



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

CLOSED-CIRCUIT TELEVISION (CCTV) PROCEDURE

Adopted by:	Council
Responsible Division:	Community Planning
First Issued/Adopted:	
Last Reviewed:	14 August 2023
Next Review Date:	

1. Introduction/Purpose

- 1.1 The City of Salisbury is committed to ensuring that the Salisbury Council area is a safe and welcoming place for community, visitors, council staff and volunteers. The use of CCTV is an important component of Council's approach to supporting safe environments and facilities.
- 1.2 To enhance community safety and protect its assets, Council has developed a Closed-Circuit Television (CCTV) Policy and associated Procedure to establish clear parameters for the introduction, management and use of CCTV as a means of providing safe places and spaces by discouraging anti-social behaviours and detecting crime.

2. Scope

- 2.1 The Closed-Circuit Television (CCTV) Procedure align with the City of Salisbury's commitment to protecting the safety and wellbeing of its community, staff, volunteers, and visitors to the Council area and its facilities, and the City's resources and assets.

- 2.2 The Procedure applies to all Council owned or operated CCTV systems, whether fixed or portable, located in Council owned and managed facilities and/or in public places under the care and control of Council.
- 2.3 The Procedure is applicable to all Elected Members, Employees, Volunteers and Contractors of the City of Salisbury.

3. Legislative Requirements and Corporate Policy Context

The legislation relevant to this Policy includes:

Australian Standard 4806.1 – 2006 Closed Circuit Television (CCTV)

Freedom of Information Act 1991 (SA)

General Disposal Schedule 40 v1

Local Government Act 1999 (SA)

State Records Act 1997 (SA)

Surveillance Devices Act 2016 (SA)

4. Interpretation/Definitions

Anti-social Behaviour - behaviour that disturbs, annoys or interferes with a person's ability to go about their lawful business. For the purposes of this policy, it excludes anti-social behaviour that is directly associated with people who may be considered to be vulnerable/in vulnerable circumstances.

CEO – Chief Executive Officer of the City of Salisbury.

Closed Circuit Television (CCTV) - A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor and/or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure and may be fixed or portable, and include corporate CCTV security systems and public realm CCTV. It excludes the usage of real time/licensed facial recognition software technology.

Community Safety CCTV Program – An ongoing program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping, anti-social behaviour and graffiti crime. The program aims to provide a safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.

Fixed and Corporate CCTV Systems - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities.

Official Record - In accordance with the *State Records Act 1997 (SA)* an official record means a record made or received by an agency in the conduct of its business, but does not include a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or

- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
- a record that has been transferred to the Commonwealth.

Record means:

- written, graphic or pictorial matter; or
- a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

Special circumstances CCTV systems – CCTV that is deployed on a temporary basis to address a specific community safety issue or criminal offending incident. Special circumstances CCTV may be fixed or portable and may, at times, be covert in nature.

5. Procedure Statements

- 5.1 Council's CCTV systems and programs will be operated fairly, within applicable laws, in consideration of relevant Government purchasing requirements and with due regard to the privacy and rights of the community, visitors, elected members and the Council workforce and volunteers.
- 5.2 Council will maintain primary responsibility for the installation, maintenance, operation and security of public and corporate CCTV systems.

5.3 Introduction of new CCTV systems:

Council recognises there is a need for a variety of CCTV applications to most effectively address community safety and security issues across the City of Salisbury. Council's main CCTV applications include:

- fixed and corporate systems;
- special circumstances systems; and
- the community Safety CCTV program.

The introduction of new CCTV assets and systems into Council's existing applications will be done in accordance with:

- The Closed-Circuit Television (CCTV) Policy and Procedure
- Relevant Government purchasing requirements
- And will exclude the usage of real time/licensed facial recognition software technology.

5.4 Data security and management:

Council will ensure an appropriate level of data security and management is utilised to restrict access to confidential information, in accordance with paragraph 7.2 of this Procedure.

CCTV data will be stored in Australia.

CCTV data will not be provided to third parties for marketing purposes.

5.5 Data Storage, Retention and Disposal:

Council will ensure that data collected from its CCTV systems is stored, retained and disposed of in accordance with the *State Records Act 1997 (SA)* and *General Disposal Schedule 40 v1 (GDS 40)*, in accordance with paragraph 7.3 of this Procedure.

5.6 Staff responsibilities:

Authorised Council staff will manage and facilitate operational requirements associated with CCTV in accordance with the Closed-Circuit Television (CCTV) Policy and Procedure.

