

20.

OVERSTRAND MUNICIPALITY CLOSED CIRCUIT TELEVISION POLICY ON MUNICIPAL AND PRIVATELY OWNED PROPERTY MONITORING PUBLIC SPACES

17/8/B

NJ Michaels

Director: Protection Services

22 August 2022

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1. Executive Summary

The purpose of this report is to inform council of the proposed Overstrand Municipality Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces policy for adoption by council.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Protection Services

Fire & Emergency Services, Disaster Management and Security Services

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance

Provision and maintenance of municipal services

Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

The constitution of the Republic of South Africa, 1996

Local Government: Municipal Systems Act, No 32 of 2000

Local Government: Municipal Structures Act, 117 of 1998

Protection of Personal Information Act, 4 of 2013

Criminal Procedure Act, No 51 of 1977

Promotion of Access to Information Act (PAIA), No 2 of 2000

Overstrand Municipal By-laws

6. Background/Discussion/Evaluation/Conclusion**Background**

Overstrand Municipality is in the process of establishing a fully operational CCTV Control Room which will be monitored on a 24/7 basis from the Hermanus Fire Station. The municipality acknowledges the fact that there are currently existing infrastructure and systems in place which can benefit the municipality when it comes to combatting crime. The policy will aim to regulate

cameras (static and LPR operations) on council property and provide an integrated approach towards combatting crime.

Discussion

The purpose of the policy is to provide safer towns across the jurisdiction of Overstrand to enable the municipality to protect its staff members, councillors and public, while at the same time operating within the requirements of the Protection of Personal Information Act.

7. Financial Implications

In accordance with approved budget

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Draft policy

Annexure B: Comments from public

RECOMMENDATION TO THE COUNCIL:

that the Overstrand Municipality Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces, **be adopted.**

RESPONSIBLE OFFICIAL :

**NJ MICHAELS
L SMITH**

TARGET DATE FOR IMPLEMENTATION :

1 OCTOBER 2022



OVERSTRAND MUNICIPALITY



CLOSED CIRCUIT TELEVISION POLICY ON MUNICIPAL AND PRIVATELY OWNED PROPERTY MONITORING PUBLIC SPACES

OVERSTRAND CCTV POLICY

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1. **DEFINITIONS**

APPLICANT - Means a registered organisation, body or person applying to Overstrand Municipality to register a CCTV system, camera, equipment or CCTV camera on privately owned property viewing or of which the projection plane covers any public street or public land.

BATTERY BOXES – Means a container that stores or houses a battery

BRACKETS – Means a component used to support or hold any attachment to a structural element

CAMERA HOUSING – Means the cover or container on cameras designed to protect it from the weather.

CCTV – Means Closed Circuit Television and is the industry standard in surveillance cameras.

COUNCIL – Means the Municipal Council of Overstrand.

COMMUNICATION DEVICES – Means a computer network that uses communicating nodes providing each other with information

CONTROLLABLE CAMERA – Means a PTZ camera or any other camera that can be remotely controlled by the Overstrand municipal CCTV systems

DRONE – Means an unmanned aircraft and a flying robot that can be remotely controlled or flown autonomously using software-controlled flight plans

INFRASTRUCTURE – Means any land, building or fixture attached to it, any pole, fence, wall, bridge, signs, cabling, tree, tower or fixture attached to it.

GIS – Means a geographic information system (GIS) that creates, manages, analyses, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there).

LPR CAMERA – Means a camera that has the capacity to capture photographic video or images from license plates and transform the optical data into digital information in real-time

MOUNTING POLES – Means to assemble or install a pole

MUNICIPAL MANAGER – Means the person appointed in terms of Section 82 of the Local Government Municipal Structures Act, 1998 (Act No 117 of 1998).

MUNICIPAL PROPERTY – Means land structures and infrastructure owned by Overstrand Municipality.

OS – Means Overstrand Municipality in terms of the local Government Municipal Structures Act 1998.

PERSON – Means a natural or juristic person.

POWER SUPPLY – Means an electrical device that supplies electric power to an electrical load

PTZ CAMERA – Means a camera that supports remote control of direction (panning and tilting) and zooming (increasing and decreasing)

PUBLIC SPACES – Means any space where the public has free access and where no boom or gate is present

REGISTER – Means a process whereby an applicant registers a CCTV system, camera or any related equipment on the municipality's land or infrastructure.

STAND ALONE POLE – Means a new pole that will be in the Public Right-of-Way by a Telecommunications Service Provider for the purpose of supporting a Personal Wireless Service Facility

SRA – Means a clearly defined geographical area in which property owners pay additional rates in accordance with the provisions of the Municipal Property Rates Act 6 of 2004 to fund "top-up" municipal services to improve or upgrade that specific area. "Top up" services typically include additional public safety, cleansing services, urban maintenance, upgrading of the environment; and social upliftment.

STRUCTURES – Means an item made up of a number of parts that are held or put together in a particular way.

TEMPORARY INFORMATION – Means the installation of a CCTV camera or system on Municipal land or Infrastructure, not exceeding 30 days. This includes a trailer adapted to a moving mobile CCTV camera device.

THIRD PARTY INFRASTRUCTURE – Means any infrastructure not belonging to the parties in the signed agreement

WAY LEAVES – Means a right of way granted by a landowner, generally in exchange for payment and typically for purposes of wires or pip

2. **ACRONYMS**

CCTV – Closed Circuit Television

CBO – Community Based Organisation

CPF – Community Police Forum

DOCS – Department of Community Safety

GIS – Geographic Information Systems

ICASA – Independent Communications Authority of South Africa

ICS – Incident Command System

LPR – Licence Plate Recognition

PSIRA – Private Security Industry Regulatory Authority

PTZ – Pan-tilt-zoom

SAPS - South African Police Services

SRA – Special Rating Area

2. **PROBLEM STATEMENT**

Despite the effectiveness of Law Enforcement operations in the Overstrand Municipal Jurisdiction, there is currently no application process in place for recognised institutions to apply for permission to erect CCTV systems on municipal land.

3. **INTRODUCTION**

This policy has been created to ensure that Overstrand Municipality (OS), its employees, and relevant stakeholders comply with good practise, transparency, responsibility and accountability in respect of the requirements of the Protection of Personal Information Act, Act No 4 of 2013 when operating municipal LPR and CCTV data storage, security and signage.

4. **PURPOSE**

Overstrand Municipality (OS) endeavours to provide a safe and secure environment to protect its staff, councillors, public and the interests of our ratepayers. Closed Circuit Television (CCTV) and License Plate Recognition (LPR) cameras are installed and operated for one or more of the following purposes:

Improve public safety by proactive camera policing in crime prevention
 Improve public safety by providing post crime evidence
 Monitor traffic movements
 Monitor compliance with municipal bylaws
 Monitor and act on illegal activities
 Improve ratepayers, residents, visitors, staff and councillor safety across the Overstrand jurisdiction
 Improve security and determine criminal activities in public spaces including Council premises and recreational facilities e.g., Blue Flag Beaches,
 Monitor trespassers on Council premises.
 Manage Council assets and infrastructure.

5. **DESIRED OUTCOME**

- 5.1 This policy aims to regulate all CCTV and LPR operations on municipal property.
- 5.2 Promoting the use of CCTV and LPR cameras, as a mechanism to determine and promote safer towns.
- 5.3 The Policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV and LPR infrastructure on Council structures and property in the jurisdiction of the Overstrand Municipality. A written agreement in this regard, between the Overstrand Municipality and the applicant, will be entered into, once the application is approved.
- 5.4 The policy will enable the registration of all CCTV and LPR cameras currently on the Council's structures, infrastructure, and land by 31 December 2022 and ongoing so as to establish an inventory list pertaining to each municipal and private camera.
- 5.5 The policy shall allow for improved security by providing for reasonable connecting mechanisms e.g., either by Ethernet or WiFi when and as required, to allow the Fire Services CCTV Control Section access into the applicant's CCTV system, to view the public area via CCTV.
- 5.6 If there is benefit of a private and external CCTV camera to the Protection Services Directorate Fire Services the Overstrand Municipality will subsidize the monthly electricity usage for third party's cameras.

- 5.7 Overstrand Municipality may consider the possibility of waving, or part thereof, the installation fees for Municipal approved Special Rating Area, Community based Organisations, Neighbourhood Watches and Community Policing Forums (registered with Department of Community Safety) of the actual cost involved to install a pole for one or more cameras, including the electrical connection to such entity or any other relevant factor which the Overstrand Municipality would consider.
- 5.8 The Overstrand Municipality may consider installing additional poles for the sole purpose of CCTV surveillance if there is no existing municipal pole that can be used.
- 5.9 The Overstrand Municipality will welcome donations / contributions of systems from third party applicants, for impoverished areas. A written agreement will be entered into between the donor party and the Overstrand Municipality, or the receiving party.

6. **STRATEGIC INTENT**

The Policy seeks to align with the following overarching strategy document(s):

- 6.1 The Integrated Development Plan (IDP) e.g., improve a safe and healthy environment.
- 6.2 Local Government: Municipal Systems Act, Act 32 of 2000
- 6.3 The Constitution of the Republic of South Africa, 1996

7. **POLICY DIRECTIVES**

- 7.1 This policy applies to private and external CCTV cameras, installed on Overstrand Municipal land and infrastructures as well as private property, monitoring the Overstrand Municipal public spaces and those CCTV cameras which form part of a broader CCTV network.
- 7.2 This policy is intended to regulate and not restrict the erecting of CCTV infrastructure on Overstrand Municipal structures.
- 7.3 This policy is applicable within the boundaries of the Overstrand Municipal jurisdiction.
- 7.4 This policy has transversal implications, as it affects the several departments responsible for structures, where CCTV systems will be installed.
- 7.5 Overstrand Municipal departments are not required to follow the application process, but merely register the locations of the CCTV cameras with the Protection Services Directorate of the Overstrand Municipality, for documentation and database recording purposes using Annexure 35.10.

8. **ROLE PLAYERS AND STAKEHOLDERS**

- 8.1 Protection Services Directorate Overstrand Municipality:

- 8.1.1 The Senior Manager Fire & Emergency Services, Disaster management and Security services is responsible for the implementation and monitoring of this policy.
- 8.1.2 The Directorate: Protection Services shall review all applications on a monthly basis or as deemed suitable by the Senior Manager Fire & Emergency Services, Disaster management and Security services.
- 8.1.3 All applications shall be submitted to the Senior Manager Fire & Emergency Services, Disaster management and Security services that shall facilitate the smooth application and registration process of CCTV cameras.
- 8.1.4 The Safety and Security & CCTV division shall maintain a control database of CCTV cameras within the Overstrand Municipal jurisdiction.
- 8.1.5 Such members of the Safety and Security & CCTV shall have access to all municipal CCTV and LPR cameras for the following purpose:
 - 8.1.5.1 CCTV Administrator for programming
 - 8.1.5.2 CCTV High Level User for programming for maintenance purposes
 - 8.1.5.3 CCTV Operator for live viewing and exporting data
 - 8.1.5.4 CCTV View for live viewing only
- 8.2 Stakeholders who could benefit from this policy:
 - 8.2.1 Stakeholders who could benefit from this policy include, but are not limited to the following:
 - 8.2.1.1. SAPS
 - 8.2.1.2 DOCS
 - 8.2.1.3 Businesses
 - 8.2.1.4 CPFs
 - 8.2.1.5 SRAs
 - 8.2.1.6 Rate Payers Associations
 - 8.2.1.7 Neighbourhood Watches
 - 8.2.1.8 CBOs

9. **OTHER MUNICIPAL DEPARTMENTS**

- 9.1 The Overstrand Municipality is responsible to advise on the way leave process, whereby an application is made to place third party structures on municipal property, consider the placement of the CCTV camera/equipment on a municipal structure or open space and to verify that the technical aspects of the application meet the structural and durability tolerance within the necessary limits.

