



AGENDA

**FOR ASSET MANAGEMENT SUB COMMITTEE MEETING TO BE HELD ON
14 AUGUST 2023 AT CONCLUSION OF THE ENVIRONMENTAL
SUSTAINABILITY AND TREES SUB COMMITTEE
IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr A Graham (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor Cr C Buchanan
Cr D Hood
Cr P Jensen
Cr S McKell (Deputy Chairman)

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
General Manager Business Excellence, Mr C Mansueto
General Manager Community Development, Mrs A Pokoney Cramey
General Manager City Development, Ms M English
Manager Governance, Mr R Deco

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Asset Management Sub Committee Meeting held on 10 July 2023.

REPORTS

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AMSC3	CCTV Policy and Procedure	15

MOTIONS ON NOTICE

There are no Motions on Notice

QUESTIONS ON NOTICE

There are no Questions on Notice

OTHER BUSINESS

(Motions without Notice, Questions Without Notice, CEO Updates)

CLOSE



**MINUTES OF ASSET MANAGEMENT SUB COMMITTEE MEETING HELD IN
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

10 JULY 2023

MEMBERS PRESENT

Cr A Graham (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan
Cr P Jensen
Cr S McKell (Deputy Chairman)

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
PA to Executive Office Ms M Healy
Team Leader Urban Built Assets, Mr J Hosking
Team Leader Natural Assets, Mr C Johannsen
Team Leader Strategic Assets, Mr J Corletto

The meeting commenced at 7.05pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology was received from Cr D Hood.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr P Jensen

The Minutes of the Asset Management Sub Committee Meeting held on
13 June 2023, be taken as read and confirmed.

CARRIED

REPORTS

AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr S McKell
 Seconded Mayor G Aldridge

That Council:

- Notes the report.

CARRIED

AMSC2 Asset Management Improvement Plan - Update

The Presiding Member sought and was granted leave of the meeting to suspend the proceedings in accordance with Regulation 20 of the *Local Government (Procedures at Meetings) Regulations 2013* to allow for a presentation to be provided by the Administration. The meeting was suspended at 7:07pm.

The Presiding Member then brought the period of suspension to an end at 7:34pm and proceeded with the formal item of business.

Moved Cr C Buchanan
 Seconded Cr P Jensen

That Council:

- Adopts the hierarchy in the below table for the pathway asset class for the undertaking of analysis on the level of service classes.

Location	Hierarchy
Road	High Profile
	Collector
	Industrial
	Residential
	Minor
Reserve	City Wide Trail / Shared Use Pathway
	Major Pathway
	Minor Pathway

2. Requests the Administration to review the below criteria for level of service for pathways and requests the Administration to provide costings on different levels of service with consideration to the following.
 - 2.1 Width
 - 2.2 Surface Finish – Material
 - 2.3 Location
 - 2.4 Functionality (could be defined as usability including DDA)
 - 2.5 Lighting
 - 2.6 Signage
3. Requests the Administration to review the footpath policy and provide advice, costings and service levels including types of footpath material for further consideration by the Asset Management Sub Committee by October 2023.
4. Notes the 2023 footpath audit and requests the Administration to bring back a repair/replacement upgrade program including a proposed budget based on \$500,000 for 23/24 and 24/25 for further consideration by the Asset Management Sub Committee by October 2023.
5. Adopts the hierarchy in the below table for the public lighting asset class for the undertaking of analysis on the level of service classes.

Location	Description
Road	Industrial Roads and Collector Roads
	Residential Roads
	Minor Roads
Sports field	Sports field Lighting - Sports Light – AFL - Sports Light – Baseball - Sports Light – Athletics - Sports Light – Baseball - Sports Light – BMX - Sports Light – Cricket - Sports Light - Lawn Bowls - Sports Light - Netball - Sports Light – Soccer - Sports Light – Tennis - Sports Light – Volleyball - Sports Light – Tennis - Sports Light - Volleyball
Decorative	
Shared use paths	
Reserves – informal / passive	

-
- 6. Adopts the below criteria for level of service for public light;
 - 6.1 Relevant Australian standards
 - 6.2 Pole type
 - 6.3 Environmental
 - 7. Requests the Administration to present a proposed public and street lighting policy to the Asset Management Sub Committee by December 2023.

CARRIED

MOTIONS ON NOTICE

There were no Motions on Notice

QUESTIONS ON NOTICE

There were no Questions on Notice

OTHER BUSINESS

(Motions without Notice, Questions Without Notice, CEO Updates)

There were no Other Business items.

CLOSE

The meeting closed at 8.06pm.

CHAIRMAN.....

DATE.....

