



**ORDINARY COUNCIL MEETING**

**SUPPLEMENTARY BUSINESS PAPER**

**TUESDAY 25 AUGUST 2009**

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**ORDINARY COUNCIL MEETING**

Notice is hereby given that an Ordinary Council Meeting of the Council of the City of Randwick will be held in the Council Chamber, Town Hall, 90 Avoca Street, Randwick, on Tuesday, 25 August 2009 at 6:00pm.

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.....  
Ray Brownlee  
**GENERAL MANAGER**



# Mayoral Minute No. MM55/09



**Subject:** Parking Controls at intersections and Line marking to Delineate Parking Rule

**Folder No:** F2004/07232

**Author:** Tony Lehmann, Manager Integrated Transport

## Introduction

In 1999 NSW adopted the Australian Road Rules. The Australian Road Rules (ARR) to reduce the inconsistency within the road rules across Australia. Each State had slightly different rules which sometimes created confusion for motorists.

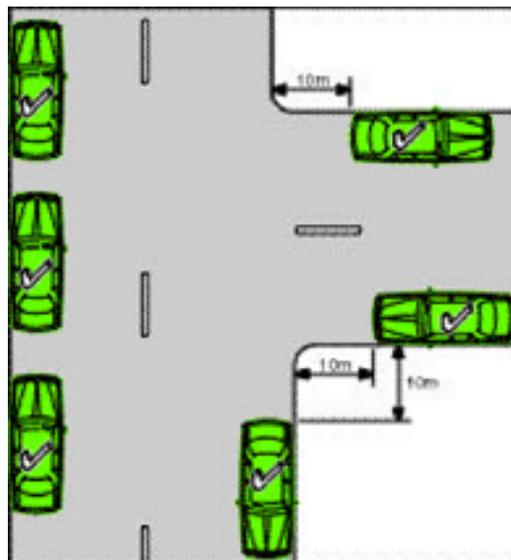
One of the consequences of the adoption of the ARR was a change in the parking controls at intersections. This change generally has had little impact where one street meets another, however, where laneways meet streets or where laneways meet other laneways a significant impact can be experienced.

## Issues

When the ARR were adopted within NSW a change in parking controls occurred.

Prior to the ARR motorists were not allowed to park a vehicle within 6 metres of the prolongation of the boundary line of an intersecting street. The control line was the intersecting boundary (or fence) line.

With the adoption of the ARR motorists are not allowed to park within 10 metres of the nearest point of an intersecting road. The control line is the intersecting road, which is taken to mean the kerb line of the intersecting road as shown in the diagram below:



Generally, the change in the location of the control line from the fence line to the kerb line has had a minimal effect on the parking supply as the footpaths on Randwick roads are 3.6 metres wide (i.e. the footpath width plus 6 metres equals 9.6 metres). However at intersections where laneways without footpaths intersect with

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other laneways or where laneways intersect with other laneways there is a 4 metre loss in parking. The following sketch details the change:



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The cumulative effect of losing 4 metres of legal parking space on every corner of each intersection with a laneway is considerable throughout the Randwick local government area. As a standard vehicle is approximately 4.7 metres long, the loss of each 4 metre length of parking at every corner of every laneway intersection is virtually equivalent to the loss of a similar number of parking spaces.

Use of Line marking to Delineate Road Rules

The use of line marking to indicate road rules should be investigated. This practice is used successfully throughout the USA and the UK with a number of benefits over signage including reduction of sign clutter and reduced maintenance costs.

The Roads and Traffic Authority (RTA) has previously investigated using line marking to indicate road rules instead of installing signage. However, the outcome was to allow edge line marking to be installed to indicate a No Stopping zone, but signage must still be erected.

**Financial impact statement**

There is no direct financial impact for this matter.

**Conclusion**

The introduction of the Australian Road Rules has resulted in a loss of vast numbers of parking spaces within the Randwick City Council.

The introduction of line marking in lieu of parking signs would reduce visual clutter in our streets.

**Recommendation**

That the Mayor write to the Minister of Roads seeking change to the Australian Road rules in relation to:

- a) no stopping regulations at laneways
- b) line marking in lieu of parking signage
- c) a public education campaign to raise awareness of this issue.

**Attachment/s:**

Nil

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## Mayoral Minute No. MM56/09



**Subject:** Sister City Program - Request to enter into Sister City Relationships with Randwick, England and Hangzhou, China

**Folder No:** F2005/00294

**Author:** Councillor Notley-Smith, Mayor

### Introduction

Earlier this year the City of Hangzhou, China and the village of Randwick, England were advised of our 150<sup>th</sup> anniversary. In honouring our 150<sup>th</sup> anniversary, both extended to me formal invitations to visit and share information and ideas. During these discussions, both delegations made requests to enter into Sister City arrangements. The purpose of this Mayoral Minute is to examine the merits of entering into such arrangements.

