

BUSINESS ENTERPRISE, PROPERTY AND STRATEGY DEVELOPMENT

Property

TITLE:	CCTV
ADOPTED:	OMC 01 November 2012 – Page 78
REVIEWED:	
ASSOCIATED LEGISLATION:	Freedom of Information Act 1992 Surveillance Devices Act 1998 Telecommunications (Interception) Western Australia Act 1996
ASSOCIATED DOCUMENTS:	
REVIEW RESPONSIBILITY:	Manager of Property
DELEGATION:	Chief Executive Officer

Previous Policy Number X.X.X

Objective:

To provide guidance for the operation of CCTV operated and controlled by the Shire of Broome:

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

Policy:

1. This policy applies to Shire of Broome owned, leased and operated CCTV systems only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Broome is committed to working in partnership to progress Crime reduction and community safety within the area.
3. This Policy deals with the installation of CCTVs as a strategic element of the Shire's commitment to safety, crime reduction and safety of staff.

Principles

The Shire of Broome recognises best practise in administering operation of all Shire owned operated, 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.

Where appropriate and possible, Mobile CCTV will be registered on WA Police register of CCTV systems within the State; <https://blueiris.police.wa.gov.au/>. The Shire registration of mobile CCTV cameras on Blue Iris will be managed by the Chief Executive Officer, whom will also handle ongoing police liaison and enquiries with cameras.

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

Prominent and appropriate signage will be permanently displayed at camera locations to notify employees, council members and members of public of the presence of CCTV cameras.

Access to CCTV equipment

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

Recording and Storage of information

Recording of video images or still photographs will only occur if the Chief Executive Officer 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 video recording shall apply in writing to the Chief Executive Officer 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 the WA Police may request the cooperation of Shire of Broome and usage of CCTV systems.

All requests made by the WA Police or any other law enforcement agency should be referred to the Chief Executive Officer who will advise the Shire's Chief Executive Officer of such a request and to seek approval.

Privacy principles

CCTV usage in the Shire will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- Freedom of Information Act 1992
- Surveillance Devices Act 1998
- Telecommunications (Interception) Western Australia Act 1996

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, addressed to the Chief Executive Officer and forwarded 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 location at each location and WA Police recommendations. Removal of mobile cameras from a specific location is at the discretion of the Shire of Broome Administration and can happen at any time.

Complaints

All complaints will be investigated and reviewed in accordance with the appropriate Shire policy and where requested, complainants will be notified of the results of the investigation, within the prescribed timeframes of this 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 individual members, the Shire of Broome council members, staff and members of 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.