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## 1. Statement

Corporate Security cameras may be installed for:

- The protection of council owned sites that are occupied by council employees.
- Occupied council sites deemed to be high risk (e.g. Areas conducting financial transactions, general inquiries and complaints).
- Council assets deemed to be high risk.

In most circumstances, council does not support proactive monitoring of corporate security cameras.

Corporate security cameras are not to be used specially for employee surveillance. Corporate security cameras can be utilised to capture footage of an incident to support both police investigations and prosecution purposes and internal investigations.

## 2. Purpose and Principles

The purpose of this policy is to define council's position in relation to the installation and operation of corporate security cameras for the protection of council employees, visitors, assets and reputation.

This policy is based on the following seven key principals:

### **Principal 1 – Purpose, Privacy and the Public interest**

All security cameras installed will be operated with due regard to the privacy and civil liberties of employees and individual members of the public.

The public interest in the operation of security cameras on council property will be recognised by ensuring the security and integrity of operation procedures.

The installation of security cameras are to be on council owned sites that are occupied by council employees, council occupied sites deemed to be high risk and council owned assets deemed to be high risk.

Council's security cameras and/or related infrastructure, may also utilise intelligent surveillance and/or analysis software for detection of the following, but not limited to, intrusion detection, detection and/or tracking of objects, scenes, persons or vehicle traffic counting, crowd and traffic management, detection of unusual or suspicious behaviour, vehicle and registration plate recognition and other data collection matters as determined by council.

**Principal 2 – Ownership, Responsibilities and Accountability**

Council is responsible for effective management, operation and use of security cameras on council property and the protection of the interests of individuals and their privacy.

**Principal 3 – Police involvement in the Program**

Queensland Police Service will act in accordance with the Safe City Code of Practice and the Memorandum of Agreement (MOA) between council and police in relation to information obtained through the use of council security and/or Safe City cameras.

**Principal 4 – Management of Corporate Security Cameras**

Staff and contractors employed to control, operator or repair, will meet and apply the highest standards of probity.

Access to the cameras or their recording devices will be restricted to authorised council officers and/or contractors and will be protected from unauthorised access.

**Principal 5 – Control and Operation of Cameras**

Ipswich City Council ensures that the Corporate Security Camera System will be operated in accordance with applicable laws and given due regard to privacy and fairness.

Access to control of the cameras or their recording devices will be restricted to authorised council officers and/or contractors and will be protected from unauthorised access.

**Principal 6 – Retention of and access to recorded material**

The retention of, and access to, recorded material will be only for the purposes provided by this policy and will be kept no longer than is necessary for the purposes of security and safety. Recorded material no longer required will be disposed of using approved disposal methods.

**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*
- Australian Standard AS 4806.1-2006 Closed circuit television (CCTV) – Management and Operation
- Australia Standard AS 4806.2-2006 Closed circuit television (CCTV) – Application Guidelines
- Queensland State Archives Records Governance Policy 2019

**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 relates to the installation and operation of corporate security cameras for the protection of council owned sites that are occupied by council employees, council occupied sites deemed to be high risk and council owned assets deemed to be high risk.

This policy does not apply to public safety surveillance cameras which are proactively monitored through the Safe City Program or offence detection cameras operated by or for compliance or regulatory services of council.

Installation of corporate security cameras must comply with Australian Standards, relevant acts and regulations. All corporate security cameras must be highly visible. The determination for the installation of corporate security cameras and their locations are to be made by the Community Safety and Innovation Manager and the General Manager (Community, Cultural and Economic Development). The following must be taken into a consideration when a decision is being reached:

- Recommendations from a security risk assessment supporting the installation of corporate security cameras.
- Determined need for resources
- Associated costs

In the event that a corporate security camera is actively monitored through the Safe City control room, monitoring must comply with the operational procedures of the control room.

## 7. Roles and Responsibilities

The Community Safety and Innovation Manager is responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy.

Authorised Council officers and contractors are responsible for reviewing and releasing footage including the ongoing maintenance responsibilities of the corporate security cameras. Where required, Council officers may be provided access to the cameras (live view only) where there is a clear business requirement for access. All officers and contractors with access are required to understand their responsibilities under the *Information Privacy Act 2009* and with respect to the Privacy Principals which ensures they operate with efficiency, impartiality and integrity. Officers must also maintain confidentiality in regard to duties and observations.

## 8. Key Stakeholders

Community, Cultural and Economic Development

## 9. Monitoring and Evaluation

This policy will be reviewed on an annual basis. The effectiveness of the Corporate Security Cameras will be reviewed on a regular basis and will include 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.

**10. Definitions**

<b>Corporate Security Cameras</b>	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.
<b>Employee surveillance</b>	Means the use of corporate security cameras to gather information about the activities and locations of staff members other than for the purpose of internal investigations.
<b>High risk</b>	Means a site involving or exposed to, a higher than normal level of danger as determined by the completion of a security risk assessment or audit.
<b>Offence Detection Cameras</b>	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 not corporate security cameras.

**11. Policy Owner**

The General Manager (Community, Cultural and Economic Development) is the policy owner and the Community Safety and Innovation Manager is responsible for authoring and reviewing this policy.