

Australian Standard<sup>®</sup>

**Closed circuit television (CCTV)**

**Part 1: Management and operation**



This Australian Standard® was prepared by Committee EL-051, Non-Broadcast Television. It was approved on behalf of the Council of Standards Australia on 19 May 2006. This Standard was published on 29 June 2006.

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The following are represented on Committee EL-051:

- Australasian Railway Association
  - Australian Communications and Media Authority
  - Australian Federal Police
  - Australian Security Industry Association
  - Engineers Australia
  - National Security Association of Australia
  - Society of Motion Picture and Television Engineers
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Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through public comment period.

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## PREFACE

This Standard was prepared by the Standards Australia Committee EL-031, Intruder Alarm Equipment and Installations.

The objective of this Standard is to present a set of principles for the management and operation of closed circuit television (CCTV) systems for reference by users, manufacturers, tenants of premises with CCTV systems installed and regulators.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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## FOREWORD

All closed circuit television (CCTV) systems that receive, hold or process data about a known person are obliged to conform to certain legislation, such as Federal, State and Territory Privacy and Surveillance Legislation. This Standard is designed to supplement that legislation in a model that ensures fairness, purpose and accountability within the Australian CCTV industry.

Irrespective of the ownership, this Standard covers CCTV systems used in areas where the public would have a 'right to visit'. These include, but are not limited to—

- (a) a place that is in private ownership, but where the public perceives no boundary;
- (b) a place where a public service is offered;
- (c) public footpaths, roads, etc.;
- (d) educational establishments, hospitals; and
- (e) sportsgrounds, supermarkets, housing areas.

CCTV applications within government may require extra consideration in regard to the security of the system installed, the operation of such and the data they contain and transmit. The methods by which data is stored, destroyed and disposed of and the re-use of media are other issues that may need to be addressed in certain instances.

Any CCTV application within a government department or an organization contracting to it should be designed, implemented and operated in full consultation with the relevant government agency security adviser.

This Standard aims to provide good practice to assist owners in obtaining reliable information that may be used as evidence. Compliance with this Standard is strongly recommended, particularly where CCTV systems include an element of observation of the public.

This Standard also aims to provide pointers and references to assist owners and installers in verifying whether the installation and service has been carried out to an acceptable standard.

Because there is separate Federal, State and Territory Privacy and Surveillance Legislation in Australia it is the owners' and their advisers' responsibility to make themselves fully aware of the Privacy and Surveillance Legislation that applies to their State or Territory in relation to CCTV systems.

# STANDARDS AUSTRALIA

## Australian Standard Closed circuit television (CCTV)

### Part 1: Management and operation

#### 1 SCOPE AND GENERAL

##### 1.1 Scope

This Standard provides recommendations for the operation and management of closed circuit television (CCTV) within a controlled environment, where data that may be offered as evidence is received, stored, reviewed or analysed.

This Standard is applicable to CCTV systems used in public places (i.e., areas where the public is encouraged to enter or have a right to visit, such as town centres, shopping malls, public transport, health, etc.) systems that overlook a public place (such as traffic monitoring systems) and systems where a camera view adjoins a public place. The Standard also provides good practice guidelines for all other CCTV systems.

Clauses on management of data, etc., are applicable to the storage of recorded images/data from CCTV systems.

##### NOTES:

- 1 Throughout this Standard the statement Federal, State and Territory Privacy and Surveillance Legislation means all Privacy and Surveillance Legislation applicable to the particular State or of the Territory of the installation. See Appendix A for a summary of some current Australian Privacy and Surveillance Legislation.
- 2 Some Australian States and Territories have Government Guidelines for CCTV systems in public places, which may also be a requirement for the implementation of a CCTV system in public places in some States and Territories.

##### 1.2 Referenced documents

The following documents are referred to in this Standard:

##### AS

2342 Development, testing and implementation of information and safety symbols and symbolic signs

##### AS/NZS

4806 Closed circuit television (CCTV)

4806.2 Part 2: Application guidelines

##### ISO

11064 Ergonomic design of control centres

11064-1 Part 1: Principles for the design of control centres

11064-2 Part 2: Principles for the arrangement of control suites

11064-3 Part 3: Control room layout

Federal and State Government Privacy and Surveillance Legislation

OH&S Acts and Regulations (States and Territories and Commonwealth for its own employees)