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File Reference:	7126/1
Related Policies/Legislation:	CCTV and Portable Surveillance Cameras Policy, Portable Surveillance Cameras Code of Practice

OBJECTIVES

The objectives of the CCTV Code of Practice are to:

- (a) Set out the key principles for the operation of CCTV in Wingecarribee Shire;
- (b) Set out the basic standards for operation of the CCTV cameras;
- (c) Set out how the Recorded Material is to be maintained;
- (d) Provide staff and the community with an understanding of how Recorded Material is kept, and the purposes for which it is used; and
- (e) Support the CCTV and Portable Surveillance Cameras Policy.

KEY PRINCIPLES

1. The Wingecarribee CCTV and Portable Surveillance Cameras Policy will be operated fairly, within the law and only for the objectives for which it was established.
2. The public interest in the operation of CCTV cameras will be recognised by ensuring compliance with the CCTV and Portable Surveillance Cameras Policy and the CCTV Code of Practice.
3. The public will be provided with clear and accessible information in relation to the operation of CCTV cameras in Wingecarribee Shire.
4. Audits in accordance with the CCTV and Portable Surveillance Cameras Policy will be undertaken at least annually to ensure the objectives of the CCTV and Portable Surveillance Cameras Policy are being achieved and compliance with the CCTV Code of Practice is achieved.
5. Access to Recorded Material will be restricted to staff with delegated authority, Auditors, and to those persons who have an approved Application to Access Information – Formal to view or supply a copy of the Recorded Material.
6. Recorded Material will only be released where the Applicant has agreed to the conditions attached to the Application to Access Information – Formal to view or supply a copy of the Recorded Material.
7. Recorded Material will only be retained, and be able to be accessed, for the purposes provided for in this Code of Practice and the CCTV and Portable Surveillance Cameras Policy or applicable legislation.



8. Recorded Material will be retained for 28 days unless the material is required for investigation of a suspected or alleged crime or breach of relevant legislation, or where an Application to Access Information – Formal to view or supply a copy of the Recorded Material has been made (whether the Application has been determined or not).

THE CODE OF PRACTICE

The Code of Practice sets out the Key Principles that guide the implementation of the CCTV and Portable Surveillance Cameras Policy and the CCTV Code of Practice.

Staff with delegated authority under the CCTV and Portable Surveillance Cameras Policy and CCTV Code of Practice are required to sign an acknowledgement of their understanding of the CCTV and Portable Surveillance Cameras Policy and CCTV Code of Practice.

The CCTV Code of Practice and CCTV and Portable Surveillance Cameras Policy are subject to legislation in New South Wales and the Commonwealth.

System description

- (a) Council will use a digital video recorder server based systems.
- (b) A least privilege security access model will be used with authorised personnel access only;
- (c) System will operate on a two disc rolling 28 day cycle;
- (d) Council will use fault tolerant devices, but not make secondary copies; and
- (e) System is configured so no audio recording can be made.

Camera design

- (a) Suitable and current devices will be provided through a reputable supplier.

Camera Locations

- (a) Cameras are installed in locations where Council is concerned to:
 - (i) Protect Wingecarribee Shire Council employees, residents and visitors;
 - (ii) Protect Wingecarribee Shire Council assets;
 - (iii) Deter crime and unlawful behaviour; and
 - (iv) Monitor and protect the environment.
- (b) The locations of cameras in Wingecarribee Shire are indicated in **Attachment 1** to the CCTV and Portable Surveillance Cameras Policy.
- (c) As far as practicable, CCTV cameras are to be located so that land that is not public land is not filmed.

CONDITIONS OF ACCESS TO VIEW AND / OR SUPPLY A COPY OF RECORDED MATERIAL

Conditions of access to view and / or supply recorded material are detailed in the Recorded Material Policy section– Access to Recorded Material.

