

11 September 2019

[REDACTED]

Dear [REDACTED]

**Local Government Official Information and Meetings Act 1987 (LGOIMA) request for information on cameras and CCTV**

I am writing in response to your request made on 8 August 2019 asking for information about cameras and CCTV. The DCC has multiple networks of cameras / CCTV, and these are run by our property, transport and parking departments.

Please see below responses to your questions raised.

**1.1** *Could you tell me how many cameras you currently have on the network?*

Property Department - there are 212 CCTV cameras located in or around DCC facilities.

Transport Department - there are currently 36 traffic cameras in Dunedin across local roads (owned by DCC) and state highways (owned by NZTA). The split is DCC 15, NZTA 21.

Parking Operations - have 2 stand-alone CCTV cameras in parking buildings – the Lower Moray Place Building and in Great King Street parking building. Parking Services have 11 body worn cameras for the Parking Wardens.

**1.2** *How many ANPR Cameras do you have in Dunedin.*

There are no ANPR cameras in Dunedin. CCTV cameras are not deployed for the purpose of automatic number plate recognition.

**1.3** *Locations (latitude longitude) of the Cameras in Dunedin.*

We do not hold a list of locations (latitude longitude) of the cameras in Dunedin. We note that however for the property department cameras, there are 14 street cameras in and around the Octagon area, with the remainder located at a number of Council-owned facilities.

Attached for your information is a list of the Transport camera locations.

**1.4** *How long do you keep CCTV footage for?*

Property Department – this varies by location, but storage is generally of the order of 4 weeks.

Transport Department - DCC does not keep footage from these cameras. The cameras are connected to a system run by WTOC (Wellington Transport Operations Centre) who manage the footage.

Parking Services– please refer to the attached DCC Security and Body Worn Camera Policy for more information on data storage.

*1.5 How long is the ANPR data kept for?*

Not applicable – refer to 1.2 above

*1.6 Locations (latitude longitude) of the ANPR Cameras in Dunedin.*

Not applicable – refer to 1.2 above

*1.7 Do you use vehicle tracking software on your network?*

All of Councils fleet vehicles are tracked through Eroad, and some have extra tracking/communication tools such as screens to locate officers (Parking Services and Animal Services) for safety reasons.

*1.8 What does it cost for each new camera and for the installing it?*

Property Department – the cost varies depending on the site environment and required capability. To replace existing cameras would cost between \$1,500-\$3,000 per camera. Greenfield sites will be a much higher cost requiring software and other equipment such as recording systems.

Transport Department - a new camera costs approximately \$7,000 to \$12,000 to supply, configure and install. This depends on the type of camera, the installation method (new pole or existing pole) and temporary traffic management requirements.

*1.9 Maintenance cost for each year, for the last five years*

The Council's financial system does not hold the information in a manner that we are able to find the costs without substantial collation therefore pursuant to section 17 (f) of the LGOIMA that the information requested cannot be made available without substantial collation or research your request is declined. Maintenance costs for camera's are generally included in larger maintenance contracts e.g. traffic signals, and as such we do not capture separately the cost to maintain the cameras.

*1.10 Who has access to the camera network.*

Property Department - Service providers and selected operational staff. All requests to access footage must be referred to the DCC Privacy Officer and approved by a member of the Senior Leadership Team.

Transport Department - access to the traffic cameras is managed by WTOC. The Transport Engineering & Road Safety team is the only department within DCC that has access.

Parking Services– please refer to DCC Security and Body Worn Camera Policy for more information on access protocols.

1.11 *What analytics do you use on the network?*

None

1.11.1 *Do you use Facial recognition on your network?*

No

1.12. *Location of cameras in Dunedin (Map)*

Your request for this information is declined under section 17 (g) of the LGOIMA, that the information requested is not held by the local authority. We do not have a map showing the locations of cameras in Dunedin.

1.13 *Documents around Dunedin Council plans for CCTV cameras in the future.*

There are currently no documented plans for CCTV camera's in the future.

1.14 *What brands do you use on the Network?*

Property Department - mainly Avigilon.

Transport - The traffic cameras are Axis brand, either Q6055E, Q6155E or Q6000 cameras.

1.15. *What Software do you use on the Network i.e milestone software? Any add ons?*

Property Department - mainly Avigilon.

Transport response - The cameras are connected to a system running FLIR Control Center. There are no add-ons.

You may find the following DCC website link of interest, <https://www.dunedin.govt.nz/dunedin-city/webcams/security-camera-policy>

As we have declined to provide some information you are advised that you have the right to seek a review of the decision by the Office of the Ombudsman.

Yours faithfully



Rebecca Murray  
Governance Support Officer

## **DCC SECURITY AND BODY WORN CAMERA POLICY**

Category	Customer and Regulatory Services
Type	Policy
Approved by	Executive Leadership Team
Date Policy Took Effect	November 2017
Last Approved Revision	N/A
Sponsor	GM Community Services
Responsible Officer (Security Cameras)	Property Compliance Officer
Responsible Officer (Body Worn Cameras)	Manager Compliance Solutions
Review Date	November 2019

### **1. INTRODUCTION**

- 1.1. The Dunedin City Council (DCC) is committed to providing a safe and secure work environment for all employees engaged in delivering Council services and activities. This includes meeting its legal obligations under the *Health and Safety at Work Act 2015*.
- 1.2. The DCC is also committed to ensuring the safety of the public, protecting the interests of its ratepayers, communities and stakeholders, and the security of DCC facilities, assets and property.
- 1.3. As such, the DCC shall maintain appropriate security systems and practices across all business activities. This includes the installation of Security Cameras in public and semi-public areas, the use of Body Worn Cameras by DCC Regulatory Officers, and associated information (video footage, data or image) retention, access and destruction procedures.

### **2. PURPOSE**

- 2.1 The DCC Security and Body Worn Camera Policy seeks to ensure that the Council recognises all relevant statutory obligations and professional standards of practice, privacy and accountability in respect to the operation of its Security and Body Worn Camera systems.
- 2.2 In particular, this Policy seeks to protect the privacy of individuals and the confidentiality of any personal information held, and ensures that the Council at all times complies with its legal obligations under the *Privacy Act 1993* – including information collection, retention, access and disclosure, and destruction activities.
- 2.3 This Policy concerns the use of 'non-covert' Security Cameras installed in public and semi-public spaces, and Body Worn Cameras used by DCC Regulatory Officers. It does not include the use of live-streaming webcams such as Dunedin traffic or weather cameras, or closed-circuit cameras operated by third parties on Council premises, assets or Council-owned land.

### **3. ORGANISATIONAL SCOPE**

- 3.1 This policy applies to:
  - 3.1.1 all employees of the Dunedin City Council, including temporary employees and contracted staff

3.1.2 any person who is involved in the operation of the Dunedin City Council, including elected members, volunteers and those people with honorary or unpaid staff status

3.1.3 every business activity, service or property of the Dunedin City Council.

## 4. DEFINITIONS

- 4.1 **'Security Cameras':** (also referred to as Closed-Circuit TV or CCTV) refers to closed-circuit surveillance camera systems used to capture video footage or images of individuals, activities and locations (assets, infrastructure or property), primarily for security and safety purposes.
- 4.2 **'Body Worn Cameras':** a form of closed-circuit camera placed on an individual's person which is primarily used for safety and security purposes by recording interactions with the public and gathering first-person video evidence.
- 4.3 **'Non-covert' Security Cameras:** refers to permanently-fixed cameras systems that are visible, and individuals are made aware that they are being filmed.
- 4.4 **'Public spaces':** refers to spaces that are fully accessible to the public at all times, including outside buildings, footpaths and parks.
- 4.5 **'Semi-public spaces':** refers to spaces that are accessible to staff and the public during restricted (opening) hours. This includes service centres, libraries, malls, sports or community centres, transport systems and shops.
- 4.6 **'Readily Retrievable' Footage:** a number of factors are considered when assessing whether Security or Body Worn Camera footage is readily retrievable, including when the footage dates from (i.e. how old), how broad the request is (in terms of specified timeframes and/or locations), and the amount of time or cost required to retrieve the information.

