



## DRAFT Policy 62 – CCTV and Remote Camera

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|---------------------|---------------------------|
| CM Ref:             | DOC/24/4018               |
| Adopted:            | Minute                    |
| Version:            | 1                         |
| Reviewed Date:      | -                         |
| Author              | Director - Infrastructure |
| Responsible Officer | Director - Infrastructure |

### PURPOSE

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

The purposes for which the Council may use camera surveillance in public places include:

- protection of community assets,
- improve community safety and security,
- to deter anti-social behaviour and crime
- recording of Council works and operations,
- recording for regulatory and compliance investigations and inspections,
- to assist law enforcement agencies
- recording of Council functions / events; and
- staff safety.

### OBJECTIVE

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The objectives of this Policy are to ensure that:

- Camera surveillance systems and footage will only be used for the purpose for which it was intended;
- Management and operation of camera surveillance systems and footage complies with relevant legislation; and
- Camera surveillance systems and footage are fit for purpose.

## SCOPE

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This Policy applies to:

- Surveillance cameras and systems established in public spaces within the Council’s local government area and owned by the Council;
- Surveillance cameras and systems installed on Council owned or Council controlled land and / or Infrastructure;
- Council owned body-worn surveillance cameras worn by authorised Council employees while performing official duties within the Council’s local government area; and
- All Council employees, contractors and other parties involved with installation, management and maintenance of Council’s surveillance cameras in public spaces.

## POLICY

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### Definitions

| Term                             | Definition  |
|----------------------------------|---|
| <b>Camera Surveillance</b>       | Any equipment used to observe and record images of an area such as closed-circuit television (CCTV), temporary or fixed cameras (such as automatic number plate recognition cameras), body-worn cameras and unmanned aerial vehicles (such as drones).                                    |
| <b>Closed Circuit Television</b> | The use of video cameras to transmit a signal to a specific place, on a limited set of monitors. (CCTV).  |
| <b>Council</b>                   | Means the Dorset Council.   |
| <b>Public Space</b>              | 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 are public spaces, although they have restricted areas and greater limits upon use. |
| <b>Risk</b>                      | Probability and consequence of an event that could impact on the Council’s ability to meet its strategic objectives.  |

## PUBLIC INTEREST

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

- Informing authorised employees and contractors involved in the recording, observation and capture of images of their responsibility to act in an ethical and lawful manner as required by legislation.
- Investigate any complaints by members of the public in relation to the Council’s camera surveillance programs and provide a timely response in accordance with the Council’s Customer Service Charter.
- Review the policy against any changing legislation as required.

## SECURITY OF CAMERA SURVEILLANCE EQUIPMENT AND FOOTAGE

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Camera surveillance equipment and footage will be adequately protected against misuse, loss and unauthorised access, use and disclosure by:

- Restricting use of camera surveillance equipment to authorised employees and contractors only;
- Appropriate approvals for employees and contractors to view any images or footage;
- Implementing adequate controls to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- Maintaining equipment to ensure its effective operation; and
- Applying relevant recordkeeping practices.

Council will approve the purchase, installation and use of surveillance cameras based on officer recommendations outlining the need and feedback from relevant stakeholders.

Current use includes:

- Surveillance of Council waste facilities including Waste Transfer Stations;
- Surveillance of Council assets that are buildings, associated infrastructure and open spaces in public places;
- Surveillance of Council assets in Parks (play/exercise equipment, seating, bins etc.);
- Surveillance of Council assets, materials and equipment in public areas of Council Depots and Offices;
- Authorised Officers body-worn cameras;

Council has established dedicated equipment specifically for the storage of camera surveillance data. This equipment is secure and backed up. Only the staff and Managers of staff who operate cameras will have access to the dedicated equipment for the filing and viewing of surveillance data.

The release of camera surveillance data will only be provided to comply with:

- Internal reporting requirements at management levels only;
- The requirements of the Police in relation to the investigation of crime;
- A legal document issued by the Court at the request of a party to a case;
- A valid formal request for public information, which will be assessed in accordance with the provisions of the *Right to Information Act 2009*;
- Staff wearing a body camera would be able to view footage for the purpose of reviewing for notes, making statements or confirming events;
- Lessees of Council buildings may access footage for the listed purposes, particularly in regard to anti-social behaviour and crime

## COMPLAINTS

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The Council will investigate all complaints by members of the public in relation to the Council's camera surveillance programs and will provide a timely response in accordance with the Council's Customer Service Charter.

## RESPONSIBILITY

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The Council officers and contractors authorised to manage equipment and view surveillance footage include:

- General Manager
- Directors
- Managers
- Compliance Officer

## RELEVANT LEGISLATION

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- *Local Government Act 1993*
- *Right to Information Act 2009*
- *Personal Information Protection Act 2004*
- *Archives Act 1983*
- *Listening Devices Act 1991*
- *Security and Investigations Agents Act 2002*

## REVIEW

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This Policy will be reviewed every three years, unless organisational and legislative changes require more frequent modification.

## DOCUMENT INFORMATION

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| Version | Doc Ref     | Date Reviewed | Author          | Comments           |
|---------|-------------|---------------|-----------------|--------------------|
| V1      | DOC/24/4018 | April 2024    | Michael Buckley | Policy established |