

## **OVERSTRAND MUNICIPALITY**



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

*Approved by Council  
29 August 2022*

## 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](http://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**

<b>APPLICATION FORM TO INSTALL CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY</b>		
Name of organisation		
Representative Name		
Address of Organisation		
Tel of Organisation		
Tel of Representative		
E-mail address of Organisation		
E-mail address of Representative		
<b>Please submit the following details</b>		
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**

<b>OVERSTRAND MUNICIPALITY CCTV CAMERA REGISTRATION FORM</b>				
<b>INFORMATION REQUIRED FOR CCTV DATABASE</b>				
<b>No</b>	<b>Location</b>	<b>At intersection or between which roads</b>	<b>Purpose</b>	<b>PTZ or Static</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Annexure 35.3**

<b>CCTV APPLICATION CHECKLIST BEFORE SUBMISSION</b>		
	<b>ITEM</b>	<b>TICK BOX</b>
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**

<b>INSTALLATION TO INSTALL CCTV CAMERAS ON OVERSTRAND MUNICIPAL PROPERTY FOR 30 DAYS OR LESS</b>	
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	
<b>Please submit the following details</b>	
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.

## 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
---------------	-------

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](http://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**

<b>CCTV CAMERAS ON PRIVATE PROPERTY, MONITORING PUBLIC AREA</b>	
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	
<b>Please submit the following details</b>	
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



<b>CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY OVERSTRAND MUNICIPAL DEPARTMENTS</b> <b>This is for registration and database information only</b>	
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				
3				
4				
5				
6				
7				
8				
9				
10				