



Inverell Shire Council

# Community Safety Camera Program

## Protocols

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## **1. DEFINITIONS**

### **1.1 Authorised Person**

A person acting in support of the operation of the Community Safety Camera Program (CSCP). Authorised persons are able to enter the Control Room at any time without formally requesting authorisation. (Refer to Schedule 3)

### **1.2 CCTV**

Closed circuit television.

### **1.3 CBD Management**

Functions for which the CSCP may be used during major events including: monitoring crowd movements; cleansing operations; waste management; and emergency management.

### **1.4 Civilian**

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

### **1.5 CCTV System**

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

### **1.6 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.

### **1.7 Control Room**

The Control room where Inverell Shire Council's Community Safety Cameras are monitored is located in the Inverell Shire Council's Administration Building, 144 Otho Street, Inverell.

### **1.8 Control Room staff**

Staff engaged by Inverell Shire Council to perform duties for the Community Safety Camera Program, Security Operations, and Emergency Management programs.

### **1.9 Incident**

#### **1.9.1 Administrative Incident**

An activity that relates to the management of the Community Safety Camera Program e.g. details of Control Room visitors or operational faults.

#### **1.9.2 Major Incident**

An incident which includes the following:

- earthquake, flood, wind, storm, or other natural event

- explosion
- fire
- serious road accident
- warlike act
- act of terrorism
- hijack
- siege
- riot
- any like occurrence considered to be extremely serious.

### **1.9.3 Standard Incident**

An incident observed by control room staff, or is reported or broadcast by Police, which includes the following:

- any situation within the area covered by the Program involving damage or injury to a person or any situation where injury to a person is threatened; and/or
- any situation involving the theft of property or serious damage to property; and/or
- will include situations where a person is observed or reported to be:
  - carrying a weapon;
  - clearly distressed;
  - injured or in a Medical Emergency;
  - about to attack 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; or
  - 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.

### **1.10 General Intelligence Gathering**

Monitoring 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.

### **1.11 Major event**

Any major cultural, celebratory and sporting event held in the public domain that:

- has a significant impact on the normal functioning of the Central Business District (CBD), for example, alters normal business or transport activities;
- involves a significant increase in the normal volume of pedestrian activity; and
- involves an additional risk to personal safety.

### **1.12 PIN**

Personal Identification Number – the number issued to each individual Control Room staff member or Inverell Shire Council Responsible Officer which will allow access to the camera operating equipment.

## **1.13 Responsible / Authorising Officer**

### **1.13.1 Inverell Shire Council Responsible Officer (ISC RO)**

An employee of the Inverell Shire Council involved in the management of the Community Safety Camera Program. Inverell Shire Council Responsible Officers (ISO RO) are able to enter the Control Room at any time without formally requesting authorisation (see Schedule 2).

### **1.13.2 NSW Police Responsible / Authorising Officer (NSW POLICE RO)**

A member of the NSW Police Force Responsible (NSW Police RO) who is responsible for authorising police applications to view or obtain a copy of recorded materials (see Schedule 2).

## **1.14 Serious criminal offence**

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
- robbery

## **1.15 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.

## **1.16 Community Safety Camera Program (The Program)**

The activities involved in Inverell Shire Council's public closed circuit television operation.

## **1.17 Recorded materials**

CCTV footage and photographs.

## **1.18 Master recorded materials**

Refers to the master copy of recorded materials released under application.

## **1.19 NSW Police operation**

From time to time, the NSW Police may need to conduct operations to prevent and/or respond to an escalation or 'Crimes Against a Person', as defined in *4.2 iii of the Code of Practice*.

## **1.20 Audit**

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

## **2. INTRODUCTION**

### **2.1 Overview**

- The Community Safety Camera Program comprises Inverell Shire Council's public CCTV camera operation, and is to be distinguished from Inverell Shire Council's internal CCTV camera system.
- These Protocols detail the day-to-day management procedures that support the Control Room activities involved in the operation of the Community Safety Camera Program. These Protocols should be read in conjunction with the Code of Practice.
- All staff involved in the operation and management of the Community Safety Camera Program must understand the contents of these Protocols, and Control Room Standard Operating Procedures for the Community Safety Camera Program and, where appropriate, technical manuals relating to the operation of equipment and are required to sign an acknowledgement of their understanding. The Protocols form a key component of the training of Control Room staff and the successful operation of the Program relies on all staff involved in the Program having a complete understanding of the Protocols and fully complying with their contents.
- Instructions supplementing these Protocols may be issued from time to time.
- The NSW Police Force has developed their own Standard Operating Procedures to complement this document.
- These Protocols are subject to State and Federal Law.

### **2.2 Review of and changes to Protocols**

- The Protocols will be regularly reviewed, including if the need arises subsequent to changes to the Code of Practice or Standard Operating Procedures.
- Reviews of the Protocols and or Standard Operating Procedures will be undertaken by the Manager Information Services in consultation with the Community Safety Committee. Major changes to the Protocols will be referred to the Community Safety Committee for assessment of the policy implications and consistency with the Code of Practice.

Any amendments to the Protocols must be authorised by the General Manager and/or Director Economic and Corporate Services.

## **3. PURPOSE AND DESCRIPTION OF THE PROGRAM**

### **3.1 Purpose**

In brief the primary purpose of Inverell Shire Council's Community Safety Camera Program is to assist in proactive management of public safety through community partnerships (refer to the Community Safety Camera Program Code of Practice for more details).

The Community Safety Camera Program may also be of some benefit in the management of major events such as Sapphire City Festival. The General Manager or his/her delegate must approve the temporary use of the Community Safety Camera Program for such purposes.

Any request from the NSW Police Force to use the Community Safety Camera Program for the management of major events should be put in writing and forwarded, at least 2 weeks prior to the event, to:

General Manager  
Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

### **3.2 Location of cameras**

The number and location of cameras may vary from time to time. The current camera locations are detailed in Schedule 1.

### **3.3 Camera type**

All cameras are high resolution colour and are capable of digital continuous zoom, pan and tilt to enable effective monitoring.

### **3.4 Location of monitoring and recording equipment**

Control room staff and monitoring and recording equipment are located at:

Inverell Shire Council  
Administration Building  
144 Otho Street  
Inverell NSW 2360

Secondary equipment (monitoring only) is located at:

Inverell Police Station  
109 Otho Street  
Inverell NSW 2360

### **3.5 STAFFING OF COUNCIL CONTROL ROOM**

#### **3.5.1 Staff training**

All control room staff will be required to undergo approved Induction/Familiarisation Training. All control room staff will be required to pass a test to demonstrate their understanding of, and capacity to operate the system.

All control room staff will familiarise themselves with the Code Of Practice, Protocols, Standard Operating Procedures (SOP) and other Acts and Legislation regarding this program and at all times be fully aware of the confidentiality and privacy issues.

#### **3.5.2 Confidentiality**

All Control Room staff involved in the operation of the Community Safety Camera Program are required to sign a confidentiality agreement. It is the responsibility of the Manager Information Services to ensure that these agreements are signed prior to any staff required to be part of this program as part of their employment.

## **4. ACCESS TO THE CONTROL ROOM**

The following persons are authorised to enter the Control Room:

- A. Inverell Shire Council Responsible Officers (see Schedule 2);
- B. Authorised Persons (see Schedule 3);
- C. Authorised visitors (civilians when accompanied by a Inverell Shire Council Responsible Officer);



- D. Officers of the NSW Police Force authorised to view or collect recorded materials;
- E. Civilians authorised to view recorded materials; and
- F. Technical services and cleansing staff while in the presence of an authorised person.

An Application to Visit the Control Room (See Schedule 4 - Form 1) must be completed and authorised for visitors identified in 4C. Form 3 must be authorised for visitors identified in 4D. Technicians must outline their details and sign the visitors' log book.

The ISC Manager Information Services or the Director Economic and Corporate Services is responsible for the authorisation of all applications to visit the Community Safety Camera Control Room.

It is the responsibility of the person who has authorised the application to accompany those visitors while in the Control Room (as outlined in 4A).

## **5. OPERATION OF CAMERAS AND OTHER EQUIPMENT**

Only authorised persons with the responsibility of monitoring and repairing Control Room equipment or an ISC RO shall have access to the operating controls of equipment located in the Control Room.

Cameras must be returned to auto patterns when monitoring has ceased.

Police officers shall not be permitted to operate monitoring equipment located in the Control Room at any time (except during a 'major incident' – see section 8).

## **6. RECORDED MATERIAL**

### **6.1 Holding of Recorded Material**

All verbal requests for the holding of recorded material are to be made to an Inverell Shire Council Responsible Officer.

The Inverell Shire Council Responsible Officer will:

- if appropriate, arrange to forward an Application Form to the person who has requested that the recorded material be held;
- inform the person that if a completed Application Form is not received within 30 days from the date of the incident the recorded material will be unavailable; and
- convey the request to the Control Room staff.

### **6.2 Applications for the viewing and/or supply of a recorded material (general)**

All completed applications for the viewing or supply of a recorded material should be forwarded to:

General Manager  
Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

Access to and release of recorded material or photographs will only be permitted for reasons that are in accordance with the purposes of the Community Safety Camera Program.

It is the responsibility of an ISC RO – Operational Management to determine every application for the viewing and release of recorded material. If for any reason that an ISC RO – Operational Management is not available, an ISC RO - Corporate may authorise an application.

The ISC RO responsible for authorising an application must:

- determine the *bona fide* nature of the request and forward an application form (See Schedule 4 - Form 2 or 3) to the applicant if appropriate;
  - prior to forwarding the application form, explain to the applicant the conditions attaching to the release of recorded material outlined in the Form 2 and 3 confidentiality clauses;
  - authorise or refuse the application;
  - forward the authorised application form to the Control Room.
  - after completion of the review of requested recorded material, control room staff will notify the applicant of the result and arrange for viewing/collection of copied material.
- Form 2 and 3 confidentiality clause states that any copy of a recorded material is released by Inverell Shire Council on the understanding that the applicant:
- acknowledges that the recorded material released is the property of the Inverell Shire Council;
  - does not allow any copies of the recorded material to be produced, except under the provisions section 6.4;
  - does not publicly show or display any image or release it publicly without the prior written consent of the Inverell Shire Council;
  - keeps the released information in a locked receptacle when not being utilised;
  - only uses the released information for the purposes stated on the application;
  - undertakes to subpoena master recorded material from the Inverell Shire Council if required as evidence in a Court of Law.

All completed applications for the viewing or supply of recorded material should be forwarded to:

General Manager  
Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

Or by email to [council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au)

### **6.3 Civilian application for viewing and/or supply of a copy of recorded material**

Where a person who is not a member of the NSW Police Service wishes to view a Community Safety Camera Program recorded material will require a subpoena and the following procedure must be followed:

The applicant must complete an Application to View or Obtain a Copy of a Recorded Material by a Person Other Than a Member of the NSW Police Service (see Schedule 4 - Form 2);

- the completed application form must be forwarded to the General Manager;  
General Manager  
Inverell Shire Council  
Po Box 138  
Inverell NSW 2360.

Or by email to [council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au)

- if appropriate, an ISC RO will then authorise the viewing or the release of a copy of the recorded material in accordance with the Code of Practice and Protocol.

### **6.4 Police application for viewing and/or supply of a copy of a recorded materials**

Where a member of the NSW Police Force wishes to view Community Safety Camera Program recorded material, the following procedure must be followed:

- a NSW Police RO must complete an Application To View or Obtain a Copy of recorded material by a Member of the NSW Police Force (See Schedule 4 - Form 3);

- the completed application form must be forwarded to the General Manager;
- If appropriate, an ISC RO will then authorise the viewing or the release of a copy of the recorded material.

The NSW Police may reproduce recorded footage or photographs for court purposes or for the purpose of review by the NSW Ombudsman in the oversight or investigation of complaints under Part 8A of the *Police Act 1990 (NSW)*.

#### **6.4.1 Police application for the viewing and/or supply of a copy of recorded material (emergency)**

At times it will not be possible for police to wait to view recorded material. For example, if a serious standard incident has occurred and the police need verification of the alleged offender's identity or physical features.

Where a member of the NSW Police Force wishes to view or obtain a copy of a Community Safety Camera Program recorded material in an emergency situation, the following procedure must be followed:

- a NSW Police RO must contact a ISC RO and make a verbal request for a police officer to view recorded material of an occurrence or for a copy of the recorded material to be released as a matter of urgency;
- if the application is approved, the ISC RO will contact the Control Room staff and advise them that verbal authority has been given to allow the applicant Police Officer to view or obtain a copy of the recorded material;
- upon receipt of Form 3, staff will copy the evidence and contact the applicant to arrange collection.

The ISC RO who has given the verbal authorisation will ensure that they attend the Control Room at the earliest opportunity in order to sign Form 3 as final authorisation as soon as possible.

#### **6.5 Release of master recorded materials**

Under no circumstances shall master recorded footage leave the custody of Inverell Shire Council unless it is delivered into the custody of the police or courts in response to a subpoena, search warrant, or other relevant legal process.

When a subpoena, search warrant or other relevant legal process is received, an Inverell Shire Council Responsible Officer must undertake the following procedure:

- Advise the Control Room monitoring staff of the need to remove the master recorded material from the safe by forwarding to the Control Room the Authorisation for the Removal of Master Recorded Material for Court form (see Schedule 4 - Form 5);
- Advise the Control Room monitoring staff to release the material personally to the authorising ISC RO;
- Take delivery of the master recorded material and ensure it is delivered to the court or other body listed in the Subpoena or other Legal Process.

#### **6.6 Destruction of recorded materials held**

All recorded materials returned to Inverell Shire Council will be destroyed.

Master recorded material held and all copies of recorded material held will be destroyed after 3 years from the date of application, unless otherwise requested by the applicant.

All details on the Authorisation for the Destruction of Recorded Materials form (see Schedule 4 - Form 6) are to be completed by an ISC RO prior to the recorded materials being destroyed.

It is the responsibility of an ISC RO to collect the recorded material held upon expiry (after 3 years of the date of application) from the Control Room and destroy it in the presence of an ISC RO - Corporate.

Both the ISC RO responsible for destroying the recorded materials and ISC RO – Corporate witnessing the destruction of the expired recorded materials held are to sign the Authorisation for the Destruction of Recorded Materials form.

Destruction of recorded materials shall be by shredding, erasure or other approved method.

## **7. RESPONDING TO INCIDENTS**

### **7.1 Responding to standard incidents**

When the Control Room staff are monitoring as part of system checks, they will contact Police in relation to all offences against the person, and other serious criminal offences, detected during the system checks on the Community Safety Cameras.

Control Room staff will transfer vision of a standard incident in progress to the relevant Police District when requested by a NSW Police Officer.

A replay of recorded footage may be transferred to the NSW Police to assist with the identification and apprehension of offenders, and the identification of victims and witnesses.

### **7.2 Responding to graffiti**

Control Room staff will not contact police in relation to minor incidents of graffiti. Control Room staff will contact police in relation to serious graffiti offences, and will transfer vision to the relevant Local Area Command when requested by a NSW Police Officer.

### **7.3 Intelligence Gathering**

Except in the event of major incidents, Control Room staff will **not provide** intelligence to Police or any other agency for any purposes outside the scope of the Community Safety Camera Program Code of Practice.

**Control room staff will not use photographs or other images provided by Police or any other agency, to assist monitoring for individuals.**

The General Manager must approve any exception to 7.3

### **7.4 Responding to major incidents**

In the event of a major incident, a NSW Police RO should contact an ISC RO and request that vision and/or control of the Community Safety Camera Program be transferred to the NSW Police.

During the major incident, Control Room staff will remain in the Control Room and provide assistance to the Police if required.

### **7.5 Incident reports**

The incident reports (Form 7) will be reviewed weekly by the Manager Information Services to determine whether any clarification of the Protocols or SOPs is necessary or whether any additional training of staff is required.

Incident reports are to be completed within 24 hours of the incident.

Any incident that, in the control room staff's opinion, may draw media attention or is of a serious nature is to be brought to the attention of the Manager Information Services as soon as possible.

## **8. MAJOR EVENTS**

### **8.1 Use of the Community Safety Camera Program during major events**

During major events, in addition to its usual functions, the Community Safety Camera Program may be used to assist in the management of:

- Crowd movements in relation to crowd safety and traffic/pedestrian flow;
- Cleansing Operations;
- Waste Management; and
- Emergency Management.

It is anticipated that at this stage the major events for which the Program may be used include, but are not restricted to:

- Anzac Day;
- Australia Day;
- Parades;
- Sapphire City Festival; and
- Grafton to Inverell.

**The monitoring of individual/small group interactions for general intelligence gathering purposes is not permitted.**

### **8.2 Approval of the use of the Community Safety Camera Program during major events**

The General Manager or his/her delegate must approve temporary use of the Community Safety Camera Program for the purposes of Inverell CBD management during major events or NSW Police operations.

Should use of the Community Safety Camera Program be required for the purposes of Inverell CBD management during a major event, the NSW Police Force must submit a written request to Inverell Shire Council including:

- the nature of the event;
- the date of the event; and
- the times during which it is proposed the major event procedures apply

Any request from the NSW Police Force to use the Community Safety Camera program for the management of major events must be put in writing and forwarded to:

General Manager  
Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

It is the responsibility of the Manager Information Services to notify Control Room staff of the dates and times during which the Community Safety Camera Program will be used for the purposes of Inverell CBD management during a major event.

### **8.3 Operation of the Community Safety Camera Program during major events**

For the duration of the major event, the Community Safety Camera Program will operate in accordance with usual operating procedures. However, the procedures outlined in this section will also apply.

At all times camera control will remain with Control Room staff.

For the duration of the event, the Police Operations Centre Manager (Inspector, Chief Inspector, and Regional Commander) may request control.

In circumstances where Control Room staff members are monitoring an incident involving, or potentially involving, an offence against the person, the use of the Community Safety Camera Program for this purpose will take precedence over the use of the Program for Inverell CBD management.

## **9. DEMONSTRATIONS AND PUBLIC RALLIES**

### **9.1 Use of the Community Safety Camera Program during Demonstrations and Public Rallies**

During demonstrations and public rallies, in addition to its usual functions, the Community Safety Camera Program may be used to assist in the management of:

- Crowd movements in relation to crowd safety and traffic/pedestrian flow;
- Cleansing operations;
- Waste management; and
- Emergency management.

The Community Safety Camera Program can only be used to manage demonstrations and public rallies when they:

- Have a significant impact on the normal functioning of the Inverell CBD, for example, alters normal Business or transport activities;
- Involve a significant increase in the normal volume of pedestrian activity; and
- Involve an additional risk to personal safety.

**The monitoring of individual/small group interactions for general intelligence gathering purposes is not permitted**

### **9.2 Approval of the use of the Community Safety Camera Program during demonstrations and public rallies**

The General Manger must approve temporary use of the Community Safety Camera Program for the purposes of Inverell CBD management during demonstrations or public rallies.

Should use of the Community Safety Camera Program be required for the purposes of Inverell CBD management during a demonstration or public rally, the NSW Police Force must submit a written request to the Council including:

- The nature of the demonstration or public rally;
- The date of the demonstration or public rally; and
- The times during which it is proposed the demonstrations and rallies procedures apply.

