

Council Policy

Council Policy Name: Closed Circuit Television Systems

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

- 1.1. The purpose of this Policy is to establish the use of Closed-Circuit Television (CCTV) Systems and protocols for the management of recorded data.

2. SCOPE

- 2.1. This Policy is applicable to all CCTV Systems owned, managed or controlled by the City of Busselton

3. DEFINITIONS

Term	Meaning
CCTV System	is a system that comprises of CCTV cameras, information store, connections and applications for storage, retrieval and viewing of information
Policy	this City of Busselton Council policy titled "Closed Circuit Television Systems"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 2. – LIFESTYLE – A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
- a. 2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City uses CCTV Systems for the purpose of surveillance, protection and deterrence, and to assist in the management and protection of the City's assets.
- 5.2. A MOU between the City of Busselton and WA Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs.
- 5.3. The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the City and the WA Police.
- 5.4. The City's CCTV systems will be registered on Cam-Map WA (operated by the WA Police Force).
- 5.5. Recorded data will be managed according to the City's Recordkeeping Plan and State Records Act.
- 5.6. Unless specifically required under law or otherwise authorised by the CEO, the release of recorded footage and still photographs, other than to the WA Police, is expressly prohibited.

5.7. The Chief Executive Officer is to establish Operational Practices that ensure CCTV is operated effectively and in line with statutory requirements.

5.8. Recorded data will be managed according to the City's Recordkeeping Plan and State Records Act.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Surveillance Devices Act 1998*

6.2. *State Records Act 2000*

6.3. MOU

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	16 August 2023	Resolution #	C2308/84
Previous Adoption	DATE	13 June 2018	Resolution #	C1806/112