9.2 No electrical or light poles will be used to accommodate any CCTV camera or related equipment, except those currently installed on such structures. Only concrete poles may be utilized for such future installations

9.3 Any line departments required to facilitate the application process will have a representative to liaise with the Senior Manager Fire & Emergency Services, Disaster management and Security services.

10. **REGULATORY CONTEXT**

10.1 The CCTV System that is envisaged for installation by the successful applicant may not infringe any stipulations as prescribed by the following legislation:

10.1.1 The Constitution of the Republic of South Africa, 1996.

10.1.2 Provincial Archives and Records Service of the Western Cape Act, 2005 (Act No 3 of 2005).

10.1.3 The Telecommunications Act, 1996 (Act No 103 of 1996).

10.1.4 Protection of Personal Information Act, Act 4 of 2013 (POPI Act)

10.1.5 Criminal Procedure Act 51 of 1977

10.1.6 Promotion of Access to Information Act (PAIA) No 2 of 2000

10.1.5 The Computer Evidence Act No 57 of 1983

10.2 This policy should also be read with the following bylaws:

10.2.1 Overstrand Electricity Supply by-law.

10.2.2 Overstrand Outdoor Advertising and Signage by-law.

10.3 Reference to the applicable legislation must be made in the applicant's business plan. Applicant in contravention of any law whilst in operation will have to cease operations and remedial action will need to take place.

10.4 The system specifications must be in line with the Consumer Goods Council and the Recommended Industry Guidelines for CCTV. A copy is available on request from: www.overstrand.gov.za

10.5 User access for Overstrand Municipal systems:.

DESIGNATION	DESCRIPTION OF FUNCTIONS	DELEGATED AUTHORITY
CCTV Administrator	Full System Access to all CCTV & LPR camera features and programming	Director Protection Services or designated staff or CCTV Contractor
CCTV High Level User	Full System Access to all CCTV and LPR camera	Designated Overstrand Municipal staff

	features and programming for maintenance purposes	
CCTV Operator	Majority system access for all CCTV cameras on their site and live view	Delegated suitably trained Overstrand Municipal Facility Manager and Supervisory staff
CCTV View Only	Live View, (no export)	Delegated suitably trained Overstrand Municipal staff

10.6 The CCTV and LPR Administrators for municipal systems are responsible for:

- 10.6.1 Understanding their responsibilities under the POPI Act which determines that they operate with efficiency, impartially and with integrity.
- 10.6.2 Ensuring the installation and maintenance of equipment is sufficient.
- 10.6.3 Undertaking an annual review of the use of all Overstrand CCTV cameras.
- 10.6.4 Organising the training and authorising of CCTV Operators.
- 10.6.5 Ensuring all new installations are GIS mapped, insured and operational.
- 10.6.6 Referring all public requests for footage (other than that from Police as per clause below) to the Senior Manager Fire & Emergency Services, Disaster management and Security services.
- 10.6.7 Responsible for the establishment, oversight, and accuracy of Overstrand Municipality CCTV Access Log.
- 10.6.8 Responsibility for the on-going maintenance and accuracy of the Overstrand Municipality CCTV and LPR camera inventory and related service provider agreements.

10.7 Control and operation of cameras and drones

All Overstrand Municipality facilities, premises and public spaces within its jurisdiction area may at some point in time be monitored by CCTV and LPR Cameras, the exceptions being listed below:

- 10.7.1 CCTV coverage will not include private areas within public spaces and facilities (e.g., changing rooms).
- 10.7.2 CCTV coverage will not be directed at private property except unavoidably as part of a wide angle or long shot while panning past.
- 10.7.3 Unless approved by the South African Civil Aviation Authority (SACAA), DO NOT fly/operate remotely piloted drone:
 - 10.7.3.1 near manned aircraft
 - 11.7.3.2 10km or closer to an aerodrome (airport, helipad, airfield)

- 10.7.3.3 higher than 150ft from the ground unless within 400ft perimeter of an object and not at night
- 10.7.3.4 any person or group of persons (e.g., sport fields, road races, schools, social events, etc.)
- 10.7.3.5 any property without permission from the property owner and or local authority
- 10.7.4 Fly/operate remotely piloted drone in a safe manner, at all times.

10.8 **CCTV High Level Users are responsible for:**

- 10.8.1 Understanding their responsibilities under the POPI Act and with respect to the Privacy Principles which determines they operate with efficiency, impartially and integrity.
- 10.8.2 Implementing all maintenance of the CCTV system as and when required. This includes security level access for designated Overstrand Municipal staff. Overstrand Municipality will be responsible for municipal systems only
- 10.8.3 Each agency will be responsible for maintaining a record of all released or viewed footage in Overstrand Municipality CCTV Access Log.
- 10.8.4 Maintain confidentiality regarding duties and observations and will be required to adhere to a confidentiality agreement in terms of the Protection of Information Act 4 of 2013.

10.9 **CCTV Operators are responsible for:**

- 10.9.1 Understanding their responsibilities under the POPI Act, and with respect to the Privacy Principles which determines they operate with efficiency, impartiality and integrity.
- 10.9.2 Referring all requests for footage (other than from a Police officer) to the Senior Manager: Fire & Emergency Services, Disaster Management and Security Services.
- 10.9.3 Maintain security of the monitors and footage (drivers, disks, memory storage devices, etc.)
- 10.9.4 Ensuring signage is in place and in accordance with this policy.
- 10.9.5 Maintain confidentiality regarding duties and observations.
- 10.9.6 As per the POPI Act Privacy Principles, and with regard to the listed exceptions in the principles, information collected by the cameras can only be used for the purpose for which it was collected.

10.10 **CCTV & LPR information access, the Police and other authorised law enforcement agencies**

- 10.10.1 SAPS or other authorised law enforcement agencies may access footage on short notice for viewing purposes related to crime detection and prevention to assist with investigating a crime.
- 10.10.2 The requester is required to hand a subpoena or S205 of the Criminal Procedure Act, Act 51 of 1977 to the Municipality or other organisation prior to the release of footage relating to the subpoena or in the case of the SAPS Investigating Officer, a case number.
- 10.10.3 All footage released to SAPS or other authorised law enforcement agencies at their request, or when criminal activity is suspected, will be recorded in the CCTV Access Log detailing:
- 10.10.3.1 Case number
 - 10.10.3.2 Investigating officer's name and staff number
 - 10.10.3.3 Description of incident
 - 10.10.3.4 Sign out all evidence accordingly
 - 10.10.3.5 and any other information, as deemed necessary by Overstrand Municipality
- 10.11 **CCTV information access by individuals**
- 10.11.1 Recorded footage is confidential to Overstrand Municipality. All requests to have a copy of footage relating to individuals will be referred to the Senior Manager Fire & Emergency Services, Disaster management and Security services. Where a case has been registered with the SAPS, please refer to section 11.11.3.
- 10.11.2 The Overstrand Municipality Fire & Emergency Services, Disaster Management and Security Services Department may recommend to the Municipal Manager the request that data may be disclosed or not.
- 10.11.3 A request by the public to have a copy of footage that contains information relating to other individuals or themselves:
- 10.11.3.1 Must be via completing the Promotion of Access to Information Act (PAIA) form in writing and will be dealt with as either a matter to be referred to the Police or Overstrand Municipality Senior Manager Fire & Emergency Services, Disaster management and Security services. The applicant will pay the relevant fee as set by Overstrand Municipality as per approved tariff structure of Council for the application and the releasing of such footage.
 - 10.11.3.2 The request will be dealt with in accordance with the POPI Act.
 - 10.11.3.3 Any request to view footage will be limited by the ease of access to the footage and by the need to protect other people's privacy. No general public viewing, only by those directly affected by the incident.
 - 10.11.3.4 If a request to view the footage cannot be granted without unreasonably breaching other's privacy a written description may be provided by the

CCTV Administrator or Senior Manager Fire & Emergency Services, Disaster management and Security services of the contents within the footage. Any such requests will be responded to within 30 days and are subject to review by the Senior Manager Fire & Emergency Services, Disaster management and Security services.

10.12 **CCTV information or request to have a copy of footage by Council personnel**

10.12.1 Such requests will be forwarded and approved by the Municipal Manager only and forwarded to the Director Protection Services.

11. **POLICY DIRECTIVES**

11.1 Mandatory criteria required in application – New Installations.

11.1.1 The application for permission to install a new system on the Overstrand Municipal land/structure or monitoring public spaces must provide written motivation in the form of an application to the Fire & Emergency Services, Disaster Management and Security Services.

11.1.2 All the applicable annexures as listed in Section 35 must be duly completed and submitted with the application.

12. **CRITERIA FOR ACCESS TO ELECTRICAL SUPPLY**

12.1 The applicant should be a Overstrand Municipal approved Special Rating Area, a community-based organisation registered with the Overstrand Municipality, a registered Neighbourhood Watch, a Community Police Forum or a rate payer's association, setting up its own community CCTV system.

12.2 The CCTV camera will be used for safety and security purposes, i.e., crime, traffic and fire incidents, as well as traffic and by-law enforcement.

12.3 The final location of the camera will be selected by the Overstrand Municipality in conjunction with the relevant role players.

12.4 The CCTV camera must be a controllable camera that the Fire Services can operate and control.

12.5 The CCTV camera must record as per the set timeframe set in the CCTV policy.

13. **PROVISION TO CEASE SUBSIDISATION**

The Overstrand Municipality reserves the right to cease access to its electrical supply to the CCTV camera site, should the CCTV camera, equipment and site not be properly monitored.

14. **SUBMITTING OF APPLICATION**

14.1 The following items will form the core of the application:

14.1.1 Applicant's Business Plan: A complete written motivation is required with reasons as to why the system or camera is required and supported with proof. A funding and operational cost sustainability strategy to be provided. The application form is attached in Annexure 35.1.

14.1.2 Proof of consultation with External Groups and Bodies: Proof of consultation with the relevant and interested authorities in a specific area is needed to process the application. These bodies might include the local South African Police Service, Community Police Forum, Special Rating Area or Registered Neighbourhood Watch.

14.1.3 Background reference of applicant: A background reference and proof of address must be submitted with the business plan.

15. **SYSTEMS SPECIFICATIONS**

Specifications must be submitted in the application, with relevant contact numbers. The specifications must be in line with the Consumer Goods Council and the Recommended CCTV Industry Guidelines. The CCTV system must have the ability for the Senior Manager : Fire & Emergency Services or delegated official to connect to the system at any time and view the imagery in the event that this is required.

16 **THIRD PARTY INFRASTRUCTURE**

16.1 The Geographical CCTV Camera layout and the Schematics of the following must be submitted with the application:

16.1.1 Wireless Network layout inclusive of antennae and transmission equipment.

16.1.2 Fixed line layout of fixed solid cable linked to two or more devices.

16.1.3 Backbone layout related to the main network carrier.

16.1.4 Typical camera installation layout (one or more if different).

16.1.5 Control Room layout where CCTV images are monitored, recorded and stored.

16.1.6 How the Fire & Emergency Services, Disaster Management and Security Services will connect to the system.

17. **MONITORING SPECIFICATIONS / COMPLIANCE**

17.1 The following information must be submitted with the relevant contact details:

17.1.1 Location of the control room or monitoring centre (ICS).

17.1.2 The company contracted to conduct the monitoring.

17.2 Any changes to the location or contracted company must be forwarded to the Senior Manager Fire & Emergency Services, Disaster management and Security services in writing, thirty days in advance of the change.

17.3 Pre- and Post-on-site inspection and acceptance: Prior and Post installation inspections will be done by a person/s designated to do so by the Senior Manager Fire & Emergency Services, Disaster management and Security services.

18. **THE APPLICATION PROCESS**

18.1 Once the applicant submits the application set out in 14.1 the application will be considered for approval.

18.2 The Senior Manager Fire & Emergency Services, Disaster management and Security services. shall consider the application in the first instance.

18.3 If the application is accurate and complete, it shall be sent to the relevant department involved.

18.4 It shall be the responsibility of the relevant department whose structure the applicant applies to utilise, to verify that the technical aspects of the application meet the structural and durability tolerance within the necessary limits.

