



Baw Baw Shire Council

Attentis[®] Sensors

Baw Baw Information Network

Code of Practice

December 2022

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1. Introduction

This document details the management of the Attentis® Sensor network in Baw Baw Shire, owned by Council and monitored by limited members of the Emergency Services. This code of practice acts as a framework for the management and integration of the Attentis® sensors within the Baw Baw Shire.

The Attentis® Sensor network is part of the broader CCTV Safety Program administered by Baw Baw Shire Council, and this document aligns with the Code of Practice for CCTV in Public Places.

The Attentis Sensor® network comprises of sensors located in key area throughout the Shire. A list of locations is provided in the Appendices.

The Code of Practice identifies the Emergency Services agencies as:

- Victoria Police (VicPol)
- Country Fire Authority (CFA)
- Fire Rescue Victoria (FRV)
- Parks Vic
- Forest Fire Management Victoria (FFMV)
- State Emergency Services (SES)

2. Statement of Purpose

The Attentis® Sensor network aims to provide 24 hour real-time monitoring of changes in environmental conditions, elements and factors that indicate and lead to public safety impacts including, but not limited to fire ignitions, air quality issues, severe weather, ground movement, critical infrastructure failure and impacts to resources.

The Attentis® Sensor network incorporates a range of real-time monitoring including micro-climate weather, air quality, thermal imaging and visual imaging.

Passive monitoring may occur periodically and active monitoring of the Program may occur during emergency events.

3. Data Protection – Privacy

All data collected using the Program will be managed in accordance with the Baw Baw Shire Council /Emergency Services Memorandum of Understanding (MoU) for the operation of Attentis® Sensor network and this code of conduct.

And the following legislation:

- Privacy and Data Protection Act 2014
- Surveillance Devices Act 1999
- Charter of Human Rights and Responsibilities Act 2000

- Public Records Act 1973
- Freedom of Information Act 1982
- Evidence Act 2008

And the following guidelines:

- Victorian Ombudsman Closed Circuit Television in Public Places Guidelines (2012)

4. Management of the Program

Baw Baw Shire's Program Manager is responsible for:

- Managing the contract for all installation, servicing, maintenance, and replacement of all Attentis® Sensor network equipment.
- Day to day management of the Program.
- Stakeholder consultation with regard to the implementation and on-going operation of the program.
- Overseeing monitoring by Emergency Services, review, auditing, and evaluation of the Program.
- Promoting the Program and providing information to the public and other agencies about the operations of the Program.
- Working with Emergency Services and contractors to ensure all responsible officers are adequately trained for monitoring purposes; and
- Developing and monitoring all policies, protocols, and grievance procedures in relation to the Program and Baw Baw Shires responsibilities.

The Emergency Services will appoint a representative responsible for Emergency Services staff and their use of the system, and is responsible for:

- Maintaining close liaison with the Program Manager.
- Day to day management and oversight of the footage
- Ensuring that use of the system by Emergency Services staff is professional and in accordance with CCTV protocols, and Code of Conduct.
- Providing ongoing training to all relevant Emergency Service personnel around the operation of the Attentis® Sensor network
- Management and storage of Law Enforcement Data
- Notifying Council of any damage or fault with the system; and
- In partnership with the Program Manager, agreeing to any proposed alterations to the Attentis® Sensor network.

Council's contractor is authorised to provide camera equipment, information technology and maintenance for the camera network.

The Program Manager and Emergency Services representatives will ensure that the CCTV protocols are complied with and have day to day responsibility for the management of the CCTV Program.

5. Extension of the Scheme

The Attentis® Sensor network has the capacity to be expanded, if required, and following consultation with the community and partner agencies.

6. Public Information

Location of the cameras is not hidden to the public.

Council will install signs that will be clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that any text can be read easily. The signs will be displayed at key locations where cameras are operating to:

- Inform the public that Attentis® Sensors are operating 24/7
- Identify Baw Baw Shire Council as the owner of the Program
- Provide contact details for further information
-

Information about the Attentis® Sensor network including the location of sensors and management of the system is available on Council's website.

7. Control and Operation of the Cameras

No Emergency Service Agencies will, or are under any obligation to, continually monitor the Attentis® Sensor network.

Use of the cameras will be in accordance with Baw Baw Shire Council Community Safety CCTV Program policies, protocols, and Code of Practice.

Operation of the CCTV system will be in accordance with Standard Operating Procedures (SOPs) and internal policies.

Cameras will not intentionally be used to look into adjacent or nearby private residential property, unless it is explicitly for the purpose of community safety. Any misuse will be treated as a breach to this Code.

Only Authorised Emergency Services representatives with authority can access the system.

8. Recorded Material

Attentis® will store and retain images and time-lapse footage for a period of three years from the day on which the image or time lapse footage is captured.

