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**Policy Title:** **Application and Operation of Camera Surveillance**

**Policy No:** 260

**Policy Subject:** Environment and Compliance

**Directorate:** Director of Development and Environment

**Department:** Environment and Compliance

**Responsible Officer:** Chief Executive Officer

**Authorised by:** North Burnett Regional Council

**Adopted Date:** General Meeting – 20 August 2013

**Review Date:** 20 August 2015

**Authorities:** *North Burnett Regional Council Code of Conduct; Fraud and Corruption Prevention, Local Government Act 2009 and Regulations 2012; Right to Information Act 2009 and Regulations 2009; Information Privacy Act 2009 and Regulations 2009; Work Health and Safety Act; Public Records Act; Information Privacy 118 – Closed Circuit TV Guidelines; Managing Closed Circuit Televisions (CCTV) Records – Guidelines for Queensland Public Authorities – October 2010.*

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### **DEFINITIONS:**

**Approved Person:**

**Camera:**

**Intent:** The aim of this policy is to guide the application and operation of the North Burnett Regional Council's use of surveillance cameras.

### **INTRODUCTION:**

North Burnett Regional Council has introduced a camera surveillance to achieve the following outcomes:

- To identify and reduce illegal and / or inappropriate conduct or activity in the North Burnett Regional Council area which has the potential to result in the damage or theft of property or to cause alarm or affect the safety of employees or the community;

- To permit and co ordinate through a central point, the controlled release of information by the Council to authorized agencies to receive material; and to other statutory bodies for the purposes of prosecution, or to enable the development of effective response to observed incidents;
- To support a combined approach with other agencies to crime prevention and community safety;
- To provide a consistent approach for employees or those supporting employees considering the implementation and operation of surveillance cameras in the region.

**SCOPE:**

This policy applies to the operation of any camera surveillance system used throughout the Council region, be it signal camera or the operation of a network of cameras. Cameras might be fixed or mobile.

**PURPOSE:**

The purpose of the Camera's camera surveillance is:

- To obtain reliable information that may be used as evidence;
- To determine trends in crime through the collection and analysis of information;
- To assist in the identification of incidents that could negatively impact upon public safety and;
- To develop safety and intervention strategies

**METHOD:**

North Burnett Regional Council will operate camera surveillance in accordance with Australia Industry Standards and legislation relating to the provision of security services and risk management, as specified in the accompany procedures. This includes the ability:

- To operate with impartiality and integrity;
- To acknowledge that personal protection has priority over property protection;
- To ensure that the public interest is paramount over the privacy of the individual and the private interests of the system operators;
- To operate with regard to the public requirements of due care and diligence and respect to privacy and confidentiality;
- To ensure that information and data is released in a controlled and managed approach in accord with the provisions of the *Right to Information Act 2009*, *the information Privacy Act 2009* and other relevant acts;
- To guarantee that the application or installation of new cameras are assessed against approved procedures;
- To allow external audits of the surveillance system to ensure public confidence and guarantee integrity.

## **Camera Surveillance Control:**

- Camera Surveillance control will be within a dedicated area where surveillance data is monitored, retrieved and analysed.
- Access to camera surveillance will be restricted to approved employees only
- All approved employees must comply with the relevant procedures
- No other persons shall be granted admission to the monitoring area without prior approval of the Chief Executive Officer, or the Director of the relevant department or the approved person with operational responsibility for this function.

## **Camera Surveillance Responsibilities:**

Only approved officers may operate the camera surveillance system. This is limited to staff involved in operational procedures and senior information staff.

The following responsibilities have been appointed by the Chief Executive Officer in relation to the system:

### **1. Surveillance Camera Management**

The CEO and or relevant Directors responsible for the practical operations of the Council's camera surveillance system, including at all times that it is operated in accordance with Council Policies, guidelines and all relevant legislation. This person/s will: assess access and approve applications to view footage.

### **2. System Integrity and Statutory Compliance**

The relevant director is the person appointed to ensure the integrity of the Council's camera surveillance. The director may appoint an external agency to conduct audits of the application of the camera surveillance policy and operating procedures to ensure the integrity of the system and associated data base. Any changes to the operating procedures will only be through prior authorisation of the CEO.

Council's delegated Right to Information Officers will assess and endorse any data for release as requested under the Information Privacy Act 2009 and the Right to Information Act 2009 to ensure that the provisions of these acts have been met.

All requests for access to camera surveillance data outside the approved process (operating procedures) will be referred to the Council's legal advisors.

Documents created under these policies and procedures must be treated as highly confidential and all material must be appropriately managed and arrangements must be made for their retention, security and destruction in accordance with the Information Privacy Act 2009 and the State Archives Guidelines.

Additionally, each department will ensure arrangements are in place for the handling, storage and destruction of material obtained through surveillance. All material obtained as a result of surveillance must be retained if it is believed to be relevant to an investigation or to pending or future criminal or civil proceedings. The material

must be retained until a review suggests that the risk of legal proceedings no longer exists or the matter has been resolved.

Failure to comply with this directive would be considered a breach of Council's Code of Conduct and dealt with accordingly.

### **3. Technical Support**

The IT Coordinator is the person appointed to assume responsibility for technical support service to the camera surveillance system

### **4. Network Maintenance**

The person responsible for network maintenance is an approved person as determined by the Director of CEO.

### **Complaints**

The Information Privacy Act 2009 provides for an individual to make a complaint about an agency's breach of the privacy principles.

All complaints in relation to the camera surveillance will be investigated through the Council's Records Department following the Council's Administrative Action Complaint Policy 116.