## 5. PRIVACY PRINCIPLES

- 5.1 This Policy recognises a number of Privacy Principles, in accordance with those established by the *NZ Privacy Act 1993*, as follows:
- Principle 1: **Purpose** of collection of personal information
  - Principle 3: **Awareness** of collection of information
  - Principle 4: **Manner** of collection of personal information
  - Principle 5: **Storage** and security of personal information
  - Principle 6: **Access** to personal information
  - Principle 9: **Retention** of personal information for only as long as is necessary
  - Principle 10: **Limits on use** of personal information
  - Principle 11: **Limits on disclosure** of personal information.

- 5.2 The capture, storage and use of DCC Security and Body Worn Camera video footage will be managed in such a way as to ensure it does not infringe upon these Privacy Principles. To this end, Council shall:
- a) Ensure that Security and Body Worn Cameras are only used to collect information for a clearly defined, lawful and necessary purpose – as outlined by this Policy and any associated operational procedures or guidance.
  - b) Ensure the operation of Security and Body Worn Cameras does not intrude to an unreasonable extent on the privacy of individuals.
  - c) Clearly identify those areas under Security Camera surveillance, and inform individual/s concerned when Body Worn Camera footage is being recorded.
  - d) Provide clear and accessible information stating why the Council is collecting Security or Body Worn Camera footage.
  - e) Provide information about when, how and why footage may be used.
  - f) Provide information about how long footage will be retained, and when it will be destroyed.
  - g) Outline the circumstances in which footage may be made available or disclosed to others.
  - h) Support appropriate access to footage, subject to clear request and approval processes, and provide contact details for any queries.
  - i) Take reasonable steps to ensure that information held is accurate, complete and not misleading, and relevant to the purpose for which it is being collected.

## **6. POLICY**

### **Purpose**

- 6.1 Security and Body Worn Cameras, and associated video footage, images and personal information may be used for one or more of the following Council purposes:
1. Facilitate the safety of Council employees and the public.
  2. Improve security of DCC facilities, assets and property.
  3. Deter criminal or malicious activity.
  4. Support a timely and effective response to criminal or malicious activities.
  5. Provide evidence for the investigation of criminal or malicious activities, and health and safety incidents.
  6. Monitor trespass on Council facilities or property.
  7. Monitor compliance with Council bylaws.
  8. Monitor Council activities in the event of an error or potential misconduct being identified.
  9. Support staff awareness and training activities.
- 6.2 The DCC shall ensure staff awareness and compliance with this Policy, and appropriate consultation with relevant Council staff and Union/s when installing, reviewing or updating Security and Body Worn Camera systems and practices.

## **Security Camera Use**

- 6.3 Security Cameras may be installed on Council premises and at locations involved in the delivery of Council services and activities, as required for the purposes set out in this Policy.
- 6.4 The placement and operation of any Security Camera equipment shall not intrude to an unreasonable extent on the privacy of individuals. This includes placement of cameras in areas used for personal activities such as changing rooms, showers or toilets.
- 6.5 Security Camera Notices (signage) must be posted near all Security Cameras and/or at the perimeter of areas under surveillance, notifying staff and the public that cameras are in operation.
- 6.6 Notices must inform staff and members of the public of the following:
  - a) Information (camera footage) is being recorded.
  - b) The purpose for which the footage is being collected.
  - c) DCC contact details for queries regarding the use of Security Cameras and to request access to footage held.
- 6.7 Appropriate Security Camera information must also be made publicly available on the DCC website, on applicable DCC premises and at the CSA.

