

## 10.16 Closed Circuit Television (CCTV) Monitoring Equipment and Electronic Recording Devices

### Objective

To provide a policy framework for the management, storage, destruction and release of CCTV footage captured by the Shire of East Pilbara's ("the Shire") network of closed circuit television (CCTV) monitoring equipment and other electronic recording devices.

### Definitions

**CCTV** means Closed Circuit Television

**Electronic recording devices** includes any but is not limited to body worn cameras, vehicle dash cameras, CCTV, Automatic Number Plate Recognition (ANPR), camera or microphone enabled mobile telephone, tablet or other device.

**Footage** means any video or audio recordings, film, photographs, digital photographs, or other digital assets, article or material any article or material from which sounds, images or writing can be reproduced whether or not with the aid of some other article or device.

### Policy Statement

The Shire of East Pilbara collects and securely stores footage captured by the Shire's network of cameras and electronic recording devices which are deployed to deter and monitor incidences of criminal behaviour and provide evidence for the prosecution of offending parties.

Collection and use of personal information is undertaken in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles.

The CCTV network has been established in consultation with the Western Australia Police Force and key stakeholders and complies with the requirements of the *Surveillance Devices Act 1998*.

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire infrastructure, private buildings 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 for which it is established.

### Access to and management of Footage

The Shire provides members of the WA Police Force with a direct live feed of the CCTV and ANPR cameras located in the Shire of East Pilbara, footage is also provided to WA Police Force for the purposes of prosecution of offending parties. This is to be managed by a Memorandum of Understanding between the two entities.

Applications for access to footage collected and stored by the Shire are subject to the *Freedom of Information Act 1992*.

Shire employees authorised by the Chief Executive Officer may access footage only for the purposes of collection, storage, destruction and release in accordance with the relevant Acts and Regulations, Shire Policies and Plans.

The Chief Executive Officer is authorised to approve supporting operational documents to assist Authorised Officers in the use of the CCTV network.

## 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 the Shire of East Pilbara elected members, staff and members of the 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 and Council policy. If it is proved that an individual or individuals are using the system inappropriately, the Shire will take appropriate action.

## Authorisation Details

<b>References:</b>	<i>Surveillance Devices Act 1998</i> <i>Freedom of Information Act 1992</i>		
<b>Authorised by:</b>	Council		
<b>Date:</b>	27 September 2013	<b>Item No.</b>	11.3.1
<b>Review/Amendment Date</b>	28 June 2019	<b>Item No.</b>	10.1.3
<b>Review/Amendment Date</b>	24 March 2023	<b>Item No.</b>	11.4.1
<b>Next Review</b>	Four yearly		
<b>Responsible Directorate</b>	Community Services		
<b>Responsible Officer</b>	Manager Community Safety		
<b>File No.</b>			