

CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS

DRAFT

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1. OBJECTIVE

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Roebourne:

- within, on or around Shire facilities;
- in public places within the Shire of Roebourne

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Roebourne.

2. PRINCIPLES

2.1 Purpose

The Shire of Roebourne conducts CCTV operations in order to:

- assist in deterring, detecting and responding to criminal offences against people or property within the Shire of Roebourne
- record evidence to support investigations and prosecutions by Police in relation to offences
- address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Roebourne

2.2 Code of Practice

2.2.1 Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

- incidence of criminal activity
- level of human activity
- logistical requirements
- value to the network
- the surveillance is legally permitted

2.2.2 Signage

Prominent and appropriate signage will be permanently displayed in the general location of the camera coverage advising of the presence of CCTV cameras.

2.2.3 Requests for Stored Information

Any person requesting a copy of any CCTV data records is to apply in writing to the Chief Executive Officer, outlining reasons for such requests.

Requests relating to access to CCTV data records from Karratha Airport will be vetted and approved by the Security Contact Officer (SCO) before they can be released by the CEO due to some images being sensitive for aviation safety.

At no time will any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without prior approval of the Chief Executive Officer.

2.2.4 Liaison with WA Police

Members of WA Police may request the cooperation of the Shire of Roebourne and use of data derived from the CCTV systems.

Contact and exchange of information between the WA Police and the Shire of Roebourne will be conducted in accordance with a signed Memorandum of Understanding (MOU).

2.2.5 Recording and Storage

Storage and disposal of records from CCTV is outlined in the summary below:

Description of CCTV Record	Minimum Retention Period
Surveillance / CCTV footage REQUIRED for investigations and / or court proceedings	7 years after investigation and / or court proceedings completed, whichever is later
Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas	Destroy or re-use tape 30 days after footage taken
Surveillance / CCTV footage taken by mobile cameras or car-based cameras	Destroy or re-use tape 7 days after footage taken
Surveillance / CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis	Destroy or re-use tape 7 days after footage taken

2.2.6 Privacy Principles

CCTV will be operated within applicable legislation, and only for the purposes for which it was established.

2.2.7 Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

2.2.8 Audit & Review

CCTV operations will be monitored and evaluated to verify compliance, with a report provided to Council on an annual basis.

2.2.9 Access and Security of CCTV Equipment

All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire. Appropriate approvals need to be obtained prior to any deviation from the policy. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. Elected Members and Employees are reminded of their obligations under the Shire's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

4. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the application of delegations in regards to the policy.

The Manager Information Technology is responsible for addressing any technical aspects for CCTV owned, operated or leased by the Shire of Roebourne, including equipment maintenance and upgrades, access to records and training of Shire of Roebourne employees.

The Community Safety Coordinator is responsible for reviewing and monitoring operations of the policy and administering the day to day operations of the CCTV network in accordance with the MOU with WA Police.

5. REFERENCES TO RELATED DOCUMENTS

- Western Australia Closed Circuit Television (CCTV) Guidelines
- Western Australia Closed Circuit Television (CCTV) Technical Advice
- *Surveillance Devices Act 1998 (WA)*
- *Security and Related Activities (Control) Act 1996*
- *Freedom of Information Act 1992*
- Shire of Roebourne Closed Circuit Television (CCTV) Management & Operation Manual
- State Records Office – General Disposal Authority for Local Government Records (RD 2010046 – 2010)

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This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.