



Vision planning and management of Sydney Harbour sites.

Information Sheet No.10 Closed Circuit Television

This Information Sheet outlines controls for the operation of closed circuit television (CCTV) systems on Sydney Harbour Federation Trust (Harbour Trust) land.

What is CCTV

A CCTV system is a television system that collects and transmits images in a 'closed loop'. Images are only available to people directly connected to the transmission system or given access rights to a closed user group within an information and communications technology network.

CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure. Images may be transmitted via wired or wireless technologies in digital or analogue form. CCTV systems are typically used for the purposes of surveillance.

Objectives of CCTV

The use of CCTV will only be permitted if it is to be used for one or more of the following objectives:

- To enhance the provision of a safe and secure environment for workers and visitors.
- To help protect the Harbour Trust's buildings and environs from damage, theft or loss.
- To reduce the potential for crime, criminal damage and public disorder.
- To monitor and assist the management of site operations.
- To assist Emergency Services.

Use of CCTV

Any misuse of CCTV may be a breach of relevant Acts and Codes and/or any lease or licence agreement with the Harbour Trust and therefore may be reported to the relevant authorities for investigation. CCTV systems may only be installed and operated on Harbour Trust land by approved persons or organisations ("operators") who use Harbour Trust property, when operators are able to demonstrate compliance with the following criteria:

- Installation and use of CCTV systems has been approved by the Harbour Trust.
- Installation and use of CCTV is compliant with the *Privacy Act 1988* (Cth) and other relevant Acts and Codes at all times.
- CCTV will not be used to collect personal information by unlawful or unfair means or in an unreasonably intrusive way.
- Recorded materials will be made available to Police or other relevant authorities, including the Harbour Trust for enforcement activities under the *Sydney Harbour Federation Trust Act* and *Regulations 2001*, if required for a lawful purpose.





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- Cameras must not be concealed and, as far as possible must be placed in public view. Signs notifying the presence of CCTV cameras must be displayed at key locations.
- Cameras may be located in internal and external areas whether or not they are privately leased, other than exempt areas. “Exempt areas” include private spaces such as toilets, bathrooms and change rooms

Approval Process

Prospective operators of CCTV must submit a Proposed Action Application (DA) to the Harbour Trust providing a draft CCTV Operational Management Plan, which must include the following information:

- The purpose of the CCTV;
- How and when CCTV will operate including monitoring of recordings;
- The persons who would be authorised to view recorded materials;
- Hours of operation of CCTV;
- Details of how cameras and notification signs will be affixed;
- A plan showing where cameras would be positioned and areas that would be monitored;
- A statement of how use of the CCTV system will comply with relevant Acts and Codes, the matters outlined in this Information Sheet, and their own stated policy for managing the use of CCTV and recorded materials; and
- How material is recorded, stored, made secure and disposed of.



The Harbour Trust will consider the application and may approve the installation and operation of the CCTV, with conditions; or refuse the application.

Assessment Timeframes

Tenants and licensees should allow up to 4 weeks for the Trust to complete their assessment of each DA. More complex proposals may require additional time for approval.

Pre-Lodgement Meeting

We encourage tenants to discuss any works to (including the installation of CCTV) with the Harbour Trust before seeking approval or lodging a development application. This will expedite the Assessment process and provide an opportunity to identify any relevant issues. It will also allow applicants to more fully understand the assessment process.

Further Information

Trust Plans, policies and the **Proposed Action Application Form** (DA form) are available on our website: www.harbourtrust.gov.au, and relevant studies may be viewed at the Trust’s Resource Centre in our office.