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Central Coast Council

Surveillance Policy

September 2021

Table of Contents

PURPOSE.....	3
OBJECTIVE.....	3
SCOPE.....	3
DEFINITIONS	4
PUBLIC INTEREST	4
SECURITY OF CAMERA SURVEILLANCE EQUIPMENT AND FOOTAGE.....	4
COMPLAINTS.....	6
RESPONSIBILITY.....	6
RELEVANT LEGISLATION.....	6
REVIEW	6
RELATED DOCUMENTS	6

PURPOSE

To provide a policy for the establishment and operation of the Council's camera surveillance systems to ensure they are managed and used in accordance with relevant legislation.

The purposes for which the Council may use camera surveillance in public places include:

- . protection of community assets,
- . improve community safety and security,
- . to deter anti-social behaviour and crime
- . recording of Council works and operations,
- . recording for regulatory and compliance investigations and inspections,
- . to assist law enforcement agencies
- . recording of Council functions/events; and
- . staff safety.

OBJECTIVE

The objectives of this Policy are to ensure that:

- . Camera surveillance systems and footage will only be used for the purpose for which it was intended;
- . Management and operation of camera surveillance systems and footage complies with relevant legislation; and
- . Camera surveillance systems and footage are fit for purpose.

SCOPE

This Policy applies to:

- . Surveillance cameras and systems established in public spaces within the Council's local government area and owned by the Council;
- . Surveillance cameras and systems installed on Council owned or Council controlled land and/or Infrastructure;
- . Council owned body-worn surveillance cameras worn by authorised Council employees while performing official duties within the Council's local government area; and
- . All Council employees, contractors and other parties involved with installation, management and maintenance of Council's surveillance cameras in public spaces.

DEFINITIONS

Camera Surveillance is any equipment used to observe and record images of an area such as closed-circuit television (CCTV), temporary or fixed cameras (such as automatic number plate recognition cameras), body-worn cameras and unmanned aerial vehicles (such as drones).

Closed Circuit Television is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors. (CCTV)

Council means the Central Coast Council.

Public Space refers to an area that is open and accessible to all people, such as parks, commons, beaches, roads and footpaths. To a limited extent, public facilities and government buildings which are open to the public are public spaces, although they have restricted areas and greater limits upon use.

Risk probability and consequence of an event that could impact on the Council's ability to meet its corporate objectives.

PUBLIC INTEREST

Camera surveillance systems will be operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- . Development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all images recorded;
- . Appropriate signage in place to inform the public that a camera surveillance system is operating;
- . Informing authorised employees and contractors involved in the recording, observation and capture of images of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.

SECURITY OF CAMERA SURVEILLANCE EQUIPMENT AND FOOTAGE

Camera surveillance equipment and footage will be adequately protected against misuse, loss and unauthorised access, use and disclosure by:

- . Restricting use of camera surveillance equipment to authorised employees and contractors only in accordance with standard operating procedures;
- . Implementing approval processes for employees and contractors to view any images or footage;

- . Implementing adequate controls to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- . Maintaining equipment to ensure its effective operation; and
- . Applying relevant recordkeeping practices.

The Council's Senior Leadership Team must approve the purchase, installation and use of surveillance cameras. All purchases are to be undertaken by the Facilities Officer with input from the requesting section and Information Services.

As of June 2021, approved use includes:

- . Surveillance of Council waste facilities including Waste Transfer Stations;
- . Surveillance of Council assets that are buildings, associated infrastructure and open spaces in public places;
- . Surveillance of Council assets in Parks (play/exercise equipment, seating, bins etc.);
- . Surveillance of Council assets, materials and equipment in public areas of Council Depots and Offices;
- . Authorised Officers body-worn cameras;
- . Authorised Officers vehicle dash cams.

The Council has established a dedicated local network drive specifically for the storage of camera surveillance data. This drive is secure and routinely backed up. Only the staff and Managers of staff who operate cameras will have access to their Department's folders within this drive for the filing and viewing of surveillance data.

The release of camera surveillance data will only be provided to comply with:

- . Internal reporting requirements at management levels only;
- . The requirements of the Police in relation to the investigation of crime;
- . A subpoena;
- . A valid formal request for public information, which will be assessed in accordance with the provisions of the Right to Information Act 2009.
- . Staff wearing body cameras and staff with dash cams would be able to view footage for the purpose of reviewing for notes, making statements or confirming events.
- . Lessees of Council buildings may access footage for the listed purposes, particularly in regard to anti-social behaviour and crime

COMPLAINTS

The Council will investigate all complaints by members of the public in relation to the Council's camera surveillance programs and will provide a timely response in accordance with the Council's Complaints Policy.

RESPONSIBILITY

The Council officers and contractors authorised to manage equipment and view surveillance footage include:

- . General Manager
- . Directors
- . Managers
- . Facilities Officer
- . Security Contractor

RELEVANT LEGISLATION

Local Government Act 1993

Right to Information Act 2009

Personal Information Protection Act 2004

Archives Act 1983

Listening Devices Act 1991

Security and Investigations Agents Act 2002.

REVIEW

This Policy will be reviewed every three years, unless organisational and legislative changes require more frequent modification.

RELATED DOCUMENTS

- . Risk Management Policy
- . Code of Conduct
- . Disclosure of Information Policy
- . Central Coast Community Safety Plan 2017–2022

Sandra Ayton
GENERAL MANAGER

Date of approval: 25/10/2021
Approved by:

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