



## 1 POLICY PURPOSE

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- 2.1. This Policy sets out Council's commitment to the lawful, proportionate and transparent use of closed circuit television (CCTV) and surveillance systems.
- 2.2. It establishes the principles that govern all CCTV activity and the purposes for which Council may deploy surveillance.
- 2.3. Operational requirements are set out in the CCTV and Surveillance Administrative Procedure, which is to be read alongside this document.

## 2 POLICY SCOPE

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This Policy applies to:

- All elected members, employees, contractors, volunteers, consultants and agents involved in planning, operating or managing Council surveillance systems.
- All CCTV and surveillance systems owned, operated or managed by Council, including fixed cameras, mobile units, body worn cameras and vehicle mounted cameras where deployed.

## 3 POLICY STATEMENT

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### 3.1 COUNCIL'S COMMITMENT

Council recognises that CCTV surveillance serves community safety and asset protection purposes, but also involves the collection of personal information and carries the potential to affect individual privacy.

Council is committed to using surveillance only where it is justified, proportionate, and consistent with the rights and reasonable expectations of people in our community.

Council expects all Personnel involved in the deployment, operation, or management of CCTV systems to comply with this policy and the associated Administrative Policy, and to treat privacy and proportionality as non-negotiable requirements of all surveillance activity.

### 3.2 GOVERNING PRINCIPLES

All CCTV activity must be consistent with the following principles:

- a) **Lawfulness.** Council will only use CCTV in accordance with the Information Privacy Act 2009 (Qld), the Human Rights Act 2019 (Qld) and all other applicable legislation. Personal information captured by CCTV will be handled in accordance with the Queensland Privacy Principles.
- b) **Proportionality.** Surveillance will be no more extensive than necessary. Before deploying CCTV, Council will consider whether the risk can be reduced more effectively through other means such as improved lighting, access control, or environmental design.
- c) **Transparency.** The community will be informed where CCTV operates through signage and publicly available documentation. Council will not conduct covert surveillance except in limited, approved circumstances.
- d) **Accountability.** Clear responsibilities exist for CCTV governance, access and oversight. Council will conduct periodic audits and will report on CCTV governance as required.
- e) **Privacy protection.** CCTV footage will only be used for approved purposes and will not be accessed, disclosed or retained beyond what is necessary. Individuals whose information is captured have rights under the Information Privacy Act 2009 (Qld), including the right to make an access or correction request and to make a privacy complaint.

### 3.3 APPROVED PURPOSES FOR CCTV DEPLOYMENT

Council may only deploy or operate CCTV for the following approved purposes.

- a) To deter and detect anti-social behaviour, criminal activity, and damage to Council property and community assets.
- b) To protect the safety and security of Council elected members, employees, contractors, volunteers, and the general public.
- c) To assist Council with investigations into incidents, complaints, anti-social behaviour, or criminal activity.
- d) To assist Law Enforcement Agencies with investigations into criminal offences or other unlawful activity.
- e) To assist in the review of workplace health and safety incidents involving Council elected members, employees, contractors, or volunteers.
- f) To monitor compliance with Council local laws and legislation where Council has enforcement jurisdiction.
- g) To assist in identifying the owners of lost or abandoned property where other reasonable means have been unsuccessful.

## 5 HUMAN RIGHTS COMPATIBILITY STATEMENT

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This policy has been assessed as compatible with human rights pursuant to the *Human Rights Act 2019* (Qld).

## 6 DEFINITIONS

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
CCTV	Closed circuit television, including any associated fixed or mobile cameras, body worn or vehicle mounted cameras where deployed by Council, recording devices, storage systems, software and supporting infrastructure
CCTV footage	Any image, video, audio or metadata captured, recorded, stored or derived from a Council CCTV system.
Authorised Person	A person authorised by the Chief Executive Officer, in writing, to approve access to CCTV systems or CCTV footage and to approve disclosure of CCTV footage.
Personal information	Has the meaning given in the Information Privacy Act 2009 (Qld).
Personnel	All Elected Members, employees, contractors, volunteers, consultants and agents of Council
Public record	Has the meaning given in the Public Records Act 2023 (Qld).

## 7 RELATED POLICIES AND OTHER DOCUMENTS

<b>Legislation:</b>	Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld). Information Privacy Act 2009 (Qld) Human Rights Act 2019 (Qld) Privacy Act 1988 (Cth) Public Records Act 2023 (Qld) Work Health and Safety Act 2011 (Qld) Right to Information Act 2009 (Qld)
<b>Associated Documents:</b>	CCTV and Surveillance Administrative Policy ICT Information Security Strategic Policy Data Management Strategic Policy Privacy Policy Code of Conduct Councillor Code of Conduct.

## 8 MONITORING AND REVIEW

This policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

## 9 RESPONSIBILITY

This Policy is to be implemented by the CEO; and reviewed and amended by the Governance and Records Officer.

## 10 VERSION CONTROL

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Version	Details	Resolution No	Date
V1	Created and adopted	2026/46	25 March 2026