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1. Statement

Ipswich City Council is committed to the facilitation of real time situational awareness for the community, Police, emergency services and Council officers to observe the impact of disaster events such as flooding and fires at key locations within the Ipswich Local Government Area (LGA). Council thereby establishes the Disaster Awareness Camera Network (DACN).

The establishment of the DACN will provide two levels of service:

- a. Near real-time “still images” that provide situational awareness to the community and the public, whilst balancing the needs of privacy. Examples include publication of still images on the disaster dashboard of a road, river crossing or culvert at regular intervals.
- b. Real-time video and images at key locations for the coordination of disaster response and recovery. These live video and images will be accessible to select Council staff and disaster management partners. Examples include a pan, tilt, zoom (PTZ) camera located on the wall of a detention basin to allow remote awareness of the wall and spill way to assist with compliance with Referable Dams Emergency Action Plans (EAP).

This policy defines Council’s position in relation to the DACN work and decisions associated with installation and operation of cameras and associated systems, which include hardware and software.

The DACN is not a security network, and it does not supplement, integrate with, or replace Council’s public safety or corporate security camera networks.

2. Purpose and Principles

The purpose of this policy is to define Council's position in relation to the installation and operation of the Disaster Awareness Camera Network (DACN). This policy is based on the following key principals:

Principle 1 – Purpose, Privacy, and the Public Interest

The DACN will provide Council, the Local Disaster Coordination Centre (LDCC), and other authorised persons the ability to observe the impacts of disasters in near real-time.

DACN video and/or images may include locations subject to or potentially subject to disaster impacts on the built environment including critical community or council infrastructure, other structures or at risk areas, roads and bridges, and the natural environment including bushland and waterways.

The DACN will be operated with due regard to the privacy and civil liberties of individual members of the public.

Every effort must be made to avoid footage obtained by the DACN being used to identify members of the public. For the purpose of this document, Council does not support the use of facial recognition or the recording of conversations.

Principle 2 – Ownership, Responsibility and Accountability

Council is responsible for effective management, operation and use of the DACN and the protection of the interests of individuals and their privacy. Council Officers and disaster management stakeholders that access the DACN must have regard for this policy, the Ipswich City Council Privacy Statement, and the Information Privacy Act 2009.

Principle 3 – Risk Management and Staff Safety

The DACN will enhance operational safety by alleviating the need for Council staff and others to physically attend disaster impacted locations to undertake reconnaissance and situation reporting.

Principle 4 – Shared Information with Departments, Emergency Services, and the General Public

Departments: The footage obtained by the implementation of the DACN may be shared with other departments, including but not limited to Transport and Main Roads, Seqwater, Urban Utilities, and other local governments.

Emergency Services: The footage obtained by the implementation of the DACN may be shared with emergency services including the QPS, QFES, SES and QAS.

General Public: The footage obtained by the implementation of the DACN may be shared with the community. This will increase community awareness of disaster situations such as floods. Any footage shared to the public will be shared via the Council's Disaster Dashboard.

Principle 5 – Control and operation of cameras

Council ensures that the DACN will be operated in accordance with applicable laws and give due regard to privacy and fairness. Only authorised personnel will have access to the system.

Principle 6 – Retention of and access to recorded material

The DACN does not seek, store or retain video and images for everyday utilisation. Video and/or images will be expunged from the system as soon as reasonably practicable to assist with privacy and to ensure that a defacto corporate or public safety network is not established.

Council may initiate a retention protocol prior to, or at the onset of a disaster or emergency, and should these recordings form Council records, they will be maintained in the official Council record keeping system.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

- Safe, Inclusive and Creative

4. Regulatory Authority

- *Public Records Act 2002*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- *Human Rights Act 2019 (Qld)*

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

- This policy applies to all:
 - councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and in accordance with the relevant legislation.
 - any person accessing, viewing, or otherwise utilising the non-public facing DACN.
- This policy does not apply to any operation or part of, the Safe City security camera network.

