

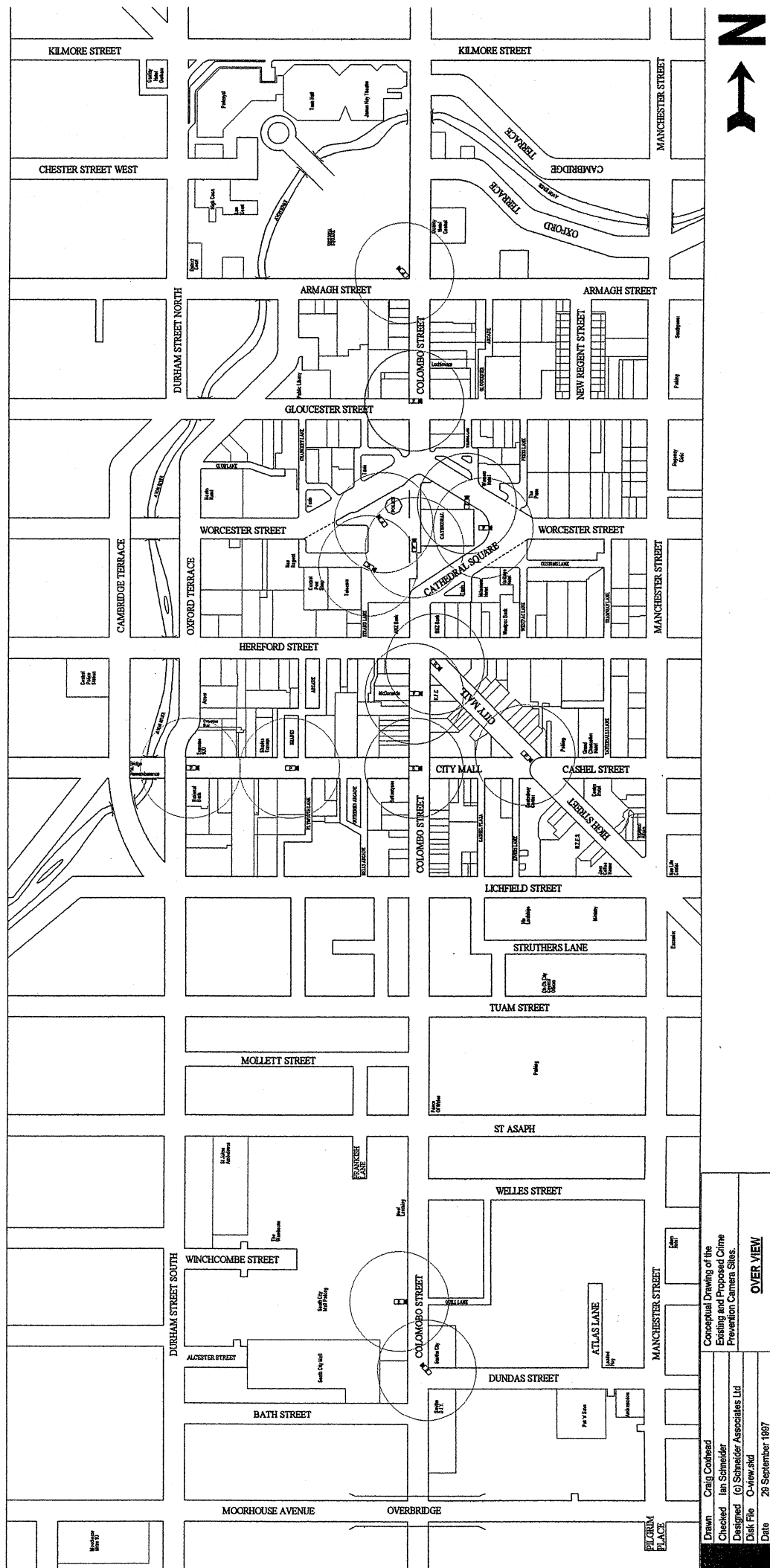
**Appendix: Budget Breakdown for Apollo Marketing Promotion**

Printing of 250,000 pull-apart game tickets	\$23,437.00
'Shop 'til you Drop' Prize	\$15,000.00
Point of Sale posters and entry boxes	\$6,593.00
Advertising (MoreFM 4 weeks)	\$5,000.00
Advertising (Newstalk ZB 2 weeks)	\$2000.00
Advertising (Christchurch Press, 4 x 1/4)	\$5180.00
Apollo Marketing Management Fee	\$4000.00

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**TOTAL** **\$61,210.00**

Retailers contribution through added/value  
offers/discounts on pull apart tickets  
(80 retailers x \$500 discount) \$40,000.00



Conceptual Drawing of the  
Existing and Proposed Crime  
Prevention Camera Sites.

OVER VIEW

Drawn: Craig Coxhead  
Checked: Ian Schneider  
Designed: (c) Schneider Associates Ltd  
Disk File: O-view.sld  
Date: 29 September 1997



**POLICE**  
*Nga Pirihimana O Aotearoa*

**CCTV ANALYSIS FOR THE PERIOD JULY 1996 - AUGUST  
1997**



**POLICE**  
*Nga Pirihimana O Aotearoa*

8 October 1997

Senior Sergeant F Wood  
Beat Section  
CHRISTCHURCH

**RE : CCTV CAMERAS**

I have carried out an analysis, in respect of the above matter, for the period July 1996 to August 1997 (the approximate time the cameras have been in operation).

Using statistics, from March 1994 to June 1996, I obtained a "Trend" (a calculated figure stating the monthly increase or decrease in reported offences based on the "best fit" line through the available data) and used this to predict levels of reported offending for the months July 1996 to August 1997.

At Appendix A I have graphed the predictions against the actual reported offending for Violence, Disorder, Unlawful Taking, Theft X Car and Property Damage. (The graphs relate to the totals of those sectors in which a Camera is sited)

At Appendix B I have graphed the totals for the Camera Sectors as well as the totals for the Control Sectors - I have also inserted a "Trend Line" for both. In all five cases it can be seen that the "trend" is downwards for both the Camera and Control Sectors - the greater downward trend in all cases being evident in the Control Sectors.

At Appendix C I have graphed the totals for the Camera and Control Sectors for the period March 1994 to August 1997 - this is purely to enable you to see how the current level of reported offending compares with the period as a whole.

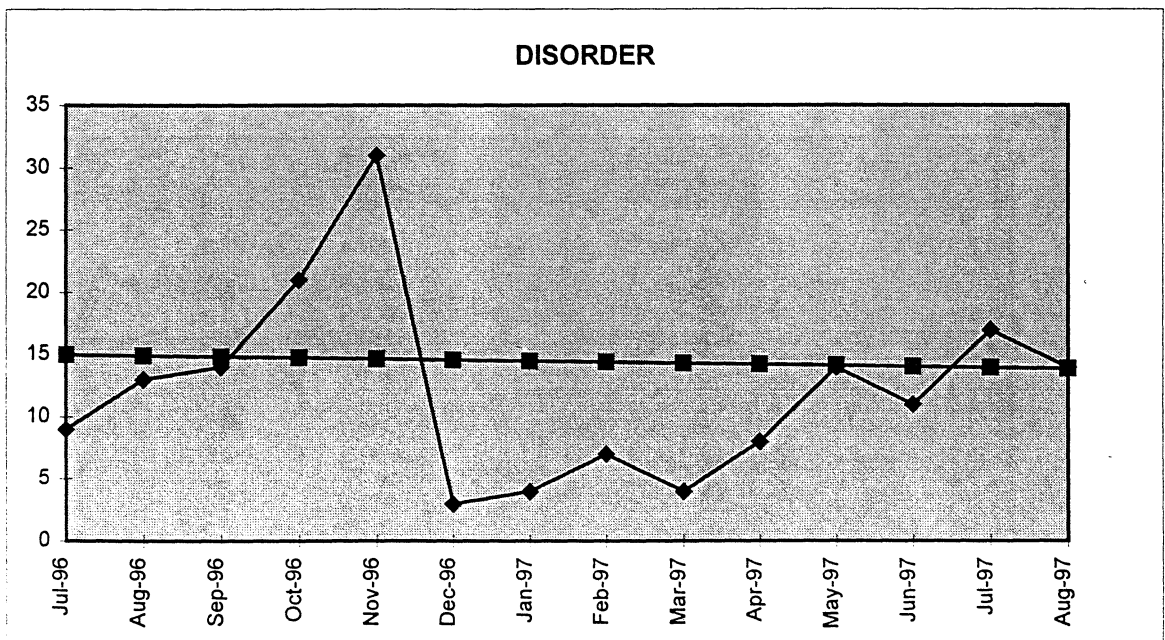
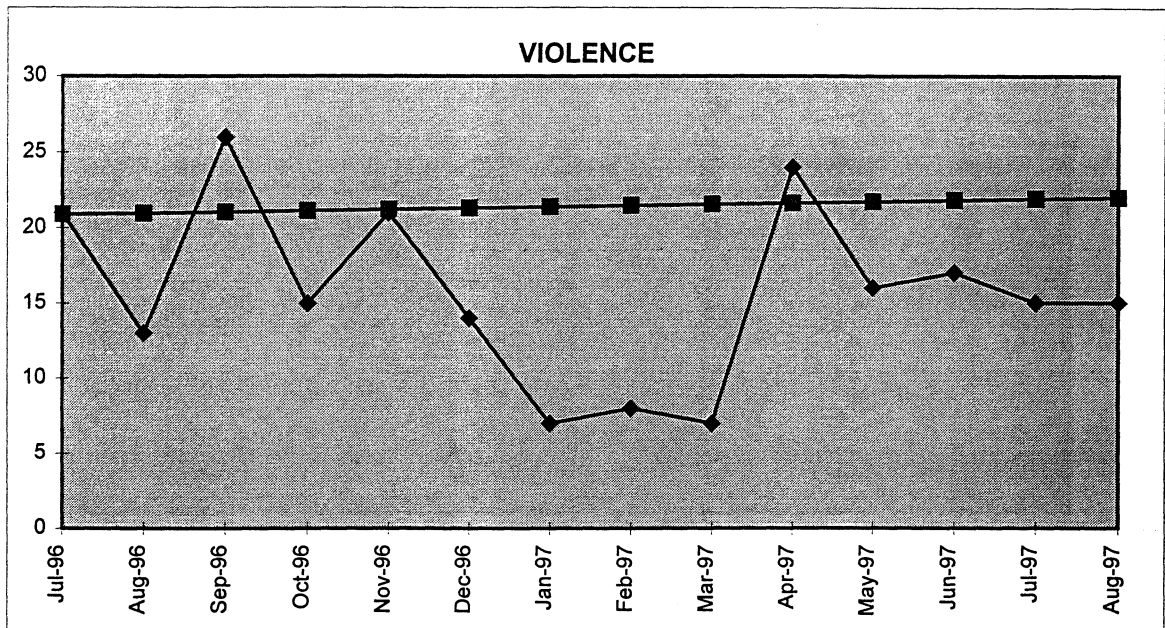
In conclusion it is fair to say that reported offending, in the five offence categories studied, has declined in both the Camera and Control Sectors. There is nothing to suggest that the downward trend, in the Camera Sectors, is not consistent with the downward trend evidenced in the Control Sectors - there is also nothing to suggest the downward trend is as a result of the Cameras. The Sectors in which the Cameras are located are 300m X 300m square and therefore cover an area much larger than each camera monitors - the result being that it is difficult to establish the actual "deterrent" area. The only significance is that reported offending has not risen during this period.

I hope this information is of use to you.

Chris Unsted

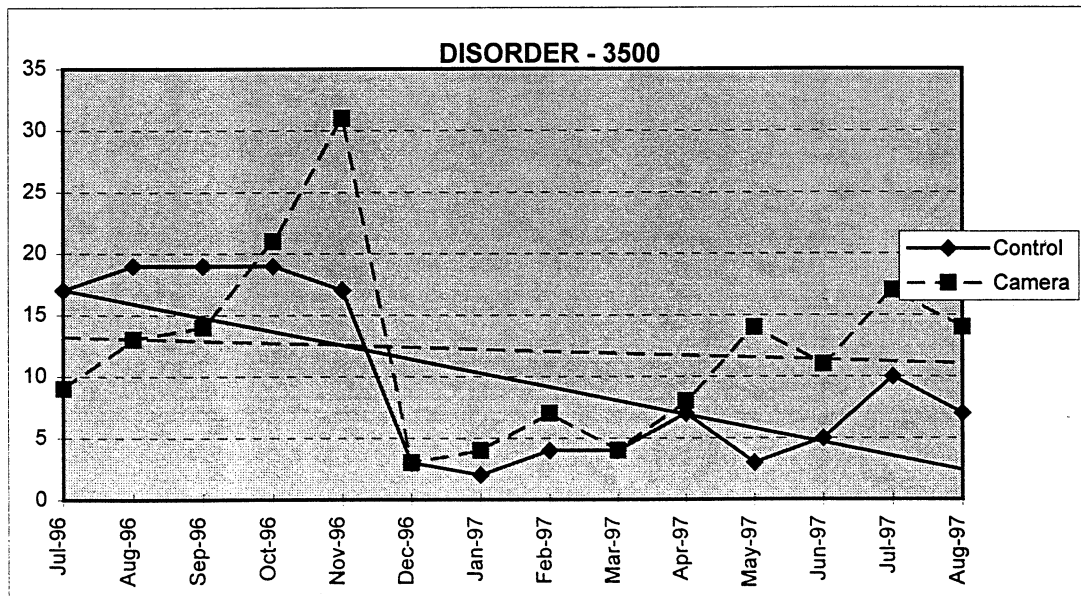
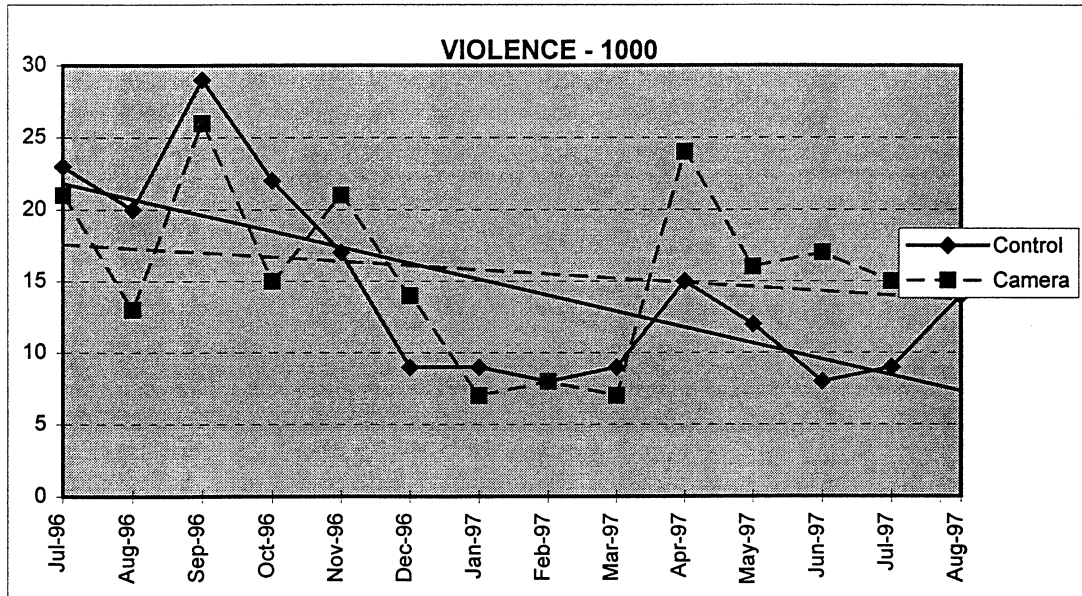
Detective Sergeant : Manager Intel Section  
CHRISTCHURCH

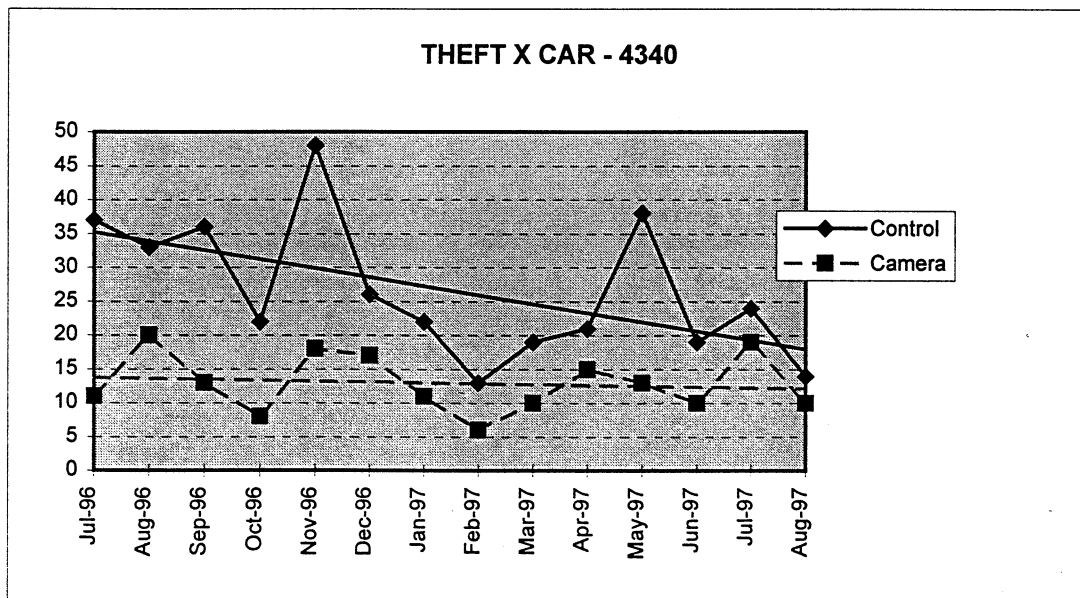
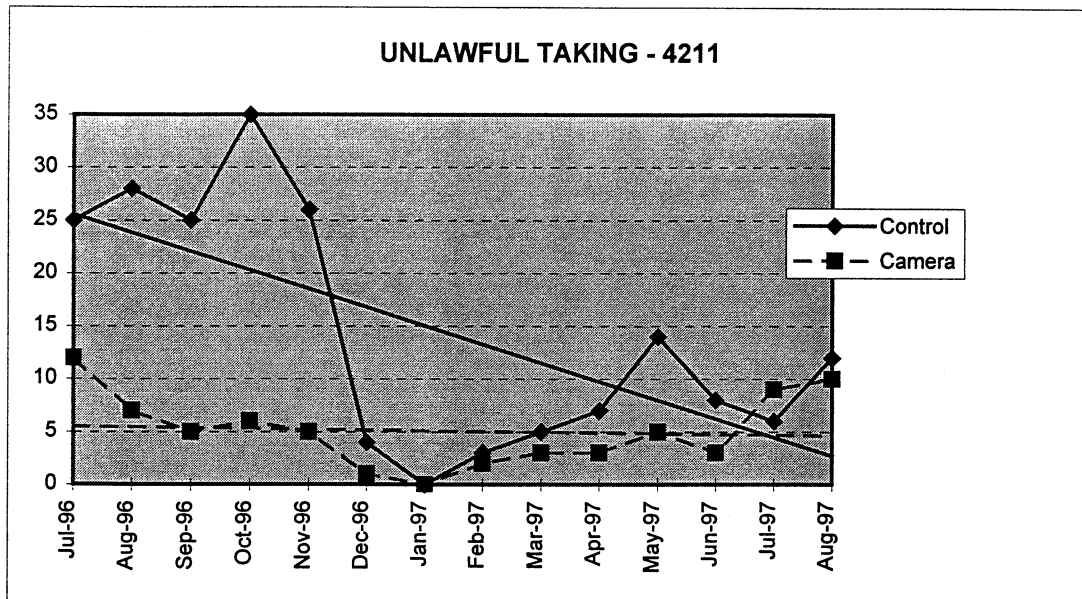
**APPENDIX A : Predictions v Actual reported offending.**

