



# LACHLAN SHIRE COUNCIL

## STREET SAFETY CAMERA PROGRAM

### CODE OF PRACTICE

<b>Street Safety Camera Program Code of Practice</b>						Page 1 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

## Table of Contents

1. Background .....	3
2. Scope .....	3
3. Objective .....	3
4. Definitions .....	3
5. Policy in brief.....	5
6. Policy in detail .....	6
6.1 Street Safety Cameral Program (SSCP) .....	6
6.11 Media Enquiries .....	11
6.12 Public Signage and Information .....	11
7. Roles and responsibilities.....	12
8. Further information .....	13
9. Related Documents.....	13
10. Right to vary or terminate.....	14
<b>Appendix 1: Council Authorised staff, roles, responsibilities .....</b>	<b>15</b>
<b>Appendix 2: Request for cctv footage form .....</b>	<b>16</b>
<b>Appendix 3: CCTV camera locations .....</b>	<b>20</b>

Street Safety Camera Program Code of Practice						Page 2 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

# 1. BACKGROUND

Lachlan Shire Council (Council) is committed to protecting community safety.

Council has installed closed-circuit television (CCTV) in specified areas of Lachlan Shire to support public safety, and to assist Council and the NSW Police to work together to provide a safer environment.

The Street Safety Camera Program (SSCP) Code of Practice relates to the activities involved in the operation of Council’s public CCTV network.

# 2. SCOPE

This Code of Practice applies to authorised staff, SSCP partners, and anyone involved in the operation and management of the SSCP.

This Code of Practice applies only to cameras operated and monitored by Council, in locations listed in Appendix 3. It relates to processes and conduct around Council’s public closed-circuit television operation.

The SSCP operates in conjunction with related Council policies including Workplace Surveillance Policy, Code of Conduct policies for Staff and Councillors, and Privacy Management Plan

This SSCP Code of Practice excludes CCTV cameras installed in Council buildings/infrastructure. However, information from these CCTV cameras may be requested by NSW Police and utilised where required in relation to incidents.

# 3. OBJECTIVE

This Code of Practice documents the 15 key principles of Council’s Street Safety Camera Program and details the day-to-day management and activities involved in the operation of the Program.

# 4. DEFINITIONS

**Audit:** A systematic, independent, and documented verification process of objectively obtaining and evaluating audit evidence to determine whether specified criteria are met.

**Authorised Person:** A person acting in support of the operation of the Street Safety Camera Program (SSCP). Authorised persons (listed at Appendix 1) are able to enter the control room at any time without formally requesting authorisation.

**CCTV:** Closed circuit television.

**Civilian:** Any individual or representative of an organisation who is not a member of the NSW Police or a Responsible Officer.

<b>Street Safety Camera Program Code of Practice</b>						Page 3 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

**CCTV System:** The system which operates the cameras and within which all recorded materials and information regarding their operation is recorded.

**CCTV Database:** The system into which all information regarding incidents viewed on the monitors located in the control room, operators' activities, transfer of vision, and access to the control room is entered.

**Control Room:** The secure room where SSCP cameras are monitored.

**General Intelligence Gathering:**  
General Intelligence gathering relates to the monitoring of a particular person or location, rather than a standard incident, for the purpose of assisting Police or any other law enforcement agency with their activities.

**Incident:** Administrative Incident - An activity that relates to the management of the SSCP e.g., details of Control room visitors or operational faults.

Major Incident - An incident which includes the following: an earthquake, flood, wind, storm, or other natural event, an explosion, a fire, a serious road accident, a war like act, an act of terrorism, a hijack, a siege, a riot, any like occurrence considered to be extremely serious.

Standard Incident - An incident observed by staff, or is reported or broadcast by Police, which includes the following: Any situation within the area covered by the SSCP involving injury to a person or any situation where injury or safety to a person is threatened, any situation involving the theft of property or serious damage to property. This will include situations where a person is observed or reported: carrying a weapon, clearly distressed, injured or in a medical emergency, about to spring at another person from under the cover of a laneway, alcove, shadow or other cover, involved in a heated conversation, pushing and shoving with another person, attacking another person, checking the contents of parked cars, breaking glass or other potentially injurious objects.

