

POLICY NO LG42 CCTV AND REMOTE CAMERA OPERATION AND MANAGEMENT POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area
STATUTORY AUTHORITY:	Personal Information Protection Act 2004 Right to Information Act 2009 Archives Act 1983 Disposal Authorisation No. 2200 Evidence Act 2001
OBJECTIVE:	The objective of this policy is to guide the Council's use of CCTV's and Remote Cameras and the recordings generated.
POLICY INFORMATION:	Adopted 19 August 2013 – Minute 08/13.11.11.217 Amended 18 November 2013 – Minute 11/13.11.10.296 Amended 18 May 2015 – Minute No 05/15/11.10.128 Amended 19 February 2018 – Minute No 02/18.12.7.32

POLICY

1. INTRODUCTION

Break O'Day Council has installed CCTV cameras in several locations within the municipality; the use of these cameras is for:

- Public reassurance
- Crime deterrent/prevention
- To assist in minimising the incidents of vandalism and/or wilful destruction of property

Remote camera devices are also in use within the municipality, the main purpose of this use is to assist with various programs in the management of natural resources and Council assets. These include but are not limited to:-

- dog and cat management
- management of infrastructure and other assets and facilities
- wildlife monitoring
- monitoring for/detection of illegal activities
- collection of usage and activity data

This policy outlines the control and use of any vision recorded by the CCTV network in public areas of the Break O'Day municipality and vision recorded by a remote camera under the control of the Break O'Day Council.

A remote camera device is small and generally used as a hidden motion-detection or time-series, day or night, camera. Council currently has devices which will be deployed over varied locations dependent upon the circumstance for which they are required.

2. MONITORING AND RECORDING

1.1.1.CCTV

- Break O'Day Council may implement and install CCTV in and outside Council owned and controlled properties and facilities and public places
- Authorisation for installation will be either through a minuted decision of Council or adoption of a project through the budget process
- The Break O'Day Council CCTV network is not a monitored system and signage advising of recording will be in place.

1.2. Remote Camera

- One or more remote cameras may be deployed for projects undertaken by Break O'Day Council or with which Break O'Day Council is associated. One or more remote cameras may also be deployed to supplement security arrangements for Council property, facilities or as a project undertaken by Council for public benefit.
- Management will ensure appropriate procedures are in place for authorisation of remote camera use and storage and access of recordings obtained from remote camera use.

3. USE OF RECORDED FOOTAGE

CCTV and Remote Camera

Management will ensure appropriate procedures are in place for installation of CCTV cameras and authorisation of remote camera use and storage and access of recordings obtained from both CCTV and remote camera use.

4. INAPPROPRIATE USE OR BREACH OF POLICY

Any breach of policy, misuse or inappropriate disclosure of any details or footage recorded, saved or stored, by any employee of Council, member of the public or a business owner/manager in the municipality will be treated as serious and be dealt with in an appropriate manner.

5. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

**POLICY NO LG43
PERSONAL PROTECTIVE EQUIPMENT POLICY**

Defunct – Moved to a Procedure