

|                            |                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>POLICY NAME</b>         | <b>CCTV TRIAL PHASE –<br/>POLICY AND CODE OF PRACTICE</b>                                                                                                                                                                                                                                                                                                    |  |
| Date Adopted               | 22 July 2026                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
| Resolution Number          | 173/26                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
| Policy Custodian           | Director Corporate Services                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
| Policy Development Officer | Governance Officer                                                                                                                                                                                                                                                                                                                                           |                                                                                     |
| Review Date                | On completion of CCTV Trial Phase                                                                                                                                                                                                                                                                                                                            |                                                                                     |
| Relevant Legislation       | <i>Local Government Act 1993</i><br><i>Surveillance Devices Act (NSW) 2007</i><br><i>Privacy and Personal Information Protection Act 1998</i><br><i>Government Information (Public Access) Act 2009</i><br><i>NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed-Circuit Television in Public Places 2000</i> |                                                                                     |
| Related Documents          | Tenterfield Shire Council Community Safety CCTV Program Standard Operating Procedures (SOP)<br>CCTV Access Log Register                                                                                                                                                                                                                                      |                                                                                     |

## POLICY STATEMENT

Tenterfield Shire Council considers it important to take efforts to reduce crime. It is recognised however that crime will never entirely be prevented. Closed circuit television (CCTV) can bring benefits to the community and assist in identifying and reducing crime which can lead to enhanced public safety in particular locations or in a public area.

Council's CCTV trial is an initiative designed to facilitate greater community safety in reducing and preventing crime and has been developed in consultation with the NSW Police. It assists Council and the NSW Police 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.

While there is no legislative requirement for Councils to implement a particular NSW or Australian Government policy statement on CCTV in public places, the NSW Office of Local Government considers the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television in Public Places* to be good practice and these guidelines have been used to develop the current CCTV trial and this Policy and Code of Practice.

## POLICY OBJECTIVES

The objective of the CCTV trial is for Council and the wider community to consider a number of technical and operational issues before installing a CCTV scheme. A trial period for the scheme will allow any problems to be identified early and corrected. It will also allow initial assessment and effectiveness of the scheme and whether or not it is meeting its objectives, whether objectives are realistic and whether any adjustments to the scheme need to be made.

The CCTV trial will run up to 90 days and will be monitored carefully, and its implementation will be reviewed throughout this period, during which time a CCTV committee will also be established.

At the completion of the trial period an evaluation of the trial and its outcomes will be reviewed by the CCTV committee, and relevant parties and reported to Council.

### **POLICY SCOPE**

This Policy and Code of Practice applies to all authorised employees and nominated contractors of Tenterfield Shire Council. The Policy and Code of Practice consist of fixed CCTV cameras in public areas. Features include digital recording, passive monitoring, secure networks, and scalability.

### **Governance and Responsibilities**

Council is responsible for ownership, compliance, system security, and public communication. NSW Police may access, download and retain footage for lawful purposes.

This Policy and Code of Practice support public safety, crime detection, and emergency response.

It will not monitor private premises unlawfully or be used for non-authorised purposes.

### **Guiding Principles**

This Policy will be operated in accordance with the following principles:

|                               |                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------|
| Lawful Purpose                | The Policy and Code of Practice will only be used for legitimate and defined purposes. |
| Privacy and Civil Liberties   | Operations will respect individual privacy and freedoms.                               |
| Transparency                  | The public will be informed about CCTV operations.                                     |
| Security and Integrity        | Recorded material will be securely managed.                                            |
| Restricted Use of Information | Data collected will be relevant and not excessive.                                     |
| Retention and Disposal        | Data will be retained only as necessary.                                               |
| Oversight                     | The Policy and Code of Practice will be regularly reviewed.                            |
| Community Benefit             | The Policy and Code of Practice will serve the broader community.                      |

### **Public Information and Transparency**

Clear signage will notify the public of CCTV operations and provide contact details. This Policy and Code of Practice will be publicly available.

### **Data Management**

Data will be collected lawfully and accessed only by authorised personnel. Disclosure is limited to law enforcement and legal purposes.

### **Retention and Disposal**

Data will be retained for up to 30 days unless required for investigations or legal matters, the overwritten (destroyed) by the 30-day recording loop. The NSW Police will have full access to download camera footage within this period and retain as evidence as required.

### **TRIAL CAMERA LOCATIONS**

Locations are based on risk and safety assessments. Cameras will be visible where practicable and minimise intrusion.

| <b>Location</b>                                      | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Shelter – Bruxner Park, Rouse Street Tenterfield | <ul style="list-style-type: none"><li>• Help secure a safer environment and protect the community and property from crime</li><li>• Assist in reducing personal and property crime levels by deterring potential offenders</li><li>• Assist Police in determining the appropriate allocation of resources in situations where the commission of a crime is imminent or is in progress</li><li>• Assist in the detection and prosecution of offenders</li></ul> |
| Jubilee Park – Manners Street Tenterfield            | <ul style="list-style-type: none"><li>• Help secure a safer environment and protect the community and property from crime</li><li>• Assist in reducing personal and property crime levels by deterring potential offenders</li><li>• Assist Police in determining the appropriate allocation of resources in situations where the commission of a crime is imminent or is in progress</li><li>• Assist in the detection and prosecution of offenders</li></ul> |

### **COMPLAINTS AND ENQUIRIES**

Complaints can be submitted to Council by email to [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au) and will be investigated promptly.

### **BREACHES OF POLICY AND CODE OF PRACTICE**

Breaches will be investigated and corrective actions taken.

## VERSION CONTROL & CHANGE HISTORY

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor      | Summary of Changes            |
|-------------------|-----------------------------|--------------|--------------------|-------------------------------|
| V.1               | 22/07/26                    | 173/26       | Governance Officer | New Policy & Code of Practice |
|                   |                             |              |                    |                               |
|                   |                             |              |                    |                               |
|                   |                             |              |                    |                               |
|                   |                             |              |                    |                               |
|                   |                             |              |                    |                               |