5.7 Public notification:

Council will advise the public via relevant signage of the existence of a Council CCTV system in the local vicinity where it is located.

6. Related Policies and Procedures

Closed-Circuit Television (CCTV) Policy

Community Experience Charter

7. Steps of the Procedure

7.1 Introduction of new CCTV systems:

7.1.1 Fixed and Corporate CCTV Systems:

The installation of Fixed and Corporate CCTV systems will be considered in new Council facilities and upgrades to existing facilities to ensure an appropriate level of safety and security is afforded to staff and users of those facilities.

The installation of fixed CCTV systems in the public realm will be based on a demonstration of crime, community safety issues and risk to Council assets; and will be preceded by a rigorous process to identify the highest priority locations.

It will exclude the usage of real time/licensed facial recognition software technology.

7.1.2 Special Circumstances CCTV Systems:

To respond to emerging community safety issues Council may temporarily deploy fixed or portable CCTV, either overt or covert, to target criminal offending or anti-social behaviours occurring on property under Council's care and control.

It will exclude the usage of real time/licensed facial recognition software technology.

7.1.3 Community Safety CCTV Program:

Staff will develop and seek Council approval for the Community Safety CCTV Program to respond to incidents of hoon driving, illegal rubbish dumping, graffiti crime, anti-social behaviour or other community safety issues occurring across the Council area.

The Community Safety CCTV Program will exclude the usage of real time/licensed facial recognition software technology.

The Community Safety CCTV Program will be based on Ward Councillor requests for CCTV and developed in consultation with Ward Councillors and the Mayor. The Program will utilise portable CCTV deployed on a short-term rotational basis, allocated equitably across all Council Wards.

Requests for CCTV within this Program will be assessed with due consideration to:

- Ensuring that sites are sufficiently identified and assessed to determine the appropriateness of CCTV deployment onsite;
- Ensuring that requests for CCTV are in response to real or potential threats to public safety, or negative impacts on public space amenity;
- Ensuring that identified sites are within the care and control of Council; and,
- Ensuring that rights to privacy on private property are not negatively impacted if CCTV is deployed.

7.2 Data Security and Management:

To ensure that an appropriate level of data security and management is maintained, Council will:

- Ensure appropriate security measures are in place to protect any confidential information from unauthorised use, access, modification or disclosure;
- Ensure that any persons authorised and/or delegated to access confidential information gathered via the CCTV systems will not record, disclose or communicate such information to any third party except in the performance of their official functions and in matters requiring legal investigation;
- Ensure any and all information gathered by CCTV systems eventuating in expiation notices or criminal proceedings will be stored securely within Australia by Council and only available to persons, other than the authorised Council employees and SA Police, through Freedom of Information processes or as directed by a legal authority.

7.3 Data Storage, Retention and Disposal:

In relation to the its obligations to retain, store and dispose of the images and data captured by its CCTV systems, Council will ensure that:

- Any recording from CCTV will be classified as an 'official record' for the purposes of the State Records Act 1997 (SA), and will be stored and disposed of in accordance with obligations under that Act, and General Disposal Schedule 40 v1 (GDS 40).
- Clause 105.3 of GDS 40 in relation to Security and Crime Prevention provides that that recordings of audio-visual surveillance (CCTV) has 'temporary' status, and is required to be retained for a minimum of 31 days, then destroyed.

- The retention period for CCTV data will be considered on a case by case basis and in light of any investigation or legal proceeding, actual or potential, which may have an impact on Council’s obligations to retain the images for a longer period.
- Data will be stored in Australia.

7.4 Staff responsibilities:

In relation to staff responsibilities, Council will ensure that:

- All staff having any duties pertaining to the CCTV system are duly authorised by the CEO;
- All staff shall have a police clearance certificate; and,
- All staff shall follow the Closed-Circuit Television (CCTV) Policy and Procedure at all times.

7.5 Complaint Process

Complaints regarding Council’s CCTV systems and operation can be made in person, via telephone or in writing in accordance with the City of Salisbury’s Community Experience Charter.

8. Approval and Change History

Version	Approval Date	Approval By	Change
1			

9. Availability

9.1 The Procedure is available to be downloaded, free of charge, from Council’s website www.salisbury.sa.gov.au

9.2 The Procedure will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
 34 Church Street, Salisbury SA 5108
 Telephone: 84068222
 Email: city@salisbury.sa.gov.au

10. Review

This Procedure will be reviewed:

- If a new Procedure - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedure; or
- If deemed necessary by Council.

Further Information

For further information on this Procedure, please contact:

Responsible Officer: General Manager, Community Development

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

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