ITEM	AMSC1
	ASSET MANAGEMENT SUB COMMITTEE
HEADING	Future Reports for the Asset Management Sub Committee
AUTHOR	Heather Prasad, PA to GM City Infrastructure, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Asset Management Sub Committee as a result of a previous Council resolution.

RECOMMENDATION

That Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 A list of resolutions requiring a future report to Council is presented to each Sub Committee and standing committee for noting.
- 1.2 If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

2. CONSULTATION / COMMUNICATION

- 2.1 Nil.

3. REPORT

- 3.1 The following table outlines reports to be presented to the Asset Management Sub Committee as a result of a previous Council resolution:

Meeting Item	Heading and Resolution	Officer
22/03/2021	Sustainable Verge Development	Craig Johansen
	<p>This report picks up the following reports and resolutions:</p> <p>22/03/2021 - 4.0.2-AMSC4 - Verge Maintenance Trial and Streetscape Improvement Program</p> <p>8. A report on the outcomes of the Streetscape Improvement Program be submitted to Council in late 2023 after completion of the two-year trial.</p> <p>23/08/2021 - 4.0.3-AMSC3 - 2021/22 Street Tree Renewal Program, Streetscape Renewal Program, Verge Development Program and Verge Maintenance Trial</p> <p>2. Approves that staff present a draft Resident Verge Incentive Scheme policy to the Asset Management Subcommittee in October 2021.</p> <p>Due: August 2023 Deferred: September 2023 Reason: Administration is continuing to work through ways to consolidate, communicate, promote and incentivise various initiatives relating to verge development and will report back to Council with the proposed framework.</p>	
27/2/2023 AMSC-OB1	Playspace Program 1. Requests that Administration bring back a report to the March 2023 Asset Management Sub Committee meeting detailing the current Playspace program, including 4 years of proposed works.	Jamie Hosking
	Due: Sept 2023	
25/10/2021 4.0.1-AMSC-MON1	Motion on Notice: Playspaces Survey 3. Approves that a further report be presented to Council on the selected engagement via the Asset Management Sub Committee within nine months, detailing the outcomes of the engagement, including any recommendations on how the feedback can be incorporated in future play spaces.	Jamie Hosking
	Due: Sept 2023	

<p>22/5/23 AMSC- MWON1</p>	<p>Golding Avenue, Para Vista</p> <ol style="list-style-type: none"> 1. Requests the Administration present a report to the Asset Management Sub Committee regarding: <ol style="list-style-type: none"> a - the recommissioning of the lights at Golding Avenue, Para Vista to extend the usage of the area into the evening hours, and b - a review of the current playspace elements. 	<p>Jamie Hosking</p>
<p>Due:</p>	<p>Oct 2023</p>	
<p>24/7/23</p> <p>4.0.1</p>	<p>Asset Management Improvement Plan - Update</p> <ol style="list-style-type: none"> 2. Requests the Administration to review the below criteria for level of service for pathways and requests the Administration to provide costings on different levels of service with consideration to the following: <ol style="list-style-type: none"> 2.1 Width 2.2 Surface Finish – Material 2.3 Location 2.4 Functionality (could be defined as usability including DDA) 2.5 Lighting 2.6 Signage 3. Requests the Administration to review the footpath policy and provide advice, costings and service levels including types of footpath material for further consideration by the Asset Management Sub Committee by October 2023. 4. Notes the 2023 footpath audit and requests the Administration to bring back a repair/replacement upgrade program including a proposed budget based on \$500,000 for 23/24 and 24/25 for further consideration by the Asset Management Sub Committee by October 2023. 	<p>Jamie Hosking</p>
<p>Due:</p>	<p>Oct 23</p>	
<p>24/7/23</p> <p>4.0.1</p>	<p>Asset Management Improvement Plan - Update</p> <ol style="list-style-type: none"> 7. Requests the Administration to present a proposed public and street lighting policy to the Asset Management Sub Committee by December 2023. 	<p>Jamie Hosking</p>
<p>Due:</p>	<p>Dec 23</p>	

24/7/23	CCTV Policy and Procedures - Community Safety CCTV	Andrew Hamilton
4.4.1	Council has previously resolved this resolution to be confidential.	
Due:	Jan 24	

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Asset Management Sub Committee have been reviewed and are presented to Council for noting.

ITEM	AMSC2
	ASSET MANAGEMENT SUB COMMITTEE
DATE	14 August 2023
HEADING	Ascot Drive Reserve, Paralowie - Playground Renewal
AUTHOR	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	Ascot Drive Reserve is currently a dry land reserve with no irrigation. The addition of irrigation would improve the use and function of the reserve.

