



LO7 Closed Circuit Television (CCTV) Operations

Policy Objective

This policy provides the requirements in relation to the operation of CCTV leased, owned or controlled by the Shire of Ravensthorpe. This policy does not apply to CCTV systems on private property. The CCTV policy will be operated with due regard to the privacy and civil liberties of individual members of the public.

Policy

Definitions

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| Authorised Officer: | Chief Executive Officer (CEO) of the Shire of Ravensthorpe |
| Authorised Staff: | Any staff member of the Shire of Ravensthorpe who has been given approval by the Shire of Ravensthorpe's Authorised Officer to undertake activities relating to the operation or management of the CCTV network. |
| CCTV: | Closed Circuit Television- video transmission 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. |
| Internal CCTV: | Closed CCTV which may record staff and public internally and/or externally of the Shire of Ravensthorpe buildings. |
| Public CCTV: | Closed CCTV which may record public open spaces and streets including linked mobile systems. |
| MOU: | Memorandum of Understanding regarding the supply and use of public CCTV between the Shire of Ravensthorpe and WA Police. |

Purpose

The purpose of the CCTV system is to:

- assist in deterring antisocial and criminal behaviour;
- assist in deterring offences against persons and/or property;
- facilitate rapid response by WA Police and other emergency services as determined by WA Police when detecting instances of crime and anti-social behaviour;
- record evidence to support investigations and prosecutions by WA Police in relation to offences;
- Increase the safety and security of employees, residents and visitors;
- monitor access, deter and detect unauthorised access at the Ravensthorpe Airport into the Airside area as well as being used to detect suspicious behaviours, armed persons and also unattended/ suspicious vehicles or things.

Ownership and Control

The CCTV system is owned by the Shire of Ravensthorpe who ensure that the CCTV system is maintained in efficient working order. The Shire of Ravensthorpe have exclusive access to and control of all recorded footage. 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- 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 control rooms on site. All images are recorded and maintained 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.

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

Viewing and Requesting CCTV Images/ Recordings

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

Live Viewing of CCTV Footage

Shire staff and contractors are able to view live CCTV footage if required as part of their role.

Use of Historical 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 "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.
- Shire of Ravensthorpe staff may complete an internal CCTV Data request form, which must be filled in and signed by the Authorised Staff member and Authorised Officer (CEO) as per this policy. This information will be assessed and provided based on priority, ensuring that the request does not contravene governing standards.
- WA Police have access as stated within their MOU. They may request historical recorded material in order to supplement or assist with criminal investigations. These requests will need to be made in writing to the CEO who will assess and provide the requested footage as required.
- Members of the Public may request footage from the Shire of Ravensthorpe internal CCTV through a Freedom of Information Request. Requests will be governed by the requirements under the *Freedom of Information Act 1992*.
- Any requests relating to access to CCTV data records from Ravensthorpe Airport will be vetted and approved by the Security Contact Officer (SCO) before they can be released by the CEO due to potential aviation safety and security concerns.

Roles and Responsibilities

The CEO will appoint authorised officers and/or contractors, as required, to undertake the following:

- Addressing any technical aspects for the CCTV, including equipment upgrades, CCTV communications network maintenance, storage management, access to record keeping records and training of employees.
- Addressing ongoing equipment maintenance and repairs on CCTV networks.
- Reviewing and monitoring operations of the policy and administering the day to day operations of the CCTV network in accordance with the MOU with WA Police and this Policy.

Due to National Aviation security and safety requirements the Security Contact Officer (SCO) is



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responsible for maintenance and repairs of the CCTV network at Ravensthorpe Airport in liaison with above personnel when appropriate.

References to Related Documents

- *Local Government Act 1995*
- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *State Records Act 2000*
- *Surveillance Devices Act 1998 (WA)*
- *Freedom of Information Act 1992*
- Memorandum of Understanding- Western Australia Police Force and Shire of Ravensthorpe

| DOCUMENT CONTROL BOX | | |
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| Custodian: Chief Executive Officer | | 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). | |
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| a | OCM 14/09/202011 | 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 |