

CAMERA SURVEILLANCE POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council's camera surveillance systems placed, installed or being established by Council on Council owned or controlled facilities, assets and land and on other public spaces.

This policy does not apply to body worn cameras and drones.

2 Purpose

The purpose of this policy is to provide a framework for the establishment and operation of Council's camera surveillance systems to ensure they are managed in accordance with relevant legislation.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Crime and Corruption Act 2001

Human Rights Act 2019

Information Privacy Act 2009

Invasion of Privacy Act 1971

Liquor Act 1992

Local Government Act 2009

Public Records Act 2002

Right to Information Act 2009

Security Providers Act 1993

Australian Standard Set AS4806 – Closed Circuit Television (CCTV)

Camera Surveillance Procedure

Queensland State Archives Records Governance Policy

Recordkeeping Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Authorised Employee/ Contractor	An employee or contractor authorised by the responsible Council officer to monitor live footage, view and/or obtain copies of recorded images.
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Adopted/Approved:	Adopted, 14 May 2024	Department:	Community Services
Version:	2	Section:	Communities and Facilities
Reviewed Date:		Page No:	Page 1 of 3

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Camera Surveillance	Includes any equipment used to observe and record images and audio, such as closed circuit television, temporary or fixed cameras and trail cameras. This excludes body worn cameras and drones.
Closed Circuit Television	The use of video cameras to transmit images to a specific site where it can be monitored by authorised personnel employees, contractors or QPS staff 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	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .

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 surveillance cameras on Council owned or controlled facilities, assets and land and on other public spaces.

Council operates its camera surveillance systems in accordance with the following principles.

5.1 Purpose

Camera surveillance systems are operated within applicable legislation and only for the purposes for which it was intended:

- (a) To assist in the protection of Council's infrastructure, assets and employees;
- (b) To act as a deterrent for anti-social behavior and crime in public spaces to create a safer environment for the community;
- (c) To assist law enforcement agencies with early identification and more rapid response to unacceptable behaviour, suspicious activity and crime;
- (d) To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces, Council infrastructure and assets;
- (e) To assist in the identification of owners of unattended items at the Airport; or
- (f) For quality assurance purposes.

5.2 Public Interest

Camera surveillance systems are operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- (a) Development of the Camera Surveillance Procedure that recognises privacy, security and integrity in the viewing and use of all images and recorded audio;
- (b) Appropriate signage in place to inform individuals that camera surveillance is operating;
- (c) Appropriate signage in place to inform the public that an audio recording camera surveillance system is operating;

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Adopted/Approved:	Adopted, 14 May 2024	Department:	Community Services
Version:	2	Section:	Communities and Facilities
Reviewed Date:		Page No:	Page 2 of 3

- (d) Informing authorised employees and contractors involved in the recording, observation and capture of images and audio of the Camera Surveillance Procedure and their responsibility to act in an ethical and lawful manner as required by legislation; and
- (e) Maintaining a Memorandum of Understanding with the Queensland Police Service in relation to access to recorded images and audio.

5.3 Security of Camera Surveillance Equipment, Images and Audio

The security of camera surveillance equipment, images and audio are maintained by:

- (a) Use of camera surveillance equipment is restricted to authorised employees and contractors in accordance with the Camera Surveillance Procedure;
- (b) Employees and contractors who have access to camera surveillance equipment must be subject to a criminal history check;
- (c) Employees and contractors must seek approval to access any audio, images or footage;
- (d) Measures must be taken to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- (e) Equipment must be maintained to ensure its effective operation; and
- (f) Relevant recordkeeping practices must be applied.

5.4 Human Rights

In creating this policy Council has considered the requirements of the *Human Rights Act 2019*, in particular the right to privacy and reputation. Any limitation of human rights are reasonable and demonstrably justified in the circumstances in accordance with section 13 of *Human Rights Act 2019*. When applying this policy, Council acts and makes decisions in a way that is compatible with human rights and gives proper consideration to a human right relevant to the decision in accordance with the *Human Rights Act 2019*.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Community Assets and Facilities
Policy Quality Control	Legal and Governance

OUR VALUES



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Adopted/Approved:	Adopted, 14 May 2024	Department:	Community Services
Version:	2	Section:	Communities and Facilities
Reviewed Date:		Page No:	Page 3 of 3