

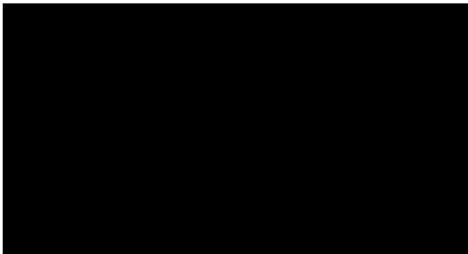


Ref: [REDACTED]

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

18 February 2022

P (03) 546 0200
E LGOIMA@ncc.govt.nz
nelson.govt.nz



Dear [REDACTED]

OFFICIAL INFORMATION REQUEST FOR CCTV CAMERAS WHICH SURVEIL PUBLIC OUTDOOR SPACES IN NELSON

I refer to your official information request dated 31 December 2021 for the information relating to CCTV cameras which surveil public outdoor spaces (It does not relate to body cameras or dash cams).

The information you requested is below.

1. *How much has been spent on the installation of CCTV cameras in the past five years, broken down by year?*

2016	2018	2019	2020	2021
\$ 4,816.00	\$ 469,999.00	\$ 21,159.46	\$ 15,300.00	\$ 49,353.51

In 2018 the figure of \$469 999 relates, in the main part, to the beginning of the CCTV Contract that supports CCTV in the Nelson region.

\$50,000 has also been spent on the installation of cameras over previous years.

2. *What is the cost to run CCTV cameras over a 12-month period? Please specify the dates of the period in your response. If the cost relates to indoor and outdoor cameras, please specify the number of indoor versus outdoor cameras.*

The cost to run CCTV cameras over a 12-month period is \$3 348.00 for the 21/22 year period.

There are 91 outdoor cameras (cost to maintain is \$2 915.00); and 51 indoor cameras (cost to maintain \$433.00).

3. *Were any outdoor cameras vandalised in 2021? If so, please list how many times this happened.*

Internal Document ID: [REDACTED]

Yes – one has been identified as being vandalised.

4. *If outdoor cameras were installed for crime prevention, security, or public safety, can you please include any the number of reported crimes in the year prior to camera installation, and the number of reported crimes in 2021. For ease of response, this can relate to an area rather than the viewport of specific cameras e.g. CBD.*

As previously advised, this part of your request has been transferred to the NZ Police, in accordance with Section 12 of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

5. *Can you please list the number of times camera footage was used in solving a crime in 2021?*

As above.

6. *Does your organisation regularly review whether CCTV cameras are performing their objective? If so, please provide the results of the most recent review.*

Please see attached a copy of Council's CCTV Policy. This is due for review in March 2022.

7. *Does your organisation have any policy regarding CCTV in place, which covers any of the following - If so, please provide a copy, or link to it:*

Please see the following sections set out in the attached CCTV policy:

- a. Objectives of cameras
- b. Data protection
- c. Sharing of footage
- d. Vetting of volunteers viewing footage

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or

If you wish to discuss this decision with us, please feel free to contact me at rosie.bartlett@ncc.govt.nz.

Yours sincerely



Rosie Bartlett
Manager Parks and Facilities

Enclosure: CCTV Policy

Council Facilities CCTV Policy

Effective Date: December 2017

Review Date: March 2022

Contact: Manager Technology & Customer Experience

1. Introduction

- 1.1. Nelson City Council (Council) uses closed circuit television cameras (CCTV) in and around Council facilities to monitor certain areas for security and safety purposes.

2. Definitions

- 2.1. Nelson City Council (Council) facilities – buildings and facilities owned, leased or managed by Nelson City Council; including but not limited to Civic House, Nelson Libraries, Founders Heritage Park and community facilities such as the Trafalgar Centre and the Greenmeadows Stoke Sports and Community Facility.
- 2.2. Closed circuit television cameras (CCTV) – any function or system by which Council may capture, store and/or view images (both still and moving) within or adjacent to its facilities.
- 2.3. Council CCTV – that CCTV which is used in and around Council facilities.
- 2.4. Council Officers – employed or contracted members of Council staff.
- 2.5. Managers – those Council Officers responsible for managing each facility in which Council CCTV operates.
- 2.6. Staff – both Council Officers and Managers of Council staff.
- 2.7. Members – elected or appointed members of Nelson City Council (including Councillors and Mayor).
- 2.8. Police – representatives of New Zealand Police / Ngā Pirihimana o Aotearoa.

