Policy A6 – Closed Circuit Television (CCTV)

1. Policy Intention

To outline a position on the operation of Shire of Murray (Shire) owned Closed Circuit Television (CCTV) systems and equipment.

2. Application

This Policy applies to any Shire owned fixed CCTV systems and any mobile CCTV trailers. It does not apply to the operation and use of Body Worn Cameras and/or any vehicle dash mounted camera systems.

This Policy should be read in conjunction with any associated internal CCTV Procedures and/or Guidelines, approved by the Chief Executive Officer.

2. Policy

2.1 Objectives

The general objective of CCTV systems is to:

- enhance safety by assisting in the prevention of crime by acting as a deterrent to potential offenders;
- assist with the identification of crime and/or inappropriate behaviour and support evidence gathering for prosecuting authorities;
- support security at remote locations or sites that are not staffed outside of normal business hours; and,
- to contribute to an integrated multi-agency approach to crime prevention and community safety.

2.2 Partnership Approach

A partnership approach with the Western Australia Police Force (WAPF) is supported to consider future fixed CCTV system needs within the district and to support monitoring of existing and new fixed CCTV systems within local Police stations.

WAFP are involved in the broad decision-making process for future fixed CCTV system in the district.

WAPF also contribute to the decision-making process for the deployment of mobile CCTV trailers, where required in the local Police district, subject to the Shire's own operational needs not being compromised.

Formal arrangements to document the partnership approach with WAFP will be through Memorandums of Understandings (MOU).

2.3 Assessment of Fixed CCTV System Requests

New fixed CCTV systems on Shire or private land in the district will be considered where community need is formal identified and substantiated or for operational purposes, where funding is available through budget or via grants for equipment and installation, and through budget for ongoing operational costs.

All requests for the installation of fixed CCTV systems will be assessed via a formal Needs Assessment Matrix.

Where fixed Shire CCTV is to be installed on private land documented arrangements, by MOU will be applied.

2.4 Assessment of Mobile CCTV Trailer Requests

New mobile CCTV trailers will be also be considered where community need is formal identified and substantiated or for operational purposes, where funding is available through budget or via grants for equipment and installation, and through budget for ongoing operational costs.

Requests are also assessed via a formal Needs Assessment Matrix.

2.5 General Principles

Fixed CCTV systems and any mobile CCTV will not be used to intentionally monitor adjacent or nearby premises or buildings, although it is acknowledged that data captured may generally include some exterior vision of other land.

Reasonable advisory signage is to be displayed in the vicinity of fixed CCTV systems to ensure public awareness. Advisory signage is not required where covert or mobile CCTV are in use.

2.6 Registering Fixed CCTV Systems

Registering fixed CCTV systems located in the public domain through the Office of Crime Prevention is supported, as location information is automatically provided to the WAFP to assist in investigations. Registering CCTV systems

2.7 Release of CCTV

CCTV recordings or images captured by fixed CCTV systems or mobile CCTV trailers will be released to WAPF or the Australian Federal Police on written request or as otherwise required by written law.

The release of CCTV recordings or images captured on any fixed CCTV system or mobile CCTV trailer to any other person or entity is generally not supported and is at the absolute discretion of the CEO or delegate and in accordance with Privacy Principles outlined in Schedule 1 of the *Privacy Act 1988*.

All supported requests for CCTV recordings or images will be provided in a digital format via the capture software's embedded smart client application to ensure the data is exactly as recorded with no way of interference to support evidentiary requirements.

Copies of any released recording and images will be retained for record keeping purposes as required by the *State Records Act 2000*.

The request to release CCTV recordings and images is dependent on time frames for retaining captured data.

2.8 Retention of CCTV Data

CCTV recordings or images (recorded data) is retained for a maximum of 30 days. This period may be reduced, based on the capacity of the either onsite or external data storage.

The exception to the above is where:

- the recorded data contains images relevant to an incident in respect of which a WAFP or other law enforcement agency investigation has commenced and the Shire are made aware by written request for specific data;
- the recorded data contains images relevant to a breach of Western Australian statute law or local laws enforced or administered by the Shire that requires further investigation,
- a valid application has been received for disclosure of data that is still within the applicable retention period and additional time is required to process the application and/or having processed the application, it is deemed appropriate to disclose the requested data to the applicant.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	Information Technology	
Responsible Officer	Manager Information Technology	
Next Policy Review / Schedule	2026 (3-yearly)	
Council Adoption	**Date / Resolution**	23 September 2010 (OCM10/200)
Amendment Record	**Date / Resolution**	26 July 2012 (OCM12/149)
		23 June 2022 (OCM22/070)