18.5 If the department responsible for this structure is satisfied with the load test and tolerances, the Senior Manager Fire & Emergency Services, Disaster management and Security services shall approve the request. If the application is rejected the applicant can object to such decision via the office of the Director Protection Services.

18.6 If the Overstrand facility is not a viable option, the applicant will have to consider another placement option, such as applying for a way leave to install a pole on the Overstrand Municipal property.

18.7 The successful applicant shall be required to adhere to any rules, regulations and limitations set out from time to time by the Senior Manager Fire & Emergency Services, Disaster management and Security services for the approval.

18.8 The applicant shall be bound to all written agreements relating to this policy.

19. **REGISTRATION OF OVERSTRAND MUNICIPAL OWNED CCTV CAMERAS**

19.1 All existing Overstrand Municipal CCTV cameras are required to be registered with the Senior Manager Fire & Emergency Services, Disaster management and Security services.

19.2 Overstrand Municipal Departments are to follow the registration process as per Annexure 35.10 in the Policy.

20. **AREAS REQUIRING SPECIAL APPROVAL FOR THIRD PARTY INSTALLATIONS**

20.1 The installation of CCTV cameras by private organisations on municipal property or infrastructure listed below will require special approval by the owner. Such property or infrastructure include but may not be limited to

- Overstrand Municipal Buildings
- Bridges
- Freeways
- Near any or on Protection Services cameras, serving similar purpose
- Signboards
- Traffic Signals
- Information Boards
- Government Buildings
- Any other structure/property belonging to Overstrand Municipality, deemed prohibited by the Senior Manager Fire & Emergency Services, Disaster management and Security services.
- South African Police Stations
- Schools

21. **THE ERECTION OF TEMPORARY CAMERAS**

21.1 An applicant, who would like to install a temporary CCTV camera for a period not exceeding 30 days, needs to complete only Annexure 35.2 and 35.4.

21.2 This application must be submitted to the Senior Manager Fire & Emergency Services, Disaster management and Security services for permission before the temporary installation takes place by the applicant.

22. **EXISTING THIRD-PARTY CCTV SYSTEM OR CAMERAS IN OPERATION ON OVERSTRAND MUNICIPAL PROPERTY OR STRUCTURES OR PRIVATE PROPERTIES MONITORING PUBLIC SPACES**

22.1 All the third-party CCTV systems and cameras on Municipal and private property and structures overlooking public spaces need to be registered with the Overstrand Municipality by 31 December 2022.

22.2 The registration process is the same as that set out in Section 14 and the relevant documentation as attached in Annexure 35.1 and 35.2 is to be completed.

22.3 If a system is identified as unregistered after 31 December 2022, the unregistered CCTV equipment or systems shall be dealt with as stipulated in items 23.4 to 23.6.

23. UNREGISTERED CCTV EQUIPMENT AND CAMERAS

- 23.1 Should any camera, equipment, system or part thereof not be registered in accordance with this policy, a notice will be issued by attaching the notice to the CCTV structure, to register the CCTV camera. The first notice is attached in Annexure 35.8.
- 23.2 After fourteen (14) days, if no contact is made with the Overstrand Municipality official whose details appear on the first notice, a second notice will be issued (Annexure 35.9) and the system could be switched off and removed (in the case of a camera).
- 23.3 If contact is made with Overstrand Municipal official for the camera registration, the applicant will be permitted to operate the system, on condition that an application for camera registration is made (35.2).
- 23.4 The application to register the CCTV camera or equipment must be submitted to the Senior Manager Fire & Emergency Services, Disaster management and Security services within one (1) month from the date that contact is made with the Overstrand Municipal Official, whose name appears on Annexure 35.8.
- 23.5 If the CCTV application is rejected by the Senior Manager Fire & Emergency Services, Disaster management and Security services, the applicant has the right to object to such a decision via the office of the Director of Protection Services within seven (7) days.
- 23.6 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV and related equipment must forthwith be removed from the municipality's property in an appropriate manner.
- 23.7 If the notice is not adhered to, the Municipality will remove the CCTV system completely and hand it in at the nearest police station or be held in lockup for three (3) months in a Municipal facility and thereafter it shall be auctioned off or disposed of, as the Municipality sees fit.
- 23.8 If the CCTV system is retrieved by the owner within the three-month period, the cost for the de-installation, removal and storage of equipment must be settled immediately by the owner and equipment will be released upon receipt of payment.

24. THIRD PARTY CCTV INSPECTIONS

- 24.1 All third-party applicants must ensure that proper records of their CCTV system are kept.
- 24.2 Inspections shall be carried out by a person designated by the Senior Manager Fire & Emergency Services, Disaster management and Security services for compliance with this policy.

25. ACCEPTANCE OF COSTS AND LIABILITIES

- 25.1 All costs to setup, install and maintain the system will be the responsibility of the applicant.
- 25.2 All liability will be the responsibility of the applicant.
- 25.3 The Overstrand Municipality will be exempt from all liability arising from this application. This will also apply during installation of the relevant system as well as during the operation thereof.
- 25.4 Any damage to the applicant's system is at their expense and the Municipality will not be liable to the recovery of costs or repair, even should the damage arise from Municipal Departments.
- 25.5 Any damages or unauthorised modification to the Municipal infrastructure must be repaired or made good at the cost of the applicant within an agreed upon time.
- 25.6 All equipment must be insured against personal liability and damage by the applicant and necessary documentation must be provided as proof.

26. STRUCTURES OTHER THAN OVERSTRAND MUNICIPAL PROPERTY

- 26.1 CCTV installation on private property, that monitor public urban space and that do not form part of a broader CCTV network i.e., transmitted and recorded off-site, do not require the authorization of the Senior Manager Fire & Emergency Services, Disaster management and Security services. The location of the cameras and reasons for the installation must however be submitted (Annexure 35.7) to the Senior Manager Fire & Emergency Services, Disaster management and Security services. Fire Services to ensure that all cameras, viewing public space, including a road, are used for legitimate policing efforts, which are in the broader community's interest and not for any illegal activities or purpose and used in compliance with the privacy rights of a person.
- 26.2 A database of all third-party cameras monitoring Municipal property viewing public space shall be kept by the Safety and Security and CCTV Department.
- 26.3 The Municipality holds the right to utilize the public space as the necessity dictates and takes precedence over the camera installations, existing or new.

27. STRUCTURE AND EQUIPMENT SPECIFICATIONS

- 27.1 The structure specifications shall be set out by the Municipal line departments and the Senior Manager Fire & Emergency Services, Disaster management and Security services. This includes the height of the camera and equipment. The specifications apply only to camera and equipment on municipal properties.
- 27.2 The applicant will ensure that the Municipal structure is not damaged or modified in such a way that it does not serve its original purpose.

28. **HANDLING OF EVIDENCE AND RECORDINGS (RECORDED AND STILL IMAGERY / FOOTAGE)**

- 28.1 Each camera should record and have footage available up to a minimum of 30 days. In the event that 30 days cannot be achieved, it must be stipulated during the application process the amount of days that the camera is capable of recording.
- 28.2 Systems that are unable to meet the optimal recording requirement, requires a measure to be put in place, in order for the relevant imagery to be removed and stored by the relevant CCTV control centre in a safe place, until such time that it can be utilized for investigation or court purposes by the investigation officer.
- 28.3 The person downloading such evidence into a movable media source will be required to provide a statement to the court when required confirming that they have done such transfer, without altering or manipulating any data thereon. Attending to the evidence provided, may be required to be done in court.
- 28.4 All CCTV footage / imagery / of recorded incidents, that require further investigation, must be stored in a safe place, preferably a locked steel safe and a removal register tracking such removal.
- 28.5 All CCTV footage is to be treated as confidential evidence and be handled in that manner. Footage should only be released to SAPS with an authorization letter from the camera owner and a SAPS case number, to track such footage removal.
- 28.6 All CCTV cameras and camera footage of public space including a road, must be used for legitimate policing efforts, which are in the broader community's interest and not for any illegal activities or commercial purpose, without the consent of the person appearing on the camera footage.

29. **IMPLEMENTATION PROGRAMME**

- 29.1 All CCTV cameras installed on Municipal property prior to this policy are required to be registered by 31 December 2022 with the Overstrand Municipality Senior Manager Fire & Emergency Services, Disaster management and Security services.
- 29.2 Cameras on private property, forming part of a broader CCTV network of an organization, monitoring public spaces to be registered by the 31 December 2022 with the Overstrand Municipality Senior Manager Fire & Emergency Services, Disaster management and Security services.
- 29.3 All private CCTV cameras on private property, monitoring public spaces, but not forming part of a broader CCTV network i.e., recorded, and transmitted off-site, are to be registered with reasons for the camera viewing the public space. The location of the camera will be a benefit to police investigators and the community can be assured that the camera is being used in their interest, which is safety and security.

29.4 All new and old CCTV camera installations overlooking public spaces are to follow this policy and process.

30. **MONITORING, EVALUATION AND REVIEW OF POLICY**

30.1 It is the responsibility of the Overstrand Municipality Protection Services Directorate to maintain the database of registered CCTV cameras on Municipal structures which includes private cameras monitoring public spaces.

30.2 The success of the policy will be measured in terms of the number of CCTV cameras that are registered with the Municipality and how many new applications are received as well as the number of applications received and how many are approved

30.3 This policy will be reviewed every two years or when there is a change in any law, affecting this policy, or a necessary amendment may be introduced during the two year period as approved by the Overstrand Municipality.

31. **CCTV AND COUNCIL STAFF**

31.1 The Municipality will investigate any suspected breach of the use of Overstrand Municipality CCTV and LPR by any:

31.1.1 Municipal employees and municipal contractors should follow the Overstrand Municipality's Code of Conduct .

31.1.2 Any staff incidents or misconduct detected by CCTV and LPR will be handled in accordance with the municipal disciplinary proceedings, and CCTV personnel will be protected in accordance with the relevant Witness Protection Act.

32. **CCTV & LPR CONTRACTORS**

32.1 The Municipality will appoint contractors for the installation and maintenance of the CCTV and LPR system for municipal systems.

32.2 Appointed contractors and all contractors' personnel must have PSIRA Certification.

32.3 Contractors or sub-contractors responsible for non-security related operations (i.e., Data Transmission links etc.) should be certified by their appropriate organisation.

32.4 All contractors and sub-contractors will be familiar with and adhere to the POPI Act.

33. **CCTV SIGNAGE**

33.1 Individual camera and or camera's will be clearly signposted to notify the public.

- 33.2 CCTV camera signs must display a clear message and should be easily visible for people entering the area. The sign may direct the public to the Overstrand Municipality website where the approved policy can be viewed
- 33.3 Overstrand Municipality will at all times display notices that cameras are monitoring, but does not guarantee that all cameras will be proactively monitored continuously.

34. **CCTV STAFF TRAINING**

34.1 Operators –

34.1.1 All municipal CCTV staff operators will be required to undergo the necessary CCTV and LPR System Operator Training.

34.1.2 If Overstrand Municipality opt to use Security Staff for surveillance the minimum requirements will be:

- Grade C Security graded
- PSIRA registered
- At least 21 years of age
- The incumbent must be willing to undergo a police clearance check
- Matric certificate
- Incumbent must not be colour blind

35. **ANNEXURES**

- 35.1 Application form
- 35.2 Camera Registration form
- 35.3 Application checklist
- 35.4 Temporary application form
- 35.5 Structure specifications
- 35.6 Application for new or modified electricity services
- 35.7 CCTV cameras on private property, monitoring public area
- 35.8 Notice of impending removal of CCTV equipment on Municipal property
- 35.9 Notice of removal of CCTV equipment on Municipal property
- 35.10 CCTV cameras installed on public roads by Overstrand Municipal Departments

Policy Section:	Senior Manager: Fire & Emergency Services, Disaster Management and Security Services
Current Update:	
Previous Review:	
Approved by Council:	29 August 2022

Annexure 35.1

A22

APPLICATION FORM TO INSTALL CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Organisation		
E-mail address of Representative		
Please submit the following details		
Reason for application	Full Motivation with factual info and complete understandings	
Approvals	Letter of acknowledgement from the South African Police Area Station Commander, Community Police Forum, Central Improvement District or Neighbourhood Watch	
Business Plan	Short, Medium and Long Term plan for CCTV System	
CCTV Monitoring Centre		
CCTV Locations	Complete Annexure 37.2	
CCTV Cam GPS Co-ordinates		
Schematics and Designs	Separate page, preferably to scale, with all dimensions given	
Envisaged Start Date		
Completion Date		
Date Application received:		

Annexure 35.2

OVERSTRAND MUNICIPALITY CCTV CAMERA REGISTRATION FORM				
INFORMATION REQUIRED FOR CCTV DATABASE				
No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
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4				
5				
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20				

Annexure 35.3

CCTV APPLICATION CHECKLIST BEFORE SUBMISSION		
	ITEM	TICK BOX
a)	Application form	
b)	Full motivation with factual information & complete understandings	
c)	Approval- letter from Area Station Commissioner	
d)	Approval- letter from Community Police Forum, Special Rating Area or Neighbourhood Watch	
e)	Approval from all relevant bodies in the CCTV Project area	
f)	Business Plan- Short, Medium and Long Term Plan	
g)	Geographical area for the CCTV Project	
h)	CCTV Locations List	
i)	CCTV Locations GPS Co-ordinates	
j)	CCTV System Specifications	
k)	CCTV Monitoring Specifications	
l)	CCTV Monitoring Centre	
m)	Schematics and diagrams	
n)	References of Installers	
o)	Acknowledgement of Acceptance of costs & liability	
p)	Approval of Special Areas (if any)	

APPLICATION PROCESS FLOW

1.	Receive application
2.	Check application for all necessary requirements
3.	Table to Vetting Committee
4.	Acceptance that application meets initial requirements
5.	Distributed to respective line departments
6.	Comments for line department
7.	.Approval / Rejection of application

Annexure 35.4

INSTALLATION TO INSTALL CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY FOR 30 DAYS OR LESS	
Name of organisation	
Representative Name	
ID number	
Address of Organisation	
Tel of Organisation	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
Please submit the following details	
Reason for application	
CCTV Monitoring Location	
CCTV Locations	Annexure 37.2 to be attached to this application
CCTV Cam GPS Co-ordinates	
Schematics and Diagrams	
Envisaged Start Date	
Completion Date	
Date Application Received	

Annexure 35.5

OVERSTRAND MUNICIPALITY STRUCTURE SPECIFICATIONS

Electricity Services

Infrastructure Cameras and Connection Boxes will be allowed on:

- Low Voltage Distribution Main Poles only, i.e. only electricity poles that have mains wires on and that form part of the Low Voltage Overhead Line Network.
- No camera's or connection boxes for cameras are allowed on streetlight poles or standalone distribution poles.
- Only two cameras allowed on any such pole.
- Wireless antennas are not allowed to encroach on the minimum clearance as listed below and must be aesthetically pleasing.

Installation allowed on LV Distribution Mains Poles

- The electrical connection from the mains wires will have to be done by the relevant Construction Section of the affected Distribution District. Cost to be determined by District System Development. It will be a fixed rate tariff, no meter.
- The camera installation is to be SANS 0142 compliant and a Certificate of Compliance to be issued by the contractor installing the electrical connection box prior to switch on.
- The camera installation to be at least 1m below any streetlight luminaire, where there is no streetlight luminaire, the camera installation to be 1m below the overhead line conductors.
- All cable and wire used to be UV rated and properly terminated via a gland.
- If deemed necessary there shall be earth leakage provided by the installer of the camera equipment.

Installation of Cameras and Connection Boxes other than on Distribution Mains Poles

- In areas where the Low Voltage Network is underground and only streetlight poles exist, no cameras or connection boxes will be allowed to be monitored on the streetlight poles.
- In this case the requestor will have to provide and install a suitable pole as per the industry standard and install the equipment on it. A maximum of five cameras allowed per pole.
- The cable should run internally in the pole and no cables to be visible on the outside.
- The requestor is to provide and install the supply cable up to the allocated mains kiosk and leave enough slack/spare for the cable to be terminated in the kiosk. No joints allowed.
- Connection fee and fixed rate tariff to be provided by District System Development. All work to be in accordance with Electricity B-Laws and SANS 0142. A Certificate of Compliance is to be provided prior to switching on.
- All way leaves and the necessary permits to be obtained by the contractor installing the cable and pole/s.

Reasons for not installing on streetlight poles

- It is not acceptable practice to have two separate supplies on one pole.
- The streetlight poles are not designed to carry boxes and cameras on them.
- The maximum bending ratings of streetlight poles are not the same.
- Streetlights are not designed to support ladders for maintenance purposes.

Other Comments

- Camera weights and dimensions to be provided.
- Connection boxes to be standard and the same colour as existing boxes on Electrical Services infrastructure.
- Electricity Services not responsible for cleaning and maintaining cameras.
- Only Electricity Service Aerial Platform may be used by the contractor for installation, maintenance or servicing of the camera.
- All requests to be treated as projects run by District System Development and Construction in the Overstrand jurisdiction.
- No camera or other CCTV equipment to be installed on Medium or High Voltage Overhead line networks.
- Camera casing to include permanent display of contact details such as telephone number of the responsible person to be contacted with respect to the camera installation.
- Electricity Services shall not be held responsible for any damage as a result of this pole getting damaged, the camera equipment being vandalized or the camera malfunctioning as a result of any supply related problems.

DRAFT

Annexure 35.6

ELECTRICITY SERVICES

APPLICATION FOR NEW OR MODIFIED ELECTRICITY SUPPLY SERVICE

Please use clear capital letters and tick applicable blocks. Forms are to be completed in black ink only.

Partially completed forms will not be accepted. Incomplete and inaccurately completed forms will lead to delays.

Only the property owner may apply for a new connection or a change to the existing supply to the property.

Proof of ownership of the property (property rates account / title deed / proof of registration) must be attached to the application form.

If the owner is a private person, a copy of his/her identity document or passport must be attached to the application form.

If the owner is not a private person, a copy of the business/ trust/body corporate registration form must be attached to the application form.

1. SERVICE LOCATION

Erf number		Township/Suburb/Farm	
Physical address			
			Code

2. PROPERTY OWNER (APPLICANT)

Business partner number as per municipal account																			
Contract account number																			

Title	Mr	Mrs	Ms	Dr	Rev	Prof	Sir	Other
-------	----	-----	----	----	-----	------	-----	-------

First name / Company name	
---------------------------	--

Second name / Trading as	
--------------------------	--

Surname	
---------	--

Type of identification attached to application	ID document	Passport	Company registration documents	Trust
--	-------------	----------	--------------------------------	-------

Identity number / Business registration number																		
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tax invoice required	Yes	No
----------------------	-----	----

Address where documentation must be sent to, if different from physical address:

Postal address										
	Code									

Telephone number										
------------------	--	--	--	--	--	--	--	--	--	--

Fax number										
------------	--	--	--	--	--	--	--	--	--	--

Cell phone number										
-------------------	--	--	--	--	--	--	--	--	--	--

Email address										
---------------	--	--	--	--	--	--	--	--	--	--

Quotation to be	Posted	Faxed	Emailed
-----------------	--------	-------	---------

3. **CONTACT PERSON (PERSON TO BE CONTACTED IN CASE OF ANY QUERIES)**

Title		First name								
-------	--	------------	--	--	--	--	--	--	--	--

Surname										
---------	--	--	--	--	--	--	--	--	--	--

Telephone number										
------------------	--	--	--	--	--	--	--	--	--	--

Fax number										
------------	--	--	--	--	--	--	--	--	--	--

Cell phone number										
-------------------	--	--	--	--	--	--	--	--	--	--

Email address										
---------------	--	--	--	--	--	--	--	--	--	--

4. **ELECTRICAL CONTRACTOR (PERSON RESPONSIBLE FOR INSTALLATION WORK WITHIN PROPERTY BOUNDARIES)**

Title		Name & Surname								
-------	--	----------------	--	--	--	--	--	--	--	--

Company										
---------	--	--	--	--	--	--	--	--	--	--

Registration number										
---------------------	--	--	--	--	--	--	--	--	--	--

Telephone number										
------------------	--	--	--	--	--	--	--	--	--	--

Fax number										
Cell phone number										

Email address	
---------------	--

** Registration as electrical contractor with the Department of Labour (process managed by the Electrical Contractors' Association)

5. ELECTRICITY SUPPLY SERVICE

5.1 Existing installation

Category	Residential	Commercial	Industrial	Temporary supply	No supply
----------	-------------	------------	------------	------------------	-----------

Service connection	Underground	Overhead
--------------------	-------------	----------

Existing supply to premises		A or	kVA or	MVA	Single phase or	Three phase
-----------------------------	--	------	--------	-----	-----------------	-------------

Meter number									
--------------	--	--	--	--	--	--	--	--	--

5.2 Service required

New supply	Upgrade / downgrade	Residential	Commercial	Industrial	Temporary supply
------------	---------------------	-------------	------------	------------	------------------

Convert to prepayment meter (max 100 A 3 phase)	Additional (Second) meter	Overhead to underground
---	---------------------------	-------------------------

Tariff change	Other
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Required supply to premises		A or	kVA or	MVA	Single phase or	Three phase
-----------------------------	--	------	--------	-----	-----------------	-------------

5.3 Tariff choice

Details with respect to current tariffs are available at www.overstrandmunicipality.gov.za. Printed copies are available on request. You are advised to acquaint yourself with the tariffs available and applicable conditions, and consult with your electrician or consultant. A wrong or inappropriate tariff choice may result in delays with the quotation process or unnecessarily high electricity bills.

Domestic (will convert to LifeLine if complying)	Small Power 1	Small Power 2	Small Power with Off-peak
--	---------------	---------------	---------------------------

Large Power Low Voltage	Large Power Medium Voltage	Large Power Time of Use
-------------------------	----------------------------	-------------------------

6. **DECLARATION**

I / we, the owner(s) of the property, hereby declare that I / we have taken the necessary steps to ensure all information contained in this application is correct. I / we request a new or modified electricity supply service as specified. I / we further acknowledge and agree to comply with the provisions of the Overstrand Municipality Electricity Supply By-law and Conditions of Supply.

Owner's name / Owner's names	
Owner's signature / Owner's signatures	

Date	20			20		
	Year	Month	Day	Year	Month	Day

If signing on behalf of the property owner(s), an approved letter of proxy must be attached to this application.

Proxy's name	
Proxy's signature	

Date	20			20		
	Year	Month	Day	Year	Month	Day

The requirement to submit a Commencement of Work form for installation work that would require a new or upgraded electricity supply was waived in Overstrand municipal jurisdiction in accordance with Regulation 6(1) of the Electrical Installation Regulations of the Occupational Health and Safety Act (Act 85 of 1993).

For official use: Overstrand Municipality receiving application form:

Official's name	
Official's staff number	

Annexure 35.7

CCTV CAMERAS ON PRIVATE PROPERTY, MONITORING PUBLIC AREA	
Owner of Property	
Owner contact number	
Erf Number	
Address	
Organisation monitoring the camera or private camera	
Contact number	
Responsible Person	
E-mail address of Org	
E-mail address of Owner	
Please submit the following details	
What is the camera viewing / Purpose of the camera	
CCTV Monitoring Centre	
CCTV Cam GPS Locations	
*Attach Map for reference**	
Submitted by:	
Date:	



Annexure 35.8

**NOTICE OF IMPENDING REMOVAL OF CCTV EQUIPMENT
ON OVERSTRAND MUNICIPAL PROPERTY**

**PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED
ILLEGALLY ON OVERSTRAND MUNICIPAL PROPERTY AND
WILL BE REMOVED AFTER 14 DAYS OF THIS NOTICE, IF NO
CONTACT IS MADE WITH THE OFFICIAL BELOW TO REGISTER.**

FOR FURTHER DETAILS PLEASE CONTACT :

NAME:

CONTACT NUMBER:

DATE OF NOTICE:

Annexure 35.9

**NOTICE OF REMOVAL OF CCTV EQUIPMENT
ON OVERSTRAND MUNICIPAL PROPERTY**

**PLEASE BE INFORMED THAT THIS EQUIPMENT WAS INSTALLED
ILLEGALLY ON OVERSTRAND MUNICIPAL PROPERTY AND
HAS BEEN REMOVED. IF EQUIPMENT IS NOT COLLECTED WITHIN 90
DAYS, THE OVERSTRAND MUNICIPALITY SHALL AUCTION OFF THE
EQUIPMENT.**

FOR FURTHER DETAILS PLEASE CONTACT OFFICIAL :

NAME:

CONTACT NUMBER:

DATE OF REMOVAL:



Annexure 35.10

CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY OVERSTRAND MUNICIPAL DEPARTMENTS This is for registration and database information only	
Overstrand Municipal Department	
Line Manager	
Project Manager	
Department Address	
E-mail address of Line Manager	
E-mail address of Project Manager	
Brief description of the CCTV Project	
CCTV Monitoring Centre	
Submitted by:	
Date:	

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
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8				
9				
10				

Page no	Column2	Comments	Response
Page no	Column2	Comments	Response
		Comments of Wayne Jackson	Response
1		Problem statement - grammar corrected	Noted, grammar will be corrected
2		Introduction - grammar corrected	Noted, grammar will be corrected
3		Purpose - grammar corrected	Noted, grammar will be corrected
4		Desired outcome - inclusion of the work on municipal property	Noted, grammar will be corrected
5		Desired outcome 5.3 This does not make sense. You, Overstrand Law Enforcement are going to install these cameras. So, are you going to apply for permission to yourself to put up the cameras?	Private persons or other stakeholders may also apply for permission to erect cameras on municipal property or structures
6		Desired outcome 5.4 grammar corrected (and comments it is only relevant to municipal controlled spaces)	Noted, grammar will be corrected
7		Desired outcome 5.5 rectification of sentence construction and comments this implies that Fire, Traffic and other departments will apply to LE to erect cameras)	This applies to privately owned control rooms, the Fire Services CCTV Control Room may access it remotely, or via site inspection, provided permission is granted from the stakeholder
8		Desired outcome 5.6 grammar corrected	Noted
9		Desired outcome 5.7, grammar corrected	Noted, not amended
10		Desired outcome 5.8, grammar corrected	Noted, grammar will be corrected
11		7.1 grammar corrected and sentence reconstruction	Noted, not amended
12		7.3 include land and infrastructure after Overstrand municipal land	Noted, not amended
13		8.1.1 grammar corrected	Noted, previous version which was distributed, it was amended in the draft, version advertised during
14		8.1.2 grammar corrected	Noted, previous version which was distributed, it was amended in the draft, version advertised during
15		8.1.4 grammar corrected	Noted, previous version which was distributed, it was amended in the draft, version advertised during
16		12.1.1 comments on para that it is recommended that only one point of entry be established for applications	Noted, previous version which was distributed, it was amended in the draft, version advertised during the public participation process - the application must be submitted to The Senior Manager Fire & Emergency Services, Disaster Management and Security Services
17		16 SPECIFICATIONS - grammar corrected and comments this stands for reason. As a third party or private applicant the conditions are stated that you will have access and control but too the third party	Noted
18		17.1.6 COMMENTS This must be covered in the application. If it is a private system ie an existing system set up by a street watch then an agreement with the municipality must be brokered. The current organisations have and will offer to feed into your system but can't demand this	Noted, Refer to Sec 16.1.6 in the draft version advertised. This will form part of the application process. Any questions which may arise will be fully answered before an application will be approved
19		19.5 grammar corrected	Noted, refer to 18.5 in the draft version advertised. The grammar will be corrected
20		19.6 comments We will have to elaborate or clarify this statement	Noted, not amended
21		22.1 recommends 90 days and inclusion of "thereafter a permanent fixture application must follow"	Noted, grammar will be corrected
22		24.5 grammar corrected	Noted
23		26 comments We must make sure this entire section does not contradict what we have said earlier	Noted
24		26.1 adds borne by the applicant...unless otherwise agreed to. Comments there is a contradiction here to an earlier statement in the policy	Noted
25		27.1 comments on excellency	Noted
26		27.2 recommends other wording ? A database of all cctv cameras installation on private property, monitoring Municipal property....	Noted, refer to Sec 26.2 in the draft document advertised, sentence will not be amended
27		27.3 Recommends deletion of entire sentence	Noted, sentence will not be deleted
28		28. comments that it does not apply to private camera installations	Correct, the sentence further stipulates that it only applies to camera and equipment on municipal properties
29		29.1 recommends adding the following section : <i>In the event that 30 days cannot be achieved, this must be stipulated in the applications form and the amount of days that the camera is capable of recording ie 7 days, 14 days or 21 days.</i> Further comments it might be beneficial to indicate the storage card capacity at this point	Noted
30		30.1 Recommends altering the date to a feasible time	Noted
31		30.2 correct grammar to read "All CCTV cameras on private property...")	Noted, grammar will be corrected
32		30.4 recommend to read as follows: "All new and old CCTV camera installations on private property that monitor public spaces are to ensure that registration takes place	Noted, "and old" included in the sentence
33		Add 30.4.1 <i>The amount of cameras per pole and pole height must be determined by the user requirement and no other judgement</i>	Noted, not added

	<p>34 Suggest to include the minimum entry to the database as follows: Area (Betty's Bay) Zone (Stoney Point) Erf number (4233) Street name (Adendandra Rd) Direction of spy (down road/north/at parking) Custodianship (BBNW / Private) Contact person's initial (W) Contact person's name (#Name) Contact person's surname (#Surname) Contact person's number (#tel num) Email address of person (#email) Data ISP (ASK/SONIC/RAIN) CCTV installer (BOLT/SBS/CULIVE) Month installed (#Month) Year installed (#Year) Type of camera (HIK/SON/BLE) Camera scope (Wide bullet/Direct bullet/PTZ) Camera insurer (#insurer) Shared feed (BOLT control room & watch app & individual apps & OS Protection Services Comments too that an excel document is not a database system</p>	Noted
	<p>35 Recommend change grammar to the following : This policy will be reviewed every five (5) years and when there is a change in law, affecting this policy or a necessary amendment may be introduced during the five year period as approved by the Overstrand Municipality Protection Services after consultation with all role players</p>	Noted, partially amended
	<p>36 33.1 Recommend to include local contractors</p>	Noted, not amended, the appointment of contractors will be dependent on internal
	<p>37 34.1 Recommend to include section All CCTV cameras, both municipal or private are instructed to be clearly signposted to notify the public</p>	
	<p>38 34.2 Recommend changes : similar message and be of a sign and nature that is reasonably visible for people entering the area. Delete "Where is reasonably visible for people entering the area to read"</p>	Noted, sentence was reconstructed
	<p>39 34.1.1 Recommend adding The sign may not be smaller than a A4 size and must be written in black on a yellow background</p>	
Page no		Response
1	Title needs to be amended to accurately reflect the purpose of the policy.	Noted, the title will reflect "Overstrand Municipality Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces"
2	Where does SRA systems fit in? It is not OM owned. Is it seen as privately owned? Or as external? Or as a category that needs to be clearly defined and deserves a separate section in the policy to ensure that there is no confusion?	An SRA is seen as privately owned external role-player.
2	Title needs to be amended to accurately reflect the purpose of the policy.	Noted, the title is amended to "Overstrand Municipality Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces"
2	Suggested that the document is redesigned: Section A - OM owned CCTV Systems Section B - Privately owned systems on OM Land Section C - Privately owned systems on private land overlooking public spaces It will also be helpful if there is a separate section for SRA Systems.	Noted
4	Consider to leave out the word "means" which repeat in all the definitions	Noted, "means" will not be excluded
4	Delete "from"	Noted, grammar will be corrected
5	Add "PUBLIC SPACES" and define	Noted, definition will be added

5	VB8	NCFHE does not appear in the body of the document and does not relate to CCTV. Should be PSIRA?	Noted. Definition of recognized institutions deleted
5	VB9	Should this not be "NCFHE" should this term remain in the text?	Refer to comment above (VB8)
5	VB10	Change to municipality's	Noted, will be corrected
5	VB11	Define "WAY LEAVES"	Noted, definition will be added
6	VB12	Delete as this is not applicable to the context of the policy.	Noted, will be removed, "Recognized Institutions" definition amended
6	VB13	As there is no conclusion to the request for proof of a moratorium on newly installed systems the situation hangs in the air. The OM officials' lack of response to written enquiries is disturbing. The impact on Onrus/Vermont's and Kleinmond's fundraising and income from ratepayers is significant as the policy is now hampering both fundraising and installation of systems as promised to rate payers in the approved business plans. There is no indication as the date of activation of the policy and this could be a far in the future. There should be an interim process for approvals to be utilized until the policy is officially approved.	Noted, due to the fact that no moratorium exist because associations may already make applications to OM for approval
6	VB14	Must be amended to accurately state the problem - registration of CCTV on OM property and overlooking public spaces, POPI act compliance, etc	Noted. Problem statement will remain unchanged. Processes can proceed, approvals will only be granted once the policy is adopted by Council
6	VB15	Incomplete - is this about POPIA compliance or CCTV on OM property and / or CCTV capturing public spaces?	Correct, it refers to public land and privately owned land overlooking OM public spaces
7	VB16	Clear but the document contradicts this later on by attempting to control privately owned and placed cameras by insisting on availability of footage on demand and controlling and manipulating it	Footage will only be requested in the event of an accident or incident
7	VB17	This means a contract must be drawn up with each organisation, a lengthy process lies ahead.	The contract is already in existence, the annexures are in the policy
7	VB18	There is no form for applicants to apply for the promised subsidy. There is also no process given by means of which the applicant can apply for this subsidy.	
7	VB19	Change to "third party's cameras"	Noted, grammar will be corrected
7	VB20	"A written"?	Noted, grammar will be corrected
7	VB21	This is only one of the strategy docs mentioned above?	Noted, 6.2 Systems Act, 6.3 Constitution will be added
8	VB22	Definition of who this applies to is very wide and confusing. Separate sections should treat this on its own. Common issues should be discussed together but specific requirements should be kept separate	Noted, no changes will be made
8	VB23	Apart from the Protection Services of OM, who are the other role players and stakeholders? Here should be a list of them. Are SRA's and Neighbourhood watches not Stakeholders? They are mentioned in par 9 under "Other Municipal Departments".	Noted. 9.4.1 will be moved to RolePlayers and Stakeholders
9	VB24	"facilitate the application"	Noted, grammar will be corrected
9	VB25	This does not fit under the heading of the paragraph as earlier mentioned.	Noted, amended to reflect under Roleplayers and Stakeholders
9	VB26	The business plans of the 3 SRAs have already been approved by council after a comprehensive and costly process to get approval from the majority of ratepayers. Must all business plans must now be redrafted to include these legal aspects?	The business plans must not be redrafted but reviewed to align
10	VB27	We do not recall these people being identified as role players, stakeholders or officials of note? Who are they who supposedly will have uncontrolled access to private CCTV footage? See later comments about the right OM has to view private footage and images. Again, does this refer to OM systems or also to that of SRAs and privately owned systems? A clear separation is necessary. We need to a conversation about the practical implications of this should this refer to SRA systems as well as municipal systems. Kleinmond SRA alone has close to 80000 vehicle activations and 65000 human activations every month. Up to 200 per month of them were reacted upon by sending out their reaction vehicle to investigate. This will more than double when the second phase is implemented. Adding all the other SRAs and privately owned systems, would this not flood the OM control room with more data that can possibly be dealt with?	Noted, user access levels will be included under Roleplayers and Stakeholders. No access to private footage will be requested unless it involves a criminal case
10	VB28	Because of the structure of document, one could be forgiven thinking this applies to all roleplayers of CCTV's which has a massive implication that OM is now going to be responsible for all the standards for and training of all CCTV operators. However, OM should be responsible for training of OM By-laws to ensure Operators across all areas are aware.	Noted, this section applies to Overstrand Systems and not privately owned systems. Heading amended to "The CCTV and LPR Administrators for municipal systems are responsible for" ...

