

AP005 – Closed Circuit Television and Security Technology

1. Intention

To specify guidelines for the operation of security cameras and CCTV (Close Circuit Television) within the Shire of Waroona.

2. Scope

This policy applies only to Shire of Waroona currently owned, leased and operated CCTV systems and equipment.

3. Statement

Council will only consider installing and operating external CCTV systems on Local Government property where a community need can be identified and substantiated and funding is available to install, maintain and monitor the equipment for the life of the project.

Council may consider entering into arrangements with other landowners or agencies in the district to operate external CCTV systems based on a demonstrated community benefit, sound business principles and where no costs are directly or indirectly incurred.

Where Council are involved in the use of a CCTV system it must be operated in accordance with all relevant legislation and the following are the basic guiding principles for the use of CCTV –

- The recording and retention of images should be undertaken lawfully and only be released to or by law enforcement agencies/officers;
- The information obtained is not to be used for any other purposes than that proclaimed;
- General public to be made aware that they may be subject to CCTV surveillance, except in unusual circumstances that may occur from time to time;
- CCTV surveillance should only be used to identify crimes occurring within the CCTV area;
- CCTV surveillance should never be used to monitor or track individuals who have not been involved in a crime;
- CCTV surveillance should not be used for general intelligence gathering.
- The use of internal CCTV equipment within Council Premises must follow the above principals and any Management Practice's that are developed and reviewed on an ongoing basis.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Office of Crime Prevention – Guidelines for CCTV.

Division	Administration
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Policy Number		AP005			
Contact Officer		Director Corporate Services			
Related Legislation		Nil			
Related Shire Documents		Nil			
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted		18/12/2018		OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
COM020 – Security Cameras and CCTV		