

# **Waitarere Beach Progressive and Ratepayers Association (WBPRA)**

## **Crime Prevention Cameras Policy and Operation December 2023**

### **INTRODUCTION**

This policy is intended to inform the public of the purpose and operation of the crime prevention cameras installed in public places within Waitarere. It supersedes all previous policy documents<sup>1</sup> and arises from a requirement that the WBPRA<sup>2</sup> review its camera policy where significant changes occur involving these cameras.

In December 2022 (as reported in the previous policy) the WBPRA expanded its camera surveillance system to include the integration of new Beach Warden cameras. These cameras currently operate from the Beach Warden patrol vehicle and provide additional protection and safety to our local beach environment. The Beach Warden vehicle cameras, as with all Waitarere public cameras are connected directly to the Horowhenua Community Camera Trust (HCCT) system for police use. Police have access via police vetted HCCT voluntary operators including approved WBPRA persons. Ownership of the cameras within Waitarere remains with WBPRA with the exclusion of the public facing cameras attached to the new Surf Club building. These are owned by Council and are also directly connected to Levin police via HCCT.

WBPRA signed an agreement in December 2022 with the HCCT that allowed Levin police to directly access all our community cameras via the Trust on a 24x7 basis. The locations of these cameras are covered below.

The effective date of this revised policy is December 2023 and replaces the previous policy dated December 2022. This policy aligns with the Privacy Act 2020<sup>3</sup> for public notification and camera system use.

Throughout this policy the words 'cameras', 'system', 'network' and 'CCTV' are one and the same.

The following publicly available guidelines have been used in developing this policy.

- Privacy Commissioners Office. "Privacy and CCTV, A guide to the Privacy Act for businesses, agencies and organisations."
- Neighbourhood Support New Zealand. "Guidelines for operating crime prevention cameras in residential areas."

### **BACKGROUND, OWNERSHIP AND FUNDING**

Crime prevention cameras have been operating at Waitarere Beach since 2015. The original capital to purchase these arose through local community fundraising. Prior to 2021 the WBPRA were able to obtain additional monies from Council through grants and since 2022 new monies for the operation of these cameras became the responsibility of HCCT -but with new capital funding for upgrades and camera replacements remaining with WBPRA. WBPRA therefore continues to rely on local fund raising from our community. All money collected from fundraising

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<sup>1</sup> Previous policies dated June 2016, November 2020, February 2022 & December 2023

<sup>2</sup> WBPRA - Waitarere Beach Progressive & Ratepayers Association

<sup>3</sup> Privacy Act 2020 come into effect 1<sup>st</sup> December 2020

is deposited into the Waitarere Beach Development Association (WBDA). The overseeing committee for this Association is the same as that for WBPRA.

Refer to the following link for further WBDA information.

[http://www.waitarerecoast.co.nz/?page\\_id=1627](http://www.waitarerecoast.co.nz/?page_id=1627)

## **COMMUNITY PURPOSE**

The main purpose of the system is to provide community assurance for public safety, security, criminal deterrence and to assist government agencies, namely the Police in solving crime when reported by our community. This also includes Beach Wardens for illegal or suspicious beach activities.

## **ECONOMIC BENEFITS**

The economics overall and benefits of the system are difficult to measure. The camera benefits are deterrence and crime solving. Feedback is typically community anecdotal or hearsay but real for those who have had crime performed against them -and for which the police may have been able to solve. The WBPRA being owners of the system provide police with direct access to camera surveillance data via the HCCT system. Beyond this the WBPRA have no further involvement and hence the difficulty for WBPRA to tangibly measure benefits, other than knowing it anecdotally contributes to solving crime.

HCCT will on a regular basis provide reports to WBPRA regarding the effective use and resulting benefits of the system as used by police. The WBPRA in turn will provide a summary of these at its Annual General Meetings to the community.

The community is reminded that effectiveness of the system is enhanced through quick and prompt reporting of crime or suspicious activity to police, and reminding police of the Waitarere CCTV's existence.

## **POLICY DETAIL**

### **Privacy**

The crime prevention cameras are operated in a manner that aligns with the Privacy Act that came into effect on 1<sup>st</sup> December 2020.

Overall, the Act protects and promotes individual privacy. WBPRA together with HCCT have practices for data protection and video disposal including information breach management, operator training and maintenance provider selection.

In terms of privacy, the WBPRA system does not capture nor seeks to capture the identities of persons. The system only captures vehicle movements from street cameras in addition to those captured from our local beach warden patrol vehicle. WBPRA provides access to police as above via an agreement with HCCT. The police thereon may use footage for the purposes of crime investigation and monitoring. The HCCT operation is securely located within Levin police.

