
Policy 6.19 Closed Circuit Television (CCTV)

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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1.1 Introduction

1.1.1 Scope

The Closed Circuit Television (CCTV) policy deals with CCTV installed in public areas within the Bega Valley Shire. Locations for CCTV may include public reserves, public roads, bridges, wharfs, or road-ferries and car parks. The policy does not relate to any privately owned or operated surveillance systems or CCTV installations made by Council for the purposes of facility management.

1.1.2 Purpose

The Closed Circuit Television (CCTV) policy specifies the commitment and processes involved in the implementation of video surveillance cameras in identified public places within the Bega Valley Shire.

1.2 Definitions

Term	Definition
Public Place	Refers to public reserves, public bathing reserves, swimming pools, public roads, bridges, wharfs or road-ferries, with the addition of public transport and car parks.
Closed circuit television	A television system which transmits images on a 'closed loop' basis. 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 and radio transmission systems.
Video surveillance	Surveillance by closed circuit television systems for direct visual monitoring and/or recording of activities on premises or in a place.
Camera	An electronic device capable of monitoring or recording visual images of activities in public places.
Employee	A person working for Bega Valley Shire Council.
Law enforcement agency	Means any of the following: <ul style="list-style-type: none"> • NSW Police Force • A police force or police service of another State or Territory • The Australia Federal Police • The Police Integrity Commission • The Independent Commission Against Corruption • The NSW Crime Commission • The Australian Crime Commission • The Department of Corrective Services • The Department of Juvenile Justice
Street safety cameras	A Closed Circuit Television (CCTV) system operating in public places.
Unlawful activity	An act of omission that constitutes an offence against a law of this State or of the Commonwealth

1.3 Legislation

- *Workplace Video Surveillance Act 1998 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Government Information Public Access Act 2009*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*

1.4 Implementation

1.4.1 Policy Statement

This policy is based on the principles included in the NSW Government Policy Statement and Guidelines for the 'Establishment and Implementation of Close Circuit Television (CCTV) in Public Places'.

Bega Valley Shire Council will address the matter of crime prevention at a local level by designing, implementing, monitoring and reviewing a holistic approach to public safety which includes the use of Closed Circuit Television (CCTV).

In order to maintain the privacy and civil rights of the community, Council will:

- Engage in consultation with the community with regard to the establishment and maintenance of CCTV. Feedback will pertain to relevant concerns of all parties, including the location of cameras and maintaining privacy.
- Set clear objectives for the purpose of CCTV including its design, implementation, management and review of the scheme.
- Clearly identify who is the responsible officer for managing CCTV protocols.
- Work in collaboration with other relevant agencies including by not limited to the NSW Police Force, local Chambers of Commerce, and community interest groups.
- Develop standard operating procedures to outline the program's communication and liaison protocol.
- Adapt this policy in accordance with relevant Government guidelines for the use of CCTV.

1.4.2 Responsibilities

1.4.2.1 Elected Council

The elected council will ensure this CCTV policy is reviewed and updated in accordance with the *Workplace Video Surveillance Act 1998*.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The CEO and leadership executive group are responsible for making sure this policy and any associated procedures are reviewed and updated in accordance with the *Workplace Video Surveillance Act 1998* and that any information collected through the use of CCTV is managed according to relevant privacy and record keeping legislation, regulation, policy and procedure.

Governance service

Manager People and Governance will be responsible for reviewing the content of any policy and procedures relating to CCTV. The Governance function will be responsible for coordinating any engagement and consultation required when reviewing, updating, and implementing CCTV procedures in the workplace.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
4.05.1	Enforcement and compliance guidelines	External
6.02.1	Code of Conduct	External
6.02.1a	Administration of the Code of Conduct	External
6.12.1	Government information Public Access Act (GIPA) Publication guide	External
6.12.03	Privacy code of practice	External

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
4.05	Enforcement and Compliance
6.02	Behaviour of Councillors and staff
6.12	Access to Information

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website: