

Council Policy Name: Closed Circuit Television Systems

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

- 1.1. CCTV Systems are installed to assist in the management and protection of the City’s assets.
- 1.2. The purpose of this policy is to establish functional categorisation of 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 for the purpose of surveillance, protection and deterrence.

3. DEFINITIONS

Term	Meaning
CCTV	Closed Circuit Television
CCTV System	Is a system that comprises of CCTV cameras, information store, connections and applications for storage, retrieval and viewing of information.
Public Area	includes— (a) any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property; and (b) local government property; but does not include premises.
MOU	Memorandum of Understanding between the Minister of Police and the City of Busselton dated 10 May 2016 and as amended from time to time.

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. Assets that are well maintained and responsibly managed.

5. POLICY STATEMENT

- 5.1. There are five categories of CCTV cameras:
 - a. Public Area permanent (Fixed);
 - b. Public Area portable (Temporary);
 - c. Vehicle-based (Mobile)
 - d. Buildings and Assets Permanent (Fixed)
 - e. Service/Staff Areas Permanent (Fixed)

- 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. Unless specifically required under law, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited.
- 5.5. The Chief Executive Officer is to establish Staff Management Practices and Operating Procedures that ensure CCTV is operated effectively in line with Statutory Requirements.

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	13 June 2018	Resolution #	C1806/112
Previous Adoption	DATE	9 October 2013	Resolution #	C1310/261