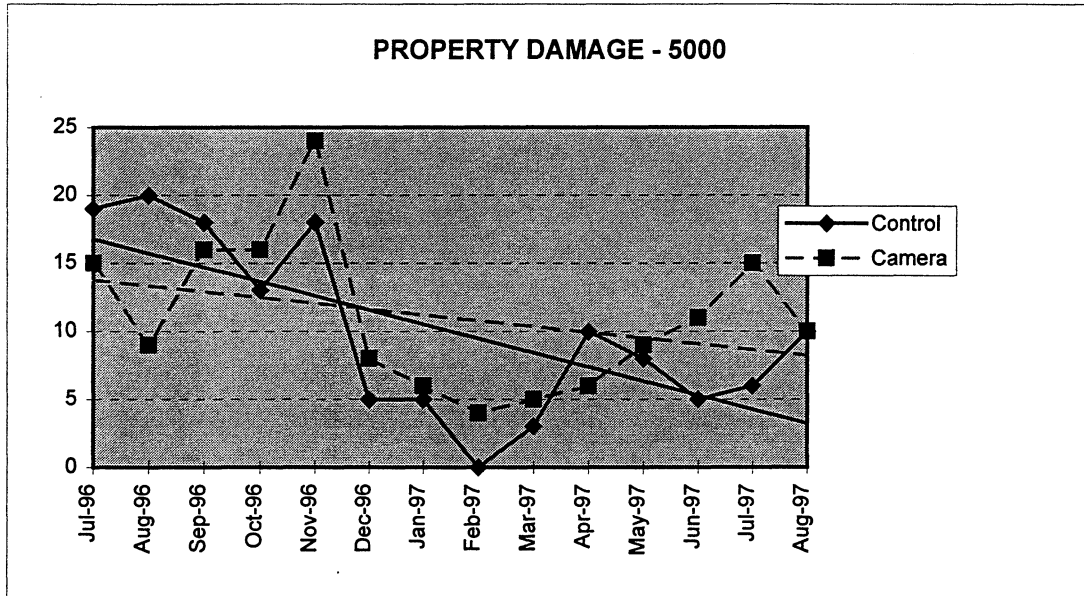


## **APPENDIX B : Camera v Control Sectors.**

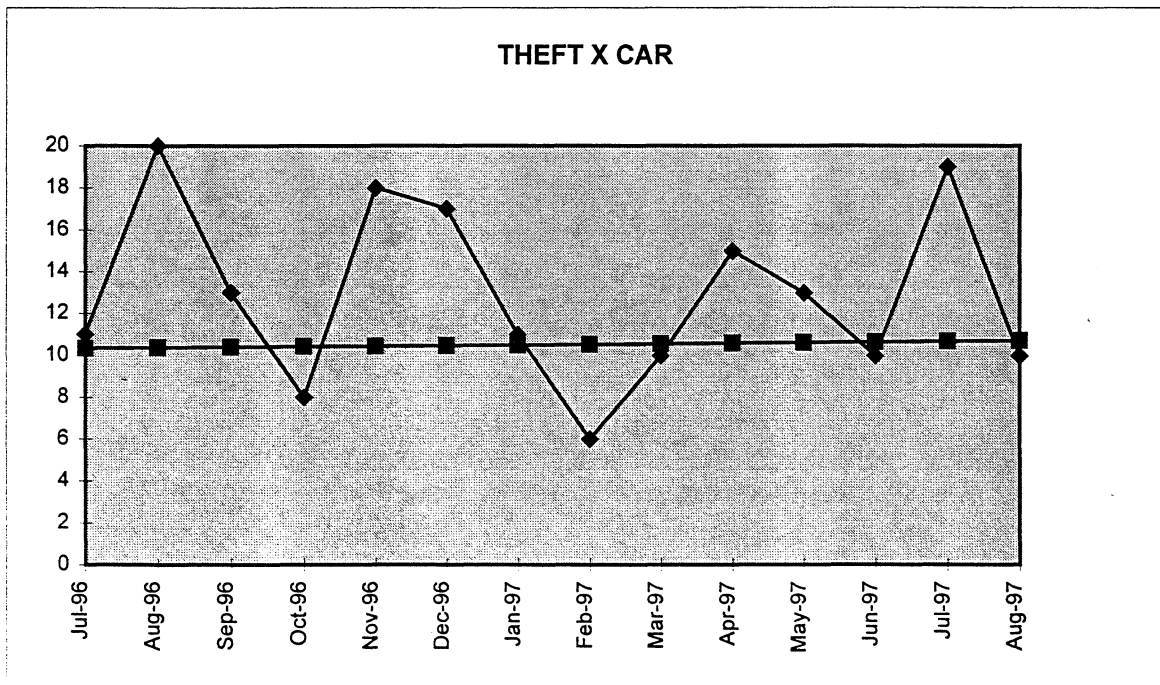
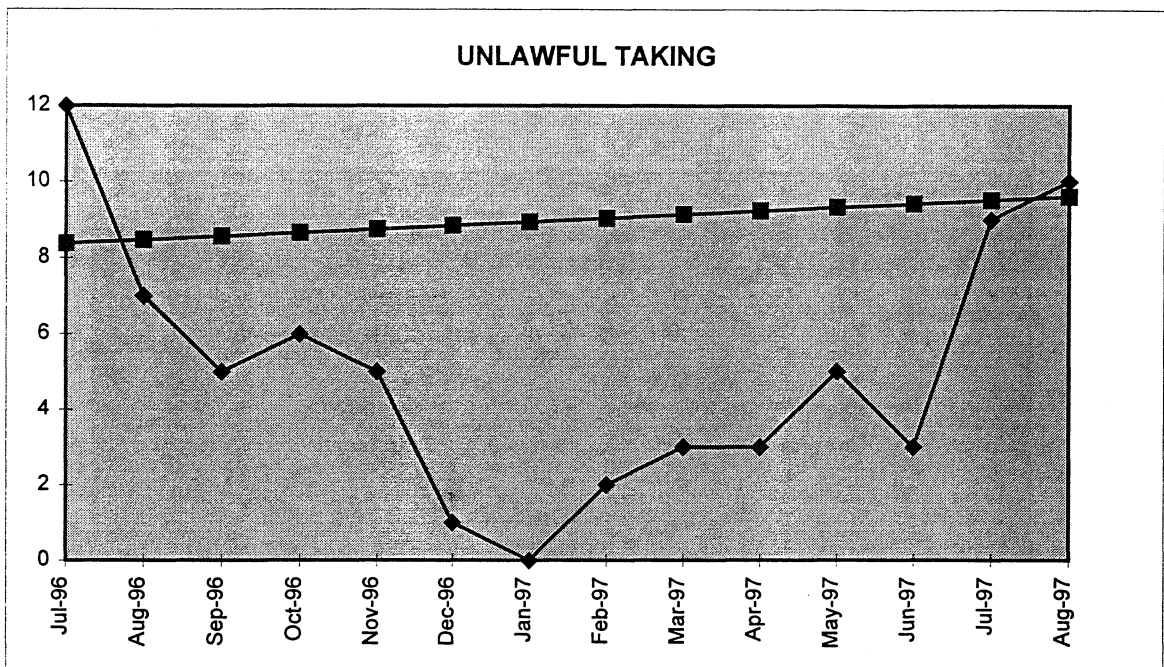
CCTV ANALYSIS FROM 1 JULY 1996 - 31 AUGUST 1997



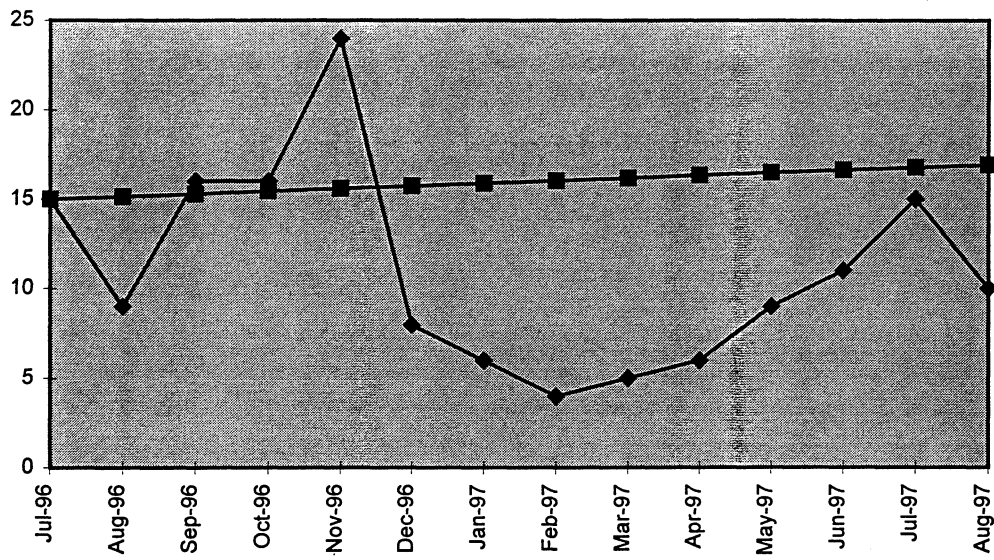




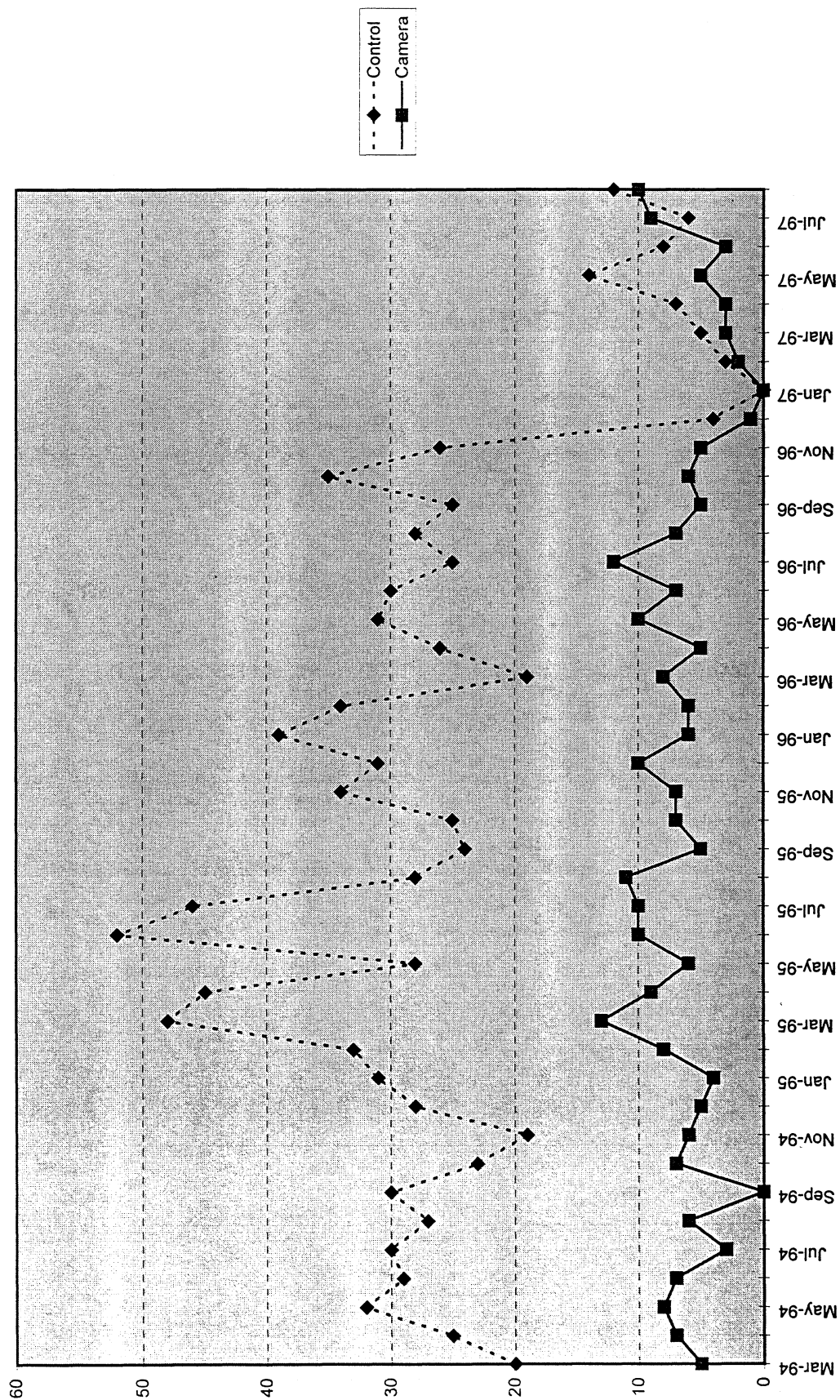
## **APPENDIX C : Total Reported Offending.**



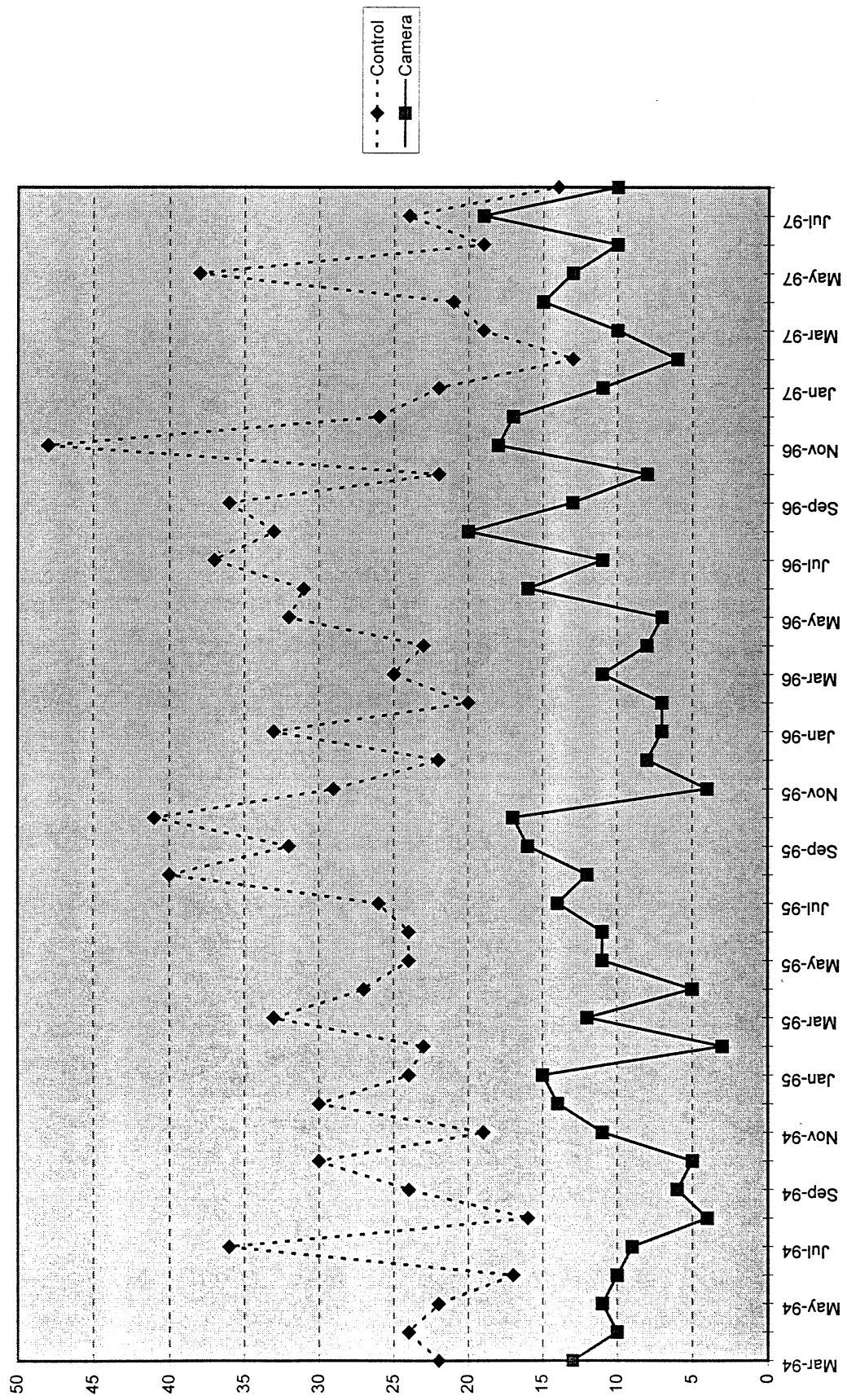
### PROPERTY DAMAGE



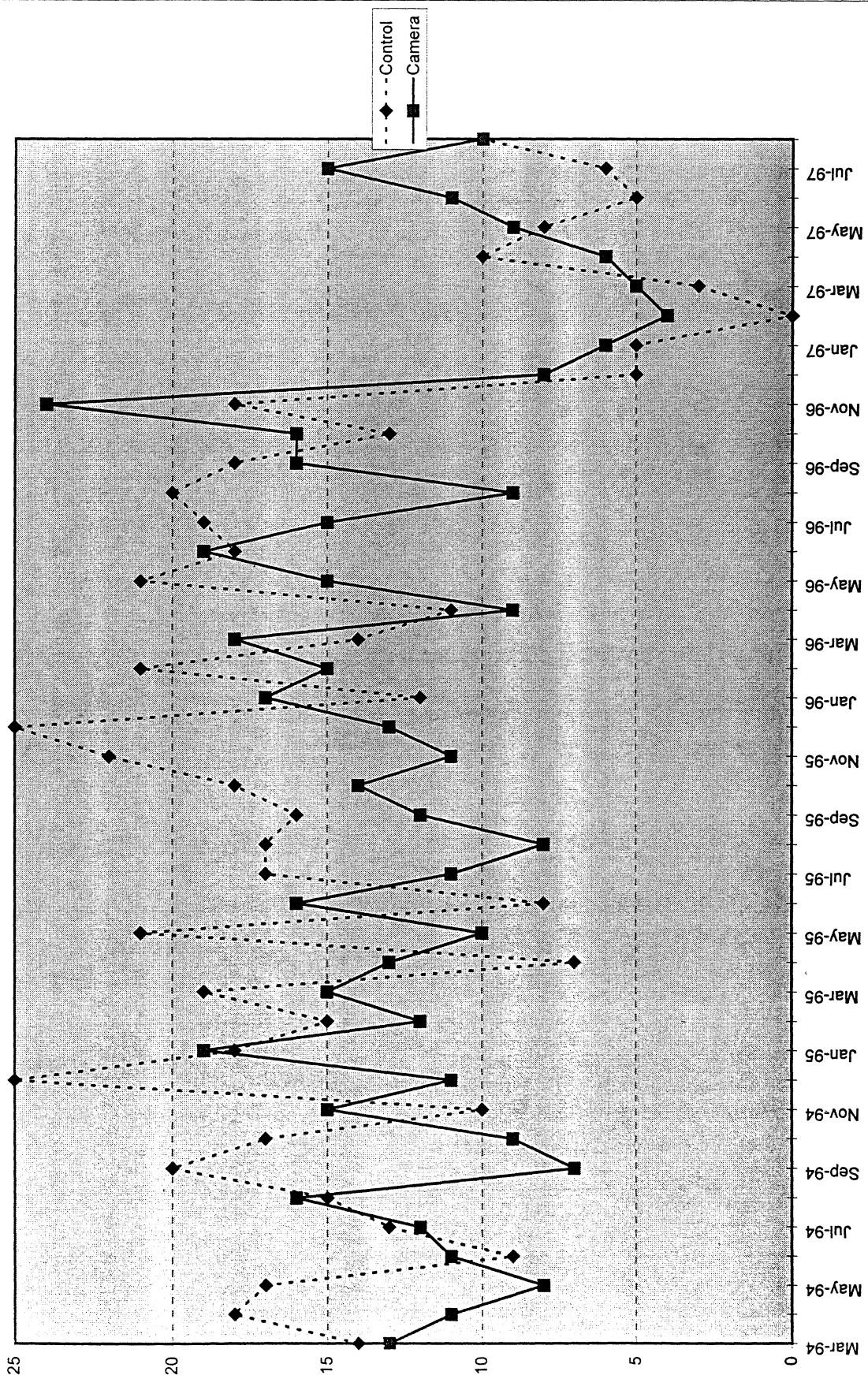
# UNLAWFUL TAKING - 4211



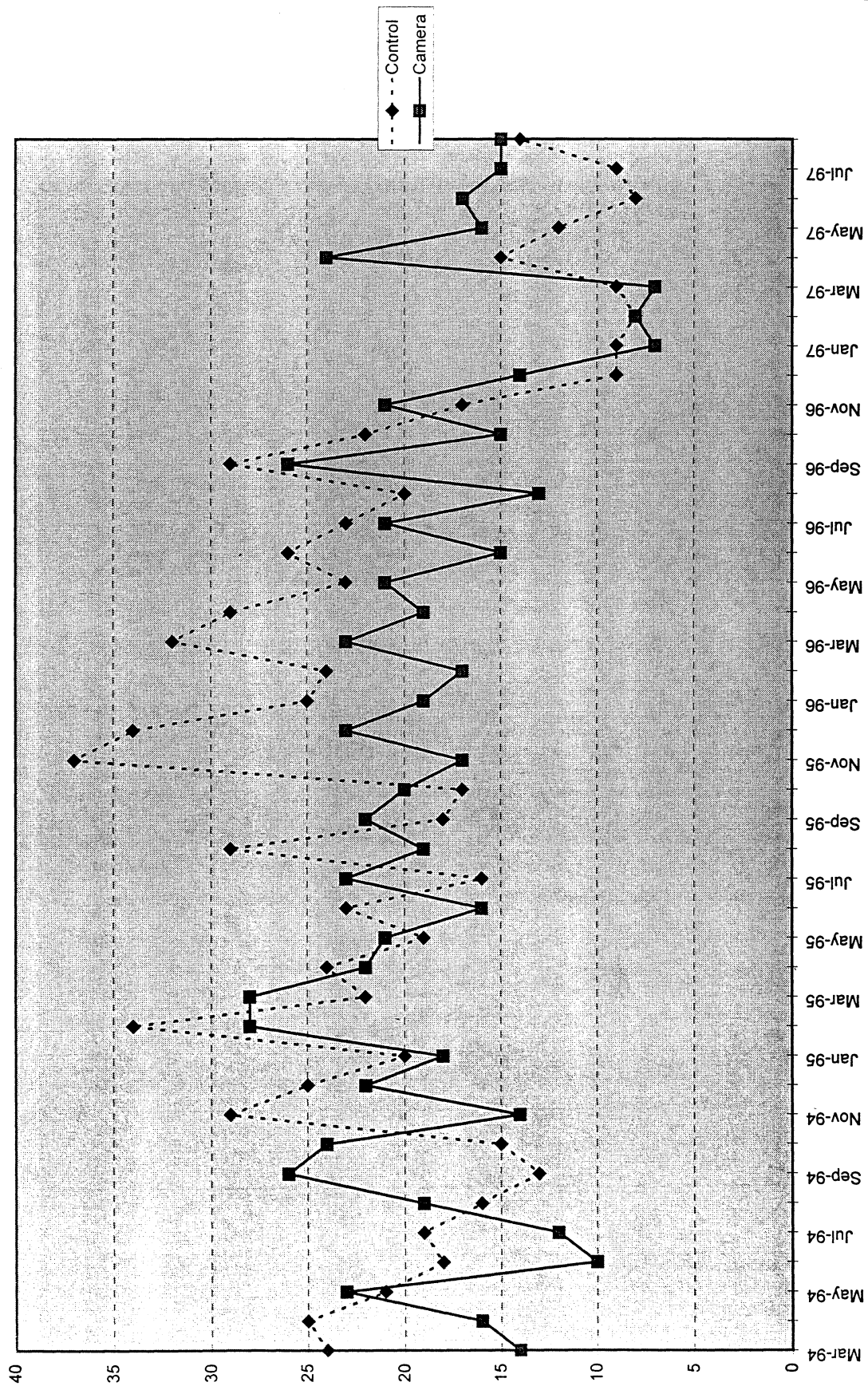
# THEFT X CAR - 4340



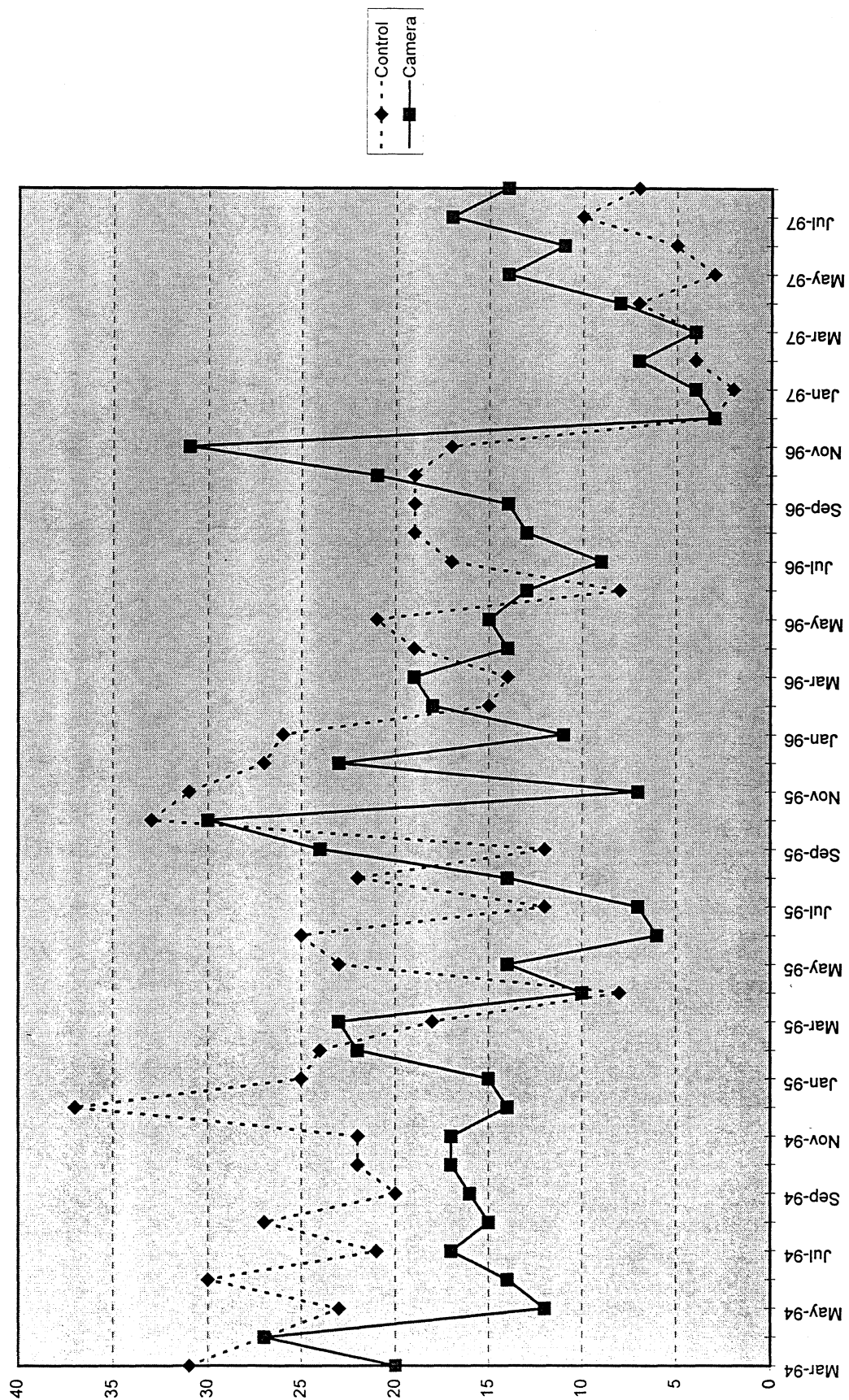
# PROPERTY DAMAGE - 5000



# VIOLENCE - 1000



# DISORDER - 3500



## **A statistical survey of the CCTV experiment in Christchurch**

G C Naylor

1 This Report considers whether the Closed Circuit Television Cameras installed in the Central City Area have affected the level of crimes reported to the Police, and if so in which direction. There are two measures available to us, absolute levels compared with the levels which may be expected from past experience, and the relative levels in the CCTV "cells" compared with a matching set of control cells.

### **Background.**

2 In January 1996 I was retained by Superintendent Dalziel to examine the patterns of selected crimes in Christchurch. Following on from that work I was invited to join the Advisory Committee for the Crime Prevention Camera System, and asked to prepare a statistical base from which to measure results.

3 The Police assign crimes to geographic cells - which measure about 300m by 300m - in the City, based on the report of the Police Officer dealing with each crime. (Although, in the nature of things, very occasionally the allocations are not always precisely attributed to the correct cell - a fight may continue over a cell boundary for example, or a simple human mistake may mean a wrong assignment - I am certain that such errors, if there are any, do not invalidate the conclusions reached.) Four cells were judged to be "covered" by the cameras, even though only parts of these cells could be scanned, which inevitably affects the power of the statistics to reflect criminal activity in the whole of each cell. To quote from the Original Memorandum of Understanding in mid 1996, "It is acknowledged by all parties that the present Police CAD grids are not ideally suited to the individual camera sites and that statistical gathering covers a larger area than that covered by individual cameras. This may impact on the resultant analysis". However in order to increase the sensitivity of any analyses, with advice from the Police, I examined crime rates in a number of other cells, eventually deciding on a more or less matching set of four "control cells" against which to judge results in the cells deemed to be covered by the cameras. The statistics used in this report have been collated and calculated by Detective Sergeant Chris Unstead, whose help I gladly acknowledge. DS Unstead has seen a copy of this report.

4 Figures from November 1993 to January 1996 were used both to compute long term trend lines and, from May 1994, to compare the two groups of cells, in particular the trend of the share of the combined four test cells as a percentage of crimes in all eight cells. Data for five crimes nominated by the Police, namely, Violence, Disorder, Unlawful Taking, Theft ex-Car and

27/02/98

Property Damage were used . For the total of all five crimes, the overall share of the test cells was around 35% - lower than the hoped for 50% due to low figures for Unlawful Taking of Motor Cars and of Theft ex-Cars in the central zones. There was however, a good deal of variation from month to month around the trend lines for the absolute levels of each of the five crimes, and this makes it more difficult to be certain of any deduced outcomes. But the variation about the *trends* was less, especially for all five crimes combined.