10	VB29	The use of drones is, as stated in this paragraph, covered and governed by the act of the SACAA. Non commercial drones do not have the camera capacity in any event to infringe on the POPI act or of persons privacy. Partly as the cameras are so small and do not have the definition clarity and definitely not on the law prescribed AGL heights. To 100% identify a person and keeping under the SACAA rules you looking at a R1.5m to R3.0m class commercial drone or VTOL aircraft at least.	Noted
11	VB30	SA CAA regulations require a drone to not fly higher than 120m or 400 ft above the ground unless within a 400ft perimeter of an object and not at night. Dated 21 Nov 2021	Noted
11	VB31	We presume this applies to Municipal operators? These Para 10 guidelines are potentially useful for private ops rooms.	Noted, yes it is municipal
11	VB32	This is a typical ambiguity where the difference between OM systems and private systems on OM land and private systems on private land mixes. No further comments on the structure of this phenomena as it is prevalent throughout the document, both before this comment and thereafter	Noted, to specify all overstrand systems
11	VB33	remove the word "from" <i>10.10.1.....access footage on short notice from for viewing purposes</i>	Noted, grammar will be corrected
12	VB33	Or other organisation? I.e. SRA	Noted, will be corrected
12	VB34	Insert	Noted, grammar will be corrected
12	VB35	Repetitive - Description of Incident	Noted, grammar will be corrected
12	VB35	include or the relevant operating organisation in 10.10.3.5	Noted, grammar will be corrected
12	VB36	Delete?	Noted, grammar will be corrected
12	VB37	Insert	Noted, grammar will be corrected
12	VB38	Delete?	Noted, grammar will be corrected
13	VB39	Delete?	Noted, grammar will be corrected
13	VB40	Or monitoring public spaces	Noted, to be corrected
13	VB41	The argument seems to be that because the OM subsidizes the system they reserve the right to dictate the application and many other issues?	Noted
13	VB42	There has been identified by SRAs and rate payers, funds raised for that from private funds and OM wants to control these private assets? OM control should only decide the technical and legal/regulatory issues not the need of a particular placement. Tactically the OM is not capable to decide this - proven by the fact that the master CCTV plan was compiled by an outside consultancy	Noted, this is only when subsidisation is applied for; the master plan was only written for Council assets
13	VB43	This may interfere with site lines and connectivity - it must be jointly agreed. Local knowledge about crime trends and community needs should be included. In so much as the exact GPS locations on municipal land will require their permission. I.e in respect of cables, electricity connections and underground pipes etc, the working should rather be, that both parties will agree on the exact GPS location of each pole	Noted, add in conjunction with the relevant role players
13	VB44	OM owned cameras. same old confusion issue.	Noted. Only OM CCTV Camera must be a controllable camera.
13	VB45	By implication this means PTZ, not always technically suitable and also not affordable. It would imply masses of staff to manage the cameras even with new smart technology.	Noted, only OM CCTV Camera
13	VB46	Give reference to where this detailed guideline is.	
13	VB47	Now this section all of sudden address only municipal cameras!. Subsidy of the pole and electrical system does not make the camera and backups system their property. Also implies that OM will need a link to all our cameras. In principle that seems ok if we can run our own show, but if not they dictate everything as pre-condition. The ambiguity is very clear in this par.	OM will not dictated. It is not a matter of ambiguity, it is a matter of liability and responsibility
13	VB48	This will require that cameras and CR be fitted with power backup systems and that 24/7 monitoring service is required. This confusing.	No ambiguity or confusion, this is a technical requirement to have back up systems and refers to municipal cameras
13	VB49	Both municipal and private orgs will require additional personnel and the cameras will need how many batteries to cope with blackouts?	Agreed, municipal owned camera's only
13	VB50	Including External organisation cameras? Contradicted in Section 15.	Must go under relevant heading

14	VB51	<p>1. This is over the top. We can understand the maintenance concern but CAPEX to install the cameras cannot be motivated</p> <p>2. Why is a business plan required - OM already has the SRA's approved business plans, financial agreements, approved budgets and financial oversight. Surely an annual submission and financial agreement should suffice?</p> <p>3. Every camera submission surely should not require a new business plan?</p> <p>4. Structure of business plan is also not provided</p>	<p>It is an operational requirement for the effective and efficient camera. Business plan must specify the number of cameras, annexure to be for each camera identified afterward</p>
14	VB52	<p>A application should be accompanied by a route form which indicates who is to action and who should take note of the application. As the application moves through the various departments, it should be signed off, dated and forwarded to the next official in line. This is the "proof" and must be managed by the OM officials and not the applicant. The officials should be able to track the progress and provide the applicant with a precise location of his document through the system and compliance with the published protocol. Surely the OM officials will have to sign-off the application to ensure this being done? The installer organisation cannot follow the process through the channels of OM officials</p>	<p>Agreed, will be corrected</p>
14	VB53	<p>What is meant by this? How can the SRA be subjected to this requirement? Directors are voted in and gain nothing by their service to the SRA. By 'applicant' in this context, does this mean everybody on the SRA Board or only the person submitting proposal? Reference means exactly what? A character ref, an indication that someone knows the applicant, needs clarification</p>	<p>Noted, SRA not included</p>
14	VB54	<p>Fire Department must be able to connect to the system at any time. P15. This is not feasible and possibly infringes on SRA and ratepayers' rights and side-steps the legal process of obtaining footage and copies. We suspect the ambiguity issues is at work here (possibly the author was thinking of the recent fires and thought the fire dept might need to gain access to observe a spreading fire? Either way not clearing enough expressed and will give rise to push back until explained how and why needed.</p>	<p>Replace Fire Department with Senior Manager or delegated official. For access to external systems only delegated official may apply</p>
14	VB55	<p>Although integration is commendable.....the right to access to SRA footage is not automatic and should not be unilaterally enforced. This can be viewed as highly intrusive, possibly illegal and unnecessary. There can be no reason for this information to reside in the Fire Dept cabinets. A broad brush description of the system is sufficient for the files. Why should they know how an ops room is laid out? How para 16.1.3 will link up is a discussion aspect leading to an agreement / protocol wherein the parties agree to a protocol The OM should provide specs to which the cameras and control room should comply if they wish to connect with the OM CR, not the other way around</p>	<p>Relevant, only private camera's overlooking public property (refer to 1.1.10) Protocols will be adhered. Only need a link, if they don't want to give a link it is fine.</p>
14	VB56	<p>'Third Party Infrastructure' needs a definition.</p>	<p>Noted, will be added</p>
15	VB57	<p>It is clear that much of this policy is aimed at taking control of all CCTV installations and systems. Besides the bare contact details of the SRA and broadly who the CCTV service provider is and where it is located, we fail to understand the need to conduct inspections in situ bar to confirm compliance.</p>	<p>Disagree - we need stakeholder engagements and partnerships to make this project a success</p>
15	VB58	<p>Only the installations on OM property</p>	<p>Noted</p>
15	VB59	<p>Par 18 seems to actually be written for OM's internal CCTV camera placements? The SRA's will always use privately funded concrete poles as being the best practice, SRA's will need only to speak to the electricity department with respect to infrastructure in the ground.</p>	<p>Noted</p>
15	VB60	<p>1. The application seems to cumbersome, requests detail already given in previous applications, mixes private and OM placed systems and in general will be difficult to control and monitor progress.</p> <p>2. There is no tracking of the application, no limits given to response times of officials and no mention of a central point of control who can/should give feedback to the applicant.</p> <p>3. This process leaves the application process open to abuse</p>	<p>Disagree - SM will take full control of the process</p>
15	VB61	<p>The meaning of this paragraph is not clear</p>	<p>Noted, will be amended (incl. eg public works, such as applying for a way/leave)</p>
16	VB62	<p>Preferably a list should be added if such "deemed prohibited" locations are mentioned as a controlled area.</p>	<p>Noted, no list will be provided, (follow application process)</p>
16	VB63	<p>Add 'OR PRIVATE PROPERTIES OVERLOOKING PUBLIC SPACES' at the end of the "STRUCTURES"</p>	<p>Noted, grammar will be corrected</p>
17	VB63	<p>1. Again, is this the intention to have every single system to be registered with OM?</p> <p>2. How is it the right of OM to compel a property owner to provide details about his system to the OM? The SRAs should get a legal opinion on this.</p>	<p>All systems that overlook council property. Your legal opinion will be welcomed</p>
17	VB64	<p>"Can"?</p>	<p>Noted, grammar will be corrected</p>

17	VB65	hand it in at?			Noted, grammar will be corrected
18	VB66	Who are the third party applicants?			Noted, definition will be added
18	VB67	This paragraph would give OM freedom from a negligence claim if an OM vehicle or staff member negligently damage a private CCTV camera of the cabling attached thereto.			Agree
18	VB68	The document jumps between the three categories randomly and is very confusing.			Noted
18	VB69	1. This is fine as the intention is just to have record of such systems and seek assistance during a crisis or emergency 2. Fire Dept. does not have the capacity or knowledge to inspect the coverage and determine if it is legal or not 3. Private persons cannot be obliged to register their private systems with OM. If erected on OM property then it is acceptable 4. Suggest SRAs seek legal opinion on this			Referring to cameras erected on private property but overlooking onto public spaces
18	VB70	The implication of this par is that all private CCTV operators must get OM approval for their installations as clearing the purpose of those cameras is to precisely monitor public roads for possible criminal activities. If the official at OM disputes the reason given for, he may gbased on this policy) disallow such permission to operate, in so much as he will not sign off on the document which is clearly not in the public good as so decided by the private organisation. Note the use of teh words" to ensure that all cameras, viewing public spaces". The implications go further in that any private household with a camera which focuses on teh garden and could overlook a public road will need to get in line to get policy approval from OM. Annexure 36.7 has no OM signature space but in handing in the annexure, one must get an acknowledgement of such an action			26.1 is clear
18	VB71	Incoherent			How can external parties data be kept by municipality? We only request it when needed?
18	VB72	Poor drafting			Delete or rewrite to make sence (taken precedent above the camera installations, existing or new)?
18	VB73	The section started off as CCTV on property not owned by OM and then reverts back to OM owned sytems. The writer seems confused as to the distinction between OM owned, Private CCTV systems placed on OM property and Privately owned and private property placed CCTV systems.			It's a new heading
19	VB74	The right to prescribe to private entities is here overstepped.			Legal opinion?
19	VB75	1. Private camers not overlooking public areas should not come under the purview of OM authorities. 2. Anyhow, authorities cannot monitor or determine whether private cameras are overlooking public spaces 3. How can OM demand that private persons must keep footage for 30 days? 4. Surely this regulation is meant for OM owned systems This has no force in law, and may apply to OM cameras, while SRAs etc may wisely keep their footage for a period of time which a legal opinion may help to define?			Footage must be available on request
19	VB76	Some clarity is needed on type of footage - criminal incidents is clear, hwoever, there is an allowance in POPIA for request images of persons captured in public spaces - must use request for person information process. How is footage of a non-criminal incident i.e. a car accident handled? According to POPIA it is the information officer's role to handle requests for personal information			Any footage of an criminal offence case made at SAPS with cas no.
19	VB77	Elaborate on rights of persons that footage can only be made available with consent of person seen. The paragraph was fine until the writer added "without the consent of the person appraising in the camera footage: which is impossible to achieve ex. persons on a beach, walking along the seaside, parking in public parking spaces and many more. If the intention is that the paragraph applies to commercial exploitation, then it should state that in a separate paragraph			Even with cas no.
20	VB78	Grammar - "content"			content?
20	VB79	Unclear			sentence is not clear
20	VB80	Only in the case of municipal installations not other organisations			Noted
21	VB81	cameras?			cameras
21	VB82	remove ness at the end of blindness (ie only blind)			Noted, grammar will be corrected
22	VB83	What is the meaning of /OR? What does this mean?			Noted, grammar will be corrected Motivation with actual facts

22	VB84	Dimensions?	Noted, grammar will be corrected
23	VB85	CAMERA	Noted, grammar will be corrected
24	VB86	Should be "SRA"	Noted, grammar will be corrected
26	VB87	"or" ?	or
26	VB88	Why only two? At an intersection it is often more practical to install four cameras viewing in the different directions. Why should there be a restriction on the number of cameras per pole?	Noted, a maximum of 5 cameras will be permitted per pole
27	VB89	Does this mean that a cherry picker may not be used? How else can the installation and maintenance be done?	Noted, grammar will be corrected to reflect "Only electricity service aerial platform...."
		Comments of PBRA PBSW	Response
pg 2	2.1	Author did not include a page where document management is outlined. It gave rise to confusion regarding the version and associated dates of documents with the same title and purpose currently floating. Suggest that this document be included which indicates document history and status	Noted, the document made available on the Overstrand Municipal website is the correct document for Public Participation. All other documents should have been disregarded which were "floating around"
pg 3	2.2	The title of the document on the front page should read "CLOSED-CIRCUIT..." and not "CLOSE CIRCUIT..."	Noted, will be corrected
pg 3	3.1 & 3.2	Emphasise the word "POLICY" The title of the subject document reads: "POLICY ON THE REGULATIONS OF EXTERNAL AND PRIVATELY OWNED CCTV (CLOSED CIRCUIT TELEVISION) CAMERA'S ON MUNICIPAL PROPERTY" *In general terms, "Policy" is defined as a statement of intent which is subsequently implemented as a Procedure, which in turn is governed by a Standard which in turn is to be used within certain Guidelines through Specifications defining the desired outcome all in support of confirming to the Standard	Noted, the name of the policy will be amended
pg 3	3.3	Request the author of the subject policy document refer to the King Commission's so-called King Report and resulting King Code (1994 (King I), 2002 (King II), and 2009 (King III) and a fourth revision (King IV) in 2016) which assists policymakers through the King Code which deals extensively with a governing body setting policy	Noted
pg 3	3.4	We submit that the subject document is a hybrid of policy, procedure, standards / specifications and guideline(s), all compressed in a single somewhat confusing document	Noted
pg 3	3.5	The subject document in its final form is to serve as a document strengthening the Municipality's legal recourse when required. We are of the opinion that it fails in this regard.	Noted
pg 3	4.1	The subject document states the "Problem Statement" as follows: "Despite the effectiveness of Law Enforcement Operations in Overstrand Municipal Jurisdiction, there is currently no application process in place for recognised Institutions"	Noted - sentence amended
pg 3	4.2	We submit that "Despite the effectiveness of Law Enforcement operation in Overstrand Jurisdiction..." has no relevance to the "problem" nor does it make for good policy making to include a potential contentions statement, which, in context, maybe true now but could not be true tomorrow. Given the title of the subject document, maybe the "problem statement should read: "... The current absence of a policy guiding CCTV procedure(s) and standard(s) creates several issues that makes the regulation of CCTV operations problematic. These issues are: ..." OR, in terms of the stated problem, it could rather be: "... The current absence to a policy guiding third party CCTV application procedure(s) and requirement(s) is identified as a shortcoming to contribute towards achieving the desired municipal governance standard in the Directorate Protection Services"?	
pg 4	4.3	We request please that the "problem" firstly be properly identified and defined prior to attempting to compile applicable policy. Failing to do so, will undoubtedly result in failure with consequent of scarce municipal resources	Noted
	5.1 a	This policy aims to regulate all CCTV and LPR operations on Council property Comments: i) Policy should not regulate but rather provide a strategic direction upon which procedures can be devised to set standards to regulate through specific guidelines and setting consequent standard(s) that must be met.	Must be regulated due to the fact that there will be consequences for irregular usage

	<p>5.1 b</p> <p>Promoting the use of CCTV and LPR cameras, as a mechanism to determine and promote a safer town.</p> <p>Comments:</p> <p>i) We fail to understand how this outcome promotes achieving the stated (albeit confusing) problem statement. How will the promotion of CCTV cameras benefit the "application process" stated as the "problem" to be addressed?</p> <p>ii) Reference to a "safer town" is confusing. Which town is referred to? Our understanding is that the policy is supposed to be for the whole of the Overstrand Municipality, hence the title of the subject document</p>	<p>i) CCTV is used as a tool by Public Safety officials to prevent/address crime and promote public safety</p> <p>ii) Towns with an s (Overstrand wide)</p>
	<p>5.1 C</p> <p>The Policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV and LPR infrastructure on Council structures in the jurisdiction of Overstrand Municipality. A written agreement in this regard, between the Overstrand Municipality and the applicant, will be entered into once the application is approved</p> <p>Comments:</p> <p>i) Refer to (b)(i) above</p> <p>ii) Refer to paragraph 2.2 above</p> <p>iii) The heading of this paragraph 5.1 of the subject document states "<i>Desired Outcome</i>" whereas the wording of this outcomes states achievement, it is a contradiction in terms</p>	<p>iii) Use outcome and not achievement</p>
	<p>5.1 d</p> <p>The policy will enable the registration of all CCTV and LPR cameras currently on the Council's structures, infrastructure, and land by 31 December 2022.</p> <p>Comments:</p> <p>i) No comment</p>	<p>Noted</p>
	<p>5.1 e</p> <p>The policy shall allow for improved security by providing for reasonable connecting mechanisms eg, either by physical or via fixed or non-fixed line when required, to allow the Fire Services CCTV Control Section access to the applicant's CCTV system, to view the public area via CCTV</p> <p>Comments:</p> <p>i) We fail to understand how achieving this outcome in any way whatsoever contributes towards devising a policy addressing an apparent "application process"</p>	<p>Disagree, om need to control especially those cameras overlooking om public spaces due to the fact that om remain liable and accountable</p>
	<p>5.1 f</p> <p>if there is benefit of a private and external CCTV camera to the Protection Services Directorate Fire Services the Overstrand Municipality will subsidize the monthly electricity usage for each individual third part (sic) camera</p> <p>Comments:</p> <p>i) This statement is considered a positive approach in establishing the desired relationship/partnership between prospective parties</p> <p>ii) This desired outcome however has nothing to do with "policy" but rather with the suggested agreement mentioned in (c) above.</p>	<p>Agree</p>
	<p>5.1 g</p> <p>Overstrand Municipality may consider the possibility of paying, in full, or part thereof, the installation fees for Municipal approved Special Rating Area, Community Based Organisations, Neighbourhood Watches and Community Policing Forums (registered with Department of Community Safety) of the actual cost involved to install a pole for one or more cameras; including the electrical connection to such entity or any other relevant factor with the Overstrand Municipality could consider</p> <p>Comments:</p> <p>i) See (f) (i) & (f) (ii) above</p>	<p>Noted</p>
	<p>5.1 h</p> <p>The Overstrand Municipality may consider installing additional poles for the sole purpose of CCTV surveillance it (sic) there is no existing municipal pole that can be used</p> <p>Comments:</p> <p>i) Refer to (b)(f) above</p>	<p>Noted</p>
	<p>j</p> <p>The Overstrand Municipality will welcome cross-subsidization of systems from third party applicants, for impoverished areas. As written agreement will be entered into between the donor party and the Overstrand Municipality, or the receiving party</p> <p>Comments:</p> <p>i) This is a potential operational incentive apart from the apparent "application process" defined as the "problem" Question is how this define or contribute towards resolving the perceived "problem"?</p>	<p>Partnership and SLA will resolve this</p>

	5.2	Taking cognizance of the above, we fail to identify any items listed as a "desired outcome" that in any way contributes towards resolving the apparent "problem"		Agree, this will be amended
	6.1	The heading of Section 8 states: "8. ROLE PLAYERS AND STAKEHOLDERS" Instead of listing "Role Players and Stakeholders", the author rather focuses on the responsibilities of a singular Stakeholder namely Protection Services Directorate Overstrand Municipality Given that Stakeholders are persons/entities who have an interest in the subject matter, one would expect to at least have reference to the potential third parties who this policy in its essence wishes to address		Noted, amendments to be reflected
	6.2	The heading of Section 9 States: "9. OTHER MUNICIPAL DEPARTMENTS" Instead of listing "Other Municipal Departments", the author lists potential third-party Stakeholders, an aspect that should rather be addressed under Para 8. This same section goes on to say, "Stakeholders who could benefit from this policy" however, we fail to identify any benefit to us, as a matter of fact, we are of the opinion that the only beneficiary of this attempted policy is indeed only the Protection Services Directorate.		OM is not taking over, we are just putting mechanisms in place to mitigate civil action or claims against OM
	7.1	The subject document appears to caution applicants as well as third parties currently operating CCTV cameras to conform to the POPI Act. There is no need for the Municipality to inform their rate payers to adhere to legislation/law/act... it is a de facto constitutional requirement for each citizen/visitor/resident to abide by all National laws/acts/legislation, including the POPI Act. Municipal bylaws are subject to National law/legislation/acts. We do not see the necessity for the OM to take over this duty		Noted, the name of the policy will be amended
	7.2	The title of the subject document states: "POLICY ON THE REGULATIONS OF EXTERNAL AND PRIVATELY OWNED..." This suggests the regulation of privately owned equipment, installed on municipal space. If so, the extensive coverage of municipal control over these cameras is inappropriate. If however, Municipality wishes to be an active partner, then the framework for requirements and benefits for both parties should be stated		
	7.3	This question then arises: Who does this policy actually apply to - public or municipality? One cannot have one policy that regulates both municipal and private ownership & control within a single prescript. The content appear to merge these two entities, and creates a grey area between municipality owned assets and privately owned assets		Both, OM is not regulating private ownership or control unless they monitor public spaces
	Page no	Comments of HURTER SPIES OBO AFRIFORUM		Response
	As per email	Request an extension on the date for commentary on the Draft Policy until 12 August due to the fact that Afriforum believe that the policy was not properly advertised as the residents bear no knowledge		Noted - no extension will be granted. The document was advertised in all media.
	Page no	Comments of De Wet		Response
	As per email	Request meeting to discuss the draft policy ie seems that municipality wants control over private camera's ie 13.3 to 13.6		do not have this in the document. Perhaps referring to 12. 1 to 12.6?
	Page no	Comments of Kleinbaai Neighbourhood Watch		Response
	As per email	* despite being a "relevant stakeholder", the Executive Committee and Members of the Kleinbaai Neighbourhood Watch (KBNW) have not been consulted prior to the drawing up of the proposed policy * the proposed policy aims to ensure the compliance of relevant stakeholders with the POPI Act, but no input has been sought from the KBNW * paragraph 7.1 stipulates that the proposed policy applies to private CCTV cameras installed on private property, but our KBNW Members have not been consulted in this regard despite many having already invested in CCTV cameras In view of aforesaid, request a stakeholder meeting to ensure the smooth and effective implementation of any CCTV policy		No consultation will take place prior to the Policy being adopted by Council. The purpose of public participation is to get the comments of stakeholders and roleplayers in written format
	Page no	Comments of Vic Brink OBO Bertie Voster		Response

