

Standard Operating Procedures CCTV – Nowra CBD

**The Council of the City of Shoalhaven
Council Administrative Centre
Bridge Road
NOWRA, NSW 2541**

May 2014

Table of Contents

1. Introduction	Page 2
2. Equipment Usage	Page 4
3. Access to Recorded Material	Page 5
4. Use of Recorded Material	Page 5
5. Confidentiality	Page 5

1. Introduction

- 1.1 The SOPs have been developed by Council with input from the Police as a requirement of the Code.
- 1.2 The Police have entered into a MOU with Council and have endorsed the SOPs.
- 1.3 For ease of reference, a glossary of terms as used in the SOPs is set out below:

Term	Definition
Application Form	The Application Form used by Police to access recorded images and attached to the SOPs as Appendix 1
CCTV	Closed Circuit Television
CCTV Project	The Council's CCTV system to be implemented in the Nowra CBD
Code	The Code of Practice developed by Council
Confidentiality Agreement	The Confidentiality Agreement attached to the SOPs as Appendix 2.
Council	Shoalhaven City Council
Image Recording Equipment	The PC that records and stores all footage recorded by the CCTV cameras
Image Recording Point	That area of the Nowra Police Station where the Image Recording Equipment is located and which is under Council control
Monitoring Equipment	The monitor and PC from which the live footage can be viewed
Monitoring Point	That area of the Nowra Police Station where the Monitoring Equipment is located and which is under Police control
MOU	The Memorandum of Understanding entered into between Council and the Police in accordance with the Code
Police	NSW Police Force

**Register of
Authorised Person**

Register maintained by the Police and attached to the SOPs as **Appendix 3**

**Register of Access
to CCTV Footage**

Register maintained by the Council and attached to the SOPs as **Appendix 4**

SOPs

These Standard Operating Procedures

2. Equipment Usage

2.1 Monitoring Equipment

- 2.1.1 The Monitoring Equipment will be located at the Monitoring Point to enable Police to view the live images generated by the CCTV cameras.
- 2.1.2 The Monitoring Equipment must be positioned so the public are not able to view it.
- 2.1.3 The Police will not be able to control the operation of the cameras except for the selection of individual cameras for viewing purposes.
- 2.1.4 The Monitoring Equipment will only be used for the objectives detailed in Section 3 of the Code.
- 2.1.5 The Monitoring Equipment must only be used by Police in the course of their duties.

2.2 Image Recording Equipment

- 2.2.1 The Image Recording Equipment will be located at the Image Recording Point.
- 2.2.2 The Image Recording Equipment will be operated by Council or Council's contractor. The Police will not have access to the Image Recording Equipment.
- 2.2.3 Recordings will be made to a computer hard drive and may be transferred to a CD when the images are required for further investigation of an incident, for evidence in court or for other lawful reason.
- 2.2.4 The Police will be required to apply to Council for any recorded images using the application form attached to these SOPs as Appendix 1.
- 2.2.5 Any application, by the Police, for recorded images must be approved by an authorised Police Officer whose details appear on the register of authorised persons
- 2.2.6 Each authorised person is to be aware of and agree to abide by the Code, MOU and SOPs.
- 2.2.7 All authorised person details must be entered onto the Register of Authorised Persons
- 2.2.8 The Register of Authorised Persons will be used to undertake audits and reviews as detailed in Section 6 of the Code to ensure proper use is being made of the CCTV cameras.

3. Access to Recorded Material

- 3.1 The Council will be solely responsible for allowing access to recorded material in accordance with the Code.
- 3.2 When images are recorded to a CD then an entry into the Register of Access is to be made by Council.

4. Use of Recorded Material

- 4.1 The use of recorded material is detailed in Section 8 of the Code.

5. Confidentiality

- 5.1 Any Council staff or contractors involved in any of the processes described in these SOPs will be required to sign a confidentiality document stating that they will not disclose to anybody, or any organisation, unless otherwise lawfully directed to do so, any information about any image which they observed generated by the CCTV cameras. A sample of the confidentiality agreement is attached as Appendix 2.

APPENDIX 1

**REQUEST FOR A COPY OF RECORDED MATERIAL FROM
SHOALHAVEN CITY COUNCIL SAFETY CAMERAS**



Request for copy of recorded material from Council's safety cameras

Finance & Corporate Services Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541 | DX 5323 Nowra
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

1 Applicant

Name: _____

Rank: _____

Police ID: _____

Location/Unit: _____

Phone: _____ Email: _____

2 Details of Request

I request a copy of images recorded by Shoalhaven City Council's CCTV cameras. The requested images I request relate to:

Date: _____ Time: _____ Location: _____

Incident/COPS No.: _____

I require a copy of the images for the purposes of: _____

I acknowledge that I will not make a copy of these images or disclose the images to any other persons unless lawfully required to do so.

Applicant's Signature: _____ Date: _____

Authorised Persons Name: _____ Signature: _____

(NB: Only those named on the "Register of Authorised Persons" provided to Council by NSW Police can authorise this request)

Council Use Only

Date Applicant Notified of footage availability: _____

Footage Collected by: _____ Date: _____

On Completion return to Council's Information Officer

Privacy Notification: The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for purposes relating to your application and may also be disclosed to persons and/or organisations outside Council for this or a directly related purpose. The supply of this information to Council is voluntary however without it, Council may be unable to process your application. Persons identified on this form may at any time, apply to Council for access to or amendment of the information.

OFFICE USE ONLY

Form Number: 826	Issue Date: 02/2013
Version Number 1	Next Review date: 03/2014



APPENDIX 2

CONFIDENTIALITY AGREEMENT – OPERATION OF CCTV CAMERAS

I an employee of
(Full Name Printed)

.....
(Print Name of Employer/Organisation)

1. will not disclose, unless lawfully directed or as a bona fide part of my employment, any matter or information which comes to my knowledge in relation to or emanating from the operation of the CCTV cameras owned by Shoalhaven City Council.
2. acknowledge that this agreement is not limited to my current period of employment or to any time limit period.
3. understand that failure to observe this confidentiality may result in legal action being taken against me and/or employment disciplinary action

.....
(Signed)

.....
(Date)

.....
(Witness)

.....
(Date)

APPENDIX 3

CONFIDENTIAL

REGISTER OF AUTHORISED PERSONS - POLICE

NAME OF AUTHORISED PERSON	RANK OF AUTHORISED PERSON	DATE AUTHORISED	AUTHORISED BY (NAME/RANK)	DATE AUTHORISATION REMOVED

APPENDIX 4

REGISTER OF ACCESS TO CCTV FOOTAGE

TYPE OF APPLICATION (POLICE, FOI, S 12, GIPAA)	DATE & SCOPE OF APPLICATION & DETAILS OF PERSON/ORGANISATION APPLYING	PERIOD, DATE & TIME OF RECORDED IMAGES REQUESTED	DATE AND TIME CD CREATED	PERSON WHO COPIED IMAGES TO CD	DATE CD PROVIDED TO APPLICANT	TRIM REFERENCE FOR COPY OF CD