### Issues

The City of Randwick, Australia and the village of Randwick, England have shared a unique bond ever since our first Mayor, Simeon Pearce emigrated from his local village and settled in his new home which he named Randwick. There are very few Sister City relationships that can be traced back to one of the City's inception so this is a rare chance to establish a truly unique relationship based on historical ties.

The City of Hangzhou has been in contact with Randwick Council for a number of years with regard to Council's environmental achievements. This City is a leader in environmental initiatives and in 2006 they hosted the International LivCom Conference at which Randwick Council was successful in winning two prestigious awards. Since 2006 the City of Hangzhou has had a number of contacts with Randwick Council gaining further insight about our City and our programs. A formal delegation from Hangzhou visited Randwick in November 2007.

In 2009, a delegation from Hangzhou comprised of officials from the Environmental Protection Department of the City of Hangzhou spent a week in Randwick being briefed on our activities and undertook an inspection of Council's facilities and our environmental practices/achievements.

Sister City relationships are of little value unless genuine links between the councils and communities are cultivated, maintained and strengthened. Our interaction with Temora, and the benefits it has delivered both our councils over the last four years, is an excellent example of a successful Sister City relationship.

The opportunities for cultural and economic exchange between communities through our councils playing an active role in the linking-up of organisations such as churches, schools, service clubs, chambers of commerce, environmental groups and of course, councils themselves, are enormous. The prospects for such exchanges were met with great enthusiasm on my visit to both Hangzhou and Randwick.

### Financial impact statement

At this point in time there is no direct financial impact for this matter.

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**Conclusion**

The relationship between Randwick, England and Randwick, Australia has been in existence for 150 years and it would be appropriate in our 150 year anniversary to formalise this relationship and exchange ideas between our respective local government organisations in order to share the benefits of initiatives being made in each respective system of local government.

The visits of our respective delegations and our continuous relationship with the City of Hangzhou provide the perfect framework for the exchange of ideas about environmental programs and activities. This is the ideal basis for a most worthwhile Sister City arrangement.

**Recommendation**

That Council enter into and formalise a Sister City arrangement with both the village of Randwick, England and the City of Hangzhou, China.

**Attachment/s:**

Nil

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## Mayoral Minute No. MM57/09



**Subject:** Strengthening of Working Relationship between Council and Rotary, Probus, Soroptimist International and Lions Club

**Folder No:** F2004/08214

**Author:** Councillor Notley-Smith, Mayor

### Introduction

Council currently meets on a regular basis with the Combined Chambers of Commerce and Precinct Committees in order to strengthen our relationship with the community even further as outlined below.

### Issues

As stated above, Council currently meets on a regular basis with the Combined Chambers of Commerce and Precinct Committees with the Mayor chairing these meetings. It is proposed that this most effective method of community interaction be extended to include biannual meetings with our local Rotary, Probus, Soroptimist International and Lions Clubs.

These Committee meetings would again be chaired by the Mayor and would ensure a more coordinated approach to community engagement as well as fostering an improved working relationship between Council and all these important community based organisations.

A draft Terms of Reference and a set of draft Rules and Procedures for this Committee will be formulated and endorsed at the first meeting.

### Financial impact statement

There is no direct financial impact for this matter.

### Conclusion

This Committee will further strengthen the coordination and effectiveness of broader community participation and engagement in Councils decision making process.

### Recommendation

That a Committee consisting of Council and our local Rotary, Probus, Soroptimist International and Lions Clubs be formed and meet on a biannual basis.

### Attachment/s:

Nil

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## Mayoral Minute No. MM58/09



**Subject:** CCTV In Randwick City - Draft Code of Practice

**Folder No:** F2008/00547

**Author:** Councillor Notley-Smith, Mayor

### Introduction

At the Committee meeting of 14 July 2009, it was resolved:

“(Cr Stevenson/Bowen) that the draft Code be placed on public exhibition for a period of twenty eight days to enable the receipt of submissions from concerned residents, with a Councillor briefing session to be held to consider the feedback received, before adopting the Code as a formal policy at the next available Council meeting.

### Issues

The CCTV in Randwick City draft Code of Practice was placed on public exhibition from 20 July to 17 August 2009. The consultation plan was carried out in accordance with Council’s guidelines. During the public exhibition period the following activities were undertaken:

- distribution of an information leaflet to relevant key stakeholder groups
- advertisement in the Southern Courier
- information on the Council’s website

The consultation plan, including the list of key stakeholder groups is attached to this report – refer attachment 1.

The draft Code of Practice is an integral part of the CCTV in Randwick City project. The purpose of the draft is to balance crime prevention initiatives with the rights and privacy of individuals. It also governs the management and operation of the CCTV in Randwick City project. An attachment of the draft Code of Practice is included in this report – refer attachment 2.

