

## BARCOO SHIRE COUNCIL POLICY *CLOSED CIRCUIT TELEVISION IN PUBLIC PLACES*

Policy Number: BSC006	Version: 1a
Classification: Administrative	Section: Corporate Services - Community
Date Adopted by Council: 15.03.2017	Resolution Number: 2017.03.26
Responsible Officer: Manager Corporate Services	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Information Privacy Act 2009; Public Records Act 2002</i>	

### OBJECTIVE

The Closed Circuit Television System (CCTV) when applied, installed and managed appropriately can be used as an important tool to prevent and respond effectively to crime and undesirable activities in public space and in the Barcoo Shire Council's built assets and critical infrastructure.

The objective of this policy is to set basic minimum requirements to protect the community and Barcoo Shire Council's assets.

### POLICY STATEMENT

Whilst Barcoo Shire Council will be the owner and operator of any CCTV cameras installed, a close partnership will exist between Council and the Queensland Police Service. Barcoo Shire Council together with Queensland Police Service (QPS) is committed to fostering a local environment where residents and visitors feel safe to live, work and play by:

- Establishing and monitoring a CCTV System in public places (where relevant and necessary for the prevention of crime) and in accordance with the **Information Privacy Act 2009**, approved Australian Standards, State and Federal legislation requirements
- Monitoring safety and criminal behaviour in Council's worksites
- Conducting a review/audit and evaluation of the CCTV System on a 2 - 3 yearly basis to ensure public confidence and integrity of the system.

### PROCEDURE

**Key principles guiding operation of CCTV system are that it will be operated:**

- fairly, within applicable legislative requirements and only for the purposes for which it is established
- only to identify criminal behaviour or safety issues occurring within the area covered by the system
- only within specific areas and the camera lens will only be directed at public spaces which do not identify individual properties
- with due regard to the privacy and civil liberties of individual members of the public and Council workforce
- in the public interest by ensuring the security and integrity of the operational procedures

In order to maintain integrity of the CCTV system Council will:

- regularly review and evaluate the CCTV System to identify whether the System's aims and objectives are being achieved
- ensure that privacy principles are upheld
- be responsible for the development, implementation, monitoring and auditing of the CCTV System as part of its broader community safety program
- delegate those Council officers who will have authority to review/view images and footage
- ensure that Council officers with delegated authority to review/view images and footage have a current Working with Children Certificate
- retain ownership of and copyright in all equipment, footage, images and documentation pertaining to the System

Barcoo Shire Council will ensure that appropriate signage and notices are posted in all areas where the CCTV System is operational. Signs will comply with the Australian Standard and will be displayed on the perimeter of the area covered by the System and at other key points.

The signs will inform the public that they are entering a Barcoo Shire Council CCTV SYSTEM area and that cameras are in operation. A notice will also be displayed near the CCTV cameras in order that Council meets its obligations pursuant to the *Information Privacy Principles 11* of the *Information Privacy Act 2009*.

The following **privacy principles** will be adhered to:

- Technical information relating to the CCTV System including the number of authorised staff, camera capability and police procedures, will not be provided to unauthorised persons.
- Persons authorised to operate and maintain the CCTV System will be kept to a minimum, will have a current Working with Children Certificate and will be provided training on the Information Privacy Act 2009.
- Persons authorised to operate and maintain the CCTV SYSTEM must have a password for accessing footage
- Footage will only be retained for the time it is required and in accordance with the Records Management Act.
- The Barcoo Shire Council will retain a register for CCTV Footage – including who has accessed any footage, when and for what purpose.
- Information or images may only be released via a Court Order or subpoena and a formal application being made, and only when relevant to the purpose of addressing criminal behaviour or safety.
- Council will not sanction or directly provide unauthorised footage from any CCTV system.
- All authorised staff members viewing CCTV SYSTEM footage are aware of the Council's privacy guidelines and must also hold a Working with Children Certificate
- All requests for CCTV footage, either from the QPS or via a Court Order, are to remain confidential as per the provisions of the relevant legislation
- Records of footage will only be retained for the period of time required within the Public Records Act guidelines.

The **maintenance and technical support** of the service will be performed by a suitably experienced and qualified company that will ensure the ongoing operational effectiveness of the CCTV System.

Any contractor appointed for the maintenance and technical support will be responsible for ensuring all appropriate licensing and accreditation required is held by both the company and individuals required to undertake the works. The contractor appointed must also abide by the *Information Privacy Act 2009*.

All **complaints** in relation to the CCTV SYSTEM will be fully investigated and actioned appropriately by Council's Chief Executive Officer.



## **ASSOCIATED DOCUMENTS AND POLICIES**

*Code of Conduct*

*Privacy Policy*