

CCTV Guidelines

1. Governing Policy

This guideline specifies operational criteria for AT's CCTV Policy.

2. Purpose

This guideline provides additional detail, on how the CCTV Policy, Standards, and Procedures should be applied. Compliance with these Guidelines is strongly recommended, but not mandatory.





3. CCTV Guidelines

3.1. CCTV Locations

CCTV systems or other similar surveillance devices can be installed at any place on the Auckland transport system; these may be fixed or mobile cameras. Locations include:

- the arterial road network,
- passenger transport facilities,
- cycleways,
- footpaths,
- rail and bus stations,
- park and ride sites,
- public transport interchanges,
- ferry wharves,
- Auckland harbours, rivers, waterways,
- parking buildings,
- airfields, and
- in any vehicle used in the provision of services to Auckland Transport.

Cameras may be installed in other locations provided the installation is in accordance with any of the purposes of CCTV systems.

A register of locations where AT's CCTV fixed cameras are installed is kept for maintenance, addition, and removal of assets.

AT staff and the contractors might also use body-worn cameras.

AT may aggregate data into a summary format (not containing personal information) on an ongoing basis for the purpose of business reporting and continuous transport network improvement, in which case data will be retained until it is no longer required.

3.2. CCTV Camera operations – General

To prevent conflicts when using CCTV cameras that are managed by other teams, you should inform them, so they are aware that you are using the camera.

When you are finished using the CCTV, the Field of View should be returned to its original or intended position.

Operators shall respect the privacy of individuals when using the zoom functionality of the CCTV system.

3.3. CCTV Camera operations – NZTA-Waka Kotahi

An operator should ensure that all CCTV cameras (not being used for event monitoring) are positioned in the best positions by ensuring:

- The appropriate presets are used if available
- They are zoomed out



- That the amount of road viewable is maximised
- They are not looking directly into the sun
- For motorway cameras, during normal operation, that they are facing same direction as the peak traffic
- For tunnel PTZ cameras, during normal operation, that they are facing the traffic direction
- For motorway cameras, there are four preset numbers reserved for generic positions:
 - 1: to face either **north or west**
 - 2: to face either **south or east**
 - 3: to face **north or west** and zoomed in
 - 4: to face **south or east** and zoomed in
 - Where possible, presets 3 and 4 need to be zoomed in order to see where the next camera can see, in order to make tracking vehicles easier.
- Where a camera has been used for an operation, it should be returned to the position it was in at the start of the operation, or the position it should be for the traffic flow.

In the event of inclement weather reducing visibility, CCTV cameras should be pointed away from rain wherever possible.

To ensure maximum incident detection, cameras should be rotated on a regular basis, especially during peak periods.

3.4. CCTV Camera operation – AT cameras

When a camera has been used for an operation, it should be returned to its default position as soon as possible.

3.5. CCTV Camera operation - AT Computer Vision cameras

The AT CCTV Computer Vision team uses some CCTVs to run computer vision analytics for various modes. These could be both Fixed and PTZ CCTV, and have “ANA” extension on the camera name in Vidsys.

These CCTVs have a very specific field of view, and usually have a Home View preset for 60 seconds on PTZ CCTVs.

If you are unsure whether these CCTVs can be used or not, consult the CCTV Computer Vision team.



4. Definitions

Term	Definition
Protected record	A record that may not be disposed of without the prior approval of the Chief Archivist, and without notifying the Chief Archivist an intention to dispose it.
PTZ	Pan Tilt Zoom function on a CCTV

5. Supporting Information


Legislative compliance	This Procedure supports Auckland Transport's compliance with the following legislation: <ul style="list-style-type: none">• Local Government Official Information and Meetings Act 1987• Privacy Act 2020• Public Records Act 2005
Supporting documents	These are found in the policy pages of AT's Engine Room <ul style="list-style-type: none">• CCTV Policy• CCTV Standards• CCTV Procedures• Privacy Policy
Related documents	<ul style="list-style-type: none">• Civil Defence National Emergencies (Information Sharing) Code 2013• Pointers for security cameras and drones, Office of the Privacy Commissioner guidelines• Privacy and CCTV, Office of the Privacy Commissioner guidelines

6. Non-Compliance

While these guidelines are not mandatory, if they lead to adverse consequences then breaches may result in disciplinary action, including, where appropriate, summary dismissal (as set out in AT's Disciplinary Policy), or the termination of a contractor's agreement.



7. Approval & Review

Responsible Executive	 EGM Business Technology Roger Jones
Policy Contact	CCTV Product Owner [REDACTED]
Effective date	1 February 2022
Next review date	This standard will be reviewed every two years. The next review is due 1 February 2024.

AT reserves the right to review, amend or add to these guidelines at any time upon reasonable notice to employees and representatives.