

CLOSED CIRCUIT TELEVISION (CCTV) POLICY (COMMUNITY POLICY)

1 Scope:

This policy applies to Rockhampton Regional Council's closed circuit television systems installed or being established in public spaces by Council and within Council owned or controlled facilities and land.

2 Purpose:

To provide a framework for the establishment and operation of Council's CCTV systems to ensure they are managed in accordance with relevant legislation.

3 Related Documents:

Primary

Nil

Secondary

Crime and Corruption Act 2001

Information Privacy Act 2009

Liquor Act 1992

Local Government Act 2009

Public Records Act 2002

Right to Information Act 2009

Security Providers Act 1993

Closed Circuit Television (CCTV) Procedure

Australian Standard Set AS4806 – Closed Circuit Television (CCTV)

Information Standard 31: Retention and Disposal of Public Standards

Information Standard 40: Recordkeeping

4 Definitions:

To assist in interpretation, the following definitions apply:

Closed Circuit Television (CCTV)	The use of video cameras to transmit images to a specific site where it can be monitored by authorised personnel for surveillance in public spaces or the protection of assets.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Employee	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .

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Department: Community Services

Section: Communities and Facilities

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5 Policy Statement:

Council endeavours to protect the safety of its assets, employees and the community with a range of initiatives including the installation of CCTV cameras in public spaces and other Council controlled facilities and land.

It will operate its CCTV systems in accordance with the following principles:

5.1 Purpose

CCTV systems will be operated within applicable legislation and only for the purposes for which it was intended:

- To assist in the protection of assets and employees;
- To act as a deterrent for anti-social behavior and crime in public spaces to create a safer environment for the community;
- To assist law enforcement agencies with early identification and more rapid response to unacceptable behaviour, suspicious activity and crime;
- To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces and Council infrastructure; or
- To assist in the identification of owners of lost property at the Airport

5.2 Public Interest

CCTV systems will be operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- Development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all images recorded;
- Appropriate signage in place to inform the public that a CCTV system is operating;
- Informing authorised employees and contractors involved in the recording, observation and capture of images of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation; and
- Maintaining a Memorandum of Understanding with the Queensland Police Service in relation to access to recorded images.

5.3 Security of CCTV Equipment and Images

- Use of CCTV equipment must be restricted to authorised employees and contractors only in accordance with standard operating procedures;
- Employees and contractors who have access to CCTV systems must be subject to a criminal history check;
- Employees and contractors must seek approval to view any images or footage;
- Measures must be taken to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- Equipment must be maintained to ensure its effective operation; and
- Relevant recordkeeping practices must be applied.

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6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Facilities
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

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