

MURRAY RIVER COUNCIL
COUNCIL POLICY

**CLOSED CIRCUIT
TELEVISION (CCTV)
POLICY**

POL-308.V#1



murray river
council

1. BACKGROUND

- 1.1 Murray River Council (Council) considers it important to take efforts to reduce crime. It is recognised however, that crime will never totally be prevented but may be reduced through the use of Closed Circuit Television (hereafter as CCTV) surveillance system comprising cameras, recorders and displays for monitoring activities.
- 1.2 CCTV is only one of a range of strategies that Council utilises with an aim to reduce crime and monitor the performance of Council assets. Other strategies include appropriate lighting, natural surveillance, access control and signage.
- 1.3 Generally, fixed CCTV cameras have been installed as part of many Council assets, including Council buildings, in order to achieve the purposes listed below.
- 1.4 Council's CCTV System is one of several initiatives designed to facilitate greater community safety in reducing and preventing crime. It assists Council and the Police to work together to help provide a safer environment, reduce crime levels by deterring potential offenders and aid in crime detection and apprehension of offenders.

2. OBJECTIVES

- 2.1 The objectives of the CCTV Policy and Code of Practice will ensure responsible and defensible use of CCTV surveillance to:
 - a. Assist in reducing personal and property crime levels by deterring potential offenders and reducing the public's fear of crime;
 - b. Assist the Police in determining the appropriate allocation of resources in situations where the committing of a crime is imminent or is in progress;
 - c. Assist in the detection and prosecution of offenders;
 - d. Help secure a safer environment and protect the community and property from crime;
 - e. Assist review of assets service levels, complaints and claims against Council; and
 - f. Provide standards in accordance with which Council's CCTV Program will be operated.

3. POLICY STATEMENT

- 3.1 Murray River Council has installed a self-contained CCTV surveillance system comprising cameras, recorders and displays for monitoring activities. It is intended that the CCTV system will help reduce crime and protect residents and visitors within the Council area, assess asset service levels and review claims against Council.
- 3.2 It is acknowledged that CCTV cameras installed in public locations and as part of Council infrastructure may also capture Council staff performing work tasks. The CCTV system, the subject of this Code of Practice, is not designed to intentionally provide employee productivity surveillance.
- 3.3 The Code of Practice has been developed in consultation with the Police. While there is no legislative requirement for Councils to implement a particular NSW or Australian Government policy statement on CCTV in public places, the NSW Office of Local Government considers the NSW Government Policy Statement and Guidelines for the establishment and implementation of CCTV in Public Places to be good practice and Council has adopted this position.

4. COMMENCEMENT OF THE POLICY

- 4.1 This Policy will commence on and from 25 June 2019.
- 4.2 It replaces all other Closed Circuit Television policies of the Council, whether written or not.

5. SCOPE

- 5.1 This Policy refers only to cameras operated and monitored by or on behalf of Council.
- 5.2 This Policy does include temporary cameras that are rapidly deployed for the purposes of crime prevention and community safety.
- 5.3 This Policy does not relate to mobile cameras including dash cams, and body-worn video cameras that may be used for Council activities associated with enforcement by authorised officers of Council in their delegated tasks or for personal safety.

6. RESPONSIBILITIES

- 6.1 It is the responsibility of the General Manager to monitor the adequacy of this Policy and recommend appropriate changes.

7. EVALUATION AND REVIEW

- 7.1 Council is to have opportunity to review and adopt, at least once during its term, each Council Policy or as needed, whichever comes first.
- 7.2 A resolution of Council is required to adopt any variations to this Policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Management Executive (MANEX). Endorsement of administrative changes made to this Policy by MANEX does not alter the requirement for it to be reviewed and adopted by each term of Council.

8. LEGISLATION, ASSOCIATED DOCUMENTS AND DEFINITIONS

Legislation

- ▶ Security Industry Act 1997 (NSW);
- ▶ Workplace Surveillance Act 2005 (NSW);
- ▶ Government information (Public Access) Act 2009; and
- ▶ Privacy and Personal Information Protection Act 1998 (NSW);
- ▶ Local Government Act 1993 (NSW);

Associated Documents

- ▶ MRC Code of Practice - Closed Circuit Television (CCTV) (2019)
- ▶ NSW Office of Local Government - NSW Government Policy Statement and Guidelines for the establishment and implementation of CCTV in Public Places

Definitions:

Term	Definition
CCTV	Closed Circuit Television
MANEX	Executive Management Team of Council
MRC	Murray River Council
Police	NSW Police - Victorian Police – either both or separately

9. DOCUMENT CONTROL

Version No.	Details	Dates	CM9 Reference	Resolution No.
1	Initial Issue	25 June 2019	VF/19/607	220619

Council reserves the right to review, vary or revoke this policy at any time
This Policy is scheduled for review in before June 2023