

# **Guidelines for the Evaluation of Street Safety Cameras (CCTV)**

## Table of Contents

<b>1. Introduction</b>	Page 1
<b>2. Evaluation Report</b>	Page 1
<b>3. Audit Report</b>	Page 3

## **1. Introduction**

The Code of practice for Street Safety Cameras (CCTV in Public Places) calls for regular evaluation to identify whether its purposes are relevant and whether the objectives of the Street Safety Cameras are being achieved.

There are two components for Evaluation:

- 1.1 Annual evaluation report. This is to be conducted annually by the asset owner.
- 1.2 Audit report. This is to be conducted every four years by Council's Internal Auditor.

## **2. Evaluation Report**

- 2.1 The Evaluation report is to be conducted every 12 months
- 2.2 The completed report will be presented to the General Manager
- 2.3 It will then be made available to all Councillors and placed on the Council website.
- 2.4 Evaluation will be conducted independently or carried out according to independently established criteria.
- 2.5 The minimum criteria for the Evaluation Report will include as a minimum:
  - a. Assessment of the impact upon crime
  - b. Any views of the public on the operation of Street Safety Cameras
  - c. Operation of the Code and Standard Operating Procedures
  - d. Whether the purposes for which Street Safety Cameras were established still exist
- 2.6 The evaluation will be conducted by the collection of statistics, evidence gathered over the intervening 12 months and discussions and/or written correspondence between those involved in the project
- 2.7 Impact upon crime.
  - a. This will be evaluated through the assessment of crime statistics. These will be sourced from the NSW Police
  - b. The number of requests for information received by Council from the Police and the number of requests that were able to be met
  - c. Any problems, maintenance issues with the system that had potentially impacted on the operation of the project
- 2.8 Public Views of the operation of Street Safety Cameras

- a. A summary of any comments received from members of the public relating to Street Safety Cameras
- 2.9 Operation of the Code of Practice and Standard Operating Procedures
- a. Information for this criterion will be gathered by discussion and/or written correspondence with those involved in the operation of the project
  - b. This will include evaluating both the Police and Council's adherence to both the Code and SOPs
  - c. Information gathered will assist in evaluating the need for training for both Council staff and Police
- 2.10 Whether the Purposes for which Street Safety Cameras were established still exist
- a. Each system will be evaluated
  - b. Discussions to be held with Police re each location and if the reasons for the cameras still exist. This discussion will involve an examination of the objectives of each system and crime statistics/trends
- 2.11 The Evaluation Report will include recommendations regarding the operation of the Street Safety Cameras, any changes required, future functioning and management implications.
- 2.12 The Evaluation Report will be presented to:
- a. The General Manager of the Council;
  - b. The Safer Communities Action Team (SCAT) who act as the Review Committee for Street Safety Cameras
  - c. Elected Councillors and
  - d. Made available on the Council website

### **3. Audit Report**

- 3.1 An Audit Report is to be prepared every four years by Council's Internal Auditor
- 3.2 This will provide a further independent review and assessment of Street Safety Cameras
- 3.3 The report will include:
- a. An examination of the processes used to request information and if this is in accordance with the operating documents for the project
  - b. An examination of records kept and if this is in accordance with the operating documents of the project

- c. An assessment of the period of time data is retained and if this is in accordance with the operating documents
  - d. An examination of randomly selected footage from day and night and a comment on the footage
  - e. An examination of the operating documentation
  - f. An examination of any other aspect of the operating documentation and its implementation
- 3.4 The report will include recommendations as to any changes needed to be made in processes, documentation or any other matter that impedes the operation of Street Safety Cameras.
- 3.5 The Audit Report will be presented to:
- a. The General Manager of the Council
  - b. The Shoalhaven Local Area Commander NSW Police Force
  - c. Privacy Commissioner