Any request from the NSW Police Force to use the Community Safety Camera program for the management of demonstrations and rallies must be put in writing and forwarded to:

General Manager

Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

It is the responsibility of the Manager Information Services to notify Control Room staff of the dates and times during which the Community Safety Camera Program will be used for the purposes of Inverell CBD management during a demonstration or public rally.

### **9.3 Operation of the Community Safety Camera Program during demonstrations or public rallies**

For the duration of the demonstration or public rally, the Community Safety Camera Program will operate in accordance with usual operating procedures. However, the procedures outlined in this section will also apply.

At all times camera control will remain with Control Room staff.

In circumstances where Control Room staff members are monitoring an incident involving, or potentially involving, an offence against the person, the use of the Community Safety Camera Program for this purpose will take precedence over the use of the Program for CBD management.

## **10. NSW POLICE OPERATIONS**

### **10.1 Use of the Community Safety Camera Program to support NSW Police Operations**

From time to time, the NSW Police may request support in the use of the Community Safety Camera Program during operations to prevent and/or respond to an escalation of 'crimes against a person'.

**The monitoring of individual/small group interactions for general intelligence gathering purposes is not permitted**

### **10.2 Approval of the use of the Community Safety Camera Program for NSW Police operations**

The General Manager must approve temporary use of the Community Safety Camera Program for use in NSW Police operations.

Should use of the Community Safety Camera Program be required to support NSW Police operations, the NSW Police Force must submit a written request to Inverell Shire Council including:

- the nature of the operation;
- the date of the operation; and
- the times during which it is proposed the Police Operations procedures apply.

Any request from the NSW Police Force operations must be put in writing and forwarded to:

General Manager  
Inverell Shire Council  
PO Box 138  
Inverell NSW 2360.

It is the responsibility of the Manager Information Services to notify Control Room staff of the dates and times during which the Community Safety Camera Program will be used for the purposes of NSW Police Operations.



### **10.3 Operation of the Community Safety Camera Program during NSW Police operations.**

For the duration of an operation, the Community Safety Camera Program will operate in accordance with usual operating procedures. However, the procedures outlined in this section will also apply. At all times camera control will remain with Control Room staff.

## **11. COMPLAINTS**

Complaints in relation to the Community Safety Camera Program may be made in writing to the General Manager or by telephone to Inverell Shire Council's Manager Information Services on 6728 8271. Once received, complaints will be registered and allocated to the appropriate ISC RO to action.

Under the *Privacy and Personal Information Protection Act 1998* the Office of the Privacy Commissioner is authorised to receive complaints about alleged violations in privacy. Members of the community can lodge a complaint under s45 of the PPIP Act. Council should cooperate with the investigation of any complaint by Privacy NSW.

## **12. BREACHES OF THE CODE**

### **12.1 Audit, Risk and Compliance**

Auditing of the Inverell Shire Council's Community Safety Camera Program will be undertaken periodically.

The Community Safety Committee shall provide a written report to the General Manager setting out any issues, discrepancies or deficiencies uncovered as part of the audit.

The General Manager shall, upon receiving such a report, commence measures and actions as relevant to remedy identified deficiencies and/or inadequacies.

Recorded materials which contain images which are considered to breach the privacy of an individual or indicate misuse of the Program are to be placed into the custody of Inverell Shire Council's Manager Information Services while the incident is investigated.

No ISC RO's will have the right to release information gathered as part of the audit process to any individual/organisation.

### **12.2 Internal audit investigation**

Where a breach of the Code of Practice, Protocols or Standard Operating Procedures occurs, or which involves the possibility of theft, misuse or abuse of Council assets and resources, or alleged corrupt conduct of Council staff and or contractors, the matter will be investigated through the Inverell Shire Council's internal audit mechanisms.