This will also include situations where a person of interest is being pursued by Police within the range of cameras for an offence within the purposes of the Program, and use of the cameras may assist Police, or there is a threat to Police or any other person during the pursuit.

**Information Sharing:** Council will accept images, footage and information from the NSW Police so that it can be used as part of and in accordance with the purposes of the Street Safety Camera Program. NSW Police may also distribute Council's SSCP images with other agencies for these purposes and in accordance with the protocols outlined in the Code of Practice.

**NSW Police Operation:** From time to time, the NSW Police may need to conduct operations to prevent and/or respond to an escalation of 'crimes against a person', as defined in the Code of Practice.

<b>Street Safety Camera Program Code of Practice</b>						Page 4 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

Log on credentials: Username and password issued to authorised individual staff involved in the management of the SSCP, which will allow access to the camera operating equipment.

NSW Police Responsible Officer:

A NSW Police Responsible Officer refers to a member of the NSW Police who is responsible for authorising Police applications to view or obtain a copy of recorded materials.

Recorded materials: CCTV footage and photographs.

Serious criminal offence:

A serious criminal offence refers to any offence under the Crimes Act 1900 which attracts imprisonment of five years or more or life, and in particular: Steal motor vehicle, Steal from motor vehicle, Other steal, Break and enter, Malicious damage to property, Firearm offences, Receiving stolen goods, Act of terrorism, Assault or Robbery.

Serious Graffiti: Any act or acts of graffiti on monuments of public significance, or excessive and/or repetitive acts causing or likely to cause significant damage.

Street Safety Camera Program (SSCP):

The SSCP refers to the activities involved in the operation of Council's public CCTV network.

## 5. POLICY IN BRIEF

This Code of Practice contains the basic standards in accordance with which the SSCP will be operated.

The SSCP is based on the following 15 key principles:

Principle 1: The SSCP will be operated fairly, within applicable law and only for the purposes for which it is established, or which are subsequently agreed in accordance with this Code of Practice.

Principle 2: The SSCP will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly. The SSCP will not be used for the reporting of any intelligence on the expression of legitimate political or religious views by members of the public.

Principle 3: The public interest in the operation of the SSCP will be recognised by ensuring the security and integrity of operational procedures.

Principle 4: Council has primary responsibility for compliance with the purposes and objectives of the SSCP, for the maintenance, management and security of the Program, and the protection of the interests of the public in relation to the Program.

<b>Street Safety Camera Program Code of Practice</b>						Page 5 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

- Principle 5: Council and the NSW Police will work in partnership to facilitate safety and act in accordance with this Code of Practice.
- Principle 6: Council will be accountable to the public for the effective operation and management of the SSCP.
- Principle 7: The public will be provided with clear and easily accessible information in relation to the operation of the Council’s SSCP.
- Principle 8: Regular monitoring and evaluation of the SSCP will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.
- Principle 9: Staff employed to work in the SSCP control room, whether they be operators or managers, will meet the highest standards of probity.
- Principle 10: Access to the SSCP control room will be restricted to qualified operating staff, support staff, and their managers and the control room will be protected from unauthorised access.
- Principle 11: Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the SSCP.
- Principle 12: Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice and the *Privacy and Personal Information Protection (PPIP) Act*.
- Principle 13: The retention of, and access to, recorded material will be only for the purposes provided by this Code of Practice or applicable laws. Recorded material will be retained for 28 days unless they are required in relation to the investigation of crime and/or for court proceedings. After 28 days they will be recorded over.
- Principle 14: Contact related to the SSCP between Council staff and the NSW Police Force, will be conducted strictly in accordance with the Code of Practice.
- Principle 15: The SSCP will address the interests of all who may be affected by it, and not be confined to the interests of the Council or the needs of the criminal justice system.

## 6. POLICY IN DETAIL

### 6.1 Street Safety Cameral Program (SSCP)

The SSCP comprises Council’s public closed-circuit television (CCTV) operation, an initiative designed to facilitate community safety in key areas and locations within Lachlan Shire.

The purpose of Council’s SSCP is to assist in the prevention of crimes such as assault, robbery, motor vehicle theft, break and enter, malicious damage to property, firearm offences. The SCCP aims to reduce crime levels by deterring potential offenders, increase community perceptions of safety and

Street Safety Camera Program Code of Practice						Page 6 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

reduce fear of crime, help ensure a fast-effective Police response in emergency situations, assist in detection of offences, assist in the prosecution of offenders by providing Police with recorded material to be used for evidentiary purposes, and to help secure a safer environment for those people who visit, live and work in the Shire.

It is acknowledged that CCTV cameras installed in public place locations and as part of Council infrastructure may also capture Council staff performing work tasks. The CCTV Program, the subject of this Code of Practice, is not designed to intentionally provide workplace surveillance. Where the purpose is to provide workplace surveillance and/or a record of accidents or other non-crime related incidents, Council's Workplace Surveillance Policy must be complied with.

CCTV cameras are also installed from time to time by tenants or licensees of Council land or buildings in accordance with terms of leases and/or licences with Council, or as a separate safety measure by the tenant or licensee. Except in relation to key sites identified in the table below, where the vision is recorded and held by Council, such cameras lie outside the scope of this Policy. Accordingly, all references to CCTV cameras in this Policy refer only to cameras operated and monitored by Council.

The Code of Practice documents the 15 key principles of the program and details the day-to-day management procedures that support the governance of the program.

The Code of Practice is supplemented by a set of Standard Operating Procedures giving instructions on all aspects of the operation of the Program. These documents will be based on the Code of Practice to ensure that the principles and purposes on which the SSCP is based are realised.

Involvement in any aspect of the SSCP by relevant organisations or individuals will depend upon their willingness to comply with the Code of Practice and the Standard Operating Procedures.

All staff involved in the operation and management of the SSCP must understand the contents of the Code of Practice and are required to sign an acknowledgement of their understanding. The Code of Practice forms a key component of the training of control room staff, and the successful operation of the SSCP relies on all staff involved in the program having a complete understanding of the Code of Practice. Instructions supplementing the Code of Practice may be issued from time to time.

The NSW Police may develop their own standard operating procedures to complement this document.

This Code of Practice remains the property of Council and will be available on Council's website to allow scrutiny of operational consistency with policy document. Additional copies of the Code of Practice may be obtained from Council.

The Code of Practice is subject to State and Federal law, including, but not limited to:

- *Privacy and Personal Information Protection Act 1998, and Privacy and Personal Information Protection Regulation 2019, and noting Clause 9 Local council CCTV camera exemptions:*
  - A council is exempt from section 11 of the PPIP Act with respect to the collection of personal information by using a CCTV camera that the council installs for the purpose of filming a public place if the camera is positioned so no other land is filmed (unless it is not reasonably practicable to avoid filming the other land when filming the public place).

<b>Street Safety Camera Program Code of Practice</b>						Page 7 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

- A council is also exempt from section 18 of the PPIP Act with respect to the disclosure to the NSW Police Force of personal information by way of live transmission from such a CCTV camera.
  - In this clause, public place has the same meaning as in the Local Government Act 1993.
  - Council must comply with the *Privacy Code of Practice for Local Government* as prepared by the Office of the Privacy Commissioner and revised in 20 December 2019. This Code does not affect the operation of any exemption provided under Part 2, Division 3 of the PPIP Act. This is consistent with section 29(6) of the PPIP Act.
- *Government Information (Public Access) Act 2009*
  - *Crimes Act 1900*
  - *Security Industry Act 1997*
  - *Workplace Surveillance Act 2005*

## 6.2 System Description

The CCTV Program involves a number of cameras installed at a number of locations throughout the Condobolin CBD.

No sound will be recorded in public places. Dummy cameras will not be used.

Recorded footage and/or live footage is able to be retrieved by authorised Lachlan Shire Council staff. All recorded footage is retained for 28 days unless required in relation to the investigation of a crime or for court proceedings.

## 6.3 Camera Type

All cameras are high definition, providing full colour, and may be pan, tilt and zoom or fixed to enable effective coverage of the area of concern. An installation may include one or more cameras at a single location to provide coverage of the area.

All cameras are sourced from recognised industry leading manufacturers to ensure that state of the art technology has been used to provide maximum resolution and picture quality.

## 6.4 Camera Locations

Cameras are installed in areas within the public areas that have been identified as being subject to a high incidence of crime and/or antisocial behaviour. These locations are determined on the basis of crime statistics provided by the NSW Police Force and other statistical data. Social, environmental and commercial considerations are also taken into account.

All references to CCTV cameras in this Policy refer only to cameras operated and monitored by Council. Locations of CCTV cameras installed by Council are listed in Appendix 3.

Council maintains the right to install additional cameras as required. Additional camera locations may be included in Appendix 3 to this Code of Practice, as applicable, without the need to refer to Council subject to no other substantial changes to the Code of Practice that affect its intent or operation.

## 6.5 Location of Monitoring and Recording equipment

Street Safety Camera Program Code of Practice						Page 8 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192



A monitoring screen has been installed at the Condobolin Police Station and also at the Lake Cargelligo police station. The monitoring screens are the primary point of viewing real-time (live) video from all CCTV cameras as well as being able to view captured footage and take copies of captured footage.

The control monitor is located in the Council Administration Office in Condobolin, and viewing of CCTV footage is restricted to authorised staff only. Under no circumstances are unauthorised persons allowed to view CCTV footage from the control monitor. Prior to allowing an authorised person to view CCTV footage the staff member shall record the person(s) identity, department, contact details and reasons for viewing the footage in the CCTV record log.

## 6.6 Storage and Security of CCTV Footage

All recorded CCTV footage will be kept for a maximum of twenty-eight (28) days (recording cycle). After this period, footage will be overwritten. Each authorised officer shall complete the necessary paperwork in the CCTV footage log each time a copy is made to disk from the hard drive.

All recorded CCTV footage supplied to police is kept on the CCTV Server for up to 12 months. The server is secured in the Council Server Room.

## 6.7 Release of CCTV Footage and/or Recorded Material

Access to CCTV footage and materials will only be provided to meet the needs of police in connection with the investigation of a crime and/or if necessary for the purposes of legal proceedings.

CCTV footage and/or recorded materials shall only be released to authorised members of the New South Wales Police Force where there is a specific requirement to verify an incident or event that has occurred.

A *Request for CCTV Footage Form* (Appendix 2) must be completed and submitted by the Local Area Commander or a NSW Police Officer who has been given delegated authority by the Local Area Commander to request CCTV footage, and approved by an authorised Council officer. Authorised Council staff are listed in Appendix 1.

Requests for CCTV footage must be made within twenty-eight (28) days of the event/incident. Police should provide Council with an approximate range of dates that collected footage should cover. Council will advise Police of any delays in collecting the footage if they should arise. A copy of the request will be retained for Lachlan Shire Council records.

Where a dispute arises, the authorised staff member shall make immediate contact with the Lachlan Shire Council Information Services Manager.

Where a request for CCTV footage is made by way of a formal access application under the Government Information (Public Access) Act 2009, the application will be assessed on its merits by the General Manager.

### 6.8.1 Request for CCTV Footage Forms

Street Safety Camera Program Code of Practice						Page 9 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

Prior to release of any requested CCTV footage, the authorised staff member shall ensure that all particulars required in the *Request for CCTV Footage Form* (Appendix 2) have been included.

All *Request for CCTV Footage Forms* supplied requesting access to CCTV footage are to be referenced and retained in Content Manager. The time and date of issue is to be included on the *Request for CCTV Footage Form* by the authorised staff member, who will also sign his/her name as being on duty at the time.

### 6.8.2 Release and Security of CCTV Hard Drive

The CCTV hard drive of the CCTV system can only be released where Lachlan Shire Council has been served with a subpoena by the Court.

An authorised officer from Lachlan Shire Council will notify the General Manager that a subpoena has been received for the hard drive as a 'master copy' of CCTV footage.

The request will be recorded on a *Request for CCTV Footage Form* (Appendix 2).

## 6.8 Confidentiality

The confidentiality and integrity of images captured on CCTV will be managed in accordance with relevant legislation including the PPIP Act, and the following guidelines:

- Under no circumstances is any technical information relating to the CCTV program including camera capability, police procedures etc. to be provided to unauthorised persons.
- All authorised staff are to refrain from offering opinions, recommendations or remarks, especially 'off the record', in relation to images captured to any third person unless authorised by Lachlan Shire Council.
- As Police are the operators of the CCTV program, they are able to view live footage, review recorded footage and to take copies of the recorded footage. They may still from time to time request a copy of recorded footage from council.
- Subject to the provisions of any legislative requirement, all requests for CCTV footage and Police enquiries are to remain confidential and must be made on a *Request for Footage Form* (Appendix 1), include the police officer's name, a Police Incident Number, the date and start time of the requested footage, and the date and end time of the requested footage.
- Requested footage is to be delivered electronically directly to the designated CCTV computer at the police station.

The *Privacy and Personal Information Protection Act 1998* authorises the Information and Privacy Commission (IPC) to receive and investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with the IPC. The contact details for the IPC are as follows:

Street Safety Camera Program Code of Practice						Page 10 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

Information and Privacy Commission  
Level 15, McKell Building  
2-24 Rawson Place  
Haymarket NSW 2000  
Tel: 1800 472 679  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

## 6.9 Ownership of the Street Safety Camera Program

Council is the owner of the Street Safety Camera Program (SSCP) and retains ownership of, and has copyright of all equipment, recorded material and documentation pertaining to the program.

## 6.10 Partners in the Street Safety Camera Program

Council partners with the NSW Police to facilitate community safety in the operation of the SSCP. The NSW Police is a key partner in the SSCP, as well as operator of the CCTV system.

The NSW Police may use the SSCP during operations to prevent and/or respond to an incident or escalation of 'crimes against a person'.

As partner in the Program the NSW Police will be responsible for complying with this SSCP.

## 6.11 Media Enquiries

Media enquiries in relation to the CCTV program are to be directed to the General Manager in the first instance and then to the relevant Local Area Commander. Under no circumstances is any information to be provided to the media by Council staff.

Any enquires relating directly to Police matters should be directed to the relevant Local Area Commander.

## 6.12 Public Signage and Information

### CCTV Signage

Council will ensure that appropriate signage is posted in all areas where CCTV cameras are operational.

In compliance with the NSW Government Guidelines, clearly visible signs that CCTV cameras are operating will be displayed at the perimeter of the areas covered by the system and at other key points. These signs will:

Inform the public that there are cameras in operation

Allow people entering the area to make a reasonable approximation of the area covered by the cameras

Identify Lachlan Shire Council as the owner of the system and provide a contact phone number for further information.

<b>Street Safety Camera Program Code of Practice</b>							Page 11 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>							
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>	
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192	

The following CCTV wording is stated on SSCP signs “CCTV in Operation in the Condobolin/ Lake Cargelligo CBD 24 hours per day. For Further information contact Lachlan Shire Council on (02) 6895 1900”

Availability of the SSCP Code of Practice

This SSCP will be made available to the public via the Council website. Enquiries or comments in relation to the SSCP and the associated CCTV Program and its operation can be made in writing to:

The General Manager  
Lachlan Shire Council  
PO Box 216  
CONDOBOLIN NSW 2877  
Telephone (02) 68951900

## 7. ROLES AND RESPONSIBILITIES

### Council Responsibilities

Council will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Council. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Council’s power to remedy.

The responsibilities of Council in relation to the system include the following:

- Council is the owner of the SSCP program and associated CCTV
- Council is responsible for the development and implementation of the SSCP program
- Council is responsible for all supporting procedures in relation to the program
- Staff Training - Council will ensure staff training is provided to authorised Council officers including use and control of camera management systems, use and control of recording systems, identification and reporting of incidents, knowledge of identified potential trouble spots, policy and procedures relating to recording of information, exhibit handling and incident reporting, emergency response and procedures, accountability and confidentiality issues, privacy issues, related legislation and policies
- Confidentiality Agreements – all Council authorised staff involved in the operation of the SSCP are required to sign a confidentiality agreement
- Council will comply with legislative requirements and accountability set out in this Code of Practice.
- Council will consult with and provide information to the public about the operation of the SSCP and about any proposed changes to the Program or the Code of Practice.

Council’s Authorised Staff, roles and responsibilities are listed at Appendix 1.

Street Safety Camera Program Code of Practice						Page 12 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

## NSW Police Responsibilities

As partner in the SSCP Program, NSW Police responsibilities include the following:

- NSW Police will comply with the SSCP Code of Practice.
- Incidents that may involve or lead to a crime against the person or other serious threat to public safety, or other serious criminal offence, will be reported by the control room to an arranged NSW Police contact. The NSW Police will assess the situation and determine an appropriate response to the incident.
- It is the responsibility of the NSW Police to respond to incidents identified on monitoring screens to the extent that its resources and priorities allow.
- The NSW Police will implement its own operational procedures in relation to the SSCP to complement those developed by Council.
- A Memorandum of Understanding in relation to the SSCP will be entered into by Council and the NSW Police outlining in detail the respective roles of both parties. The Memorandum of Understanding and any variations to it, are to be approved by the General Manager.

## 8. FURTHER INFORMATION

Further information about this SSCP can be obtained by:

- contacting the Information Services Manager
- contacting the Governance and Risk Officer
- contacting the Director Corporate and Community Services or the General Manager

## 9. RELATED DOCUMENTS

Related LSC policies include:

- Code of Conduct for Council Staff
- Code of Conduct for Councillors
- Privacy Management Plan
- Workplace Surveillance Policy

Related Legislation includes:

- *Privacy and Personal Information Protection Act 1998*
- *Privacy and Personal Information Protection Regulation 2019*
- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2005*
- *Government Information (Public Access) Act 2009 (GIPA Act)*
- *Privacy & Personal Information Protection Act 1998 (PPIP Act)*
- *Crimes Act 1900*
- *Security Industry Act 1997*

Street Safety Camera Program Code of Practice						Page 13 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

- *Workplace Surveillance Act 2005*
- *Privacy Code of Practice for Local Government* as prepared by the Office of the Privacy Commissioner and revised in 20 December 2019

## 10. RIGHT TO VARY OR TERMINATE

Lachlan Shire Council reserves the right to vary or terminate this policy at any time.

Nothing in this policy limits any applicable legislation.

Greg Tory

GENERAL MANAGER

<b>Street Safety Camera Program Code of Practice</b>						Page 14 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

# APPENDIX 1: COUNCIL AUTHORISED STAFF, ROLES, RESPONSIBILITIES

Council authorised staff and roles in relation to the SSCP are as follows:

General Manager (GM)	Overall authority for the SSCP program
Director Corporate and Community Services (DCCS)	General Manager's Delegate
Information Services Manager (ISM)	Operator and Manager of CCTV operations
System Administrator	Operator of CCTV operations
IT Support Officer	Support/Operator

## Responsibilities of Authorised Staff

Responsibilities of authorised staff include (but not limited to):

- **Emergency:** The General Manager and Director Corporate and Community Services are authorised officers for approval of emergency use of the CCTV system and/or emergency variation of the SSCP
- **Release of footage:** Authorised officers for approval to release footage are the General Manager, Director Corporate and Community Service, and Information Services Manager
- Council's Information Services Manager and team are responsible for:
  - the retrieval of recorded footage and other recorded materials of the CCTV system
  - operation, monitoring, maintenance and management of the CCTV equipment and hardware
  - procedures to be implemented to ensure access to the CCTV monitoring equipment protected and restricted to authorised staff
  - reporting of technical problems affecting the equipment to Council's appointed maintenance service provider, and coordination as required for resolution of issue(s).
- Authorised staff and operators of CCTV equipment will act in accordance with the highest levels of probity, in accordance with the SSCP Code of Practice, rules of conduct and procedures, relevant Council policies including Code of Conduct policies, and legislative requirements including the PPIP Act.
- Authorised staff will use the CCTV equipment in accordance with the Code of Practice and procedures, and maintain the highest level of protection and care, and take all prudent and reasonable actions necessary to protect the system against deterioration, abuse, misuse or unauthorised use, negligence, malicious damage and vandalism.

Street Safety Camera Program Code of Practice						Page 15 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

## APPENDIX 2: REQUEST FOR CCTV FOOTAGE FORM

Note: All Request for CCTV Footage Forms supplied requesting access to CCTV footage are to be referenced and retained in Content Manager. The time and date of issue is to be included on the Request for CCTV Footage Form by the authorised staff member, who will also sign his/her name as being on duty at the time.

Link to online Request for CCTV Footage Form:

<https://au.openforms.com/Form/6249d888-7a13-41bf-b9ac-ba0a9f9ac523>

Physical form is available on the next page:

<b>Street Safety Camera Program Code of Practice</b>						Page 16 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192



# Request for CCTV Footage Form



## Officer Details

Name and Rank of Requesting Officer

Signature of Requesting Officer

Name & Rank of Case Officer

Local Area Command

Case Officer Email

Telephone Number

Fax Number

Street Safety Camera Program Code of Practice						Page 17 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

**Date of Application**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Event Number**

**Incident Details**

**Date of incident**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Time of incident**

**Location of incident**

**Details of Incident**

**Declaration**

By Signing below you are agreeing to the following:

<b>Street Safety Camera Program Code of Practice</b>						Page 18 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

**(Select 1 or more options)**

- I acknowledge that any CCTV footage released to me is the property of Lachlan Shire Council
- I acknowledge that any CCTV footage released to me will only be used for the purposes pertaining to the investigation in relation to the Event No above
- I acknowledge that images relating to other persons contained in any CCTV footage released to me will not be used for any other purpose.
- I will not allow copies of any CCTV footage released to me to be reproduced except for court purposes
- I will not show or display any image or release it publicly without the written consent of Lachlan Shire Council

I have the authority to make this request and to sign this form on behalf of:

**Law Enforcement Agency (Select 1 or more options)**

- NSW Police Force
- Other

**Other Law Enforcement Agency**

**Signature of Applicant**

**Date of Application**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**LACHLAN SHIRE COUNCIL OFFICE USE ONLY**

Content Manager No:

Application Assessed by:

Signature:

Footage prepared by:

Signature:

Format of Footage released:

*End of form*

<b>Street Safety Camera Program Code of Practice</b>							Page 19 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>							
<b>Version:</b> 1	<b>Adopted:</b> 27/11/2024	<b>Resolution:</b> 2024/277	<b>Commencement Date:</b> November 2024	<b>Last Review Date:</b> N/A	<b>Next Review Date:</b> November 2028	<b>Content Manager Ref:</b> D24/19192	

# APPENDIX 3: CCTV CAMERA LOCATIONS

## 1. Street Safety Camera Program – CCTV Camera Locations

The SSCP applies to CCTV cameras installed by Council, monitored by Council staff and NSW Police, in the following locations:

- Condobolin:
  - Condobolin Community Centre
  - National Australia Bank
  - Moncrief Stock and Station Agent
  - Condobolin Hotel
  - Condobolin Ambulance Station
- Lake Cargelligo:
  - Canada Street (IGA) – 4 directional cameras
  - Foster Street (Ag n Vet) – 3 directional cameras
  - Liberty Park – 4 Directional Cameras
  - Lome Street (Commercial Hotel) – 4 directional cameras

---

## 2. RELATED POLICIES:

### **CCTV cameras installed in Council buildings (Refer Council’s Workplace Surveillance Policy)**

The SSCP excludes CCTV cameras installed by Council in Council buildings/infrastructure, and monitored by authorised Council staff. These CCTV cameras are not monitored by NSW Police. However, if required in relation to incidents and/or the SSCP, information collected from CCTV installed in Council buildings/infrastructure may be requested by the NSW Police and utilised to assist.

- Condobolin Administration Building
- Condobolin Depot
- Condobolin Willowbend Sports Centre
- Condobolin Waste Facility
- Condobolin Library
- SRA Hall
- SRA Netball Canteen
- Pat Timmons Canteen
- Riverview Caravan Park
- Condobolin Dog Pound
- Condobolin Water Treatment Plant
- Lake Cargelligo Waste Facility
- Lake Cargelligo Museum
- Lake Cargelligo WTP
- Lake Cargelligo STP
- Lake Cargelligo Dog Pound.
- Lake Cargelligo Skate Park.

Street Safety Camera Program Code of Practice						Page 20 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192

- Tullibigeal Waste Facility
- Tottenham Waste Facility
- Tottenham Works Depot
- Tottenham WTP
- Tottenham STP
- Burcher Waste Facility
- Council Administration Building in Foster Street

<b>Street Safety Camera Program Code of Practice</b>						Page 21 of 21
Further Information: ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>						
<b>Version:</b>	<b>Adopted:</b>	<b>Resolution:</b>	<b>Commencement Date:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>	<b>Content Manager Ref:</b>
1	27/11/2024	2024/277	November 2024	N/A	November 2028	D24/19192