



Bayside Council

Serving Our Community

Bayside Council CCTV Policy

Date



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1 Introduction –

1.1 Background

It is recognised that the threat of crime is an important factor impacting on the actual and perceived safety of certain areas of the Bayside LGA, which is why Council considers it important to take efforts in protecting Council assets, reducing crime, and deterring illegal dumping.

Bayside Council's CCTV Camera Policy is an initiative that has been developed to reduce the potential of crime in the Bayside area. It is recognised however, that crime and illegal dumping incidents will never be entirely prevented.

Council's CCTV Policy is designed to facilitate greater community safety in reducing and preventing crime. It assists Council and law enforcement agencies to work together to help provide a safer environment, reduce crime levels by deterring potential offenders and aid in crime detection and apprehension of offenders.

The Policy is compliment with the Code of Practice for CCTV which outlines the operating procedures for the CCTV systems.

1.2 Definitions

Council	Bayside Council
CCTV	Closed Circuit Television, A television system made up of 1 or more cameras that transmits and records video and still images within a 'closed loop' basis. The recorded and live images are only available to those directly connected to the transmission system.
CCTV Program	All of the CCTV cameras managed by Bayside Council
LGA	Local Government area
Authorised Person	Any person delegated by to operate and manage access to the CCTV systems.
Civilian/Public	Any Individual or representative of an organisation who is not a member of the NSW Police, Authorised Officer or Responsible Officer.
CCTV System	The system that operates the cameras and records all material and information regarding their operation.
Incident	An event or occurrence, often unexpected, that disrupts normal operations or causes harm, damage, or poses a threat to individuals, property, or processes. Incidents can vary in severity and may involve safety, security, operational, or environmental concerns.
Responsible Officer	A staff member of Bayside Council involved in the management of the Bayside CCTV Program.

1.3 Policy Statement

The purpose of this Closed-Circuit Television (CCTV) policy is to establish the guidelines for the management and use of CCTV systems on land owned or controlled by Bayside Council. The CCTV network is designed to enhance public safety, protect property, and reduce the potential for crime and anti-social behaviour within the Bayside Local Government Area (LGA).

The objectives of the CCTV system are as follows:

- To enhance community safety and reduce the fear of crime by increasing the perceived level of security.
- To assist police and regulatory agencies in the effective allocation of resources for crime prevention.
- To support law enforcement and regulatory agencies in the detection, investigation, and prosecution of offenders.
- To contribute to a safer environment for residents, workers, and visitors to the Bayside LGA.

1.4 Scope of Policy & Objectives

This policy applies to all CCTV systems managed by Bayside Council within the Local Government Area (LGA). Collectively, these systems are referred to as the **CCTV Program**.

The CCTV network comprises cameras categorised into four distinct areas of focus which are consistent with the Community Safety Strategy.

1.4.1 Asset Protection

To safeguard Council-owned assets such as amenities blocks, public parks, and car parks by:

- Reducing the level of crime against Council's assets by deterring potential offenders.
- Assisting the Police in the detection and prosecution of offenders.
- Assist in addressing investigations and or Claims relating to Councils Operations.

1.4.2 Public Safety

To ensure the safety and security of residents and visitors within the Bayside LGA by:

- Reducing the level of crime and antisocial behaviour in Council's public spaces by deterring potential offenders.
- Assisting Police in the detection and prosecution of offenders in Council's public spaces.
- Reducing the level of the community's fear of crime in public spaces.
- Improving community amenity by decreasing the occurrence of antisocial and illegal behaviour (such as loitering, littering and hooning).

1.4.3 Illegal Dumping

To protect the natural environment by deterring and addressing illegal dumping within the Council's jurisdiction.

- Reducing the level of illegal dumping in Council's public spaces by deterring potential offenders.
- Assisting compliance and waste teams in the detection and prosecution of illegal dumping offenders in Council's public spaces.

1.4.4 Monitor Parking

To provide proactive management of parking and community safety by:

- Enabling monitoring of multiple locations simultaneously which are frequent to anti-social behaviour.
- Encouraging drivers to adhere to time limits, no-stopping zones, school zones, and other restrictions.
- Demonstrating proactive management of parking and community safety.

2 Policy Implementation

2.1 Public Interest

- Council is committed to ensuring that CCTV cameras, housings, and other visible equipment indicating the presence of a CCTV system are easily recognisable. In areas where public space CCTV systems are in operation, clear signage will be displayed at all entry points to notify the public that the area is under surveillance.
- All CCTV operations will be conducted in strict compliance with relevant laws, balancing the need for public safety with the protection of individual privacy rights. This includes careful placement of cameras to minimise the recording of private spaces.
- Additionally, Council will provide the community with at least 14 days' notice before any new fixed CCTV cameras are installed in public spaces, ensuring transparency and community awareness.

2.2 Accountability

Council is committed to being accountable to the public for ensuring the security, integrity, and effectiveness of its CCTV systems. Before any CCTV installation, Council will conduct a thorough evaluation to assess whether CCTV is an appropriate and effective strategy to address identified issues. Ongoing monitoring of the CCTV program will ensure it meets the objectives outlined in this policy.

2.3 Management of CCTV Footage and Equipment Locations

2.3.1 Camera Locations

Fixed cameras are installed in those areas of the LGA that are subject to high incidences of crime against person or property. These locations are determined on the basis of:

- Evidence gathering such as crime statistics in the proposed location along with key stakeholder consultations.
- The cost of installation and the availability of funding
- The potential impact on the privacy of individuals and groups.
- Infrastructure availability and the feasibility to install additional infrastructure
- Resolution of Council on the addition of new cameras to be installed.

Mobile CCTV cameras are deployed to monitor illegal dumping, protect Council assets, and detect unauthorised activities where Council has a regulatory responsibility to act. All mobile cameras are clearly marked to ensure transparency and public awareness.

2.3.2 Access to Information

Information captured in CCTV footage managed by Council is collected solely for legitimate law enforcement and public safety purposes. Access to this footage will be strictly limited to individuals or agencies who can demonstrate a lawful and justifiable right to the information, in accordance with applicable legislation, including but not limited to the Government Information (Public Access) Act 2009 and the Privacy and Personal Information Protection Act 1998. All disclosures will be governed by strict protocols to ensure compliance with legal, ethical, and privacy obligations.

2.3.3 Record Keeping

Recorded CCTV footage is retained for a period of thirty (30) days, after which it is automatically overwritten.

Footage may be retained beyond this period only if it is required for the investigation of an incident, legal proceedings, or in response to a valid request for information under the Government Information (Public Access) Act 2009.

Any footage provided as evidence, or in response to legal documentation requesting access to CCTV recordings, will be retained in accordance with the State Records Act 1998 and Council's records management policies and procedures."

2.4 Policy responsibilities

This Policy is to be reviewed in accordance with Council's guidelines for policy reviews and/or as otherwise determined by Council.

The implementation of the policy is the collective responsibility of various Business Units within Council.

2.5 Procedures

The General Manager, or nominee, may approve corporate procedures associated with this policy.

2.6 Breaches of this Policy

The CCTV Policy will address the interests of all who may be affected by it and not be confined to the interests of the Council. Any breaches of this policy will be investigated and remedied by the Council in accordance with its Code of Conduct.

2.7 Complaints

Any person who has any concerns regarding how the Council handles personal information or require further information should contact the customer service staff at one of Council's Service Centre in the first instance. If customer service staff cannot satisfy the residents and/or ratepayers concerns, the person may lodge a formal complaint. Complaints should be made in writing to:

General Manager
Bayside Council
PO Box 21, Rockdale NSW 2216

Or via e-mail:
council@bayside.nsw.gov.au

Bayside Council Service Centres

Eastgardens
Ground Floor
Westfield Eastgardens
152 Bunnerong Road
Eastgardens NSW 2036

Rockdale
444-446 Princes Highway
Rockdale NSW 2216

3 Document Control

3.1 Review

This policy will be reviewed every 4 years to ensure it remains current with Council's goals, processes, aims and requirements. Legislative changes and the introduction of new systems or procedures may require an earlier assessment. The General Manager may approve non-significant and/or minor amendments that do not change the policy substance.

3.2 Related documents

- Bayside Council – Workplace Surveillance Policy

- Bayside Council – Workplace Surveillance Procedure
- Bayside Council – Body Worn Camera Device – Standard Operating Procedure
- Privacy and Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- Workplace Surveillance Act 2005
- State Record Act 1998
- NSW Government policy statement and guidelines for the establishment and implementation of closed-circuit television (CCTV) in public places
- Government Information (Public Access) Act 2009 (GIPA Act)
- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Close Circuit Television (CCTV) in Public Places

3.3 Version history

Include the details of the original adoption / approval and subsequent changes. Version 1.0 is the initial adopted/approved version.

Version	Release Date	Author	Reason for Change
1.0		Manager Compliance & Community Safety	New document