### Consultation Outcome

Council received nine submissions as a result of the public exhibition, including feedback from the following stakeholders:

- Local residents (four submissions)
- Civil Liberties Australia
- NSW Police
- The Spot Business Association
- Randwick City Council Audit Coordinator
- The Coogee Precinct Committee

In relation to comments on the draft Code of Practice, a number of valuable suggestions were made. These suggestions were noted and where it was considered appropriate and relevant to the overall purpose of the project, incorporated into the draft Code of Practice.

A detailed table summarising the submissions and responding to each issue raised is attached to this report – refer attachment 3.

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Although Council received nine submissions for this consultation, not all feedback was in relation to the draft Code of Practice, but rather comments associated with the overall project, or with specific issues related to the priority surveillance coverage areas and to specific camera locations proposed for Coogee. There was also particular reference to issues of alcohol related crime and anti social behaviour in relation to the licence venues located in Coogee.

### **Councillor Briefing Session**

On 18 August 2009, a Councillor briefing session was held to inform Councillors about the consultation process and subsequent outcome. A summary of stakeholder comments were provided to the Councillors for discussion and consideration.

It should be noted that during the briefing session, discussions were also held in relation to the implementation of CCTV at Coogee. Council officers discussed the priority surveillance areas and camera location, as well as the proposed camera technology. It should be noted that the system will not include live monitoring and that the recordings will be available for police use.

The comments from the consultation that were generally related to the overall project, or in relation to the issues specific to the CCTV at Coogee were also provided to Councillors during the briefing session.

### **Relationship to City Plan**

The relationship with the City Plan is as follows:

Outcome 6: A liveable City.  
Direction 6c: The safety of our community is paramount and is acknowledged and supported through proactive policies, programmes and strategies.

### **Financial impact statement**

In relation to the draft Code of Practice, there is no direct financial impact.

### **Conclusion**

The draft Code of Practice is an important part of the CCTV in Randwick City project.

If adopted by Council, the draft Code of Practice will assist in the management and operation of the overall CCTV in Randwick City project, as well as providing a safe guard in relation to privacy and the rights of individuals.

### **Recommendation**

That the CCTV in Randwick City draft Code of Practice is adopted as policy.

### **Attachment/s:**

1. Consultation Plan
2. Draft Code of Practice
3. Summary of comments related to Draft Code of Practice

# CCTV in Randwick City

## Consultation Plan and Stakeholder list

20 July – 17 August 2009

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### Purpose of consultations:

- to provide information and seek community/stakeholder acceptance and support for the CCCTV Code of Practice.

### Consultation activities:

#### 1. Stakeholder groups

An information leaflet providing general information on the implementation of CCTV for the Coogee Beach area, and on the "Code of Practice for CCTV in Randwick City":

- Maroubra Local Area Command ✓
- Representative Shack Youth Services ✓
- Aged Advisory Committee ✓
- Randwick Aboriginal and Torres Strait Islander representative ✓
- Representative Sydney Buses ✓
- Representative UNSW security ✓
- Eastern Beaches Liquor Accord ✓
- Centennial Parklands/Moore Park Trust ✓
- Businesses located within the Coogee Beach area ✓
- Residents and property owners located within the Coogee Beach area where it is proposed to install CCTV ✓
- Coogee Chamber of Commerce ✓
- Precinct and Chamber coordination representative ✓
- Randwick City Tourism ✓
- Coogee Precinct Committee ✓
- NSW Council of Civil Liberties ✓
- Councillors and the Mayor ✓
- Coogee Fishing Club ✓
- Randwick Rugby Club ✓
- Coogee Surf Life Saving Club ✓
- Coogee Legion Club ✓
- Beach Palace Hotel ✓
- Coogee Dolphins Rugby League ✓
- Coogee Randwick RSL ✓
- Coogee Bay Hotel ✓
- Crowne Plaza Coogee ✓
- Sydney Multicultural Community Services ✓
- Regional Manager Community Risk ✓
- Attorney-General's Department ✓
- Representative Fire Brigade ✓
- NSW Department of Housing ✓
- Department of Justice ✓

#### Randwick City Council - Internal

- General Manager ✓
- Director City Services ✓
- Director City Planning ✓
- Director Governance and Financial Services ✓
- Manager City Services ✓

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- Manager Infrastructure Services ✓
- Manager Communications ✓
- Manager Information Services ✓
- Manager Aquatic Services ✓
- Coordinator Community Planning ✓
- Coordinator Community Programs ✓
- Coordinator Community Consultation ✓
- Coordinator Projects ✓
- Coordinator Landscape Design ✓
- Coordinator Engineering ✓
- Coordinator Open Space ✓
- Coordinator Audit, Business Planning ✓
- Coordinator Information Management ✓
- Compliance officer ✓
- Media Officer ✓
- Open Space Supervisor (north area) ✓
- Road Safety Officer ✓
- Community Project officer (Aboriginal) ✓
- Supervisor Lifeguards ✓
- Supervisor Lifeguards ✓
- Call Centre ✓
- Customer Service ✓

