

Waimate
District Council



26 April 2022

CCTV Surveillance Policy 321

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POLICY OVERVIEW

1.0 Purpose

- 1.1 To define protocols for, and mechanisms of, operation and administration of the closed-circuit television (CCTV) systems utilised by the Waimate District Council (WDC) for the purpose of:
- a. Protection of staff and individuals on WDC premises,
 - b. Protection of WDC property,
 - c. Prevention and/or detection of criminal activity and/or anti-social behaviour on WDC premises,
 - d. Providing law enforcement units with evidence of suspected/alleged criminal activity, where applicable, and
 - e. Maximising compliance with the principles of the Privacy Act 2020.

2.0 Scope

- 2.1 Applicable to WDC staff; and
- 2.2 CCTV systems owned and operated by the WDC.

3.0 Principles

- 3.1 CCTV surveillance images will only, and specifically, be used for the purposes outlined in Section 1 of the present policy.
- 3.2 Privacy of individuals will be protected at all times.
- 3.3 Access to the recorded footage is strictly limited, and accordingly controlled, by the WDC.

4.0 Utilised Technology

- 4.1 WDC operates 19 CCTV cameras across its premises, placed in non-intrusive locations, as identified below:
- a. 10 in WDC Local Government Centre, at 125 Queen Street, Waimate 7924 (see Appendix 1)
 - b. 5 in the Waimate Event Centre, at 15 Paul Street, Waimate 7924 (see Appendix 2)
 - c. 1 at 107 Queen Street, Waimate 7924¹

¹ NB: The camera is installed with its viewing angle towards the WDC Local Government Centre.

- d. 3 in WDC Animal Pound, at 192 Timaru Street, Waimate 7978 (see Appendix 3)

4.2 The WDC CCTV system is comprised of:

- a. Fixed dome HD IP Grandstream cameras (model: GXV3610_FHD), equipped with:
 - Lens focal length: fixed 3.6mm
 - Resolution: 3.1 megapixels
 - Field angle: 100.2°(D) x 77°(H) x 54°(V)
- b. HD IP Grandstream cameras (model: GXV3674_FHD_VF), equipped with:
 - Lens focal length: variable 2.8mm to 12mm
 - Resolution: 3.1 megapixels
 - Field angle: 90° - 28°(H)
- c. Dahua cameras (model: IPC-HDW4431EM-AS), equipped with:
 - Lens focal length: fixed 2.8mm
 - Resolution: 4 megapixels
 - Field angle: 104° (H) x 57° (V)

4.3 The CCTV cameras are activated by movement, and thus record any movement in the areas covered by their viewing angle, 24 hours per day.

PROCEDURES

5.0 Authorisation, Access and Requests

- 5.1 Requests, from either internal or external parties, for release of CCTV footage captured by the WDC must be lodged via the use of the 'CCTV Image Request Form' (see Appendix 5).
- 5.2 Once received, the application may only be assessed, for approval or rejection, by either:
 - a. WDC Corporate Services Group Manager, or
 - b. WDC Chief Executive.
- 5.3 The Waimate District Mayor is to assess, for either approval or rejection, an application for release of CCTV footage *if and only if*:
 - a. The act of Chief Executive assessing an application may generate conflict of interest, and/or
 - b. The Chief Executive is implicated in any form.
- 5.4 If approved, authorised personnel may view specific segments of CCTV footage as specified on the application.
- 5.5 For the purpose of the present policy, authorised personnel are defined as those WDC staff given written permission to view CCTV footage by either the Corporate

Services Group Manager or the Chief Executive.

- 5.6 In viewing CCTV footage, staff must strictly uphold the purposes and principles of the policy, as outlined in Sections 1 and 3, respectively.
- 5.7 In assessing a request for access application, special attention must be paid to the principles and provisions of the Privacy Act 2020 and, where applicable, the Local Government Official Information and Meetings Act 1987, especially in terms of protection of individual privacy.
- 5.8 Requests from individuals, whose activity may have been recorded by a WDC-controlled CCTV camera, for access to such footage must be approved, if the requested footage can be retrieved and is not already overwritten (See Section 7 of the policy on retention of footage). Under the Privacy Act 2020, individuals have a right to access and view their personal information. Access can only be refused on one of the grounds set out in Sections 27, 28, and 29 of the Privacy Act 2020 or Part 1 of the Local Government Official Information and Meetings Act 1987.
- 5.9 Requests from members of the public for release of CCTV footage, if related to an instance of alleged crime, must be referred directly to the Police. The Police may subsequently proceed to request the relevant footage from the WDC. Such footage shall then be released directly to the Police. The WDC does not release any CCTV footage related to an alleged crime directly to members of the public or to private organisations.