## **Body Worn Camera Use**

- 6.8 Body Worn Cameras may be used by DCC Regulatory Officers including parking and animal services, with appropriate delegated authority and as required for the purposes set out in this Policy.
- 6.9 In addition to the purposes set out in point 6.1 above, Body Worn Cameras may be used for one or more of the following Council purposes:
  - a) Minimise the risk of harm (including verbal abuse, threatening behaviour and physical assault) to staff
  - b) Minimise the risk of harm or staff misconduct to a member of the public
  - c) Assist staff in the lawful discharge of their functions and duties, including the review of decisions, incident investigation, improvement of operational practices and other training purposes.
- 6.10 Body Worn Cameras shall only be carried and operated by Council Officers who have been trained in their use.
- 6.11 The device shall be clearly visible, and worn in conjunction with an approved Council uniform or suitable work attire that clearly identifies the officer as a DCC employee.
- 6.12 Officers using the Body Worn Cameras shall wear a clearly-visible Notice (label) or ID tag above or below the camera, advising that a camera is being worn and may be used to record video footage.
- 6.13 A Body Worn Camera will not be operated unless the DCC officer responsible has advised the individual/s being videotaped as soon as is practicable, of the following:
  - a) Information (camera footage) is being recorded
  - b) The purpose for which the footage is being collected

- c) The rights of the individual to access the information held
- d) How to contact the DCC regarding Body Worn Camera use and to request access to footage held.

6.14 Body Worn Cameras shall not be used for any purpose other than that authorised by this Policy.

### **Video Footage Collection and Storage**

6.15 Security or Body Worn Camera footage shall only be retained if it has been collected in accordance with the purposes outlined by this Policy.

6.16 The DCC shall protect all personal information held from unauthorised access, use, modification and disclosure – as outlined in the DCC Privacy Statement and in accordance with the *Privacy Act 1993*.

6.17 Security and Body Worn Camera systems (including but not limited to viewing monitors, IT hardware and controls, and data storage servers) will be located in suitable and secure areas where physical and electronic access is restricted.

6.18 DCC Security and Body Worn Camera systems shall make use of Privacy Enhancing Technologies (PET) and appropriate data protection practices to ensure the privacy and confidentiality of all personal information held. This may include encryption technologies for data storage, secure wireless data transmission, as well as ensuring data storage is protected from unauthorised third-party access.

6.19 Video footage shall not be kept for longer than is required for the purposes for which it was collected. In those instances when point 6.20 does not apply:

- a) Security Camera footage shall be held on secure Council or Council-appointed third-party servers for a maximum of 90 days before being overwritten or deleted.
- b) Body Worn Camera footage shall be held on secure Council or Council-appointed third-party servers for a maximum of four weeks before being overwritten or deleted.

6.20 Where an incident or suspected incident has been identified, and with the approval of a member of the Senior Leadership Team, video footage may be held until such time as an investigation has been completed and the incident resolved, in accordance with DCC operational procedures and relevant statutory obligations.

### **Video Footage Access**

6.21 Security and Body Worn Camera footage may be accessed by the following Council staff and third parties, in accordance with this Policy and the purposes for which the footage was obtained:

- a) Members of the DCC Senior Leadership Team (SLT) and DCC Privacy Officer.
- b) Members of the public who have requested and been granted access to personal footage.
- c) The New Zealand Police or other public sector agency such as the Privacy Commissioner, which has requested and been granted access as part of a formal investigation of misconduct, criminal or malicious activity.
- d) Other third party agencies with appropriate contractual, statutory or legislated authority, which have requested and been granted access in accordance with this Policy.



