



Shire of West Arthur Council Policy – CCTV Network

Policy Number	C3.1
Policy Title	CCTV Network
Related Legislation	Surveillance Devices Act 1998 WA
Strategic Outcome Supported	Outcome 1.1 - The Shire is a safe place to live, strives to reduce risks and is prepared for emergencies.
Adopted by Council	20 October 2020
Review	October 2021

1. Objective

This policy provides guidelines for the management of Council's CCTV Network.

This Policy does not apply to CCTV systems on private property, as they do not fall under the jurisdiction of the Shire.

The CCTV Network will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

2. Scope

This policy applies to all Council owned and managed unmonitored CCTV systems in the Shire of West Arthur.

3. Definitions

Authorised officer: Chief Executive Officer of the Shire of West Arthur

Authorised staff: Any staff member of the Shire of West Arthur or a Council appointed contractor who has been given approval by the Shire of West Arthur Authorised officer to undertake activities relating to the operation or management of the CCTV network.

CCTV: Closed Circuit Television – video transmission from camera looped to a monitor – rewrites after limited data is used. Recordings only available for a limited time.

Monitored installation: CCTV which provides real time observation of events so that real time responses can be initiated.

Unmonitored installation: CCTV which captures evidence of events which can be acted upon subsequently.

4. Policy Statement

The Shire of West Arthur provides an unmonitored CCTV system to:

- Provide a deterrent to offences against person or property and antisocial behaviour.
- Assist in the investigation of offences and the identification of offenders.
- Increase the safety and security of residents and visitors.

in the following locations:

- Shire Depot
- Darkan Swimming Pool
- Other locations as determined by the Shire CEO

4.1 Ownership and Control

The CCTV system is owned by and is the sole property of the Shire of West Arthur. The system is under the control of the Shire CEO and may be delegated to authorised staff and/or to a third party who Council may engage under contract to manage and maintain the system.

4.2 Management and Maintenance

Council may contract out the management and maintenance of the CCTV system under a management agreement that is consistent with the terms of this policy.

4.3 CCTV Operation

All staff operating the CCTV system must be duly authorised by the Shire CEO. Authorised staff must adhere to the guidelines outlined in this policy.

The network includes stand-alone camera systems connected to a recording device in the server control room on site. All images are recorded and retained for a limited time dependent on amount of data used before it records over itself. Images are not kept unless they are required in relation to the investigation of a crime or other circumstances provided by law. No sound will be recorded.

4.4 Locations

Unmonitored cameras are located:

- Shire depot (6)
- Darkan Swimming Pool (2)
- Any other location as directed by the Shire CEO

4.5 Access to CCTV

Only authorised officers and staff are permitted to have access to the CCTV system. Other persons viewing the CCTV must be authorised by the Shire CEO.

4.6 Use of Recorded Material

The Shire will ensure that CCTV systems are used ethically at all times and in accordance with all relevant legislation and guidelines. The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of "private activity" as defined by Section 3 of the Act.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed only in connection with the investigation of a crime or in any other circumstances provided by law.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

4.7 Partnership with WA Police

The Shire of West Arthur will make available any footage and provide access to the members of the WA Police Service for the purposes of investigation of a crime or other circumstances provided by law.

4.8 Records

The details of all material, if recorded and kept for the purposes of investigation of a crime or in any other circumstances provided by law, from the CCTV network will be registered in accordance with the State Records Act 2000.

5. Legislative and Strategic Context

The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of “private activity” as defined by Section 3 of the Act.

Placement and use of surveillance cameras should also have regard to –

<https://www.wa.gov.au/government/publications/registration-of-cctv-systems-premiers-circular-200905>

6. Review Position and Date

Council to review following October 2021 Elections.

7. Associated Documents