7. Roles and Responsibilities

Role	Responsibility
General Manager, Environment and Sustainability	<ul style="list-style-type: none"> • Ensure the establishment of an appropriate policy and procedural framework in the establishment and conduct of the DACN
Disaster & Emergency Manager	<ul style="list-style-type: none"> • Establish the policy and procedural framework for the management of the DACN • Approve in consultation with key stakeholders the locations of network infrastructure in accordance with this policy • Monitor the usage, compliance, and effectiveness of the DACN • Ensure, or undertake privacy-based impact assessments on the program and each relevant device location • Nominate and approve authorised DACN Users • Ensure a holistic approach to cameras and other devices through regular liaison with Safe City and Asset Protection
Authorised DACN Users	<ul style="list-style-type: none"> • Providing access to the cameras (live view only) where there is a clear business requirement for access in alignment with the intent established in this policy

Role	Responsibility
	<ul style="list-style-type: none"> Understanding their responsibilities under the Information Privacy Act 2009 and with respect to the Privacy Principals which ensures they operate with efficiency Maintain confidentiality in regard to duties and observations

8. Key Stakeholders

- Disaster and Emergency Management Unit
- Safe City and Asset Protection
- Information and Communications Technology Branch

9. Establishment of New DACN Locations and Site Selection

In determining if a specific location is suitable for the placement of a camera or other devices the following factors must be considered:

- Privacy and Human Rights
- The associated installation and whole of life costs including ongoing operational budget allocation
- Availability of infrastructure and communications network
- Ownership, tenure or permit and other regulatory requirements of the location
- The site has historically, or is likely to be impacted by a disaster event (including but not limited to flood or fire)
- That situational awareness is required or is likely to be required to:
 - Assist with the safety of Council, Police or Emergency Services by minimising field deployment/tasking during disaster or optimising remote decision making.
 - Promote change in public behaviour should there be knowledge of a disaster's potential impact such as flooding of key road crossings, disruption to single or critical access and egress routes or the need to relocate from an at risk location.

10. Monitoring and Evaluation

This policy will be reviewed on a four-year basis and its effectiveness reviewed on a more regular basis which includes reviewing the location of the cameras to ensure they are capturing appropriate footage, the storage and disclosure of any footage, the operation and administration of the cameras and compliance with appropriate legislation.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy.

11. Definitions

Role	Responsibility
Corporate Security Cameras <i>operated by the Safe City and Asset Protection Section</i>	Means generally a fixed position camera targeting a specific area or location for the purpose of risk mitigation and security to a facility or premises.
Disaster Awareness Camera Network <i>operated by the</i>	Means cameras and associated hardware and software used for monitoring a disaster event such as flooding and bush fires at any

Role	Responsibility
<i>Disaster & Emergency Management Unit</i>	location. This may include monitoring waterways, bushland and, infrastructure such as buildings, parks, roads, and bridges.
Disaster	<p>A disaster is defined in the <i>Disaster Management Act 2003</i></p> <p>A disaster is a serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.</p> <p>serious disruption means—</p> <p>(a)loss of human life, or illness or injury to humans; or</p> <p>(b)widespread or severe property loss or damage; or</p> <p>(c)widespread or severe damage to the environment.</p>
Public Safety Cameras <i>known as Safe City and operated by the Safe City and Asset Protection Section</i>	Means a system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes. Safe City Public Safety Surveillance Cameras rely on strategic placement of the cameras, and observation of the camera's input.
Offence Detection Cameras <i>operated by Planning and Regulatory Services Department</i>	Means cameras used for detecting offences such as parking offences, illegal dumping, and motorcycles illegally using council land or other compliance investigations are considered offence detection cameras and do not form part of the Disaster Awareness Camera Network

12. Related Documents

Ipswich City Council - "Privacy Statement"

Ipswich City Council - "Privacy Impact Assessment"

Ipswich City Council - "iFuture 2021-2026 Corporate Plan"

Ipswich City Council - Emergency Action Plans (EAP) for Referable Dams

13. Policy Owner

The General Manager (Environment and Sustainability) is the policy owner, and the Emergency Management Manager is responsible for authoring and reviewing this policy.