- 6.22 Additional DCC staff may be authorised to access Security and Body Worn Camera footage on a case-by-case basis, as part of a formal DCC review or third party investigation, subject to SLT approval and in accordance with this Policy.
- 6.23 All requests to access footage must be approved by a member of the SLT.
- 6.24 All requests to access footage must be made in writing, and referred to the DCC Privacy Officer for review in the first instance. The Privacy Officer shall consult with relevant DCC staff, legal advisors and external bodies as required to process requests appropriately and in accordance with this Policy.
- 6.25 All requests to access footage and the decisions made will be held on record, in accordance with relevant DCC and statutory records management guidelines.
- 6.26 All requests for access will be responded to within 20 working days. Granting access to Security and Body Worn Camera footage may be limited by the ease of access, and by the need to protect other people's privacy interests. If a request cannot be granted without unreasonably breaching others' privacy, or the information is not 'readily retrievable', a written description of the footage may be provided.
- 6.27 Third party access to footage shall be provided on DCC premises under the supervision of the DCC Privacy Officer or relevant member of the SLT, in accordance with point 6.17 above.
- 6.28 Modifying, copying or transfer of footage is strictly prohibited. Exceptions are limited to the approved activities of third parties (including the NZ Police or Privacy Commissioner), as part of a formal DCC investigation or legal proceeding, or in those instances that are deemed necessary to prevent or lessen a serious threat to public safety.
- 6.29 Public disclosure of video footage is strictly prohibited with the exception of the Police who may do so in relation to a criminal investigation.
- 6.30 Any (real or potential) instances of staff misconduct detected by Council Security or Body Worn Cameras will be handled in accordance with the DCC Code of Conduct.
- 6.31 Any criminal activity detected by Council Security or Body Worn Cameras may be provided to New Zealand Police or other appropriate authorities for investigation.
- 6.32 Whenever reasonable and/or appropriate, the DCC shall seek the permission of individuals prior to any information disclosure.
- 6.33 Any complaint regarding Council Security and Body Worn Camera systems or operations will be received and managed in accordance with the DCC complaints process, in consultation with the Privacy Officer and relevant DCC staff.

## **7. COMPLIANCE WITH THIS POLICY**

- 7.1 A failure to comply with this Security and Body Worn Camera Policy and any associated operational procedures or practice guidelines including the DCC Code of Conduct and the *Privacy Act 1993* may result in disciplinary action.
- 7.2 The DCC Security and Body Worn Camera Policy will be reviewed every two years.

## **8. RELEVANT LEGISLATION AND RELATED POLICIES AND PROCEDURES**

9.1 *DCC Privacy Statement*

9.2 *DCC Code of Conduct*

9.3 *Privacy Act 1993*

9.4 *DCC Body Worn Camera Operational Guidelines*

9.5 *DCC Security and Body Worn Camera Footage Access Form.*

## Traffic Camera Locations

	DCC/NZTA	Location
1	NZTA	SH1 at Lookout Point
2	NZTA	SH1 near Waitati
3	DCC	Andersons Bay Road   Hillside Road   Orari Street
4	NZTA	SH1   Andersons Bay Road (north)
5	NZTA	SH1   Andersons Bay Road (south)
6	NZTA	Crawford Street   Jetty Street
7	DCC	Great King Street   Hanover Street
8	NZTA	High Street   Burlington Street   Queens Gardens
9	NZTA	Cumberland Street   St Andrew Street
10	NZTA	Cumberland Street   Frederick Street
11	NZTA	Great King St   Albany St   Malcolm St
12	NZTA	Cumberland St   Albany St   Gowland St
13	NZTA	Castle Street   Hanover Street
14	NZTA	Castle Street   Stuart Street
15	NZTA	Cumberland Street   Queens Gardens
16	DCC	Stuart Street (Lower)   Moray Place
17	DCC	Princes Street   Jetty Street
18	DCC	Princes Street   Moray Place
19	DCC	George Street   The Octagon
20	DCC	George Street   Moray Place
21	DCC	George Street   Street Andrew Street
22	DCC	George Street   Hanover Street
23	DCC	George Street   Frederick Street   London Street   Pitt Street
24	NZTA	ANZAC Avenue   St Andrew Street
25	DCC	Great King Street   St Andrew Street
26	DCC	Stuart Street   Queens Drive
27	DCC	Great King Street   North Rd   Opoho Rd   Bank Street
28	NZTA	SH1   Barnes Drive
29	NZTA	Cumberland Street   Dundas Street
30	NZTA	Gordon Road   Factory Road
31	NZTA	Gordon Road   Burns Street   Hagart Alexander Drive
32	NZTA	ANZAC Ave   Frederick Street
33	DCC	Portsmouth Drive   Orari Street
34	NZTA	Great King Street   Howe Street
35	NZTA	Gordon Road   Inglis Street
36	DCC	Great King Street   Moray Place