Access to the use of recorded material will only take place:

- In compliance with the needs of Emergency Services after an emergency event of crime has taken place
- If necessary, for the purpose of legal proceedings
- When required by a duly authorised subpoena
- Under the provisions of the Freedom of Information Act 1982
- As otherwise required or permitted by law

All data, information and images collected by the Attentis® Sensor network are encrypted at the device for transmission to secure servers operated by Attentis®. The end-to-end encryption requires a secured encryption key in order to unlock and read the data, information and images. End-to-end encryption ensures no illegal access to the data, information and images can occur.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

All requests for information regarding the visual images must be referred to the Network Manager as appropriate.

Requests from the public relating to criminal matters will be considered by the Police Manager, who will advise the applicant of the appropriate process.

All recorded material will be treated according to legislation and standards, to provide continuity of evidence and to avoid contamination of evidence.

Council staff involved in the Program are required to adhere to Baw Baw Shire Council's internal policies and Code of Conduct.

Footage removed under application may be kept for as long as required and will be disposed of in accordance with obligations imposed by the Public Records Act 1973.

9. Accountability

Baw Baw Shire Council has established a CCTV Steering Committee which meets periodically to monitor the operation and effectiveness of the overarching Program and identify opportunities for improvement. The Attentis® Sensor network will be considered as part of the CCTV Steering Committee.

An annual audit will be undertaken to provide public reassurance that the Attentis® Sensor network is operated transparently and ethically, and that self-regulatory codes and protocols are being observed.

10. Assessment of the Program

The CCTV Steering Committee will monitor the Attentis® Sensor network as part of its overall responsibility, and determine whether the purposes of the system are being complied and the objectives are being achieved.

The results of the annual review may be considered in the future functioning, management, and operation of the Attentis® Sensor network.

11. Compliance Audit

The Attentis® Sensor network will be audited to ensure it is compliant with the policies of Council and will:

- Review the Attentis® Sensor network program and report any divergence from the Code of Practice, Protocols and MOUs.
- Identify any further improvements and recommend actions to safeguard the Program from misuse.
- Request steps are undertaken by any party involved in the Program to rectify divergences from, or breaches to, the Code of Practice, protocols, or MOUs.

12. Complaints

All matters of public complaint regarding the Attentis® Sensor network must be referred to the Program Manager in the first instance for investigation who will decide whether the complaint should be brought to the attention of the Freedom of Information Officer.

13. Breaches of the Code

Baw Baw Shire Council has responsibility for ensuring that the Code of Practice is adhered to. Responsibility includes insuring that breaches of the Code are investigated and remedied to the extent to which the breaches are within the ambit of Baw Baw Shire's power to remedy.

All personnel involved in the Program have responsibility to adhere to the Code of Practice.

Complaints in relation to any aspect of the management, operation or monitoring of the Program may be made in writing to:

CCTV Program Manager
Baw Baw Shire Council
PO Box 304
Warragul
Vic, 3820
Phone: 1300 229 229
Email: bawbaw@bawbawshire.vic.gov.au

The *Privacy and Data Protection Act 2014* authorises the Victorian Information Commissioner to receive and investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with:

Office of the Victorian Information Commissioner

PO Box 24274

Melbourne

VIC 3001

Email: enquiries@ovic.vic.gov.au

Baw Baw Shire Council will cooperate with the investigation of any complaint by the Information Commissioner.

14. Appendices

14.1 Appendix 1

Locations where Attentis Sensors are situated.

Apex Park (Google Maps 2WFW+PH)



