as the NSW Government CCTV guidelines and privacy provisions, as such the operations will not provide for private individuals requesting copies of vision.
- To operate with efficiency, impartiality and integrity.

- To operate with regard to the public requirements for due care, diligence and confidentiality and respect.

### **Scope of Policy**

This Policy relates to the implementation of CCTV cameras in locations identified as having the highest risk of antisocial behavior and crime risk within the Main Street and Narrandera Park.

Although every effort will be made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

### **Definitions**

Closed Circuit Television (CCTV)	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras are sent to a television monitor and recorder. CCTV systems consist of cameras, monitors, Computer, Recorder and interconnecting hardware and support infrastructure.
Passive Monitoring	Where CCTV monitors may be intermittently viewed.
Retrospective review	Where CCTV footage is reviewed after an incident.

### **Legislative Context**

- Privacy and Personal Information Protection Act 1998
- Surveillance Devices Act 2007
- Government Information (Public Access) Act 2009
- The Workplace Surveillance Act 2005
- Privacy and Person Information Protection Regulation 2014

### **Aims**

CCTV aims to do the following:

1. Assist in the prevention of anti social or criminal activity through deterrence;
2. Assist in detection;
3. Assist Police in identification and prosecution;
4. Assist in creating a safer environment for the community.

## **Guiding Principles**

- The recording and retention of images are to be undertaken fairly and lawfully;
- The purpose of the information being obtained is to be used for lawful purposes only;
- The CCTV surveillance is only to be used to identify illegal and inappropriate activities within the CCTV area;
- The CCTV is to be used to support the Police and Council Security Services with investigations and Council's role is to facilitate in the assistance with the CCTV network in the investigations;
- Only authorised Council staff, Police and Security are to be involved in the operation and use of the CCTV Network;
- The Narrandera Shire Council is responsible and accountable for the operation of the CCTV Network;
- The CCTV scheme should be open and accountable and operate with due regard for the privacy and civil rights of individuals and the community.

## **Responsibilities**

Narrandera Shire Council:

Narrandera Shire Council is the owner and operator of the public place CCTV scheme. Council has an important role locally in crime prevention and promotion of community safety. Council is responsible for the purchase, operating, maintenance and management of the CCTV network.

CCTV network will be passively monitored on an as required basis. Images to be copied will only be at the request of Security and or NSW Police and must relate to incidents relating to public safety, antisocial behavior or crime

NSW Police Force:

The Standard Operating Procedures for the scheme will incorporate protocols covering communication and liaison between Council and NSW Police. A CCTV Monitor will be located within Narrandera Police Station for passive monitoring only. NSW Police will also be provided with the ability to review store/bookmark footage and download for evidentiary purposes.

Security Contractor:

The Security Contractor will have authorisation to passively monitor, record/bookmark, download from the CCTV network and liaise, on behalf of Council, with the NSW Police on incidents related to public safety, anti-social behavior and crime.

Erection of Signage

Council will erect signage at access points to areas which members of the public are reasonably entitled to use, and which are being monitored by CCTV.

CCTV may be sited at other locations following a risk assessment.

### **Associated Documents**

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of CCTV in Public Places
- Standard operating procedures for CCTV

### ***Variation***

***Council reserves the right to review, vary or revoke this policy.***

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### **Policy History**

Adopted by ELT	13 October 2014
Council Adopted	21 June 2005
Reviewed	17 February 2009
Adopted	20 January 2015
Reviewed	15 May 2018
Endorsed by ELT	15 May 2018
Council Adopted	15 May 2018



Signed: General Manager

Date: 15 May 2018