6.0 Transparency and Oversight

- 6.1 Warning signage advising of CCTV cameras operation must be installed to give individuals clear warning before they enter CCTV coverage areas. Such signage must include information to identify the WDC as the operator of the CCTV cameras, and to provide contact details for any queries. (see Appendix 4)
- 6.2 Each time footage is accessed, the following details are to be recorded in the CCTV Access Log, administrated by the WDC Information Technology Unit:
 - a. Name of staff member accessing the footage,
 - b. Reason for access,
 - c. Date and time of access,
 - d. Duration of the access.
- 6.3 Every time a CCTV footage is requested by either an internal or external party, a report will be provided to the next available meeting of the WDC Audit & Risk Committee. The reports shall include:
 - a. Details of access requestor,
 - b. The access authoriser,
 - c. Rationale for requesting access,
 - d. The period and location covered by the accessed footage, if approved.

7.0 Retention Period

- 7.1 CCTV footage will be recorded/retained on the hard drive for a period of 30 days before being overwritten in a continuous recording cycle, unless:
- a. An incident (e.g. suspected criminal activity, etc.) has been identified, and as the result, a portion of the footage may be retained for investigating/resolving the incident, or for use in future legal proceedings. The written permission of either the Chief Executive or the Corporate Services Group Manager must be obtained to authorise such partial retention and stipulate the required period of retention.

8.0 Complaints

- 8.1 Any complaint about the CCTV surveillance system will be received in accordance with the WDC's formal complaints process.
- 8.2 Any complaint is to be forwarded, in writing, to the Corporate Services Group Manager.

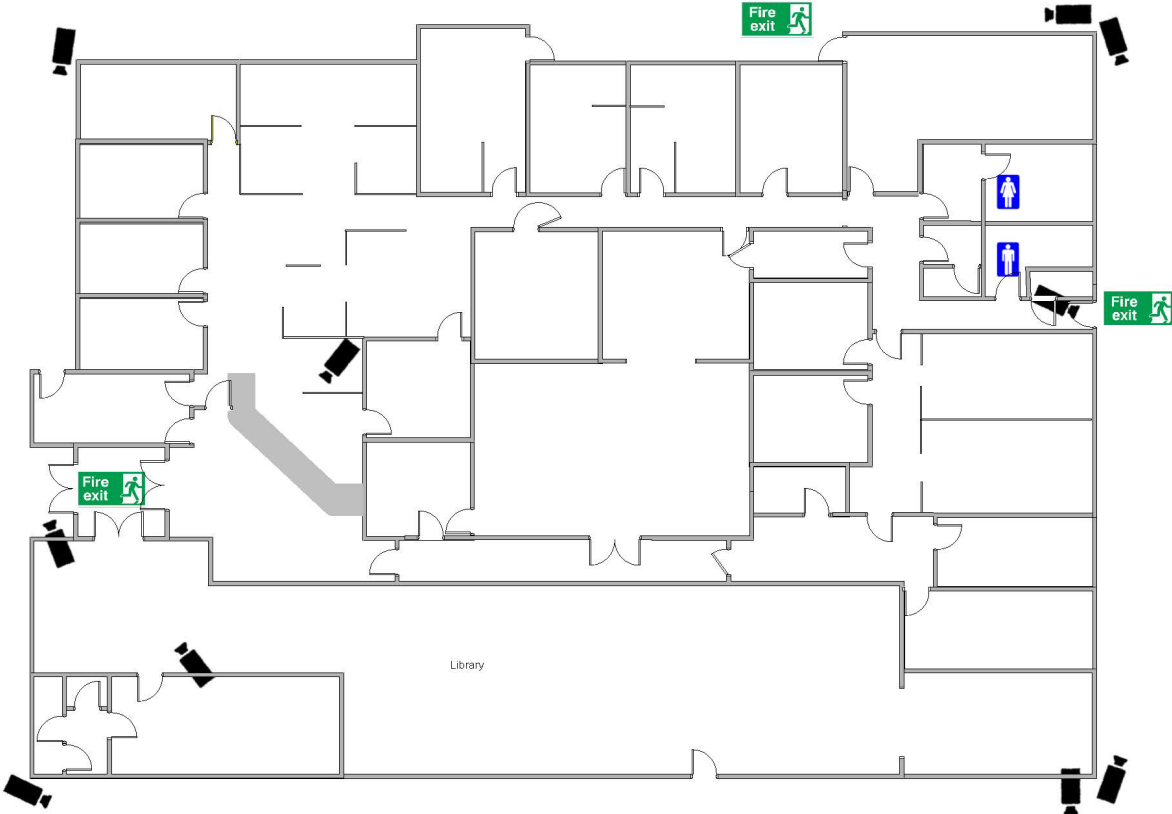
9.0 Associated Documents

- 9.1 Primary Legislation:
- a. [Local Government Official Information and Meetings Act 1987](#)
 - b. [Privacy Act 2020](#)
- 9.2 WDC Policies/Procedures:
- a. [Computer Systems Use Policy](#)