## 2. Greater Community:

Information on the Code of Practice available through:

- Coogee Precinct meeting
- Coogee Chamber meeting, if required
- Council's website
- Leaflets available through the Council's Customer Service Centre

Information about the Code of Practice will be provided through:

- The Mayor's Column – Tuesday 21 July
- Southern Courier advertising – Tuesday 21 July
- Council's website – Monday 20 July
- Directly to Coogee Precinct Committee, Coogee Chamber of Commerce, Randwick City Tourism, and other stakeholders groups.



Randwick City  
Council  
a sense of community

# **CODE OF PRACTICE**

# **CCTV IN RANDWICK CITY**

# **2009**

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## 1. OVERVIEW

### 1.1. Key Principles

1.1.1. This Code of Practice contains the basic standards in accordance with which Randwick City Council's CCTV in Randwick City will be operated.

1.1.2. The Code of Practice is based on 15 key principles. In each section the key principle is stated, followed by further explanatory information.

1.1.3. The key principles are as follows:

A. Principle 1

The CCTV in Randwick City will be operated fairly, within applicable law and only for the purposes for which it is established, or which are subsequently agreed in accordance with this Code of Practice.

B. Principle 2

The CCTV in Randwick City will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

C. Principle 3

The public interest in the operation of the CCTV in Randwick City will be recognised by ensuring the security and integrity of operational procedures.

D. Principle 4

Randwick City Council has primary responsibility for compliance with the purposes and objectives of the CCTV in Randwick City, for the maintenance, management and security of the Program, and the protection of the interests of the public in relation to the Program.

E. Principle 5

As a partner to Randwick City Council's CCTV in Randwick City, the NSW Police Force will act in accordance with the Code of Practice.

F. Principle 6

Randwick City Council will be accountable to the public for the effective operation and management of the CCTV in Randwick City.

G. Principle 7

The public will be provided with clear and easily accessible information in relation to the operation of Randwick City Council's CCTV in Randwick City.

H. Principle 8

Regular monitoring and evaluation of the CCTV in Randwick City will be undertaken to identify whether the purposes of the CCTV in Randwick City are being complied with and objectives are being achieved.

I. Principle 9

Staff employed to work in the CCTV in Randwick City control room, whether they be operators or managers, will meet the highest standards of probity.

J. Principle 10

Access to the CCTV in Randwick City control room will be restricted to qualified operating staff, support staff, and their managers and the control room will be protected from unauthorised access.

K. Principle 11

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV in Randwick City.

L. Principle 12

Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice.

M. Principle 13

The retention of, and access to, recorded material will be only for the purposes provided by this Code of Practice. Recorded material will be retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be recorded over.

N. Principle 14

Contact related to the CCTV in Randwick City between Randwick City Council staff and the Police, will be conducted strictly in accordance with the Code of Practice.

O. Principle 15

The CCTV in Randwick City will address the interests of all who may be affected by it, and not be confined to the interests of the Randwick City Council or the needs of the criminal justice system.

## **2. PRELIMINARY INFORMATION**

### **2.1. Introduction**

- 2.1.1. It is recognised that the threat of personal violence is an important factor in any public perception of the City of Randwick as a safe area. In an effort to address these issues, Randwick City Council introduced the CCTV in Randwick City, as part of the Crime Prevention and Community Safety Plan.

### **2.2. CCTV in Randwick City**

- 2.2.1. The CCTV in Randwick City comprises Randwick City Council's public closed circuit television operation, covering areas in the Randwick Local Government Area.
- 2.2.2. The CCTV in Randwick City is only one of several initiatives designed to assist in preventing crimes against the person in the Randwick Local Government Area. It is recognised, however, that such crime will never totally be prevented.

### **2.3. Code of Practice**

- 2.3.1. This Code of Practice will be supplemented by a set of Protocols and Control Room Standard Operational Procedures (SOPs) giving instructions on all aspects of the operation of the CCTV in Randwick City. These documents will be based on the Code of Practice, to ensure that the principles and purposes on which the CCTV in Randwick City is based are realised.
- 2.3.2. Involvement in any aspect of the CCTV in Randwick City by relevant organisations or individuals will depend upon their willingness to comply with this Code of Practice, the Protocols and the SOPs.
- 2.3.3. This Code of Practice is subject to state and federal law.