### **13. SCHEDULE 1 CAMERA LOCATIONS**

<b>Camera No.</b>	<b>Location</b>	<b>Address</b>	<b>Direction</b>
Camera 1	Commonwealth Bank - towards Brumby's	Otho Street	SE
Camera 2	Ray White - towards Bridge Cafe	Byron Street	NE
Camera 3	Coles - towards the Westpack	Byron Street	NE
Camera 4	General Merchant - towards Premier Store	Byron Street	SW
Camera 5	Windsong - towards Imperial Hotel	Byron Street	SW
Camera 6	Imperial Hotel – towards Windsong	Byron Street	NE
Camera 7	Imperial Hotel - up Otho Street	Otho Street	SE
Camera 8	Inverell Jewellers – towards Imperial Hotel	Otho Street	NW
Camera 9	Taxi Rank	Vivian Street	NW
Camera 10	Freckles Cafe - towards the Gem Centre	Byron Street	NE
Camera 11	Best & Less – towards Subway	Byron Street	SW
Camera 12	Dittons Pharmacy – towards Otho Street	Byron Street	SW
Camera 13	Compleat Angler and Camping – towards Telstra	Byron Street	NE
Camera 14	Formerly Bikes on Byron – across street to Community Mutual Group	Byron Street	SE
Camera 15	Price Busters -towards Australian Hotel Side	Byron Street	SW
Camera 16	Price Busters - towards New England Community Mutual Side	Byron Street	NE
Camera 17	Tattersalls Hotel – up Lawrence towards Anytime Fitness	Byron Street	SE
Camera 18	Sapphire City Firearms - towards McDonalds	Byron Street	NE
Camera 19	Optus - towards Tattersalls Hotel	Byron Street	NE
Camera 20	Tattersalls Hotel – Byron – towards Optus	Byron Street	SW
Camera 21	Sapphire City Firearms - towards Cinema	Otho Street	SW
Camera 22	Inverell Diagnostics - towards Inverell Motel	Otho Street	NW

Camera 23	Inverell Diagnostics - towards Byron Street	Otho Street	SE
Camera 24	Oxford Hotel - towards Inverell Motel	Otho Street	SW
Camera 25	Oxford Hotel – towards Union Bar	Otho Street	SE
Camera 26	Ray White– towards Lehman Property	Byron Street	SW
Camera 27	General Merchant – towards Vivian Street	Byron Street	NE
Camera 28	Best n Less – towards taxi rank	Byron Street	N
Camera 29	Formerly Bikes on Byron – towards Burtenshaw’s Butchery	Byron Street	NE
Camera 30	Formerly Bikes on Byron – towards laneway	Byron Street	W
Camera 31	Tattersalls Hotel – towards Cinemas	Byron Street	NW
Camera 63	Foot Bridge – toward Foot Bridge	Campbell Street	N
Camera 64	Foot Bridge – Campbell Street walkway	Campbell Street	S
Camera 65	Tourist Centre – towards park	Campbell Street	N
Camera 66	Tourist Centre – river path	Campbell Street	SE
Camera 67	Tourist Centre – river path – towards bridge	Campbell Street	NW
Camera 70	Colse – corner Otho and Campbell – towards back carpark	Campbell Street	W
Camera 71	Colse – corner Otho and Campbell – towards back carpark	Campbell Street	NW
Camera 71	Colse – corner Otho and Campbell – towards entrance	Campbell Street	NE
Camera 72	Colse – corner Otho and Campbell – towards round about	Campbell Street	SW
Camera 73	Campbell Lan – towards River Street	Campbell Street	SE
Camera 75	Colse – corner Otho and Campbell – towards park	Campbell Street	W
Camera 76	Tourist Centre – Bus station - front	Campbell Street	NW
Camera 77	Tourist Centre – Bus terminal- front	Campbell Street	SE
Camera 81	Tourist Centre – Bus terminal - back	Campbell Street	E
Camera 82	Tourist Centre – Bus terminal - inside	Campbell Street	NE

## **14. SCHEDULE 2 RESPONSIBLE / AUTHORISING OFFICERS**

Inverell Shire Council Responsible Officers

### **14.1 Operations**

The Inverell Shire Council Responsible Officers – Information Services Department is responsible for technical and operational matters pertaining to the Community Safety Camera Program. They should be contacted in relation to the following matters:

- requests for the holding of recorded material;
- obtaining copies of or viewing recorded material (both in emergency and non-emergency situations);
- requests for extensions of time for the return of recorded material;
- visiting the Community Safety Camera Control Room;

Operations contact is:  
Manager Information Services  
Phone: 02 6728 8288

### **14.2 Operational Management**

Operational Management is responsible for policy matters relating to the Community Safety Camera Program. They should be contacted in relation to the following matters:

- Use of the Community Safety Camera Control Room in relation to major incidents;
- Requests for the holding of recorded material;
- Obtaining copies of or viewing recorded material (both in emergency and non-emergency situations);
- Requests for extensions of time for the return of recorded material;
- Visiting the Community Safety Camera Control Room;
- Repair and maintenance of equipment;
- Management of Control Room staff;
- Copies of the Code of Practice and Protocols;
- Amendments to or review of the Code of Practice, Protocols or SOPs;
- Evaluation of the Community Safety Camera Program; and
- Annual reporting of the Community Safety Camera Program to the Community Safety Committee.

Operational Management contacts are and should only be contacted in the order in which they are listed.

Manager Information Services  
Telephone: (02) 6728 8288

Director Corporate and Economic Services  
Telephone: (02) 6728 8288

### **14.3 Corporate Management**

Corporate Management is the responsibility of the General Manager and Director Economic and Community Services.

While they do not have any direct involvement in the day to day operation of the Community Safety Camera Program, if necessary, in an emergency they are able to make a decision in relation to any aspect of the Community Safety Camera Program. They should, however, only be contacted in an

emergency and only after attempts to contact the above Inverell Shire Council Responsible Officers have been unsuccessful.

Corporate Management contacts are and should only be contacted in the order in which they are listed.

Director Corporate and Economic Services  
Telephone: (02) 6728 8288.

General Manager  
Telephone: (02) 6728 8288.

#### **14.4 NSW Police Authorising Officers**

NSW Police authorising Officers are permanent or acting senior officers including Local Area Commanders; Crime Managers; Crime Co-ordinators; Investigations Managers; and Duty Officers.

### **15. SCHEDULE 3 RESPONSIBLE / AUTHORISED PERSONS**

#### **15.1 The General Manager of Inverell Shire Council**

Purpose: Inspection of all facilities associated with the Community Safety Camera Program including files and registers, but not including viewing of recorded materials unless in the company of the ISC Responsible Officer – Operations or Operational Management.

#### **15.2 Control Room staff**

Purpose: Monitoring and support of Community Safety Cameras and Security Operations.

#### **15.3 Members of the Community Safety Committee**

Purpose: Safeguarding the integrity of the overall Community Safety Camera Program and ensuring confidentiality and privacy protections are maintained.

#### **15.4 Approved systems contractors**

Purpose: To carry out system repairs and maintenance.

#### **15.5 Approved cleaning contractors**

Purpose: Cleaning of the control room, monitors must be blanked out.

#### **15.6 Approved technical / IT staff**

Purpose: Non CCTV IT system maintenance, monitors must be blanked out.

### **16. SCHEDULE 4 FORMS**

#### **16.1 Form 1**

Application to Visit the Community Safety Camera Control Room

#### **16.2 Form 2**

Application to View or Obtain a Copy of a Videotape/photograph by a Person Other Than a Member of the NSW Police Service

**16.3 Form 3**

Application to View or Obtain a Copy of Recorded Materials by a Member of the NSW Police Force

**16.4 Form 4**

Application Response

**16.5 Form 5**

Authorisation for the Removal of Master Recorded Materials for Court

**16.6 Form 6**

Authorisation for the Destruction of Recorded Materials

**16.7 Form 7**

Incident Report