RECOMMENDATION

That Council:

1. Approves that staff prepare a New Initiative Bid for \$107,000 for consideration as part of the 2024/25 budget to install approximately 2,000m² of new irrigation system on the Ascot Drive Reserve.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At its meeting held on Monday 26 June 2023, it was resolved that Council:

“3. Request staff to present a report to the Asset Management Sub Committee to include costings to irrigate Ascot Drive Reserve.”

Resolution Number 0371/2023

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 City Infrastructure

3. REPORT

- 3.1 Ascot Drive Reserve is currently a dry land reserve with no irrigation. It includes several features that provide amenity to the surrounding residents:

- Local level playground
- Half-court basketball
- Seat and bin

- 3.2 The play equipment in Ascot Drive is in good condition and not due for renewal within the next 5 years.
- 3.3 Ascot Drive is considered a local level reserve catering for the surrounding residents. The inclusion of 2,000m² (approximately) irrigated area would be supported under the local hierarchy
- 3.4 Irrigation is generally provided adjacent playgrounds to improve the amenity and use of the play area. Considering the existing features of the reserve, it is proposed an irrigated area be considered around the existing playground and basketball court.



- 3.5 It is expected that costs would be approximately \$107,000

Item	Quantity	Rate	Cost
New water meter (recycled) and backflow prevention	1	Item	\$8,000
New controller and cabinet	1	Item	\$5,000
Extension of recycled water main	150lm	\$100/lm	\$15,000
New overhead spray irrigation system	2,000	\$18/m ²	\$36,000

Hydroseed and soil preparation	2,000	\$6/m ²	\$12,000
Design	1	Item	\$6,000
Project management	1	Item	\$15,000
Contingency	1	Item	\$10,000
		TOTAL	\$107,000.00

- 3.6 The recycled water network has been extended to Ascot drive and is within 150 meters of the reserve.
- 3.7 The reserve also includes a large dry land area of approximately 7,000m² to the south of the playground. To irrigate this area in addition to the area around the playground would increase irrigation installation cost to approximately \$233,000. This extension of irrigation is not recommended.
- 3.8 An ongoing budget of \$400k has been assigned to renew existing irrigation systems. This budget has been fully allocated for the 2023/24 financial year and there is a backlog of irrigation renewal to complete.

4. CONCLUSION / PROPOSAL

- 4.1 The addition of irrigation to a limited section of Ascot reserve is consistent with Council's playspace standards and would improve the use, function and amenity of the reserve.

ITEM	AMSC3
	ASSET MANAGEMENT SUB COMMITTEE
DATE	14 August 2023
HEADING	CCTV Policy and Procedure
AUTHOR	Andrew Hamilton, Manager Sport, Recreation & Community Planning, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The CCTV Policy and Procedure has been updated to more effectively respond to community priorities.

RECOMMENDATION

That Council:

1. Adopts the revised Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure, as detailed in Attachment 1 - Closed-Circuit Television (CCTV) Policy and Attachment 2 - Closed-Circuit Television Procedure (Item AMSC3 - CCTV Policy and Procedure - Asset Management Sub Committee, 14 August 2023)
2. Notes that the locations from the 2018 mobile CCTV pilot will be circulated and a further CEO briefing will be scheduled to discuss the new locations for this program once the Council's procurement process for these services is completed, as per Council's resolution in paragraph 1.4 (Item AMSC3 - CCTV Policy and Procedure - Asset Management Sub Committee, 14 August 2023).

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Closed-Circuit Television (CCTV) Policy
2. Closed-Circuit Television (CCTV) Procedure

1. BACKGROUND

1.1 At its meeting on 28 February 2022, Council resolved (Resolution 1240/2022) that it:

1. *Adopts the Closed-Circuit Television (CCTV) Policy, as set out in Attachment 1 to this report (Urban Services Committee, 21/02/2022, Item No. 4.1.4).*
2. *Approves the Closed-Circuit Television (CCTV) Procedure, as set out in Attachment 2 to this report (Urban Services Committee, 21/02/2022, Item No. 4.1.4).*
3. *Notes that the Community Safety CCTV Program will be developed in consultation with Council Members for Council approval."*

1.2 At its meeting on 19 December 2022, a question without notice was tabled and answered as follows (Resolution 0066/2022):

1. *Have we sourced and procured CCTV?*

General Manager City Infrastructure, Mr John Devine, provided the following response:

Mobile CCTV have not been procured. Administration have been seeking assistance on the availability of different technologies. There are a range of different technologies now available which are being reviewed for their suitability at the various locations.

2. *Has the advice been external or internal advice?*

General Manager City Infrastructure, Mr John Devine, provided the following response:

Administration are obtaining external expert advice in relation to CCTV cameras as well as Smart technologies from industries across the world.

3. *Is the General Manager able to provide a report to the February Urban Services Committee, after the CEO Briefing to provide further advice?*

General Manager City Infrastructure, Mr John Devine, provided the following response:

A report will be provided to the March Urban Services Committee.”

1.3 At its meeting on 31 January, Council resolved (Resolution 0088/2023) that it:

1. *Re-affirms its commitment to providing appropriate smart city technology in the delivery of the Council adopted City Plan and Digital Salisbury, in particular noting the cost saving opportunities and practical application merits for the City, such as smart lighting, parking, city navigation, bin collection etc. and that Council does not support the usage of real time facial recognition software technology.*

2. *Requests the Administration to develop a community communication plan for Council consideration to explain the extent and application of Smart City Technology across the City of Salisbury council area, in recognition that recent material posted on social media and has been letterboxed to residents' homes, may be regarded as misleading or incorrect.*

1.4 At its meeting on 24 July 2023, Council resolved (Resolution 0433/2023) that it:

1. *Reinforces its previous resolution and policy of not having facial recognition software*

2. *Requests that the CCTV Policy and CCTV Procedures be deferred to the next Asset Management Sub Committee and include the following inclusions and amendments to the CCTV Policy and Procedures:*

- *Definition of CCTV (excluding facial recognition)*
- *System to not include licensed facial recognition software*
- *The data to be stored in the servers located in Australia and not to be sold or provided to third parties other than in accordance with part 5.4 of the Policy*
- *The procurement of cameras is to be in line with purchasing requirements outlined by relevant Government agencies.*

2. CITY PLAN CRITICAL ACTION

- 2.1 Implement Council's community safety strategy, including CCTV coverage.

3. CONSULTATION / COMMUNICATION

- 3.1 External
 - 3.1.1 SAPOL

4. REPORT

- 4.1 Council is responsible for responding appropriately to anti-social behaviour, hoon driving, illegal rubbish dumping and graffiti.
- 4.2 The Community Safety CCTV Program, which is guided by the Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure, is designed to assist in the management of hoon driving, illegal rubbish dumping and graffiti through the use of CCTV.
- 4.3 Council is also responsible for responding in relevant ways to anti-social behaviour. This was not included as a use case within the CCTV Policy. Whilst the instance of anti-social behaviour within the City is relatively low, there may be occasions where a prevalent and potentially criminal behaviour type might be better managed through the utilisation of CCTV.
- 4.4 Hence, it is recommended that the Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television Procedure be modified to capture relevant anti-social behaviour.
- 4.5 Further, additional amendments are recommended to reflect that Council's use of CCTV and associated surveillance technologies:
 - 4.5.1 Do not support the usage of real time/licensed facial recognition technology, and
 - 4.5.2 Consider relevant Government purchasing requirements.
- 4.6 Modified versions of the Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure, which include tracked changes, to reflect the afore-mentioned inclusions are included as Attachment 1 - Closed-Circuit Television (CCTV) Policy and Attachment 2 - Closed-Circuit Television (CCTV) Procedure.

5. CONCLUSION / PROPOSAL

- 5.1 Council is responsible for responding appropriately to anti-social behaviour, hoon driving, illegal rubbish dumping and graffiti.
- 5.2 The Community Safety CCTV Program, which is guided by the Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure, is designed to assist in the management of hoon driving, illegal rubbish dumping and graffiti through the use of CCTV.
- 5.3 The Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure has been modified to:
 - 5.3.1 Incorporate relevant (i.e. potentially criminal) anti-social behaviour to enable the inclusion of locations experiencing this behaviour type into the Community Safety CCTV Program
 - 5.3.2 Reflect that the usage of real time/licensed facial recognition technology is not supported
 - 5.3.3 Incorporate consideration of relevant Government purchasing requirements.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

Approved by: Council
Responsible Division: Community Planning
First Issued/Approved:
Last Reviewed:
Next Review Date:

1. Introduction/Purpose

- 1.1 The City of Salisbury is committed to ensuring that the Salisbury Council area is a safe and welcoming community where people are valued and feel safe, included and connected. Improving community safety requires a multifaceted and integrated approach, Closed-Circuit Television (CCTV) provides opportunities to contribute to and enhance community safety approaches in Council facilities and public places under the care and control of the City of Salisbury.
- 1.2 In seeking to enhance community safety and protect its assets, Council has developed this Closed-Circuit Television (CCTV) Policy to establish clear parameters for the management and use of CCTV as a means of providing safe places and spaces for the community to enjoy by discouraging anti-social behaviours and detecting crime.
- 1.3 The City of Salisbury values of Respectful, Accountable, Collaborative, Helpful underpin this policy.

