

Policy Title:	CLOSED CIRCUIT TELEVISION (CCTV)
Policy Subject:	Information Technology
Policy No:	3822019v2 – CP065
Directorate:	Organisational Services
Department:	Information Services
Section:	Information Technology
Responsible Officer:	Executive Manager Information Services
Authorised by:	Director Organisational Services
Adopted Date:	28/08/2019
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Amended Date:	
Risk Assessment:	2

1. OBJECTIVE:

This policy provides direction on the establishment and management of Fraser Coast Regional Council's Closed Circuit Television (CCTV) system in public spaces, and provides a framework for ensuring requests for CCTV infrastructure or media are managed and assessed equitably and in accordance with relevant legislation.

2. POLICY:

2.1. Philosophy

Council is committed to safeguarding the community through the creation and maintenance of places where people feel safe and secure. The primary use of CCTV is to discourage and/or detect unlawful behaviour in and around Council property and identified high risk public space areas across the region thereby enhancing the safety and security of people and property.

2.2. Operational CCTV Infrastructure

Where there is an operational business need to utilise CCTV infrastructure the Chief Executive Officer (CEO) will ensure these infrastructure requirements are appropriately managed through the normal business management, Information Technology (IT) approval and budget processes.

2.3. CCTV Infrastructure

To ensure prudent utilisation and management of Council resources, requests for new CCTV infrastructure in public areas will be assessed utilising Council's CCTV Assessment Framework (CAF) and presented to Council biannually at an Ordinary Meeting for consideration, prioritisation and inclusion in the budget development process.

The purpose of the CAF is to ensure a unified, equitable and transparent assessment of CCTV infrastructure requests. The CAF will utilise predetermined criteria to ascertain the priority and appropriateness of each request, including:

- The purpose of the CCTV infrastructure.
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COUNCIL POLICY

- The appropriateness of the surveillance area through a site assessment.
- Feedback from relevant parties through stakeholder consultation and evidence gathering.
- Resource requirements of the proposed CCTV infrastructure request.
- Risk assessment of the CCTV infrastructure request.

2.4. CCTV Categories

There are five categories of CCTV cameras covered by this Policy:

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)
- Buildings and Assets Permanent (Fixed)
- Service/Staff Areas Permanent (Fixed)

2.5. CCTV System Management and Compliance

The compliant management of Council's CCTV network is paramount to the ability of CCTV to fulfil its role within Council. To ensure this outcome the following controls are established:

- A Memorandum of Understanding (MOU) between Council and QLD Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs.
- The release or viewing of recorded footage and still photographs to the QLD Police is permitted subject to the terms and conditions contained within the MOU between Council and the QLD Police.
- Unless specifically required under law, the release or viewing of recorded footage and still photographs other than to law enforcement agencies is expressly prohibited.
- Viewing and Access to CCTV media by Council staff will be controlled through a management policy developed, maintained and implemented by the CEO.

2.6. Authorities & Responsibilities

Council –

- Twice a year, at an Ordinary Meeting, Council will consider CCTV infrastructure requests for approval/disapproval, prioritisation and subsequent inclusion into the budget development process.

Chief Executive Officer –

- Prepare a biannual report to Council summarising the CAF assessment results and recommended action for each CCTV infrastructure request received.
- Ensure appropriate controls and management of CCTV content through the establishment of management policy, practices and operating procedures in line with statutory requirements.

2.7. Measurement of success

- Compliance with relevant legislation.
- Enquiries relating to CCTV are managed to conclusion.
- The establishment and utilisation of a CCTV Assessment Framework.
- Consistency in the management of CCTV cameras.
- The existence of CCTV Operational Guidelines.

3. HEAD OF POWER:

Information Privacy Act 2009 (Qld)

4. RELATED LEGISLATION:

- Crime and Misconduct Act 2001
- Local Government Act 2009
- Public Records Act 2002
- Right to Information Act 2009
- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines
- The AS 2342-1992

5. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

MOU between Fraser Coast Regional Council and the QLD Police
CCTV Council Assessment Framework

6. DEFINITIONS:

Closed Circuit Television (CCTV): Closed-circuit television (CCTV), also known as video surveillance, is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors. Signal is not openly transmitted, though it may employ point to point (P2P), point to multipoint, or mesh wireless links. CCTV is often used for surveillance in public spaces or for the protection of assets. This definition is inclusive of recording equipment, display equipment, transmission systems, transmission media and control systems.

Council: means the Fraser Coast Regional Council.

Law enforcement agency: Means any of the following:

- a) Queensland Police Service (QPS),
- b) a police force or police service of another State or a Territory,
- c) the Australian Federal Police,
- d) the Police Integrity Commission,
- e) the Australian Crime Commission,
- f) the Department of Corrective Services
- g) the Department of Juvenile Justice,
- h) any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State,
- i) a person or body prescribed for the purposes of this definition by regulations

Public space: Any place to which the public has access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place. The public space can include, but is not limited to, public streets, public parks, public halls, museums, galleries, aquatic centres, sports grounds, and libraries. For the use of this policy, Public Space does not include Council's corporate buildings, depots or Waste Management facilities.

7. HISTORY: