



CORPORATE SECURITY CAMERA POLICY

Document No: A4697810

1.1 Objectives: The objective of this policy is to clarify Council's position in relation to 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.

1.2 Regulatory Authority:

- *Public Records Act 2002*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- Australian Standard AS 4806.1-2006
- Australia Standard AS 4806.2-2006
- Queensland State Archives October 2010

1.3 Policy 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. Councilor Electorate offices).
- 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 specifically for employee surveillance. Corporate security cameras can be utilized to capture footage of incidents to support both police investigations and prosecution purposes and internal investigations.

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 Safe City and Corporate Security Manager and the Chief Operating Officer (Health, Security and Regulatory Services). 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.
- Completion of a Crime Prevention Through Environmental Design (CPTED) audit that identifies vulnerabilities pertaining to the use of corporate security cameras.
- Analysis of the security risk assessment and CPTED audit that supports the installation of corporate security cameras as the most appropriate security tool based on the circumstances.

- 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.

1.4 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.

1.5 Roles and responsibilities:

The Chief Operating Officer (Health, Security and Regulatory Services) is responsible for administering this policy.

1.6 Definitions:

High risk means a site involving or exposed to, a higher than normal level of danger as determined by the completion of a security risk assessment and CPTED audit.

Employee Surveillance 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.

Corporate Security Camera 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.

Offence Detection Cameras means cameras used for detecting offences such as parking offences, illegal dumping, motorbikes illegally using Council land or other compliance investigations are considered offence detection cameras and not corporate security cameras.

1.7 Policy Author: Chief Operating Officer (Health, Security and Regulatory Services)

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