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2. Scope

- 2.1 This policy aligns with the City of Salisbury's commitment to protecting the safety and wellbeing of its community, staff, volunteers, and visitors to the Council area and its facilities, as well as the City's resources and assets.
- 2.2 The policy applies to all Council owned or operated CCTV systems, whether fixed or portable, located in Council owned and managed facilities and/or in public places under the care and control of Council.
- 2.3 The policy is applicable to all elected members, employees, volunteers and contractors of the City of Salisbury.

3. Legislative Requirements and Corporate Policy Context

- 3.1 The legislation relevant to this Policy includes:
 - Australian Standard 4806.1 - 2006 Closed Circuit Television (CCTV)*
 - Freedom of Information Act 1991 (SA)*
 - General Disposal Schedule 40 v1*
 - Local Government Act 1999 (SA)*
 - State Records Act 1997 (SA)*
 - Surveillance Devices Act 2016 (SA)*
- 3.2 The use of CCTV in the public realm for reasons of monitoring safety and security is predominantly governed in South Australia by the Surveillance Devices Act 2016 (SA). The Act prohibits the installation and/or use of optical surveillance devices to record or observe the carrying on of a private activity, without the express or implied consent of each party to the activity. However, the provisions of the Act do not apply to activity occurring in public places, and thereby there are limited applications to Council's CCTV system, which operate within public facilities and the public realm.
- 3.3 In relation to the Council's obligations to retain the images and data captured by its CCTV system, any recording from CCTV will be classified as an 'official record' for the purposes of the State Records Act 1997 (SA). Council is required to store and dispose of the data, in accordance with its obligations under that Act, and General Disposal Schedule 40 v1 (GDS 40).

3.4 Clause 105.3 of GDS 40 in relation to Security and Crime Prevention provides that that recordings of audio-visual surveillance (CCTV) has 'temporary' status, meaning that is required to be retained for a minimum of 31 days, then destroyed. This retention period needs to be considered on a case by case basis and in light of any investigation or legal proceeding, actual or potential, which may have an impact on Council's obligations to retain the images for a longer period.

4. Interpretation/Definitions

Anti-social Behaviour - behaviour that disturbs, annoys or interferes with a person's ability to go about their lawful business. For the purposes of this policy, it excludes anti-social behaviour that is directly associated with people who may be considered to be vulnerable/in vulnerable circumstances.

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Australia's Security Interests - means Australia's defence, security, international relations or law enforcement interests.

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CEO - Chief Executive Officer of the City of Salisbury.

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Closed Circuit Television (CCTV) - A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor and/or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure and may be fixed or portable, and include corporate CCTV security systems and public realm CCTV. It excludes the usage of real time facial recognition software technology.

Community Safety CCTV Program - An annual-ongoing program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping, anti-social behaviour and graffiti crime. The program aims to provide a safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.

Fixed and Corporate CCTV Systems - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities.

Crime Prevention Through Environmental Design (CPTED) - A multi-disciplinary approach to crime prevention that uses urban and architectural design and the management of built and natural environments.

Freedom of Information (FOI) Officer – Under the *Freedom of Information Act 1991 (SA)* means –

- (a) the principal officer of the agency; or
- (b) an officer of the agency who—
 - (i) has completed training of a type approved by the Minister for an accredited FOI officer; and
 - (ii) has been designated by the principal officer of the agency as an accredited FOI officer of the agency.

Official Record - In accordance with the *State Records Act 1997 (SA)* an official record means a record made or received by an agency in the conduct of its business, but does not include a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or

- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
- a record that has been transferred to the Commonwealth.

Record means:

- written, graphic or pictorial matter; or
- a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

Optical Surveillance Device - In accordance with the *Surveillance Devices Act 2016 (SA)* an 'optical surveillance device' is:

- a device capable of being used to observe or record visually (whether for still or moving pictures) a person, place or activity; and
- associated equipment (if any).

Public Place - In accordance with the *Surveillance Devices Act 2016 (SA)* a 'public place' is defined as including:

- a place to which free access is permitted to the public, with the express or tacit consent of the owner or occupier of that place; and
- a place to which the public are admitted on payment of money, the test of admittance being the payment of money only; and
- a road, street, footway, court, alley or thoroughfare which the public are allowed to use, even though that road, street, footway, court, alley or thoroughfare is on private property.

Private Activity - In accordance with the *Surveillance Devices Act 2016 (SA)*, private activity means an activity carried on by one (1) or more persons in circumstances that may reasonably be taken to indicate that the person, or another party involved, does not desire the activity to be observed by any other person, but does not include -

- an activity carried on in a public place; or
- an activity carried on or in premises or a vehicle if the activity can be readily observed from a public place; or
- an activity carried on in any other circumstances in which the person ought reasonably to expect that it may be observed by some other person, who is not a party to the activity.

Special circumstances CCTV systems - CCTV that is deployed on a temporary basis to address a specific community safety issue or criminal offending incident. Special circumstances CCTV may be fixed or portable and may, at times, be covert in nature.

5. Policy Statements

5.1 This policy provides guidance in relation to Council's CCTV systems, inclusive of:

- Council fixed and corporate CCTV systems located in Council facilities;
- Public realm fixed or portable CCTV systems;
- Special circumstances CCTV systems; and
- Council's Community Safety CCTV Program.

The policy provides a framework for ensuring that Council's CCTV systems are managed in accordance with relevant legislation, [Australia's security interests](#) and with due consideration to balancing the privacy concerns of members of the public with the overall aim of improving community safety and security.

5.2 The intention of this policy is to:

- Assist with creating a safe environment for Council's residents, visitors, staff and volunteers, and to protect the City's assets and environment;
- Guide Council's decisions about the introduction and ongoing management of CCTV and Council owned and/or managed property; and
- Ensure that Council CCTV systems and approaches are compliant with relevant legislation, [Australia's security interests](#) and other statutory requirements.

5.3 The following principles guide this policy:

- That utilising and integrating a range of appropriate approaches to community safety, security and crime prevention, such as through good environmental design, the application of Crime Prevention Through Environmental Design (CPTED) principles, lighting, place making, place activation and social development is prioritised;
- That strong internal and external consultation and partnerships with key stakeholders is developed and maintained to ensure a holistic approach to CCTV and community safety occurs across the Council area, and with neighbouring Council areas;
- That Council owned and/or managed CCTV systems will operate within applicable law, and only for the purpose for which they are established;

- That a high standard of system management, including the maintenance, secure storage of, handling of, and access to CCTV footage, is supported;
- That the CCTV Policy will give regard to Australia's security interests through procurement of any assets, components or services, and storage of CCTV data in Australia.
- That CCTV systems are managed in line with good asset management principles; and
- That the CCTV policy will operate with due regard to the privacy and human rights of individual members of the public.

5.4 Access to CCTV Footage

~~5.4.1~~ ~~5.4.1~~ CCTV data collected in accordance with this policy is not collected for the purpose of public access to, or the sale of, the data.

~~5.4.2~~ CCTV data is not sold to third parties.

5.4.2 In relation to access of CCTV images by third parties, Council is required to facilitate access to the images obtained by its CCTV system for SAPOL, as well as to any other statutory body or entity that has the power to require that the Council provide information. This may include, but is not limited to, the Ombudsman, the Independent Commissioner Against Corruption, or for the purposes of Royal Commission or other statutory inquiry. In accordance with the *Freedom of Information Act 1991 (SA)*, such agencies are classified as 'exempt agencies'.

5.4.3 All other persons or agencies, who do not otherwise have the power to require that Council provide access to the images, will be required to make application under the *Freedom of Information Act 1991 (SA)* to access CCTV footage, which will be assessed and determined under that statutory regime as follows:

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- Members of the Public

Members of the public can apply under the *Freedom of Information Act (1997) (SA)* to view any official records kept by Council. Any application received under the *Freedom of Information Act (1997) (SA)* must be determined by an accredited Freedom of Information Officer. If the application is approved, a member of the public may then view the footage at the Council office or obtain a copy of the requested footage within a timeframe that is both reasonable and appropriate. If viewing at the Council office, an accredited FOI Officer or a staff member authorised by the CEO will be present at all times to operate the viewing equipment.

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- Media

Council views the rights of the media to gain access to footage to be the same as for a member of the public. That is, an application will need to be made under the *Freedom of Information Act (1997) (SA)* and the provisions of that Act will apply.

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- Elected Members

Any request made by an elected member to access the images and data captured by Council's CCTV system, must be made in writing to the CEO and accompanied by an explanation as to the basis upon which the information is required, in connection with the performance or discharge of the functions or duties of the member.

- South Australian Police (SAPOL)

In the event that access to the CCTV footage is requested by SAPOL for the purpose of investigating possible criminal activity, Council will provide access to, or a copy of, the footage as requested as soon as practicable after receiving the request.

- Staff and Investigative Access to Recordings

Access to CCTV footage shall be restricted to Council's CEO, General Managers, authorised Council staff, FOI Officer and any external person conducting an internal fraud investigation/audit as approved by an authorised member of Council staff. A record of staff authorised to view CTV data will be kept.

Any requests from staff access to visual recordings for the administrative purposes identified in this Policy must be directed to the CEO or such other officers as the CEO has specified.

Officers responsible for the management of systems containing visual recordings must not, at any time, give access to staff unless directed by the CEO or such other officers as delegated by the CEO.