### **2.4. System description**

- 2.4.1. The CCTV in Randwick City system involves a series of integrated cameras and network video recorders (NVR's) which are able to be centrally managed and has the flexibility to enable remote access and control via secure communication channels. The system has the potential to transmit live to observation screens monitored 24 hours a day by control room staff employed by the Randwick City Council. All images are recorded and retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings. The system is able to be linked with the Eastern Beaches Local Area Command to ensure instant communication and enable direct monitoring in certain circumstances such as an emergency.

### **2.5. Camera Design**

- 2.5.1. The cameras record in colour during daylight hours, and black & white in low light conditions (i.e. night time), in order to attain the highest quality image possible. Some are capable of being panned, tilted and zoomed to

enable effective monitoring. Each camera is housed in an environmental dome which protects the camera.

- 2.5.2. State of the art technology has been used to ensure maximum resolution and picture quality. The technology used will be regularly reviewed to ensure the most up to date equipment appropriate to the purposes of the CCTV in Randwick City is used.

## **2.6. Camera locations**

- 2.6.1. Cameras are installed in the Coogee Beach Precinct subject to a high incidence of crimes. The location is determined on the basis of crime statistics provided by the NSW Police Force. Environmental considerations are also taken into account.

## **2.7. Ownership of the CCTV in Randwick City**

- 2.7.1. Randwick City Council is the owner of CCTV in Randwick City. Randwick City Council retains ownership of and has copyright in all equipment, recorded material and documentation pertaining to the CCTV in Randwick City. The responsibilities of Randwick City Council in relation to the system are outlined in section 5.

## **2.8. Partners in the CCTV in Randwick City**

- 2.8.1. The NSW Police Force is a partner in the Randwick City Council's CCTV in Randwick City. The responsibilities of the NSW Police Force in relation to the CCTV in Randwick City are outlined in section 6.

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**3. CHANGES TO THE CCTV IN RANDWICK CITY AND/OR THE CODE OF PRACTICE**

- 3.1.1. A change to the CCTV in Randwick City or Code of Practice may be made with the agreement and approval of the General Manager.
- 3.1.2. The General Manager, must approve the temporary use of the CCTV in Randwick City for the purposes of management during events and the NSW Police Operations.
- 3.1.3. The General Manager of Randwick City Council or his/her delegate must approve the use of the CCTV in Randwick City during emergency situations, such as a siege or bomb blast.
- 3.1.4. The consideration and/or introduction of any major change to the CCTV in Randwick City or to the Code of Practice will be included in the regular audit report (see section 7).

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#### 4. PURPOSE

##### **Principle 1**

The CCTV in Randwick City will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.

##### **Principle 2**

The CCTV in Randwick City will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

##### **Principle 3**

The public interest in the operation of the CCTV in Randwick City will be recognised by ensuring the security and integrity of operational procedures.

- 4.1.1. The primary purpose of Randwick City Council's CCTV in Randwick City is to assist in the prevention of all criminal offences, such as:
- A. Offences against the person
 

Any situation involving injury to a person, or any situation where injury to a person is threatened, or activity that is, or may be, intimidating, harassing or cause fear to a reasonable person.
  - B. Property related crime
 

Any situation involving the theft of property or serious damage to property, or any situation where theft of property or serious damage to property is threatened
  - C. Drug related offences
 

Any situation involving the sale or distribution of illegal substances (Note: personal use of illicit substances is not included under the scope of the CCTV in Randwick City).
- 4.1.2. The objectives of the CCTV in Randwick City are:
- A. to reduce crime levels by deterring potential offenders;
  - B. to reduce fear of crime;
  - C. to assist in the detection and prosecution of offenders; and
  - D. to help secure a safer environment for those people who live in, work in and visit the City of Randwick.
- 4.1.3. It is anticipated that the CCTV in Randwick City may also be of some benefit in the management of events, such as New Years Eve. The temporary use of the CCTV in Randwick City for such purposes, including the use of temporary cameras must be approved in accordance with section 3 of this Code of Practice.

- 4.1.4. The CCTV in Randwick City will only be used to identify crimes occurring within the area covered by the CCTV in Randwick City.
- 4.1.5. The CCTV in Randwick City may be used for intelligence gathering on individuals and locations, in relation to offences within the scope of the CCTV in Randwick City.
- 4.1.6. The CCTV in Randwick City may be used for NSW Police operations, targeting offences covered under the Code of Practice.

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**5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM****Principle 4**

Randwick City Council has primary responsibility for compliance with the purposes and objectives of the CCTV in Randwick City, for the maintenance, management and security of the CCTV in Randwick City and the protection of the interests of the public in relation to the CCTV in Randwick City.

- 5.1.1. Randwick City Council will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.
- 5.1.2. Randwick City Council will comply with the requirements for accountability set out in this Code of Practice.
- 5.1.3. Randwick City Council will consult with and provide information to the public about the operation of the CCTV in Randwick City and about any proposed changes to the CCTV in Randwick City or Code of Practice.

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## 6. RESPONSIBILITIES OF PARTNER TO THE PROGRAM

### **Principle 5**

As a partner to Randwick City Council's CCTV in Randwick City, the NSW Police Force agrees to act in accordance with the Code of Practice.

- 6.1.1. Incidents that may involve or lead to a crime against the person or other serious threat to public safety, or other serious criminal offence, will be reported to an arranged police contact. The police will assess the situation and determine an appropriate response to the incident.
- 6.1.2. It is the responsibility of the NSW Police Force to respond to incidents to the extent that its resources and priorities allow.
- 6.1.3. The NSW Police Force will develop its own operational procedures in relation to the CCTV in Randwick City to complement those developed by Randwick City Council.
- 6.1.4. A Memorandum of Understanding in relation to the CCTV in Randwick City will be entered into both by Randwick City Council and the NSW Police Force outlining in detail the respective roles of both parties. The Memorandum of Understanding and any variations to it, are to be approved by the General Manager of Randwick City Council.

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## 7. ACCOUNTABILITY

**Principle 6**

Randwick City Council will be accountable to the public for the effective operation and management of the CCTV in Randwick City.

- 7.1.1. Randwick City Councils Internal Auditor will:
- A. provide an independent and continuous review and checking mechanism for the CCTV in Randwick City;
  - B. identify and report on any deviations from the Code of Practice, Protocols or Standard Operating Procedures ("SOPs") that come to notice during audit; and
  - C. recommend action that will safeguard the CCTV in Randwick City from abuse.
- 7.1.2. The Internal Auditor will undertake a regular audit of the CCTV in Randwick City, its operations and Code of Practice. The audit will include examination of control room records, recorded material histories and the content of recorded material.
- 7.1.3. The Internal Auditor will produce a report every 12 months on the operation and functioning of Randwick City Council's CCTV in Randwick City. The report will be presented to the General Manager.

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## 8. PUBLIC INFORMATION

### Principle 7

The public will be provided with clear and easily accessible information in relation to the operation of Randwick City Council's CCTV in Randwick City.

8.1.1. Clearly visible signs that CCTV cameras are operating will be displayed at the perimeter of the area covered by the system and at other key points. These signs will:

- A. inform the public that cameras are in operation;
- B. allow people entering the area to make a reasonable approximation of the area covered by the system; and
- C. identify Randwick City Council as the owner of the system and give a telephone number and address should further information be required.

8.1.2. Copies of the Code of Practice will be made available to the public. The availability of the Code of Practice will be publicised in connection with any publicity arranged for the CCTV in Randwick City.

8.1.3. Inquiries in relation to the Randwick City Council's CCTV in Randwick City and its operation can be made:

In writing:

The General Manager  
Randwick City Council  
30 Frances Street  
RANDWICK NSW 2031

Fax: (02) 9319 1510

Email: [general.manager@randwick.nsw.gov.au](mailto:general.manager@randwick.nsw.gov.au)

In Person:

Council's Customer Service Centre at 30 Frances Street, Randwick between 8.30am and 5.00pm, Monday to Friday.

By telephone:

Council's Call Centre on 1300 722 542.

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## 9. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE

### **Principle 8**

Regular monitoring and evaluation of the CCTV in Randwick City will be undertaken to identify whether the purposes of the CCTV in Randwick City are being complied with and the objectives are being achieved.

- 9.1.1. In consultation with the NSW Police Force, Randwick City Council will continuously monitor the operation of the CCTV in Randwick City and implementation of the Code of Practice.
- 9.1.2. Randwick City Council is responsible for ensuring that the CCTV in Randwick City is regularly subject to evaluation to identify whether its purposes are being complied with and whether the objectives are being achieved.
- 9.1.3. Evaluation will be conducted independently or carried out according to independently established criteria.
- 9.1.4. Evaluation of the CCTV in Randwick City will include as a minimum:
  - A. assessment of its impact upon crime;
  - B. assessment of its impact on neighbouring areas;
  - C. the views of the public on the operation of the CCTV in Randwick City;
  - D. operation of the Code of Practice, Protocols and SOPs; and
  - E. whether the purposes for which the CCTV in Randwick City was established still exist.
- 9.1.5. The results of evaluation will be taken into account in the future functioning, management and operation of the CCTV in Randwick City.

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**10. MANAGEMENT OF THE CONTROL ROOM (IF REQUIRED)****Principle 9**

Staff employed to work in the control room, whether they be operators or managers, will meet the highest standards of probity.

**Principle 10 (if required at a later date)**

Access to the control room will be restricted to qualified operators and their managers and the control room will be protected from unauthorised access.

- 10.1.1. A set of SOPs will be developed for control room staff (if required).
- 10.1.2. The Randwick City Council will adopt:
- A. effective and fair systems of recruitment and selection of staff which include measures to ensure that the selection process provides for thorough validation of the suitability of candidates and regular review of the suitability of employed staff;
  - B. a requirement that staff must be qualified at a suitable level on appointment and be capable of meeting in-service training requirements;
  - C. a procedure which makes plain to staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or SOPs and Council's Code of Conduct;
  - D. a requirement of confidentiality which can be enforced during and after termination of employment; and
  - E. systems of monitoring and supervision that ensure compliance with the Code of Practice, Protocols and SOPs.
- 10.1.3. Procedures will be put in place to ensure that access to the control room is restricted to operating staff and their managers and that the control room is protected from unauthorised access, except as provided in Clause 7.1.5.
- 10.1.4. The circumstances in which police or other visitors are able to access the control room will be carefully controlled and outlined in the Protocols and SOPs.
- 10.1.5. Access to the operation of equipment will be limited to Randwick City Council staff with that responsibility.
- 10.1.6. A register must be kept detailing all instances of access to the Control room, CCTV facilities and associated property.

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**11. CONTROL AND OPERATION OF CAMERAS****Principle 11**

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV in Randwick City.

**Principle 12**

Information should be obtained fairly and in accordance with the privacy provisions of the Code of Practice.

- 11.1.1. The locations of cameras will be clearly apparent to the public.
- 11.1.2. All use of cameras will accord with the purposes of the CCTV in Randwick City as outlined in the Code of Practice, Protocols and SOPs.
- 11.1.3. Cameras will not be used to look into adjacent or nearby premises or buildings, which originated in the public domain. Any misuse is to be treated as a breach of this code and subject to disciplinary action.
- 11.1.4. No sound will be recorded in public places.
- 11.1.5. Operators of camera equipment will act in accordance with the highest standards of probity.
- 11.1.6. Only staff with responsibility for using the equipment will have access to operating controls.
- 11.1.7. All control room staff will be made aware that recordings are subject to routine audit and that they may be required to justify their interest in a particular member of the public or premises.
- 11.1.8. The Coogee Beach precinct is a workplace for Randwick City Council Staff and as such the Council must abide by the workplace Video Surveillance Act 1998.

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## 12. RECORDED MATERIAL

### Principle 13

The retention of, and access to, recorded material will be only for the purposes provided by the Code of Practice. Recorded material will be retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.

- 12.1.1. Access to and use of recorded material will only take place:
  - A. in compliance with the needs of police in connection with the investigation of crime; or
  - B. if necessary for the purposes of legal proceedings.
- 12.1.2. Recorded material will not be sold or used for commercial purposes or the provision of entertainment.
- 12.1.3. The showing of recorded material to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. Any such action must be formally approved by the Police.
- 12.1.4. Release of recorded material to the media should only occur for the purpose of crime prevention or investigation. In such cases the recognisable characteristics of other people in the recorded material shall be obscured. All requests for the release of recorded material must be in writing, including the purpose of the request, the context of the release, the date and time of airing, and the person responsible for controlling storage and access to the material.
- 12.1.5. Images shall not, under any circumstances, be used to publicise the existence or success of Randwick City Council's CCTV in Randwick City.
- 12.1.6. Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.
- 12.1.7. Recorded material will be treated according to defined procedures to ensure continuity of evidence.
- 12.1.8. All recorded material will be subject to random inspection by the Council's Internal Auditor.

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**13. CONTACT WITH POLICE****Principle 14**

Contact related to the CCTV in Randwick City between Randwick City Council staff and the Police will be conducted strictly in accordance with the Code of Practice.

- 13.1.1. Police officers will not be permitted to remove any recorded material, operate recording equipment or have contact with any recorded material at any time unless under the terms of this Code of Practice, the Protocols or SOPs or subject to the execution of a search warrant or other relevant legal process.
- 13.1.2. Any change in existing arrangements for police contact with and use of the system will amount to a major change to the Code of Practice and must be agreed to in accordance with the Code of Practice before being implemented.
- 13.1.3. Any involvement in the CCTV in Randwick City by police will be recorded by the Randwick City Council and will be subject to audit.

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**14. BREACHES OF THE CODE****Principle 15**

The CCTV in Randwick City must address the interests of all who may be affected by it, and not be confined to the interests of Randwick City Council or the needs of the criminal justice system.

- 14.1.1. Prime responsibility for ensuring the Code of Practice is adhered to rests with the Randwick City Council. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Randwick City Council's power to remedy.
- 14.1.2. Complaints in relation to any aspect of the management or operation of the system may be made:

In writing:  
The General Manager  
Randwick City Council  
30 Frances Street  
RANDWICK NSW 2031

Fax: (02) 9319 1510

Email: [general.manager@randwick.nsw.gov.au](mailto:general.manager@randwick.nsw.gov.au)

In Person:  
Council's Customer Service Centre at 30 Frances Street, Randwick between 8.30am and 5.00pm, Monday to Friday.