7	As per email	Comments received from SRA	Comments of Bertie Voster received with the SRA submissions
	Page no	Comments of Perlemoenbaai Buurtwag	Response
	As per email	It has been requested for some time that the proposed policy be discussed with neighbourhood watches and explained as ambiguities that exist can be clarified The neighbourhood and farm watches forums are all tax-paying residents of OM and form a large representation of civic security interests. It is therefore essential that mutual close cooperation and trust is formed with the appropriate OM sections The neighbourhood and farm watches have already spend a substantial amount on the installation of CCTV networks, which are not connected to the greater network. In Perlemoenbaai Neighbourhood Watch, there is a desire for a closer liaison with OM so that the time and funds spent by Perlemoenbaai residents can be optimally used for the benefit of the greater community In light of the above, an urgent discussion/meeting to clarify ambiguities is requested between OM and mentioned forums before further consideration of the draft policy takes place	Noted Noted Noted
8	Page no	Comments of De Kelders Neighbourhood Watch	Response
	As per email	Request a meeting with the relevant parties regarding the CCTV Policy	No meeting will take place due to sufficient public participation mechanisms in place.
9	Page no	Comments of Strandveld Farmer's Association	Response
	As per email	Request to be included in all commenting processes to present the larger farmer and rural communities outside Gansbaai's borders Comment on policy : <i>What are the physical borders that this policy would include? We are concerned that Overstrand Municipality's policy document includes farmer's with privately owned cameras on their private property that does not include public areas in the camera's view</i>	Excludes Privately owned cameras (not overlooking public property)
10	Page no	Comments of Pearly Beach Patrols	Response
	As per email	Request a meeting to explain the whole situation regarding CCTV Cameras	No meeting will take place due to sufficient public participation mechanisms in place.
11	Page no	Comments of FNW (JA Snyman)	Response
	ALL pages	1 No footer on the policy indicating the document type and date of xxx	Noted, the approved policy will stipulate it is approved by Council. It is standard practice for the front page of an Overstrand Municipal policy to stipulate the month approved on the front page, as well as date of review under said section
	pg 2	2 No indication this is a Draft or Final	Noted, in the draft version advertised the words "draft" appear. Only the document made available during the public participation process should be used for public participation comments as some changes where already incorporated into the document
	pg 3	3 Title - Recommend to Overstrand Municipality CCTV Policy	Noted, title of the document will be amended
	pg 4	4 Definition - Applicant explanation: viewing or of which the projection plane covers any public street or public land. Not a clear explanation	Noted, definition will not be altered. The projection plane refers to the area which can be viewed by the camera
	pg 4	5 Definition - Add definition GIS page 9 in 11.6.4	Noted, definition will be added
	pg 4	6 Definition - Register - what about OSM controlled Provincial land	Noted, OM has no jurisdiction over Provincial Land
	pg 5	7 Definition - POPI Means.... Act, Act of 2013 - since then there have been several commencement of sections and finally The President of South Africa declared the commencement date effective 1 July 2020. Query Does that make a legal difference to this document?	Yes it does
	pg 5	8 Definition - TEMPORARY INFORMATION - ... system on Municipal or Infrastructure, not exceeding 30 days Correct type to Municipal	Noted grammar will be corrected

pg 5	9	Purpose - Improve staff and councillor safety (staff refers to who OSM?) Change wording to: <i>Improve the safety of the OS staff and the councillors.</i> Query what about addign general public?	Refer to Improve public safety for general public
pg 6	10	Sec 5.3..... installation of CCTV and LPR infrastructure on Council structures..... <i>Should..and property not be included?</i>	Noted "and property" will be added
pg 6	11	Sec 5.6 the monthly electricity usage for each individual third part camera. <i>Is this meant to be third part - is that technical jargon?</i>	Noted, grammar will be corrected
pg 7	12	Sec 8.1.1 The Senior Manager Fire is responsible <i>Add Fire Services for consistency</i>	Noted grammar will be corrected
pg 7	13	Sec 9.1 is responsible to advice on the way leave process <i>should be to advise</i>	Noted grammar can be corrected
pg 7	14	Sec 9.1 "on the way leave process" <i>Is this normal terminology? Should it be explained?</i>	Noted, definition will be added, it is normal terminology
pg 9	15	Sec 11.6 The CCTV and LPR Administrator are responsible for. <i>Should read The CCTV and LPR Administrators are responsible for (plural)</i>	Noted, grammar will be corrected
pg 10	16	Sec 11.7.3.5 any property without permission from the property owner or local authority <i>Please verify how permission is obtained and monitored?</i>	Permission from the Overstrand Municipality is obtained via the area manager; applicant must contact the land owner for permission / determine the process to be followed
pg 11	17	Sec 11.10.1 may access footage on short notice from for viewing purposes. <i>On short notice from for viewing purposes. Please clarify - from? Or on short notice from xxxxxx</i>	Noted grammar will be corrected
pg 13	18	Sec 13.4 a controllable camera <i>Needs a definition please</i>	Noted, definition will be added
pg 13	19	Sec 13.6 The area must be monitored at all times. <i>How? Please specify / clarify the monitoring type. Et on site; remotely</i>	The policy stipulates that monitoring will take place via the municipal CCTV control room
pg 15	20	Sec 18.3 Pre & Post on site inspection and acceptance. This requires a timeline stated in the 18.3 statement	Refer to 17.3
pg 16	21	Sec 22.2 Senior Manager Fire Services <i>Senior Manager fo Fire Services or a deputy and this addition should be consistent throughout the document!</i>	Noted, the draft version was amended to reflect the Senior Manager Fire & Emergency Services, Disaster Management and Security Services
pg 17	22	Sec 24.5 the applicant van object to such decision via the office of the Director of Protection Services <i>can replaces van</i>	Noted, grammar corrected
pg 19	23	Sec 27.3 as the necessity dictates and taken precedent above the camera... change to <i>as the necessity dictates and takes precedence over the camera installations</i>	Noted, refer to Sec 26.3 in the draft version advertised, grammar will be corrected
pg 21	24message Cameras in Operation or a similar message..... <i>Make the following changes: ...and be a sign that is reasonably visible for people entering the area to read. Cancel the second: Where it is reasonable visible for people entering the area</i>	Noted
pg 21	25	Overstrand Municipality will at all times display that camera are monitoring..... <i>Change and/add/correct to Overstrand Municipality will at all times display notices that cameras are monitoring....</i>	Noted, refer to Sec 33.3 in the draft version advertised, grammar will be corrected
a	26	Sec 7.1 ...which form part of (not forms part of)	Noted grammar will be corrected
c	27	Sec 11.5 Who oversees to user access, what measures are in place to define their ability and actions?	The Senior Manager: Fire & Emergency will oversee user access for municipal systems. Each agency is responsible for own user access levels
d	28	Sec 11.6 CCTV and LPR Administrator should read Administrators	Noted, refer to Sec 10.6 in the draft version advertised, grammar will be corrected
e	29	Sec 11.7.2 ...long shote should be shot <i>While planning past = means what OR ... Should read flying past</i>	Noted, refer to Sec 10.6 in the draft version advertised, grammar will be corrected
f	30	Sec 11.7.3 The whole sentence does not make grammatical sense?	It is a requirement of South African Civil Aviation Authority
g	31	Sec 11.10.1 ... on sort notice for viewing purposes... <i>from what for viewing</i>	Viewing of footage will only be for crime related incidents or accidents
h	32	Sec 11.01:3.3 ...limited by ease of access to the Why is this clause required? if there is footage it should be accessible if required by responsible/relevant parties?	Due to POPI Act
i	33	Sec 11.11.3.4 if a request to view the footage (replace is unable to) with cannot be granted....	Noted grammar will be corrected
j	34	Sec 15.1.3reference of applicant... Is the applicant held accountable - It should be a person and not a company who is held accountable?	Refer to Sec 14.1.3. applicant can refer to individual or company

k	35	Sec 19.6 If the Overstrand Municipality is not a viable option..... Meaning / clarify or re-phrase ? Contradiction OR add Overstrand facility....	Refer to Sec 18.6, grammar corrected to "Overstrand facility"
l	36	Sec 21.1 Title of 21 Needs a better explanation And 21.1 needs clarification - it is not understandable	Noted, Refer to Sec 20 and 20.1, paragraph 20.1 will be amended
m	37	Sec 26.1....and maintain the system will be borne by the applicant. <i>Should read simply: ...and maintain the system will the responsibility of the applicant</i>	Noted, refer to Sec 25.1 in the draft version advertised, grammar will be corrected
n	38	Sec 26.2 All liability will be borne by the applicant. <i>Changed to be simply put & understandable to All liability will be the responsibility of the applicant</i>	Noted, refer to Sec 25.2 in the draft version advertised, grammar will be corrected
o	39	Sec 30.2 A CCTV cameras a private property <i>Should be... cameras on private property... .. Monitoring public areas... Should read monitoring public spaces....</i>	Noted, refer to Sec 30.2 in the draft version advertised, grammar will be corrected
p	40	Sec 30.3 Monitoring public areas <i>Should read monitoring public spaces</i>	Noted, refer to Sec 29.3 in the draft version advertised, grammar will be corrected
q	41	Sec 30.3 ...and the community can be contented Contented replaced with assured that....	Noted, refer to Sec 29.3 in the draft version advertised, grammar will be corrected
r	42	Sec 31.2 is the sentence correct - in that the success depends on the number of cameras registered??? Why is that? Correct should read Number of cameras....	Refer to Sec 30.2
s	43	Sec 32.1.1 Municipal employment contracts.... <i>Should possibly read Municipal employees and contractors should follow the Overstrand Municipality's Code of Conduct? Otherwise it is not understandable?</i>	Noted, refer to Sec 31.1.1 in the draft version advertised, grammar will be corrected
t	44	Sec 32.1 Handled in accordance with (missing a word here?) or correct the sentence	Refer to Sec 31.1.2, sentence amended
u	45	Sec 34.2 Signs will clearly display to the end... where this policy can be removed. Remove the sentence duplicated. Reward the sentence.. <i>CCTV camera signs must display a clear message and should be easily visible for people entering the area. Where it is impractical to include all the information, the sign will direct the public to the Overstrand Municipality website where this policy can be reviewed.</i>	Noted, refer to Sec 33.2 in the draft version advertised, grammar will be corrected
v	46	Sec 34.3 Re word the sentence to: <i>Overstrand Municipality will at all times, display the message that cameras are monitoring an area, but does not guarantee that all cameras will be proactively monitored continuously</i>	Noted, refer to Sec 33.3 in the draft version advertised, grammar will be corrected
Page no		Comments of Derek Crabtree	Response
		Request for extension on the submission of comments on the draft policy	Noted.
Page no		Comments of Andre du Toit	Response
As per email		1. Identification of various role players relevant to the issue of CCTV in the municipality and their relationships are not sufficient for the purposes of defining Municipal policy which affects them. 2. The demarcation of the relationships, obligations, roles and responsibilities of role players are not sufficiently defined and described for the purposes of this Municipal policy. 3. As written this policy will create many ambiguities and result in chaos.	Noted, the section referring to role players and stakeholders was slightly amended Noted
Page no		Comments of Robbie	Response
As per email		Firstly, all stakeholders such as NHWs need to be consulted. They are <i>au fait</i> with their respective areas, know where crime takes place, know specific adversary routes and hot spots and in most cases, know who are traversing the areas on a regular basis, who appear to be suspect etc. As such such, they are best suited to recommend where CCTV cameras should be erected on public or council land/property. <u>We therefore request that a stakeholder meeting be arranged, before this policy is approved</u>	OM should keep record of cameras overlooking from private properties onto to public spaces.

	<p>Secondly, there need to be ease of access to the system to at least be able to view these cameras live. Section 10.11 proposes a very lengthy process to view footage but this defeats the object. If a NHW has live access to cameras, and providing OM will instill intelligent software, the moment a suspect person enters an area, a patrol vehicle can be dispatched and other alerted. This is a pro-active approach and in some areas, this is being done already, using privately-owned CCTV. If this cannot be achieved, any Council cameras are of very limited, if not no use. It is therefore recommended that this section is reconsidered, keeping in mind applicable legislation but we strongly believe that it is possible if the correct protocols are put in place.</p>	<p>The statement or sentence is very clear. May be discussed</p>
	<p>Thirdly, it is recommended that the Policy provides for application from stakeholders requesting erection of CCTV cameras, in public areas, at strategic points known by stakeholders, as hot spots or benign adversary paths. This should be financed and maintained by Council</p>	<p>No meeting will take place due to sufficient public participation mechanisms in place.</p>