There are instances where persons may be captured through Beach Warden engagement with persons. Beach Wardens have a Warrant of Appointment as officers of the Horowhenua District Council. Their role is to ensure that Bylaws are observed and to take appropriate action if these are contravened. These include;

- Traffic and Parking Bylaw
- Dog Control Bylaw

- Vehicle use of coastal lands
- Liquor Bylaw
- Litter Act
- Fire Bans
- Shellfish gathering

Beach Wardens may report to police any violations of these and as such identities of persons and conversations may be recorded within the realm of Beach Warden work. The Beach Warden vehicle is equipped with cameras that record both video and sound for which the police will have access to these should an incident be reported by Beach Wardens.

Refer to the following link for additional Beach Warden information:

[http://www.waitarerecoast.co.nz/?page\\_id=406](http://www.waitarerecoast.co.nz/?page_id=406)

The WBPRA does not ask for identities of persons from law enforcement nor does it disclose information for public curiosity or potential vigilantism if asked, and does not supply any public video feeds.

### **Operational Oversight**

The WBPRA have overall responsibility of the Waitarere camera system including being a Trustee participant within the HCCT operation. Local operation is delegated to suitably qualified and trusted people approved by the WBPRA. WBPRA have appointed lead persons with overall operational oversight<sup>4</sup> with full access to the local community camera network.

The lead persons appointed by WBPRA are responsible for;

- Formal operational and governance interface with HCCT,
- Liaising with local authorities,
- Ensure data access to the Waitarere system for HCCT and police,
- Erecting and upkeep of camera warning signs,
- Collect from HCCT all requests made by Police for Waitarere camera access,
- Ensuring security of equipment and data,
- Proper disposal of failed components containing data,
- Cleaning cameras and equipment maintenance,
- Regular reporting to the WBPRA of activities,
- Technical and operations support to Beach Wardens,
- Obtaining prior approval from WBPRA where expenditure is required,
- As lead provide support to other WBPRA approved persons.

### **Camera location and operation**

Cameras are located at the first roundabout entering Waitarere including the two beach entrances. A camera is also attached to the 4Square building with both east/west views along Waitarere Beach Road. These cameras provide high-quality video resolution covering both day and night. Number plates including their attached vehicle make, type and vehicle colour alongside date and time are also captured by some of these cameras. Vehicle front and rear number plates are collected for the same vehicle including towing vehicles with their plates.

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<sup>4</sup> The WBPRA have processes in support of this Policy including selecting 'approved persons', complaint handling, dealing with Police requests, resolving breaches of this Policy, confidentiality matters including system security and information access. These processes are committee managed within WBPRA and are not available to the public.

The Beach Warden patrol vehicle has two hi-definition video cameras in both the front (with audio capture) and rear of the vehicle. This system also records GPS location and travel information with automatic daily data uploads to the HCCT system for Levin police access.

The new Surf Club has 4 external public facing cameras attached to its building. These cameras are positioned facing toward the adjacent car park, the surf club beach petrol area, public toilets and the council recycling station. These cameras are owned by Council but operated as mentioned above through the HCCT trust for police use for incidents reported to them.

### **How will incidents captured by CCTV be reported or acted upon?**

This policy requires that all community incidents are reported directly to the police and not to either the WBPRA or HCCT. The police have full access to the Waitarere camera system and therefore ensures promptness of action

The police may provide persons with camera footage as evidence of crime and at their discretion may publicly release CCTV images to help with their investigations.

### **How long will images be kept?**

The Waitarere camera system is embedded within the HCCT network and operates in a 'loop' for non-stop video recording and therein will automatically self-delete by recording the newest images over the oldest. The current length of time varies from 2 to 3 months.

Police may also retain CCTV footage or copies thereof for any period of time for the purposes of criminal investigation and proceedings such as those involving Court action.

Waitarere is a fast-growing community and is seasonal for many of its residents and visitors with properties that are occasionally vacant. The local community therefore feel that the reporting of incidents over this long 2 to 3 months period may yield better results from offending, particularly for multiple thefts or house break-ins whilst owners and rental occupiers are absent. Data retention going forward may therefore increase without notice as demand necessitates.

### **Who to contact for any public enquiries?**

Contact the WBPRA via our following link:  
[http://www.waitarerecoast.co.nz/?page\\_id=27](http://www.waitarerecoast.co.nz/?page_id=27)

### **How will complaints to WBPRA be handled?**

Complaints regarding the camera system can be made directly as above through our WBPRA website. This process allows us to process complaints quickly with feedback to the complainant. Complaints regarding the above surf club cameras will be passed to Council for resolution.

### **Breaches of this policy**

All breaches of this Policy are taken seriously by the WBPRA and are dealt with quickly. The President and/or other members of the Committee on the President's behalf will undertake an investigation and therein resolve breaches with appropriate corrective action.

### **Policy Implementation**

This Policy is approved by the WBPRA Committee.