5 These long term trends have been used in this report, together with the latest figures which commented on below.

6 Before doing so however, it is necessary to consider possible causes for any observed effects. For example, if the cameras are effective in reducing reported levels of crime in the test cells, can we be sure the crimes have not simply migrated to unobserved areas ? Or if there have been fewer reported crimes in the CCTV cells, is this perhaps merely a reflection of a more widespread movement ? Or if the trend of the share of the five crimes in the CCTV cells as a percentage of all eight cells is upwards, is it that the initial share of 35% simply makes a reduction more difficult to achieve ?

## Results

7 Data for the fourteen months the cameras have been operating, from July 1996 to August 1997, have been analysed, and compared with the long term trend.

8 The *absolute* number of crimes reported in the CCTV cells has been lower than the long term trend, although of course the picture is not without its uncertainties. In the fourteen months surveyed, the number of months in which each type of crime reported to the Police has been below the long term trend has been :

Type of crime	Number of months below long term trend
Violence	10
Disorder	9
Unlawful Taking	12
Theft ex-Car	5
Property Damage	10

Of course such a simple counting of the number of months below trend hides any measure of the size of such shortfalls. In fact crimes of Violence have dropped by a quarter from the pre-camera level of around 20 per month to around 15 per month; crimes of Disorder have also been lower than the trend but only marginally so (and with a worrying recent upturn); Unlawful Taking of cars fell sharply for the seven months to January 1997 but has since turned equally sharply upwards; Thefts ex-Cars has been slightly above the trend while Damage to Property has been well below trend.

9 As stated in paragraph 1, we can also express the level of crime in the test cells as a *proportion* of the crimes in all eight cells to assess the effect of the cameras. For each of the five crimes measured, there has been an increase in the share of the CCTV cells. This could however reflect their lower shares originally. For example unlawful taking of cars has remained at the low level of about five per month in the test cells while in the control group the number has fallen from around 25 per month for the second half of 1996 to about 10 per month for the six months to August 1997. Clearly the numbers in the test cells simply could not fall as sharply meaning their share *has* to rise. For each of the five designated crimes the share of the four CCTV cells combined has been compared to their trends since May 1994.

Type of crime	Long term trend of share	Trend of share since introduction of CCTV areas
Violence	Steady at 45%	Rising about 1% a month
Disorder	Steady at 40%	Rising about 1% a month
Unlawful Takings	Slightly upwards towards 18%	Rising about 1% a month
Theft ex-Car	Steady about 25%	Rising by less than 1% a month
Property Damage	Steady about 42%	Rising about 1% a month

### Conclusion

10 From the bare statistical evidence I am confident that absolute levels of reported crime in the areas covered by the CCTV cameras has reduced, although there is a fairly similar reduction in the adjacent "control" areas. Thus it is possible that the influence of the cameras extends at least a little beyond the immediate areas they cover. Evidence from other sources supporting this view will obviously increase my confidence in this conclusion. For the reasons in paragraph 6, it is difficult to be certain that the cameras have *caused* these changes, but it seems likely.

## MEMORANDUM OF UNDERSTANDING

Between        -        The Christchurch City Council  
                     -        New Zealand Police (Christchurch)

### STATEMENT OF PURPOSE

The Christchurch Police and the Christchurch City Council are installing closed circuit crime prevention cameras in the central city area. The objective is to ensure that members of the community will know that the central city is a safe place to be. The main focus will be on disorder, violence and wilful damage.

### ACCOUNTABILITY

The Christchurch City Council will be responsible for the capital outlay, installation and maintenance of the cameras, in the central city area. They will also be responsible for line costs from the cameras to the Christchurch Central Police building in Hereford Street.

The Police will be responsible for the capital outlay, installation and maintenance of monitors and lines in the Christchurch Police Station. They will accept responsibility for the training of Police and volunteer staff and the overall operation of the cameras taking into account advice received from the Advisory Committee. All items purchased by the Council and Police will remain the property of, and responsibility of, the respective organisations.

### INSPECTION BY INTERESTED PARTIES

The Police will facilitate visits by interested parties to the monitoring area within the Christchurch Police Station. Visits can be arranged at a mutually convenient time through the officer in charge of either the Beat Section or the O/C Reception. Groups especially concerned with personal privacy and civil liberties issues are welcome. A record of such visits will be kept.

It must however be accepted that viewing of the monitoring area will only be of a general nature and that in order to protect issues of privacy/subjudicae the capture of identified persons on film should not be seen by those visiting the Police Station.

## PUBLICITY

The Council and the Police will jointly publicise the development and ongoing progress of the project.

Police and Council will jointly provide annual reports concerning the operation of the cameras.

## SIGNS

The Council will place and maintain public signs in the vicinity of the cameras, publicising their existence. Those signs will be approximately 750mm square. Public notices in local newspapers will also inform members of the public of the operation and location of crime prevention cameras.

## ADVISORY COMMITTEE

The Christchurch City Council and Police have jointly set up a committee to overview and support the operation of the crime prevention cameras. This committee should meet bimonthly. The chairperson is elected by the committee.

The committee should include a representative of the Council, Police, an appropriate technical expert, a lawyer, a statistician, a member of civil liberties, and a reputable resident of Christchurch.

The committee will give advice to the Council and Police concerning the operation of the cameras, on future developments and code of practice requirements.

## CODE OF PRACTICE

### 1 Volunteer Staff

Volunteers are selected on their competency to monitor events and operate the equipment. They must be persons of honesty and integrity and able to ensure confidentiality of the information they may observe or learn about. They must be compatible with other staff and able to communicate well with Police working in the Control Room.

Their selection will be by way of application to the officer in charge of the Beat Section.

Volunteer staff will be required to sign a statement of confidentiality and provide character references.

## 2 Training

The dispatchers in the Police Communication Centre Room will receive training on the operation and Code of Practice to be applied to the operation of the cameras.

Civilian volunteers will be similarly trained by the Police. A position description is attached as Appendix A.

Breaches of the Code of Practice will be considered a disciplinary matter within the Police and will be dealt with accordingly. Breaches of the Code of Practice by civilian volunteers could result in their removal from office.

## 3 Records

A log book will be kept by volunteers monitoring the cameras. The dates and hours of duty worked by volunteers will be recorded in that book. Likewise the times, dates and types of incidences observed on camera (including the camera number) and resulting Police action will be recorded.

## 4 Security and Retention of Tapes

All monitor tapes will be stored for one month.

The Crime Prevention Camera Monitoring Room on Level 3 will incorporate a dual tape recording system. The master tape which is operating on a traditional VCR may be produced and played in Court. the "Search" tape operating in a DAT recording system may be used for:

- A Playback to suspect.
- B Playback to Defence Counsel
- C Evidence preparation.
- D Recording of copy tape.
- E Recording of edited copy tape.
- F Photograph production.
- G Training purposes.

Both the VCR (exhibit) and the DAT (search) tapes will be changed daily, Monday to Friday, at 0900 hours, by the Exhibits Officer, but

during the weekends and on public holidays the tapes will be changed by selected Beat staff or the Communications Room Senior Sergeant.

Each VCR(exhibit) tape shall be sealed with the label provided and when changed by persons other than the Exhibits Officer, shall be immediately placed in the provided "drop box".

DAT (search) tapes shall be placed in the secure cabinet in the Monitor Room and may be accessed only by selected Beat and Intell staff for the purpose of playback in accordance with A-G above. All transactions must be entered in the DAT (search) log book.

### Copy Tapes

A copy will normally be made when:-

- A. A tape is forwarded out of district for further inquiry.
- B. There is a request from Defence Counsel or suspects.
- C. One is required by the Crown Solicitor and/or the Judiciary.

### Lost or Misplaced

If a working tape is either lost or misplaced and is required for one of the above purposes (A-G), a copy may be produced from the master tape. In such circumstances, the master tape must be copied with authority of and in the presence of a Commissioned Officer, who will endorse an appropriate certificate. The master tape must be returned promptly to the Exhibit Room.

## 5 Control and Operation of Cameras

Operators of camera equipment must act with the utmost propriety.

Fixed cameras should be focused on known trouble spots.

The tracking or zooming in with variable cameras on any member of the public must not be done in a gratuitous or unreasonable manner.

All operators are to be aware, as a matter of course, that their camera operation shall be subject to audit and that they may be called upon to justify their interest in a member of the public.

Only Police and volunteers that are so tasked shall have access to monitor operation controls.

Operators shall not allow cameras to view into private residence with the following exceptions :

- \* private residences may come into view as part of a wide angle or long shot or as a camera is panning past them; and
- \* a camera operator may allow a private residence to remain in view at a level that allows the identification of persons or actions only when that operator has significant justification for doing so (eg reasonable suspicion that a serious offence is taking place).

## 6 Use of information collected

Information collected by the camera :

- a will be used for the deterrence, or immediate detection, of criminal offences which occur in the particular area in view of the cameras;
- b may be used, with the prior approval of the O/C Beat or of a member of police of the rank of senior sergeant or above, for the following related purposes :
  - inquiries relating to the investigation and prosecution of other criminal offences;
  - training of police and volunteers; and
  - research eg, the nature of street offences, foot or vehicular traffic systems, or evaluation of the operation of particular camera systems;

## 7 Access to information by individual concerned

An individual who is the subject of filming by a video has a right to access and view the tape where that information is readily retrievable (as it would be in the case of an identified offender).

Access can only be refused on one of the grounds set out in Part IV of the Privacy Act. Suspects should be told of the right of access to the video at the first point of any interview.

## METHODOLOGY OF EVALUATION

1. The cameras initially will measure crime statistics collected on the Police Computer Assisted Dispatch (CAD) grids, references :

C18, C22 and C23.

Areas suitable for comparison will be references :

C35, C30, C11, CPH.

2. The initial measurement period will be from 1 July 1996 to 30 June 1997.
3. It is acknowledged by all parties that the present Police CAD grids are not ideally suited to the individual camera sites and that statistical gathering covers a larger area than that covered by the individual cameras. This may impact on the resultant analysis.
4. It is also acknowledged that with the development of new police computer projects the Integrated Crime & Information System (INCIS), and the Communication and Resource Deployment System (CARD) may impact on the statistical analysis.
5. To aid the analysis of the effectiveness or otherwise of the cameras, a list of each incident observed and actioned by each camera will be gathered monthly from the CAD system. This should provide a comprehensive list of 'catches' by the camera.
6. The committee having oversight of the project will remain vigilant as to public opinion.

## MONITORING : GENERAL

A continuous monitoring point is set up in a designated room on Level 3 of the Christchurch Central Police Station.

This monitor point will be manned by specially selected and trained civilian volunteers on a 12 month trial basis. In operational matters the volunteers come under the control of the Communication Room Senior Sergeant. For administrative purposes they will be responsible to the Senior Sergeant in Charge of the Beat Section, who will arrange suitable rosters, duties, staff and training.

Cameras will also be monitored from the Communications Room, Level 3 of the Christchurch Central Police Station.

It is recognised that the ability to monitor the crime prevention cameras at this point will depend very much on work activity in the primary area of dispatching. This means that when the dispatcher is otherwise occupied the volunteer could bring to his/her attention specific behaviour requiring Police attention. That person in conjunction with the No 1 city dispatcher will ensure that matters requiring attention are addressed as and when they occur. It must however be recognised that it may not be possible for Police to attend each and every specific incident identified on the cameras. This will very much depend on policing priorities existing at the time. Nor may it be possible to investigate each and every offence identified on the cameras.

## CAMERAS

Seven sites have initially been chosen for the placement of cameras in fixed positions. They are :

- 1 Gloucester/Colombo Street - North West
- 2 Cenotaph/Visitors Centre, Cathedral Square
- 3 Hereford/Colombo Street - South East
- 4 McDonalds/Colombo Street
- 5 City Mall (Cashed Street)/Colombo Street - South West
- 6 & 7 South City, Colombo Street

Cameras are capable of zoom, tilt, pan and are in full colour.

There is no provision for sound.

Signed on behalf of the  
Christchurch City Council by :

Signed on behalf of the  
Christchurch Police by :



**POLICE**  
*Nga Pirihimana O Aotearoa*

AS4045

24 November 1997

## **CHRISTCHURCH DISTRICT POLICE POLICY : CRIME PREVENTION CAMERAS**

### **1 INTRODUCTION**

The Christchurch City Council supported by the Christchurch Police and other interested groups are installing closed circuit television "crime prevention" cameras in the central city area which will be monitored from the Christchurch Central Police Station.

The operation of the cameras will comply with the national guidelines as set out in "Policy Pointers", Ten-One Police Magazine, 2 May 1995 (1995/9).

### **2 OBJECTIVE**

The objective of the camera installation is to ensure members of the community feel safe and secure when visiting the central city area of Christchurch. Aligned with this stated objective is the aim of effecting a reduction in the incidence of criminal offending through the monitoring of selected areas.

### **3 ACCOUNTABILITY**

The Christchurch City Council will be responsible for the capital outlay, installation and maintenance of the cameras, initially at five locations in the central city area. They will also be responsible for line costs from the cameras to the Christchurch Central Police building in Hereford Street.

Safer Communities Together

**NEW ZEALAND POLICE DISTRICT HEADQUARTERS**

Cnr Hereford St/Cambridge Tce, Christchurch, P.O. Box 2109.

Telephone: (03) 379-3999. Fax: (03) 363-7848, After Hours Fax: (03) 379 4208.

## 6.2 **Training**

The dispatchers in the Police Southern Communication Centre will receive training on the operation and Code of Practice to be applied to the operation of the cameras.

Civilian volunteers will be similarly trained by the Police. A position description is attached as Appendix A.

Breaches of the Code of Practice will be considered a disciplinary matter within the Police and will be dealt with accordingly. Breaches of the Code of Practice by civilian volunteers could result in their removal from office.

## 6.3 **Records**

A log book will be kept by volunteers monitoring the cameras. The dates and hours of duty worked by volunteers will be recorded in that book. Likewise, record sheets will be filled out and retained of the times, dates and types of incidences observed on camera (including the camera number) and the resulting Police action.

## 6.4 **Security and Retention of Tapes**

All monitor tapes will be stored for one month.

The Crime Prevention Camera Monitoring Room on Level 3 will incorporate a dual tape recording system. The master tape which is operating on a traditional VCR may be produced and played in Court. The "search" tape operating in a DAT recording system may be used for:-

- A. Playback to suspect
- B. Playback to Defence Counsel
- C. Evidence preparation
- D. Recording of copy tape
- E. Recording of edited copy tape
- F. Photograph production
- G. Training purposes

Both the VCR (exhibit) and the DAT (search) tapes will be changed daily, Monday to Friday, at 0900 hours, by the Exhibits Officer, but during the weekends and on public holidays the tapes will be changed by selected Beat staff or the Communications Room Senior Sergeant.

Each VCR (exhibit) tape shall be sealed with the label provided and when changed by persons other than the Exhibits Officer, shall be immediately placed in the provided "drop box".

DAT (search) tapes shall be placed in the secure cabinet in the Monitor Room and may be accessed only by selected Beat and Intell staff for the purpose of playback in accordance with A-G above. All transactions must be entered in the DAT (search) log book.

### **Copy Tapes**

A copy will normally be made when:-

- A. A tape is forwarded out of district for further inquiry.
- B. There is a request from Defence Counsel suspects.
- C. One is required by the Crown Solicitor and/or the Judiciary.

### **Lost or Misplaced**

If a DAT (search) tape is either lost or misplaced and is required for one of the above purposes (A-G), a copy may be produced from the VCR (exhibit) tape. In such circumstances, the exhibit tape must be copied with authority of and in the presence of a Commissioned Officer, who will endorse an appropriate certificate. The exhibit tape must be returned promptly to the Exhibit Room.

## **6.5 Control and operation of cameras**

Operators of camera equipment must act with the utmost propriety.

Fixed cameras should be focused on known trouble spots.

The tracking or zooming in with variable cameras on any member of the public must not be done in a gratuitous or unreasonable manner.

All operators are to be aware, as a matter of course, that their camera operation shall be subject to audit and that they may be called upon to justify their interest in a member of the public.

Only Police and volunteers that are so tasked shall have access to monitor operation controls.

The Police will be responsible for the capital outlay, installation and maintenance of monitors and lines in the Christchurch Police Station. They will be responsible for the training of Police and volunteer staff and the overall operation of the cameras taking into account advice received from the Advisory Committee. The Police and the City Council will have joint responsibility for publishing annual reports outlining the effectiveness of the project.

#### **4     APPLICATION OF POLICY**

This policy and protocol applies only to closed circuit television cameras installed on a long-term basis in public places for a general crime prevention purpose.

#### **5     CONSULTATION**

There has been consultation with the community and interested parties through the widespread publicity in local papers. This will be continued.

#### **6     CODE OF PRACTICE**

##### **6.1   Volunteer Staff**

Volunteers will be selected on their competency to monitor events and operate the equipment. They must be persons of honesty and integrity and able to ensure confidentiality of the information they may observe or learn about. They must be compatible with other staff and able to communicate well with Police working in the Control Room.

Their selection will be by way of application to the officer in charge of the Beat Section.

Volunteer staff will be required to sign a statement of confidentiality and provide character references.

Operators shall not allow cameras to view into private residences with the following exceptions :

- \* private residences may come into view as part of a wide angle or long shot or as a camera is panning past them; and
- \* a camera operator may allow a private residence to remain in view at a level that allows the identification of persons or actions only when that operator has significant justification for doing so (eg reasonable suspicion that a serious offence is taking place).

#### 6.6 **Use of information collected**

Information collected by the camera :

- a will be used for the deterrence, or immediate detection, of criminal offences which occur in the particular area in view of the cameras;
- b may be used, with the prior approval of the O/C Beat or of a member of Police of the rank of Senior Sergeant or above, for the following related purposes :
  - inquiries relating to the investigation and prosecution of other criminal offences;
  - training of Police and volunteers; and
  - research eg, the nature of street offences, foot or vehicular traffic systems, or evaluation of the operation of particular camera systems;

#### 6.7 **Access to information by individual concerned**

An individual who is the subject of filming by a video has a right to access and view the tape where that information is readily retrievable (as it would be in the case of an identified offender).

Access can only be refused on one of the grounds set out in Part IV of the Privacy Act. Suspects should be told of the right of access to the video at the first point of any interview.

## **7      CAMERA LOCATION**

- 7.1    The sites for camera installation have been carefully chosen in consultation with the Christchurch City Council and other interested parties. It is accepted that the present chosen sites will change with time and development of the city.

### **Camera Sites**

- a      Gloucester/Colombo Street - North West
- b      Cenotaph/Visitors Centre, Cathedral Square
- c      Hereford/Colombo Street - South East
- d      McDonalds/Colombo Street
- e      City Mall (Cashel Street)/Colombo Street - South West
- f      South City - Colombo Street West
- g      South City - Colombo Street East

Cameras will be capable of zoom, tilt, pan and be in colour.  
There is no provision for sound.

## **8      OPERATION TIMES**

Cameras will be "live" on a 24-hour basis. When not being physically monitored they will be automatically recording to tape.

Initially, cameras will be physically monitored from 1900 hours to 0100 hours on Thursday, Friday and Saturday nights.

Communications Room staff on Level 3 also have an ability to monitor specific cameras and may do so when the opportunity arises or when they need to look at a particular area.

## **9     MONITORING : GENERAL**

A 24-hour monitoring room is set up on Level 3 of the Christchurch Central Police Station.

This monitor room will be manned by specially selected and trained civilian volunteers on a 12 month trial basis. For operational matters the volunteers will be responsible to the Control Senior Sergeant. For administrative purposes they will be responsible to the Senior Sergeant in Charge of the Beat Section, who will arrange suitable rosters, duties, staff and training.

Another monitoring point will be in the Southern Communication Centre of the Christchurch Central Police Station, Level 3.

It is recognised that the ability to monitor the crime prevention cameras at this point will depend very much on work activity in the primary area of dispatching. This means that when the dispatcher is otherwise occupied the volunteer could bring to his/her attention specific behaviour requiring Police attention. That person in conjunction with the No 1 city dispatcher will ensure that matters requiring attention are addressed as and when they occur. It must however be recognised that it may not be possible for Police to attend each and every specific incident identified on the cameras. This will very much depend on policing priorities existing at the time. Nor may it be possible to investigate each and every offence identified on the cameras.

## **10    ADMINISTRATION OF SYSTEM**

The Inspector (referred to as the "Controlling Officer") holding the Crime Prevention Camera portfolio will be responsible for the overview of:

- \*        Installation and maintenance of equipment at Central Police Station.
- \*        Security of the installation and tapes.
- \*        In liaison with the 2I/C, conduct a general ongoing review of, and when required, provide specific reports on the need or justification for continued operation of the cameras.

The Senior Sergeant in Charge of Beat Section is appointed as 2I/C and shall be responsible for:

- \* Recording and reporting on relevant statistics, other data and significant incidents.
- \* Liaison with local authority, the Advisory Committee and other interested parties.
- \* Overview of the installation and maintenance of equipment and signs on the street.
- \* Assisting in the preparation of the Annual Report.
- \* In consultation with the Council, publishing required public notices.
- \* In liaison with the Controlling Officer, conduct a general ongoing review of, and when required, provide specific reports on the need or justification for continued operation of the cameras.

## **11 PUBLICITY**

The Council and the Police will jointly publicise the development and ongoing progress of the Crime Prevention Cameras.

Police and Council will provide an annual report concerning the operation of the cameras.

## **12 SIGNS**

The Council will place and maintain public signs in the proximity of the cameras, publicising their existence. Those signs will be 750mm square. Public notices in local newspapers will also inform members of the public of the operation and location of crime prevention cameras.

## **13 AUDITING**

The Controlling Officer is hereby appointed as the Internal Review Officer to audit the use and security of the cameras, monitors and tapes.

#### **14     INSPECTION BY INTERESTED PARTIES**

The Police will facilitate visits by interested parties to the monitoring area within the Christchurch Police Station. Visits can be arranged at a mutually convenient time through the Officer in Charge of either the Beat Section or the Control Room. Groups especially concerned with personal privacy and civil liberties issues are welcome.

It must however be accepted that viewing of the monitoring area will only be of a general nature and that in order to protect issues of privacy/sub judicae the capture of identified persons on film, should not be seen by those visiting the Police Station.

#### **15     ADVISORY COMMITTEE**

The Christchurch City Council and Police have jointly set up a committee to overview and support the operation of the crime prevention cameras. The committee will meet bi-monthly or as required. The chairperson will be elected by the committee.

The committee should include a representative of the Council, Police, an appropriate technical expert, a lawyer, a statistician, a member of civil liberties, and a reputable resident of Christchurch.

The committee will give advice to the Council and Police concerning the operation of the cameras, on future developments and code of practice requirements.

All items purchased by the Council and Police will remain the property of, and the responsibility of, the respective organisation.

Graham Clewer  
Acting District Commander

## **JOB DESCRIPTION**

### **POSITION : CRIME PREVENTION CAMERA - VOLUNTEER MONITORS**

#### **Requirements :**

1. To work on Level 3 of the Christchurch Central Police Station in the Monitoring Room as rostered.
2. To observe and monitor the Crime Prevention closed circuit television cameras positioned in the central city area of Christchurch.
3. To record in writing in the Occurrence Book any incident that occurs, the time, date and place, the nature of the incident and the resulting Police action. The Occurrence Book is to be signed by the volunteer in the place provided.
4. To immediately notify Police Control of any suspicious behaviour, breach of the peace or offence happening within the scope of the camera and fill in the Record Sheet provided.
5. All information observed or obtained by the volunteer as a result of working on the camera surveillance must remain confidential and shall not be discussed with people outside the Police.
6. Volunteers will be rostered to work no more than four hours on any one day and preferably only once in any two week period.
7. The volunteer shall be capable of accurately and legibly recording information and be able to master the camera zoom, pan and tilt controls.
8. Meet a required level of competency in the operation of the equipment.

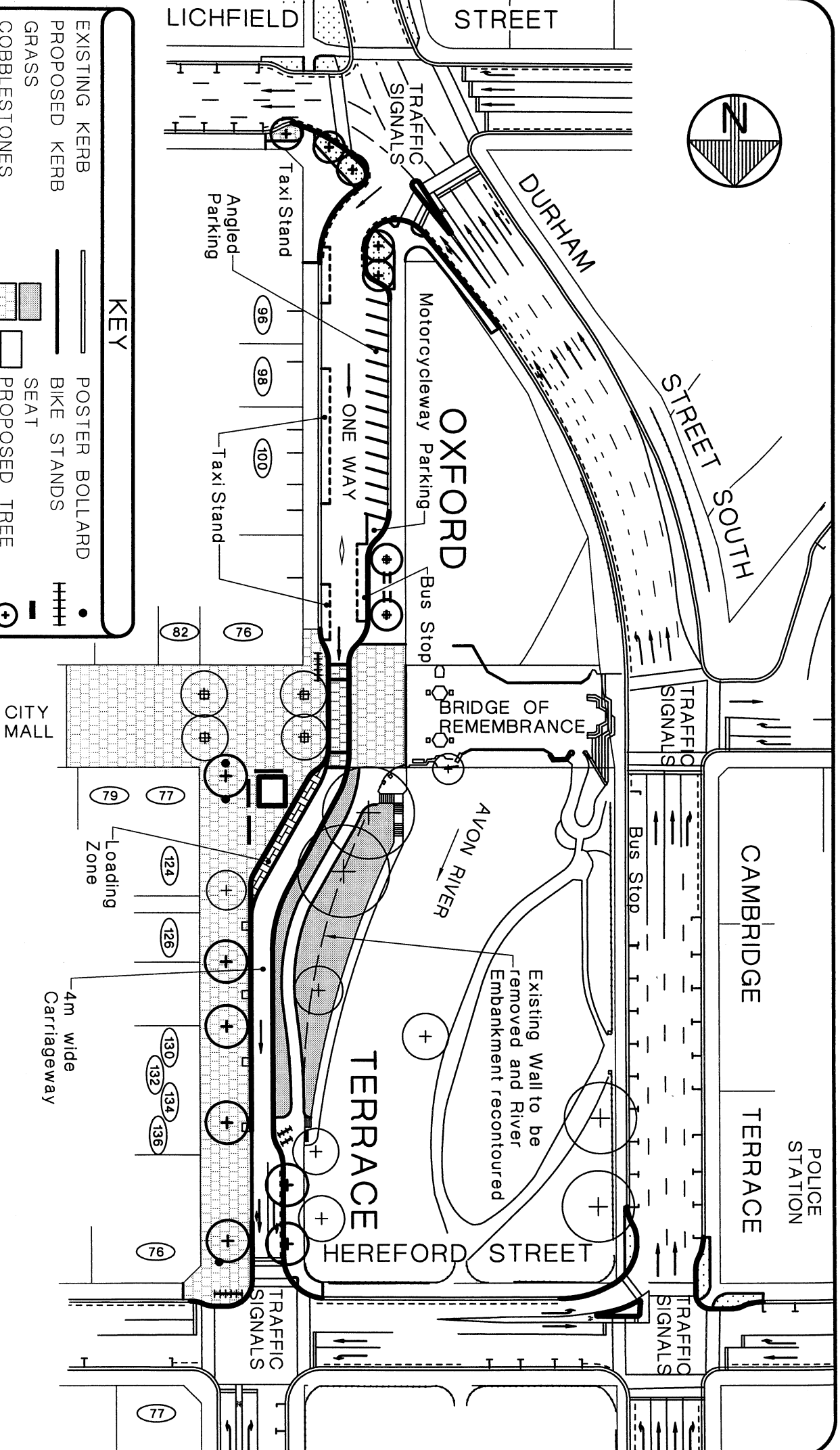
# OXFORD TCE & CAMBRIDGE TCE IMPROVEMENTS

**KEY**

EXISTING KERB	POSTER BOLLARD
PROPOSED KERB	BIKE STANDS
GRASS	SEAT
COBBLESTONES	PROPOSED TREE
HOLLAND PAVERS	CHESS BOARD
LANDSCAPE PLANTING	
EXISTING TREE	



ISSUE 02/12/97



File : PC/CS/1/3

**CATHEDRAL SQUARE REDEVELOPMENT  
MONTHLY FINANCIAL SUMMARY REPORT  
- EXPENDITURE TO 13/3/98**

Item Description	Expenditure To Date (Total)	Cost to Complete	Forecast Total Cost	Budget Provision	Variance
<b>EXPENDITURE</b>					
1. MAIN CONSTRUCTION AND SITEWORKS CONTRACT- including supply of paving material	\$139,701	\$4,438,939	\$4,578,640	\$4,663,676	(\$85,036)
2. SUPPLY OF PAVING MATERIAL		\$2,818,231	\$2,818,231	\$2,810,949	\$7,282
3. PROFESSIONAL FEES	\$485,027	\$304,496	\$789,523	\$781,632	\$7,891
4. MISCELLANEOUS EXPENSES	\$9,012	\$81,139	\$90,151	\$90,151	
<b>TOTAL EXPENDITURE</b>	<b>\$633,740</b>	<b>\$7,642,805</b>	<b>\$8,276,545</b>	<b>\$8,346,408</b>	<b>(\$69,863)</b>

**BUDGET PROVISION**

Budget Provision ex 1997/98 Annual Plan is broken down as follows:

Expenditure up to 30/6/97	\$86,568
1997/98 Financial Year	\$2,514,000
1998/99 Financial Year	\$3,400,000
1999/2000 Financial Year	\$1,425,000
	<u>\$7,425,568</u>

Additional funding approved for granite paving at Council Meeting on  
26 November 1997

\$920,840

**TOTAL BUDGET PROVISION**\$8,346,408**DISTRIBUTION :**

- Part of Monthly Progress Report to Central City Committee
- AJR
- File PC/CS/1/3
- I McKenzie
- J. Gebbie