



GOONDIWINDI REGION CCTV POLICY (PUBLIC SPACES)

Adopted Date: 24 July 2019
Policy Number: GRC 0093
Policy Type: Strategic
Responsible Officer: Director Community and Corporate Services
Department: Community and Corporate Services

Version	Decision Number or CEO Approval	Decision Date	History
1	Meeting Resolution OM-164/19	24 July 2019	Review July 2022
2	Reviewed	20 June 2022	Review June 2027

1. SCOPE

This policy applies to Goondiwindi Regional Council's closed circuit television systems whether fixed or mobile, installed or being established in public spaces by Council by Council and within Council owned or controlled facilities and land.

2. PURPOSE

To provide a framework for the establishment and operation of Council's CCTV systems to ensure they are managed in accordance with relevant legislation.

3. LEGISLATION

Crime and Corruption Act 2001
Information Privacy Act 2009
Local Government Act 2009
Public Records Act 2002
Right to Information Act 2009
Security Providers Act 1993

4. DEFINITIONS

To assist in interpretation, the following definitions apply:

Closed Circuit Television (CCTV) – the use of video cameras to transmit images to a specific site where it can be monitored and recorded by authorised personnel for surveillance in public spaces or the protection of assets

Council – means the Goondiwindi Regional Council (GRC)

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

Employee – refers to any employee of the Goondiwindi Regional Council

5. POLICY STATEMENT

Council is committed to protecting the safety of its assets and the community with a range of initiatives including the installation of CCTV cameras in public spaces and other Council controlled facilities and land.

It will operate its CCTV systems in accordance with the following principles:

5.1. Purpose

CCTV systems will be operated within the applicable legislation and only for the purpose for which it was intended:

- Identify, manage, deter and reduce criminal or unlawful behaviour
- Provide the Queensland Police Service and law enforcement agencies with appropriate evidence and information to both prosecute criminal offences and to reduce and manage unlawful behaviour, having had occurred or that might occur
- Contribute to an increased feeling of community safety and security
- Protection of Council assets
- Monitor the main routes entering and exiting towns within the Goondiwindi region

Goondiwindi Regional Council will ensure that appropriate signage and notices are erected in all areas where the CCTV System is operational. Signs will comply with the Australian Standard and will be displayed on the perimeter of the area covered by the system.

The signs will inform the public that they are entering a Goondiwindi Regional Council CCTV System area and that cameras are in operation. A notice will also be displayed near the CCTV camera to ensure Council meets its obligations pursuant to the Information Privacy Principles 11 of the Information Privacy Act 2009.

6. PERSONAL INFORMATION

6.1. Privacy principles:

- Council will not authorise or directly provide unauthorized footage from the CCTV system
- All requests for CCTV footage, either from Queensland Police Service or via a Court Order, are to remain confidential as per the provisions of the relevant legislation

6.2. Retention of Personal Information:

- All CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of 30 days
- Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of one (1) year

6.3. Disposal of Personal Information:

- Any CCTV recordings that have not been downloaded and are subject to the 30 day retention, will be automatically overwritten and the information will be consequently disposed
- Any recordings or images downloaded from the CCTV system and subsequently retained in Council's record management system, will be disposed of in accordance with Information Standard 40 – retention and disposal of public records

6.4. Disclosure of Personal Information:

- Council will only disclose personal information in accordance with the purpose for which it was obtained
- Council may disclose personal information in the following circumstances:
 - To the Queensland Police Service for law enforcement services (*form attached*)
 - Where required to or compelled by law
 - Under an Information Privacy Act or Right to Information request
 - In case of emergency or serious threat to life, health, safety or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Service. Such agencies will be limited and must be responding to or assisting with disaster management, such as the Queensland Fire and Emergency Services

7. REQUESTS FOR CCTV FOOTAGE

Any person requesting access to recover CCTV recordings (whether that is to capture, copy or download) will be required to obtain written approval from the Chief Executive Officer of the Council. In order to grant approval, the Chief Executive Officer must be satisfied that the appropriate documentation has been completed, that the request falls within this policy and that the disclosure will not be contrary to the Information Privacy Act 2009.

A record will be kept of any disclosure that is made, including a copy of the document requesting CCTV recordings or images. Such record will be securely and confidentially stored within Council's Record Management system.

8. CCTV FUNDING

In funding the CCTV system Council will first source funds externally through grants and subsidies offered from the State and Federal Government. In the instance this is not successful Council will make a decision whether it is feasible to fund the future stages internally.

9. IDENTIFYING CCTV CAMERA LOCATIONS

Using information from several sources, including Queensland Police Service, specific areas have been identified as requiring CCTV to reduce crime and maintain security in the town.

In conjunction with the Queensland Police, Council has prioritised new camera locations as one of either high, medium or low. The locations that Council has focused on are hot spots, critical infrastructure, crowded places and locations identified by Council. The locations identified do not focus on any specific businesses or property locations (other than Council assets) but rather routes of access in towns so traffic and pedestrian movements can be monitored.

In developing the proposed CCTV locations Council did consider the current privately owned surveillance systems that exist within the region. The new CCTV system will complement the existing privately owned surveillance adding an extra layer of security in the instance that a system fails.

10. COMPLAINTS

Complaints should be directed in writing to:

Attention: Chief Executive Officer
Locked Mail Bag 7
INGLEWOOD QLD 4387

Council will manage any complaint in accordance with its policies and procedures.

11. REVIEW DATE

June 2027

12. ATTACHMENTS

Attachment 1 – Queensland Police Service Information Request Form