

CORPORATE SERVICES

TITLE:	CCTV
ADOPTED:	OMC 1 November 2012 – Page 78
REVIEWED:	14 September 2017
ASSOCIATED LEGISLATION:	Surveillance Devices Act 1998
ASSOCIATED DOCUMENTS:	
REVIEW RESPONSIBILITY:	Manager Information Services
DELEGATION:	

Previous Policy Number 5.3.1

PART A

Objective:

To provide guidance for the operation of Closed Circuit Television (CCTV) controlled by the Shire of Broome that is linked to WA Police under the State CCTV Strategy:

- within, on or around Shire of Broome;
- mobile CCTV installed in public spaces; and
- future acquisition and implementation of CCTV within the Shire of Broome.

Policy:

The Shire of Broome and the Council are committed to ensuring that it:

1. Provides a safe and secure community; and
2. Progresses the reduction of crime and improves the safety of members of the community

To achieve these objectives the Shire of Broome has established a strategic alliance with the State Government and WA Police which will enable:

1. the installation of integrated CCTV at key locations and within Shire owned and operated facilities throughout the District
2. the effective monitoring of CCTV feed through the State Monitoring Centre

The Shire of Broome has a core value of protecting privacy. CCTV usage in the Shire will be guided by confidentiality and the privacy provisions in West Australian Law included within the *Surveillance Devices Act 1998*,

This policy applies to Shire of Broome owned, leased and operated CCTV systems and CCTV systems that are linked to the WA Police under the State CCTV Strategy.

PART B

Management Procedure

Principles

The Shire of Broome recognises best practise in administering operation of all Shire owned operated and leased CCTV systems.

All CCTV systems and future acquisition of CCTV will comply and meet minimum standards as prescribed in:

- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.
- Western Australia CCTV guidelines, WA State Government Office of Crime Prevention.
- Western Australia Police Preferred Minimum CCTV System standards as defined in the State CCTV Strategy.

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

Code of Practice

Signage

Where practical Prominent and appropriate signage will be permanently displayed at camera locations to notify of the presence of CCTV cameras.

Access to CCTV equipment

Recording equipment will be housed in a secure area within the Shire's buildings. Camera and wireless equipment will be housed in secure and appropriate enclosures where possible. Access to video recordings from equipment that complies with the State CCTV Strategy is connected to the Broome Police Station and accessible to the State CCTV Network will be accessed by members of the WA Police service. Access to video recordings from equipment that does not comply with the State CCTV Strategy and is not connected to the Broome Police Station will be accessed by the

Shire's Chief Executive Officer, Director Corporate Services and Manager Information Services.

Recording and Storage of information

The CCTV system will keep recordings for 30 days as per the systems design. Any further recording of video images or still photographs will be kept only if the Chief Executive Officer or WA Police is of the opinion that an offence against a Statute Law is being or is likely to be committed. At no time, shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Any person requesting a copy of a video recording shall apply in writing to the Chief Executive Officer or the WA Police and give reasons for such requests.

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

Liaison with WA Police

Members of WA Police will have a direct access to CCTV which is part of the State CCTV Strategy. WA Police may request the Shire's cooperation for access to other systems used by the Shire of Broome.

Mobile CCTV deployment

Business, agency or community requests for mobile CCTV deployment and installation will be handled by the Chief Executive Officer. Requests are to be made in writing, to the Chief Executive Officer for consideration of camera location(s) and duration of deployment recommendations. Where this is not possible the deployment of cameras will be determined by the Chief Executive Officer, in conjunction with WA Police.

Where possible, accompanying WA Police crime data, descriptions, timing and specific locations of alleged offences will be provided to the Chief Executive Officer to enable accurate assessment. As the number of cameras available to the Shire is limited, it is noted not all applications and requests for deployment of mobile cameras will be possible. As per availability of CCTV cameras, requests for CCTV cameras will be prioritised in terms of the nature and severity of alleged offences, the suitability of each location and WA Police recommendations. Removal of mobile cameras from a specific location is at the discretion of the Shire of Broome and can happen at any time.

Complaints

All complaints will be investigated and reviewed in accordance with the Shire's Complaints policy.

Responsibility

The Chief Executive Officer is responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of the Shire of Broome elected members, staff and members of the public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimise reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.