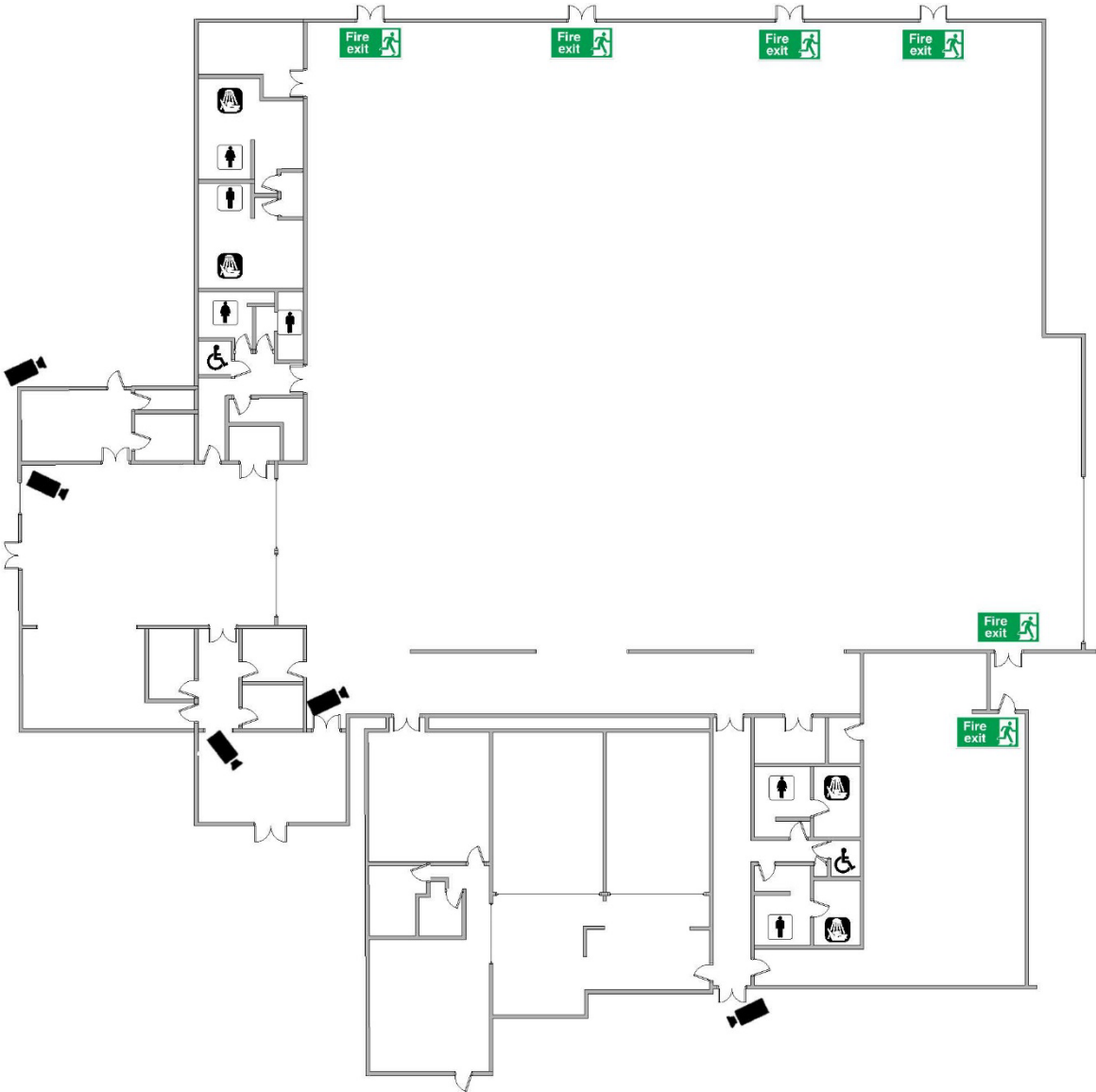
10.0 Document Control

Document owner:	Corporate Services Group Manager
Effective:	26 April 2022
Previous review date(s):	28 August 2018
Next review date:	April 2025
Policy can only be amended by:	Resolution of Council
Council resolution number:	2022/48

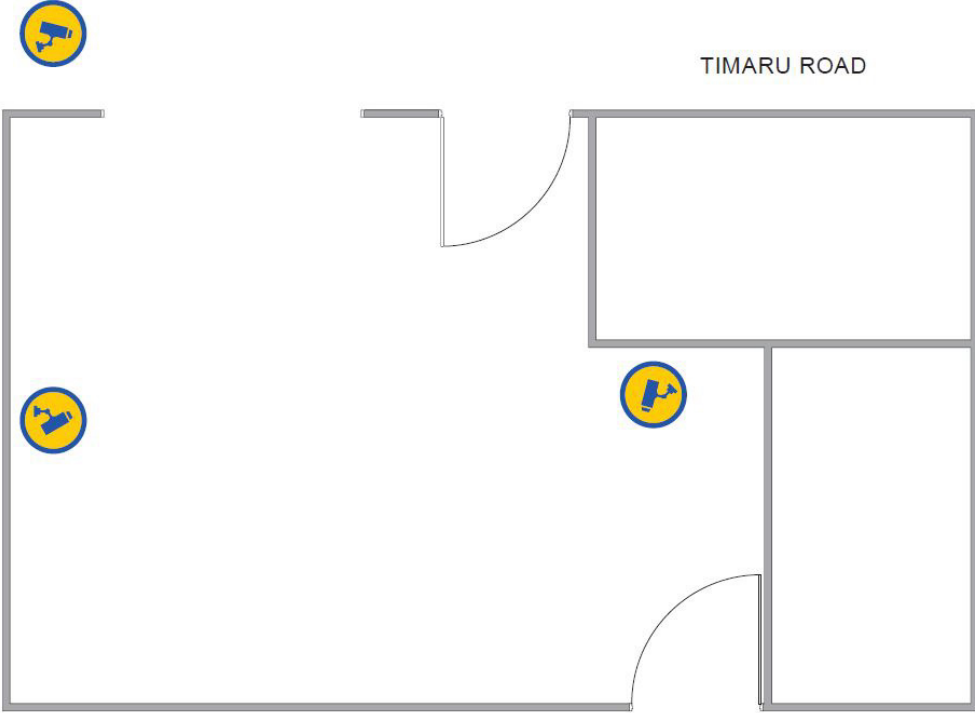
Appendix 1: CCTV Cameras at WDC Local Government Centre



Appendix 2: CCTV Cameras at Waimate Event Centre



Appendix 3: CCTV Cameras at WDC Animal Pound



Appendix 4: CCTV Warning Signage



Appendix 5: CCTV Image Request Form

For Applicants to Complete	Applicant Details	
	Name:	
	Name of Agency (if applicable):	
	Address:	
	Contact Number:	
	Email Address:	
	Captured Image Details	
	Date/Estimated Time:	
	Location:	
	Reason for Request:	
<p>Declaration- I request- under the Privacy Act 2020, and/or, if applicable, the Local Government Official Information and Meetings Act 1987- access to the information outlined above which I believe to be recorded in the form of images held by the Waimate District Council. I acknowledge that I shall not disclose the images to any other persons unless lawfully required to do so.</p>		
Signed:	Date:	

For Council Staff Only	
Processing Officer:	<input type="checkbox"/> Chief Executive <input type="checkbox"/> Corporate Services Group Manager
Request:	<input type="checkbox"/> Approved or <input type="checkbox"/> Declined
Reasons, if Declined:	
Further Comments, if applicable:	
Images Downloaded (if applicable) by:	
Signed:	Date: