

# CCTV management policy

## Policy No. 6130.100.E.R.

### 1 Purpose

The purpose of this policy is to ensure City of Darwin closed circuit television (CCTV) and camera systems are installed, maintained, and operated in accordance with Northern Territory law and their use enhances public safety, community trust and confidence. This includes any portable camera technologies that may be introduced.

### 2 Scope

This policy applies to all camera systems owned by City of Darwin. This policy does not apply to CCTV systems owned by external organisations, Northern Territory Police, Fire and Emergency Services (NTPFES), nor does it apply to the use of City of Darwin CCTV systems by NTPFES.

### 3 Policy statement

#### 3.1 Operational boundaries

Facial recognition technology will not be used by City of Darwin.

CCTV and portable footage will not be sold or used for commercial, promotion or entertainment purposes. It may however be shared for information and public awareness where appropriate steps have been taken to ensure the protection of personal information.

City of Darwin will not use CCTV, including portable technologies, in public places or staff-only space where a person would reasonably expect to have privacy, such as toilets or changing rooms.

City of Darwin will conduct a privacy analysis when procuring CCTV and portable camera systems or making substantial changes to existing camera systems.

#### Cameras mounted in external areas

CCTV systems will be limited to public areas identified within City of Darwin's municipality to:

- promote a safer and more liveable environment
- monitor City of Darwin assets
- obtain analytical data for city planning, traffic management, event planning and economic growth and development.

## Cameras mounted in internal areas

CCTV systems will be limited to City of Darwin owned and operated buildings and infrastructure to:

- protect staff and the community
- monitor City of Darwin assets.

## Leased facilities

Where a CCTV system is owned and operated by a lawful occupier, the occupier is expected to develop and implement CCTV and privacy policies. City of Darwin may choose to install and operate CCTV at leased facilities however, access to such systems will only be provided to the occupier if they are suitability trained and comply with City of Darwin CCTV policy and procedures.

## Portable camera footage

The operation (capture, viewing, storage and release) of any City of Darwin controlled portable camera footage must comply with this policy and procedures.

### 3.2 Access to CCTV and portable camera footage

Only authorised CCTV officers and contractors are permitted to operate, monitor, maintain or access CCTV systems and portable footage. Security controls must be in place to prevent unauthorised access.

Authorised CCTV officers and contractors must receive appropriate training, including training in privacy obligations before they receive their authorisation. Authorised CCTV officers will use the CCTV and portable camera systems in accordance with Northern Territory legislation, this policy, and approved procedures.

A work area may have access to view real-time CCTV, for example, to monitor the type of load within a truck at the Shoal Bay Waste Management Facility, or to monitor the physical environment, however, must not have access to capture or export CCTV system data. Staff are not to provide access to real time feeds to unauthorised people.

Applications for the release of CCTV data and/or portable camera footage will be assessed on a case-by-case basis, however City of Darwin will release where it:

- is required under Commonwealth or Northern Territory Legislation
- is a valid Freedom of Information request and the CCTV data is not otherwise exempt
- is lawful because it complies with information sharing provisions contained within the Information Privacy Principles.

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**Responsible Officer: General Manager Corporate**

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### 3.3 Retention of CCTV and portable camera footage

Unless otherwise required, CCTV and portable camera footage will be retained for a maximum of 31 days, before it is securely and permanently destroyed. CCTV and portable data will be stored and secured in accordance with City of Darwin’s Information Security and Records Management requirements.

Statistical data derived from CCTV data, collected for the purpose of City of Darwin planning services, will be stored and retained in accordance with City of Darwin’s *Records and Information Management Policy*.

### 3.4 Signage

Signage must be displayed to ensure that the community and staff are aware of when they are entering an area with operational CCTV.

## 4 Definitions

**Authorised CCTV officers** are City of Darwin employees or contractors who have been authorised to carry out specific tasks in the operation or management of the CCTV or portable camera systems.

**CCTV data** is any information that is recorded or unrecorded that is taken from a CCTV system, including any information, still image or moving footage.

**CCTV System** is a surveillance system in which one or several cameras are connected through a closed circuit. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.

**Disclosure** is the provision of CCTV data and records to a third party.

**Portable camera footage** is any information that is recorded or unrecorded that is taken from a mobile camera device such as a handheld video, still camera, or body worn camera and may include any information, still image or moving footage.

## 5 Legislative references

*Information Act 2002 (NT)*

*Local Government Act 2019 (NT)*

*Local Government (General) Regulations 2021 (NT)*

*City of Darwin By-laws 2023*

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## 6 Procedures / related documents

AS4806.1 – 2006 CCTV Management and Operation

AS4806.2 – 2006 CCTV Application Guidelines

City of Darwin Records Disposal Schedule 2010/05

2005.100.I.R Records Management Policy

CCTV Operating Procedures (currently in draft)

## 7 Responsibility / application

This policy will be reviewed every four years or at such other time as necessary.

The General Manager Corporate is accountable for the overall establishment and periodic review of this policy. This policy applies to all City of Darwin Elected Members, staff and contractors who have responsibility for installation, maintenance, monitoring, or accessing CCTV systems, and/or disclosure and destruction of CCTV systems and data.

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