6. Related Policies and Procedures

- 6.1 Closed-Circuit Television (CCTV) Procedures
- 6.2 Strategic Asset Management Plans

7. Approval and Change History

Version	Approval Date	Approval By	Change
1			

8. Availability

8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au

Field Code Changed

8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury, SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

Field Code Changed

9. Review

This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or

- Earlier in the event of changes to legislation or related Policies and Procedures;
or
- If deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: General Manager Community Development
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
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City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

CLOSED-CIRCUIT TELEVISION (CCTV) PROCEDURE

Adopted by: Council
Responsible Division: Community Planning
First Issued/Adopted:
Last Reviewed:
Next Review Date:

1. Introduction/Purpose

- 1.1 The City of Salisbury is committed to ensuring that the Salisbury Council area is a safe and welcoming place for community, visitors, council staff and volunteers. The use of CCTV is an important component of Council's approach to supporting safe environments and facilities.
- 1.2 To enhance community safety and protect its assets, Council has developed a Closed-Circuit Television (CCTV) Policy and associated Procedure to establish clear parameters for the introduction, management and use of CCTV as a means of providing safe places and spaces by discouraging anti-social behaviours and detecting crime.

2. Scope

- 2.1 The Closed-Circuit Television (CCTV) Procedure align with the City of Salisbury's commitment to protecting the safety and wellbeing of its community, staff, volunteers, and visitors to the Council area and its facilities, and the City's resources and assets.

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- 2.2 The Procedure applies to all Council owned or operated CCTV systems, whether fixed or portable, located in Council owned and managed facilities and/or in public places under the care and control of Council.
- 2.3 The Procedure is applicable to all Elected Members, Employees, Volunteers and Contractors of the City of Salisbury.

3. Legislative Requirements and Corporate Policy Context

The legislation relevant to this Policy includes:

- Australian Standard 4806.1 – 2006 Closed Circuit Television (CCTV)*
- Freedom of Information Act 1991 (SA)*
- General Disposal Schedule 40 v1*
- Local Government Act 1999 (SA)*
- State Records Act 1997 (SA)*
- Surveillance Devices Act 2016 (SA)*

4. Interpretation/Definitions

Anti-social Behaviour - behaviour that disturbs, annoys or interferes with a person's ability to go about their lawful business. For the purposes of this policy, it excludes behaviour that is directly associated with people who may be considered to be vulnerable/in vulnerable circumstances.

CEO - Chief Executive Officer of the City of Salisbury.

Closed Circuit Television (CCTV) - A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor and/or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure and may be fixed or portable, and include corporate CCTV security systems and public realm CCTV. -It excludes the usage of real time/licensed facial recognition software technology.

Community Safety CCTV Program - An ~~annual~~ ongoing program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping, anti-social behaviour and graffiti crime. The program aims to provide a

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safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.

Fixed and Corporate CCTV Systems - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities.

Official Record - In accordance with the *State Records Act 1997 (SA)* an official record means a record made or received by an agency in the conduct of its business, but does not include a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or

- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
- a record that has been transferred to the Commonwealth.

Record means:

- written, graphic or pictorial matter; or
- a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

Special circumstances CCTV systems - CCTV that is deployed on a temporary basis to address a specific community safety issue or criminal offending incident. Special circumstances CCTV may be fixed or portable and may, at times, be covert in nature.

5. Procedure Statements

- 5.1 Council's CCTV systems and programs will be operated fairly, within applicable laws, [in consideration of relevant Government purchasing requirements](#), and with due regard to the privacy and rights of the community, visitors, elected members and the Council workforce and volunteers.

5.2 Council will maintain primary responsibility for the installation, maintenance, operation and security of public and corporate CCTV systems.

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~~5.2~~

5.3 Introduction of new CCTV systems:

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Council recognises there is a need for a variety of CCTV applications to most effectively address community safety and security issues across the City of Salisbury. Council's main CCTV applications include:

- fixed and corporate systems;
- special circumstances systems; and
- the community Safety CCTV program.

The introduction of new CCTV assets and systems into Council's existing applications will be done in accordance with:

- the Closed-Circuit Television (CCTV) Policy and Procedure
- Relevant Government purchasing requirements
- And will exclude the usage of real time/licensed facial recognition software technology.

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5.4 Data security and management:

Council will ensure an appropriate level of data security and management is utilised to restrict access to confidential information, in accordance with paragraph 7.2 of this Procedure.

CCTV data will be stored in Australia.

5.5 Data Storage, Retention and Disposal:

Council will ensure that data collected from its CCTV systems is stored, retained and disposed of in accordance with the *State Records Act 1997 (SA)* and *General Disposal Schedule 40 v1 (GDS 40)*, in accordance with paragraph 7.3 of this Procedure.

