



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Corporate and Community Services Group

Street Safety Cameras Policy

Policy Number: POL13/85 • **Adopted:** 10/06/2014 • **Minute Number:** D14/146784 • **File:** 24464E • **Produced By:** Corporate & Community Services Group • **Review Date:** 1/12/2016

1. PURPOSE

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

This policy relates to CCTV in public reserves, public roads, public bridges, public wharfs or public road-ferries and car parks. 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

Shoalhaven City 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)
- Workplace and Surveillance Act 2005 (NSW)
- 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.

Shoalhaven City 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. PROVISIONS

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, 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 Shoalhaven City 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 or public road-ferries 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.

Procedural Information

The following procedure is to be used to assess the need for CCTV and to implement its installation:

1. *Is there a crime problem or potential crime problem? What is it?*
 - Determined by documented evidence of high risk or unlawful incidents occurring or re occurring or the potential for them to occur
 - Determine if this is a real crime problem or a “perception” of a crime problem
2. *Establish a Community Safety Committee*
 - Shoalhaven City Council already works with the Safer Communities Action Team (SCAT). This committee acts as a Community Safety Committee
 - Report the crime problem or potential problem to SCAT.
 - This committee is to consider a range of crime prevention and community safety options to target the crime problem
3. *Crime Assessment*
 - Conduct a crime assessment of the location. (Includes type, nature, type, volume and risk of crime)
 - Consider situational and environmental factors contributing to crime or risk of crime
 - Consider a range of crime prevention measures that could address the problems.
4. *Consult with Community and Users of the Area*
5. *Develop a Crime Prevention or Community Safety Plan for the area*
 - Should contain a range of strategies
 - If CCTV is one of these strategies state how it integrates into other initiatives and why it is appropriate
6. *Set Objectives for the CCTV Scheme and develop evaluation mechanisms*
 - Develop the purposes and objectives of a CCTV Scheme
 - This will determine how it is implemented
 - Include how the scheme is to be evaluated
7. *Determine the roles of the key stakeholders*
8. *Develop a Code of Practice*
 - Sets standards for the operation of the scheme
9. *Develop and Implement Standard operating Procedures*
10. *Develop and implement ongoing monitoring and auditing mechanisms for the scheme*
11. *Determine the technical requirements of the scheme*
 - May include involving a consultant to complete this process
12. *Develop and Implement a Complaints mechanism*

13. *Develop information strategies to inform the public about the operation of the Street Safety Camera/CCTV scheme*

14. *Install and trial the Scheme*

- A trial period is required

15 *Conduct an evaluation of the scheme*

- The trial is to be evaluated
- At the end of the trial if Council decides to retain CCTV its effectiveness will need to be monitored and evaluated

10. *Consult with the Community*

- Consult on any changes to the original Street Safety Camera/CCTV strategy

Other Procedural Information

Compliance with Privacy and Personal Information Protection Act 1998 (PPIPA) and Workplace Surveillance Act 1998

- Street Safety Cameras/CCTV must conform with PPIPA
- Council staff working in an area covered by Street Safety Cameras/CCTV must be informed (in writing) 14 days in advance of Street Safety Cameras/CCTV commencing that they could be recorded in the course of their duties

Erection of Signs

- Signs must be erected informing of the existence of Street Safety Cameras/CCTV cameras
- Must comply with PPIPA

4. IMPLEMENTATION

To be implemented by the group of Shoalhaven City Council operating the Street Safety Camera/CCTV system.

5. REVIEW

To be reviewed on a two yearly cycle.

6. APPLICATION OF ESD PRINCIPLES

This policy meets the ESD Principle of developing Social Integrity.