By telephone:  
Council's Call Centre on 1300 722 542.

The General Manager will inform the Audit Committee (see 7.1.1) in writing of these complaints.

The Privacy and Personal Information Protection Act 1998 authorises Privacy NSW to receive and investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with Privacy NSW. The contact details for Privacy NSW are as follows:

Privacy NSW  
PO Box A2122  
SYDNEY SOUTH NSW 1235  
Tel: (02) 9268 5588  
Fax: (02) 9268 5501

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14.1.3. Randwick City Council will cooperate with the investigation of any complaint by Privacy NSW.

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## Consultation outcome – summary of comments related to the draft Code of Practice

Stakeholder response	Feedback relating to the draft Code of Practice	Councils response
1 Resident (Coogee)	No comments directly related to the draft Code of Practice.	No amendments to the draft Code of Practice from this submission.
2 Resident (Coogee)	No comments directly related to the draft Code of Practice.	No amendments to the draft Code of Practice from this submission.
3 Resident (Coogee)	CCTV responsibilities must rest solely with the General Manager.  An annual Auditors report to Council is an excellent strategy and would also be a useful supplement to BOSCAR statistics. Does regular mean CCTV reports will become a standard agenda item on Council business papers? Will residents be advised of such reports in Council's section in the Southern Courier?  While there needs to be a time-limit imposed, thirty days is insufficient.	In Section 3 of the draft Code of Practice, any changes to the CCTV in Randwick City and/or the Code of Practice will be to the approval of the General Manager.  Amendments to the draft Code of Practice will not be required for the report to be a public document.  The draft Code states that recorded images are retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings.
3 Resident (Coogee)	No comments in relation to the draft Code of Practice.	No amendments to the draft Code of Practice from this submission.
4 NSW Police - Policy and Programs Command	The draft Code of Practice appears thorough in content. All areas of concern are covered in the draft.	Noted. No amendments to the draft Code of Practice from this submission.
5 Civil Liberties Australia (CLA)	No comments directly related to the draft Code of Practice. Suggested that Randwick Council officers contact other Councils seeking existing information that has previously been developed.	Randwick Council officers have liaised with City of Sydney and Burwood Council in the development of the draft Code of Practice.
5 The Spot Business Association	Minor grammatical comments only.	Noted and amendments made to the draft Code of Practice.
6 Randwick Council Audit Coordinator	Section J Principle 10 and 10.1.3 – request for internal auditors access to control room (as per 7.1.2).	Section J Principle 10 and 10.1.3 – (as per 7.1.2) will not be amended.
7 Coogee Precinct Committee – from Precinct meeting held on 20 July 2009.	Noted that the draft Code of Practice did mention alcohol related crime and anti social behaviour and that clause 4.1.1 did not include reference to disturbances to the quiet and good order of the neighbourhood.  Include in Clause 2.4.1 of the draft Code of Practice administrative proceedings under the liquor Act.  Review of CCTV footage provide statistics to the Coogee Precinct as to the number and times of visibly intoxicated patrons leaving the licensed venues and the incidents of criminal or anti social behaviour.	The draft Code of Practice sufficiently covers the purpose and objectives of the CCTV in Randwick City project.  The draft Code states that recorded images are retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings.  In consultation with the NSW Police Force, Randwick Council will monitor the operation of the CCTV project, including an evaluation and assessment of the objectives outlined in the draft Code.

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## Mayoral Minute No. MM59/09



**Subject:** Advising Council of our success at the World Environment Day Awards in Melbourne.

**Folder No:** F2007/00485

**Author:** Peter Maganov, Manager Sustainability

### Introduction

Advising Council of our success at the World Environment Day Awards in Melbourne.

### Issues

Due to some timing issues, I've been unable to report on our success at the World Environment Day Awards organised by the United Nations Association of Australia (UNAA) in Melbourne. These awards recognise environmental and sustainability efforts of organisations, businesses, the media and local government across Australia.

Randwick received two awards on the evening, the first on behalf of the 12 NSW Councils participating in the carbon trading scheme developed by Randwick. Judges noted the importance of LGETS and carbon trading in general as an important way to contribute to the reduction of greenhouse gas emissions.

The second award was the very prestigious 'Overall Sustainability' Award for Local Government around Australia. The Governor of Victoria presented this award to Council staff in recognition of Council's substantial achievements delivered through our environmental levy program and 'Sustaining our City' initiative.

### Financial impact statement

There is no direct financial impact for this matter.

### Conclusion

These are significant awards as the UNAA World Environment Day Awards are open to local government around Australia. It is a great accomplishment and acknowledgment of Council's efforts over the life of the environmental levy in Randwick.

### Recommendation

That the report be received and noted.

### Attachment/s:

Nil

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