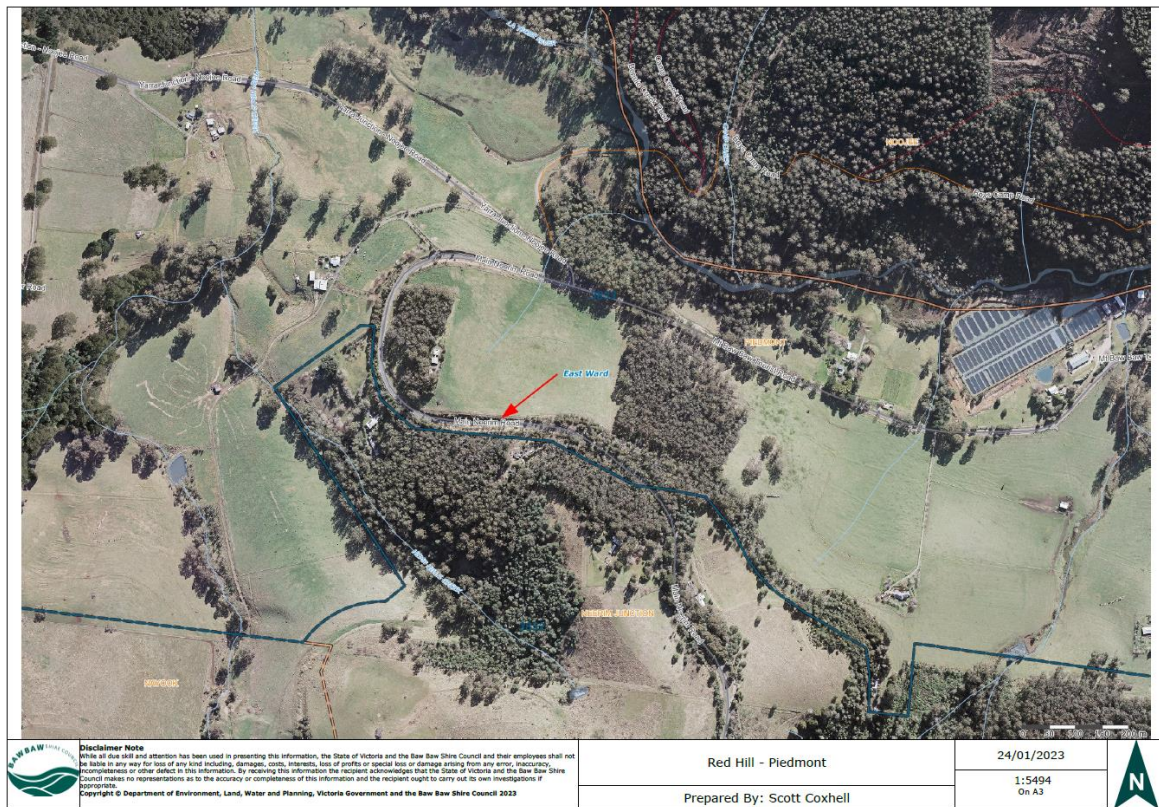
Erica and District Fire Station (Google Maps 29XQ+77)



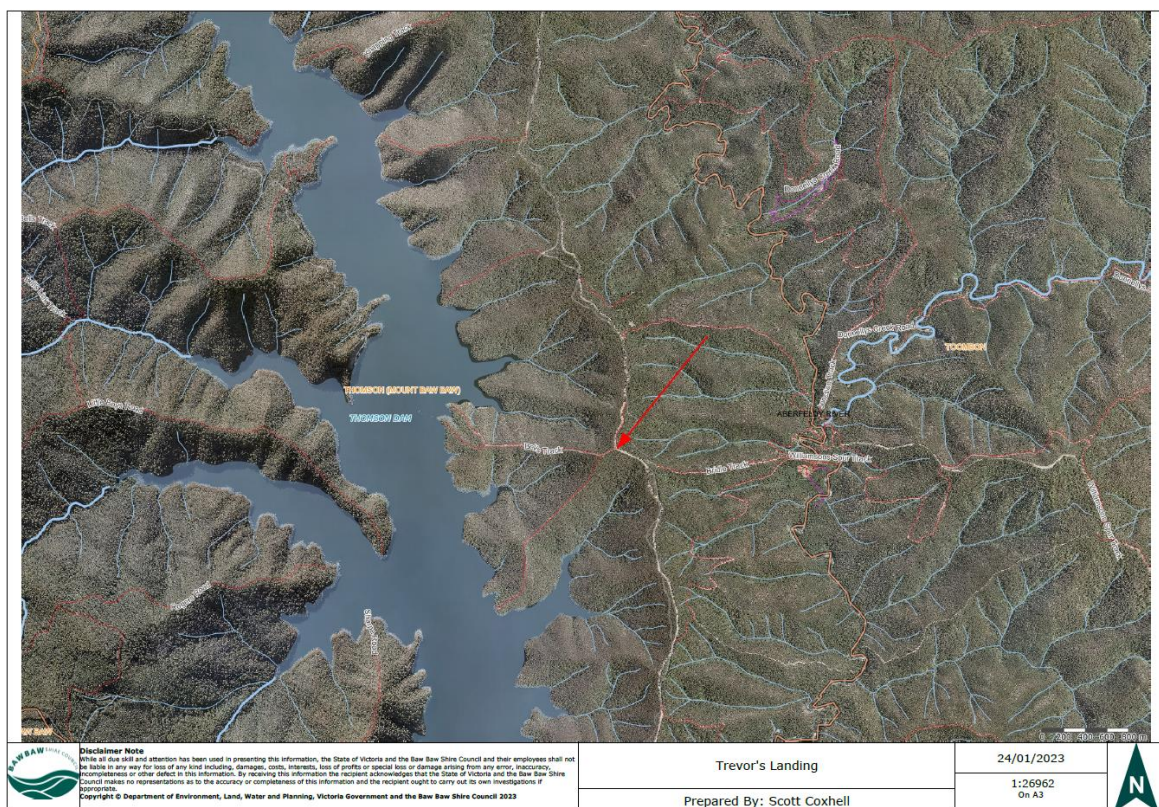
Noojee Fire Station (Google Maps 4X4X+GM)



Main Neerim Road, Piedmont (Google Maps near 3XX5+MH)



Trevor's Landing, Thomson Dam



Toorongo Falls Campsite (Google Maps 42VR+WH Noojee, Victoria)