3. Purpose

- 3.1. The purpose of this policy is to set out the principles for use of closed circuit television cameras in and around Council facilities and to provide clear guidance to staff on operation of Council CCTV.
- 3.2. This policy excludes the use of wearable video cameras (these are used for a different purpose covered by policy [A1674314](#)).

4. Principles

- 4.1. Council CCTV is used for the purpose of enhancing and maintaining safety for staff and members of the public community.
- 4.2. Council CCTV is used to prevent damage and avoid loss to Council property.
- 4.3. Council CCTV images may be used by Council to investigate and manage health and safety issues, suspected or alleged misconduct, emergency situations, damage and/or recovery of Council, private or public property, and criminal activity.
- 4.4. Information obtained using Council CCTV may be reviewed by Council Officers and Council's legal advisors.

- 4.5. Use of Council CCTV will be in accordance with the Privacy Act 1993, and the guidelines published by the Privacy Commissioner / Te Mana Matapono Matatapu "Privacy and CCTV: A guide to the Privacy Act for businesses, agencies and organisations".

5. Policy content

- 5.1. This CCTV policy outlines how Council will operate the Council CCTV system and the rules Council Officers will abide by when using the system.
- 5.2. Managers will be responsible for policy adherence and correct and appropriate use of Council CCTV in the facility which they manage.
- 5.3. Managers may delegate operation of Council CCTV to other Council Officers; such operational use and maintenance will be defined in Council procedures.

6. Operation

- 6.1. Council CCTV may operate 24 hours, 7 days a week.
- 6.2. Council CCTV may and record footage of staff, members or the public while in or around the Council buildings.
- 6.3. Council Facilities CCTV Policy and related procedures will apply to the use of Council CCTV at all times.
- 6.4. Council Officers delegated operation of Council CCTV will be trained in policies and procedures relating to the Council CCTV system.
- 6.5. Council Officers may monitor Council CCTV images in real time or from recordings.
- 6.6. In the event that suspected or alleged unlawful activity is recorded using Council CCTV, Council may pass those images over to the Police or other related agencies for the purpose of an investigation.
- 6.7. Council CCTV images will be stored securely using Council's IT systems.
- 6.8. Access to Council CCTV images will be monitored by the Manager responsible for managing each facility in which Council CCTV operates.
- 6.9. Council CCTV images will not be stored for more than 60 days unless the subject of further investigation during that period.
- 6.10. Disposal of Council CCTV images will be by re-use and overwriting of media for storage of further Council CCTV images.
- 6.11. Anyone who is recorded on Council CCTV may access that information and make corrections, provided the image has not been overwritten.

7. Escalation

- 7.1. The Manager responsible for managing each facility in which Council CCTV operates shall be responsible for ensuring Council Officers comply with policies and procedures relating to the Council CCTV system.
- 7.2. Policies and procedures relating to the Council CCTV system shall be available for both internal and external audit if and as required.

- 7.3. Anyone with any queries regarding operation of CCTV Council may contact Council's Manager Technology and Customer Experience on (03) 546 0200.
- 7.4. Complaints about Council CCTV should be delivered to Council and will be addressed using Council's complaints procedure.

8. Related policies and procedures

- 8.1. Privacy Act 1993:
<http://legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>
- 8.2. Privacy Commissioner / Te Mana Matapono Matatapu "Privacy and CCTV: A guide to the Privacy Act for businesses, agencies and organisations" (ISBN 04 478 11730 2: <https://www.privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/Privacy-and-CCTV-A-guide-October-2009.pdf>
- 8.3. Council procedure "Operate CCTV in Council Facilities":
<https://go.promapp.com/nelsoncc/Process/Minimode/Permalink/Es3SZGREbq0kd9dyxFIsuO>
- 8.4. Council procedure "Record a Customer Complaint":
<https://go.promapp.com/nelsoncc/Process/Minimode/Permalink/ES7ISkQfKmcK1QaS7FhI0G>