

Policy Type	Corporate
Function	Community Relations
Policy Owner	Manager Client Services
Policy Contact	ICT Coordinator
Effective Date	28 January 2025

## Purpose

To provide a framework for the establishment and operation of Council's camera surveillance assets and recorded images to ensure they are managed in accordance with relevant legislation.

## Scope

This policy applies to:

- Council owned surveillance cameras and systems established in public spaces within Council's local government area.
- Surveillance cameras and systems installed on Council owned or Council controlled land, infrastructure, and assets.
- Council owned body-worn surveillance cameras worn by authorised Council employees while performing official duties within the Council's local government area.
- other types of surveillance cameras and systems, such as drones and dashboard cameras, operated by authorised Council employees while performing official duties within the Council's local government area.
- all Council employees, contractors and other parties involved with installation, management, and maintenance of Council's surveillance cameras and systems.

## Objectives

The objectives of this policy are to ensure that:

- Council's camera surveillance assets and recorded images will only be used for the purpose for which they were intended.
- management and operation of camera surveillance assets and recorded images complies with relevant legislation.
- camera surveillance assets and recorded images are fit for purpose.

## Policy Statement

Council endeavours to protect the safety of its assets, employees, and the community with a range of initiatives including the installation of camera surveillance in public spaces and other Council controlled facilities, land, and assets; and the use of body-worn cameras.

It will operate its camera surveillance assets in accordance with the following principles:

### Purpose

Camera surveillance assets will be operated within applicable legislation and only for the purpose for which it was intended to:

- assist in the protection of assets and employees.
- act as a deterrent to anti-social behaviour and crime in public spaces to create a safer environment for the community.

- assist law enforcement agencies with early identification and timely response to unacceptable behaviour, suspicious activity, and crime.
- assist in the investigation and prosecution of crimes against a person, and civil and criminal offences in relation to the security of public spaces and Council infrastructure.

## Public Interest

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

- development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all recorded images.
- use of appropriate signage to inform the public that camera surveillance is in operation in the area.
- informing authorised employees and contractors who are involved in the recording of images using camera surveillance assets or the observation of recorded images about the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.
- maintaining a Memorandum of Understanding (MOU) with the Queensland Police Service (QPS) in relation to access to recorded images.

## Security of Camera Surveillance Assets and Recorded Images

Camera surveillance assets and recorded images will be adequately protected against misuse and loss, and from unauthorised access, modification, or disclosure:

- restricting use of camera surveillance assets to authorised persons and in accordance with standard operating procedures.
- implementing approval processes for authorised persons to view recorded images.
- implementing adequate controls to protect against unauthorised access, modification, dissemination, disclosure, loss, or destruction of recorded images.
- maintaining assets to ensure their effective operation.
- applying relevant recordkeeping practices.

## Exceptions

Nil.

## Risk Management

The policy supports Council's strong commitment to transparency, accountability, and adherence to the governance framework.

The policy mitigates the risk of inappropriate use of camera surveillance assets and recorded images within Council.

## Legislation

*Crime and Corruption Act 2001*  
*Information Privacy Act 2009*  
*Liquor Act 1992*  
*Local Government Act 2009*  
*Public Records Act 2023*  
*Right to Information Act 2009*  
*Security Providers Act 1993*

## Definitions and Abbreviations

<b>Camera Surveillance Assets</b>	is any equipment used to observe and record images of individuals or an area. For example, closed-circuit television (CCTV), temporary or fixed cameras (such as trail cameras, dashboard cameras and automatic number plate recognition cameras), body-worn cameras and unmanned aerial vehicles (such as drones).
<b>Closed Circuit Television (CCTV)</b>	is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors.
<b>Council</b>	means Burdekin Shire Council.
<b>Recorded Images</b>	in the context of this policy, recorded images are photographs (still images) or video files (moving images) that are recorded using camera surveillance assets.
<b>Memorandum of Understanding</b>	is a nonbinding documented agreement between two or more parties outlining the terms and details of a mutual understanding, including the requirements and responsibilities of each party.
<b>Public Space</b>	refers to an area that is open and accessible to all people, such as parks, commons, beaches, roads, and footpaths. To a limited extent, public facilities and government buildings which are open to the public, such as public libraries are public spaces, although they have restricted areas and greater limits upon use.

## Related Documents

Reference Number	Document Title
GOV-POL-0006	Privacy Policy
ICT-POL-0004	Information Security Policy
ICT-OSD-0019	Access Control Operational Standard
ICT-OSD-0017	Access Rights Operational Standard
ICT-OSD-0016	Authentication Information Operational Standard
ICT-OSD-0013	Information Security Controls Operational Standard
Under development	Camera Surveillance Operational Standard

## Document History and Version Control

<b>Title of Document</b>	Camera Surveillance Policy
<b>Document Reference Number</b>	ICT-POL-0002 Rev 3
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	28 January 2025
<b>Council Resolution Number</b>	1857867