5.6 Staff responsibilities:

Authorised Council staff will manage and facilitate operational requirements associated with CCTV in accordance with the Closed-Circuit Television (CCTV) Policy and Procedure.

5.7 Public notification:

Council will advise the public via relevant signage of the existence of a Council CCTV system in the local vicinity where it is located. More targeted communication will be undertaken as required for Mobile CCTV.

6. Related Policies and Procedures

Closed-Circuit Television (CCTV) Policy

Community Experience Charter

7. Steps of the Procedure

7.1 Introduction of new CCTV systems:

7.1.1 Fixed and Corporate CCTV Systems:

The installation of Fixed and Corporate CCTV systems will be considered in new Council facilities and upgrades to existing facilities to ensure an appropriate level of safety and security is afforded to staff and users of those facilities.

The installation of fixed CCTV systems in the public realm will be based on a demonstration of crime, community safety issues and risk to Council assets; and will be preceded by a rigorous process to identify the highest priority locations.

It will exclude the usage of real time/licensed facial recognition software technology.

7.1.2 Special Circumstances CCTV Systems:

To respond to emerging community safety issues Council may temporarily deploy fixed or portable CCTV, either overt or covert, to target criminal offending or anti-social behaviours occurring on property under Council's care and control.

It will exclude the usage of real time/licensed facial recognition software technology.

7.1.3 Community Safety CCTV Program:

Staff will develop and seek Council approval for ~~an~~^{the} annual Community Safety CCTV Program to respond to incidents of hoon driving, illegal rubbish dumping, graffiti crime, anti-social behaviour or other community safety issues occurring across the Council area.

The Community Safety CCTV Program will exclude the usage of real time/licensed facial recognition software technology.

The ~~annual~~ Community Safety CCTV Program will be based on Ward Councillor requests for CCTV and developed in consultation with Ward Councillors and the Mayor. The Program will utilise portable CCTV deployed on a short-term rotational basis, allocated equitably across all Council Wards.

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Requests for CCTV within this Program will be assessed with due consideration to:

- Ensuring that sites are sufficiently identified and assessed to determine the appropriateness of CCTV deployment onsite;
- Ensuring that requests for CCTV are in response to real or potential threats to public safety, or negative impacts on public space amenity;
- Ensuring that identified sites are within the care and control of Council; and,
- Ensuring that rights to privacy on private property are not negatively impacted if CCTV is deployed.

7.2 Data Security and Management:

To ensure that an appropriate level of data security and management is maintained, Council will:

- Ensure appropriate security measures are in place to protect any confidential information from unauthorised use, access, modification or disclosure;
- Ensure that any persons authorised and/or delegated to access confidential information gathered via the CCTV systems will not record, disclose or communicate such information to any third party except in the performance of their official functions and in matters requiring legal investigation;
- Ensure any and all information gathered by CCTV systems eventuating in expiation notices or criminal proceedings will be stored securely [within Australia](#) by Council and only available to persons, other than the authorised Council employees and SA Police, through Freedom of Information processes or as directed by a legal authority.

7.3 Data Storage, Retention and Disposal:

In relation to its obligations to retain, store and dispose of the images and data captured by its CCTV systems, Council will ensure that:

- Any recording from CCTV will be classified as an 'official record' for the purposes of the State Records Act 1997 (SA), and will be stored and disposed of in accordance with obligations under that Act, and General Disposal Schedule 40 v1 (GDS 40).
- Clause 105.3 of GDS 40 in relation to Security and Crime Prevention provides that that recordings of audio-visual surveillance (CCTV) has 'temporary' status, and is required to be retained for a minimum of 31 days, then destroyed.

+ The retention period for CCTV data will be considered on a case by case basis and in light of any investigation or legal proceeding, actual or potential, which may have an impact on Council's obligations to retain the images for a longer period.

- [Data will be stored in Australia.](#)

7.4 Staff responsibilities:

In relation to staff responsibilities, Council will ensure that:

- All staff having any duties pertaining to the CCTV system are duly authorised by the CEO;
- All staff shall have a police clearance certificate; and,
- All staff shall follow the Closed-Circuit Television (CCTV) Policy and Procedure at all times.

7.5 Complaint Process

Complaints regarding Council's CCTV systems and operation can be made in person, via telephone or in writing in accordance with the City of Salisbury's Community Experience Charter.

8. Approval and Change History

Version	Approval Date	Approval By	Change
1			

9. Availability

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10. Review

This Procedure will be reviewed:

- If a new Procedure - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedure; or
- If deemed necessary by Council.

Further information

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