



LO6 Installation and Use of Closed Circuit Television (CCTV)

Policy Objective

The Shire of Ravensthorpe is committed to community safety and identifies the role Closed Circuit Television (CCTV) has within the community. The CCTV policy informs the community that the Shire practices within these guidelines to ensure transparency, accountability and best ethical practice.

Policy

This policy provides guidance on the operation, management and reporting protocols for CCTV leased, owned, controlled or managed by the Shire of Ravensthorpe.

The Shire of Ravensthorpe conducts CCTV operations in order to:

- a) Assist in detecting, deterring and responding to criminal offences occurring against people and or property within the Shire.
- b) Provide quality recorded evidence to support investigations and prosecutions by Shire Ranger Services, and the WA Police in relation to offences committed within the Shire.
- c) To address the community safety and crime prevention concerns of residents, business proprietors, visitors and workers within the Shire. Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy. Other methods of achieving the objectives of a CCTV surveillance system will therefore be considered before installation of any CCTV camera in the district.

Installation

This policy describes the criteria to be used when a new installation is being considered for deployment:

- a) CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in a proactive measure to minimise damage to Shire facilities;
- b) CCTV installations will be clearly signed. In some instances, where covert cameras are used to monitoring breaches to Local Laws, such as dumping, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required;
- c) CCTV cameras may be passive or "event activated" recorded.

Live Access

WA Police will have, where technology permits, direct access to the CCTV system to assist in law enforcement for live monitoring and response purposes.

Requests for stored and or recorded information

CCTV footage may be disclosed for the purposes of criminal law enforcement and in some civil legal proceedings. In that regard, a request for stored or recorded information may be made:

- By the WA Police;
- By another government agency for the purposes of law enforcement; and
- Pursuant to a summons, subpoena or other court order.



Any other request for stored or recorded information must be made by way of a formal application under the *Freedom of Information Act 1992* ('FOI Act'). CCTV Footage will only be disclosed where the requirements of the FOI Act have been satisfied. It is considered that, images of another person in CCTV footage constitutes 'personal information' under the FOI Act, therefore personal information cannot be disclosed to the public, unless an exemption in the FOI Act can be demonstrated to apply.

The Chief Executive Officer is to be the authorised officer for the release of stored and recorded information in accordance with the above requirements.

Complaints Handling

Any complaints regarding the CCTV operations are to be directed to the Shire of Ravensthorpe, Chief Executive Officer in written format.

DOCUMENT CONTROL BOX		
Custodian: Executive Manager Corporate Services		Decision Maker: Council
Compliance Requirements:		
Legislation: Local Government Act 1995 Surveillance Devices Act 2004 Freedom of Information Act 1982 Equal Opportunity Act 1984 Human Rights and Equal Opportunity Commission Act 1986 Criminal Investigation Act 2006 Occupational Health and Safety Act 1984 Surveillance Devices Act 1998 Security and Related Activities (Control) Act 1996 Security and Related Activities (Control) Regulations 1997		
Industry:	AS 4806.1–2006 – Closed circuit television (CCTV) – Part 1: Management and operation. Principles and management of the CCTV system, procedures, personnel, CCTV control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and CCTV signage. Australian New Zealand Policing Advisory Agency (ANZPAA - Recommendations for CCTV Systems).	
Organisational:		
Document Management:		
Risk Rating: Medium	Review Frequency: 2 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/20 – Item 13.2	New policy established.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments