

Infrastructure Committee
28 August 2020

Report for Agenda Item | Rīpoata moto e Rāraki take 1

Department: Property & Infrastructure

Title | Taitara Closed Circuit Television (CCTV) Policy

PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO

The purpose of this report is to present a policy on the use of closed circuit television (CCTV) for the Committee to consider.

RECOMMENDATION | NGĀ TŪTOHUNGA

That the Infrastructure Committee:

1. **Note** the contents of this report;
2. **Adopt** the QLDC Closed Circuit Television Policy;
3. **Authorise** officers to make further minor changes to the QLDC Closed Circuit Television (CCTV) Policy without further recourse to the Council, where this is necessary to:
 - a. Fix identified minor errors and /or omissions;
 - b. Ensure continuity with other proposed provisions.

Prepared by:



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12/08/2020

Reviewed and Authorised by:



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13/08/2020

CONTEXT | HOROPAKI

- 1 Queenstown Lakes District Council (QLDC) owns and manages Closed Circuit Television (CCTV) networks in Queenstown, Wānaka and Arrowtown.
- 2 Camera surveillance is used to support crime prevention within the district, facilitate regulatory enforcement and support public safety on Council property.
- 3 Council does not currently have a policy that addresses the use of CCTV. Accordingly, in order to provide transparency around decision-making, the policy proposed in this report sets out the basis on which Council intends to use CCTV. It covers installation, monitoring, use and release of information.

ANALYSIS AND ADVICE | TATĀRITANGA ME NGĀ TOHUTOHU

The proposed policy contains a number of principles that will be applied when considering the use of Camera Surveillance Systems. Amongst others, QLDC's core principles ensure that CCTV:

- a. Is used for an appropriate, specified and justified purpose only;
 - b. Complies with the Privacy Act 1993 (and the Draft Privacy Act 2020, when the relevant provisions come into force) and is aligned to the principles and guidelines set out by the Privacy Commissioner;
 - c. Installation and use comply with all relevant standards and legislation;
 - d. Facial recognition, although technically available, is not a function currently utilised by QLDC;
 - e. Licence Plate Recognition (LPR), is used as a function for both crime prevention and by the QLDC Regulatory Team;
 - f. Camera locations are recorded on QLDC's GIS system, records include data on the camera location, installation date and serial number and all future installations of new cameras, or updates to existing cameras will be added to the GIS data; and
 - g. System map of camera locations are available for public view and can be accessed through the mapping service on the QLDC website, the public map view shows only the location of cameras.
- 4 It is important that the requirements of the Privacy Act 1993 (and the Draft Privacy Act 2020, when the relevant provisions come into force) are considered for all decisions made under delegated authority in accordance with the policy.

Options identified

- 5 Option 1 Adopt as recommended

Advantages:

- 6 Ensures the use of CCTV complies with the Privacy Act 1993 (and the Draft Privacy Act 2020, when the relevant provisions come into force) and is aligned to the principles and guidelines set out by the Privacy Commissioner.

- 7 Provide guidance on the operation of CCTV networks within the Queenstown Lakes District.
- 8 Support crime prevention within the district, facilitate regulatory enforcement and support public safety on Council property.
- 9 Enables effective and lawful enforcement.
- 10 Ensures a higher level of transparency.

Disadvantages:

- 11 Requires additional engagement between agencies, which incurs operational costs.
- 12 Disparate community guidance available on the use of CCTV within the Queenstown Lakes District.

13 Option 2 Do nothing

Advantages:

- 14 Maintains status quo.

Disadvantages:

- 15 Existing CCTV processes may be completed without due consideration to the Privacy Act.
 - 16 May not meet all requirements needed for CCTV enforcement. Potential higher cost to have these spaces manned by staff rather than issuing via CCTV.
 - 17 Lack of transparency on the operation of CCTV networks within the Queenstown Lakes District.
 - 18 The government agencies may not be able to share information as freely without this document in place, which may slow down investigations on crime within the community.
- 19 This report recommends **Option 1** for addressing the matter because it will provide guidance, ensures transparency and complies with the Privacy Act 1993 (and the Draft Privacy Act 2020, when the relevant provisions come into force). This policy will assist in the support of crime prevention within the district, facilitate regulatory enforcement and support public safety on Council property.

CONSULTATION PROCESS | HĀTEPE MATAPAKI:

> SIGNIFICANCE AND ENGAGEMENT | TE WHAKAMAHI I KĀ WHAKAARO HIRAKA

- 20 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy. The matter is of interest to the community.

> MĀORI CONSULTATION | IWI RŪNANGA

21 The Council has not sort the specific views of Iwi during Policy development.

RISK AND MITIGATIONS | NGĀ RARU TŪPONO ME NGĀ WHAKAMAURUTANGA

22 This matter relates to the Regulatory/Legal/Compliance risk category. It is associated with RISK00057 – Ineffective privacy controls and protection of data held by Council within the QLDC Risk Register. This risk has been assessed as having an insignificant inherent risk rating.

23 The approval of the recommended option will support the Council by allowing us to implement additional controls for this risk.

FINANCIAL IMPLICATIONS | NGĀ RITENGA Ā-PŪTEA

24 There are no direct capital or operational financial implications associated with the adoption of the Policy.

COUNCIL EFFECTS AND VIEWS | NGĀ WHAKAAWEAWE ME NGĀ TIROHANGA A TE KAUNIHERA

25 Alignment with and consideration of the principles of the Vision Beyond 2050; in particular 'Our environment and services promote and support health, activity and wellbeing for all'

LEGAL CONSIDERATIONS AND STATUTORY RESPONSIBILITIES | KA TURE WHAIWHAKAARO, ME KĀ TAKOHAKA WAETURE

26 QLDC Legal advice has been sought during the development of this policy to ensure consistency with legislative and regulatory requirements.

LOCAL GOVERNMENT ACT 2002 PURPOSE PROVISIONS | TE WHAKATURETURE 2002 O TE KĀWANATAKA Ā-KĀIKA

27 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by ensuring efficient and effective administration and enforcement activities.
- Can be implemented through current funding under the Ten Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

ATTACHMENTS | NGĀ TĀPIRIHANGA

A	QLDC Closed Circuit Television (CCTV) Policy
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