



POLICY – 7.4 – Closed Circuit Television System

Relevant Delegation

N/A

Objective

The Shire of Menzies provides CCTV units to the district in order to assist in the deterrence of offences against person or property.

Policy Statement

This policy will apply to all persons who are authorised to manage or use the CCTV units within the Shire of Menzies.

Definitions

“Authorised Person” means a person appointed by the Chief Executive Officer (CEO) to manage, maintain, view and have access to the Shire’s CCTV system.

“CEO” means the Chief Executive Officer of the Shire of Menzies.

“CCTV” means Closed Circuit Television System.

“Ownership and Control of CCTV Units”

The CCTV unit is owned by and is the sole property of the Shire of Menzies.

Surveillance

- a) Authorised Persons may scan and monitor all cameras routinely for the purpose stated on the record.
- b) Members of the public going about their normal and lawful business shall not be the subject of undue or illegal surveillance.

CCTV System Control

Recording of Images and Still Photographs

- a) Images and still photographs may only be recorded by an Authorised Person.
- b) Copying images or still photographs shall only occur if the Shire of Menzies Authorised Person is of the opinion that a situation of concern is being or is likely to be committed.
- c) At no time shall copying of images or still photographs be undertaken of the public going about their lawful business.

- d) At no time shall the CCTV units be used to provided surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against statute law is likely to or is taking place.
- e) All information recorded, collected and collated by means of the CCTV units shall remain the sole property of the Shire of Menzies.
- f) Any incident recorded or still photograph taken shall be recorded in a register kept for that purpose including date, time and category of incident.
- g) All original recordings shall be erased and still photographs shredded after twenty eight (28) days after the date of the recording unless a request is made in writing for it to be held.
- h) Authorised Persons may view any recording on a random basis.

View of Recorded Footage

The Shire's CCTV system and analytics software will only be accessed by Shire employees, authorised, in writing by the CEO, to do so.

Any unauthorised access by a Council Member, employee, or contractor, will be addressed as a potential breach of the relevant Code of Conduct, or conditions of employment, or engagement.

Original recordings or data will not be released unless requested under a search warrant, court summons or by a recognised State or Federal law enforcement agency. Such a request must be in writing, addressed to the CEO, and specify the subject, date, time and location of the incident.

Record Keeping

The CEO shall be responsible for the keeping of records relating to the CCTV units including recorded footage and still photographs.

Legislation and Other References:

Local Government Act 1195
WA Criminal Code Act Compilation Act 1913
Criminal Procedures Act 2004
State Records Act 2000

– *End of Policy*

ADOPTED: 13 DECEMBER 2018
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