

## Introduction

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The Shire of Capel (the Shire) acknowledges the importance of surveillance as a tool to address and mitigate criminal and anti-social activity. Surveillance is not only used to protect assets but also to facilitate monitoring and surveying.

CCTV, or closed-circuit television (CCTV), is a video surveillance system that uses cameras to monitor an area and transmit the video signal to a specific, limited set of monitors or recording devices. CCTV does not prevent crime or anti-social behaviour; however, its presence can serve as a deterrent to opportunistic anti-social behavior. CCTV systems play a crucial role in assisting investigations by providing valuable evidence when incidents occur and may contribute to enhancing the public's perception of safety within the community.

## Purpose

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The purpose of this policy is to establish clear direction and guidance regarding the implementation and operation of Shire owned Closed Circuit Television systems (CCTV Systems) in public places or on Shire property, including those systems associated with personnel and fleet.

The primary objectives of using CCTV systems are to support crime prevention initiatives, assist law enforcement activities, contribute to the enhancement of the public perceptions of safety and ensure the protection of Shire assets.

There are three documented components to CCTV Policy and practice:

- CCTV Policy (this document)
- Code of Practice outlining compliance and ethical requirements for staff and the organisation to be actively involved in using or accessing CCTV cameras and images, and thirdly
- Standard Operating Procedures (SOP) that provide operational guidance and to Council officers, third parties and Western Australian Police (WAPOL) members who develop, maintain and access CCTV systems.

## Objectives

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The objectives of this policy are to ensure that Shire managed CCTV systems are:

- a. installed where there is an evidence-based community safety need.
- b. installed and operated appropriately with due respect to personal privacy and civil liberties.
- c. installed for lawful and proper purposes.
- d. compliant with relevant legislation and other laws.
- e. managed and reviewed in accordance with best practice.
- f. managed through a strategic framework with assessment criteria that guides decision making.

Council considers these objectives as fundamental to development and maintenance of a CCTV system that prioritises respect for individuals. To support this, a Code of Practice, together with Standard Operating Procedures, will be implemented. These documents will detail the mechanisms and standards for the program, ensuring clarity and accountability in the operation of CCTV systems.

Furthermore, the Code of Practice and SOPs will clearly set out the procedures for reporting complaints and outline appropriate workplace standards concerning the handling of recorded images or related information. These measures are designed to address and prevent inappropriate behaviour, ensuring the ethical and responsible use of CCTV within the organisation.

## Responsibility

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The Chief Executive Officer is responsible for ensuring that the comprehensive Code of Practice and Standard Operating Procedures are established and maintained.

## Communication and Reporting

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### Requests for access to images

Unless specifically required under law, the release or viewing of recorded footage and still photographs is strictly prohibited, except in instances involving the Western Australian (WA) Police. The review of CCTV images for the purpose of assessing staff activities is permitted in certain circumstances, as governed by applicable law and best practices.

### Signage

To ensure transparency and inform both employees and members of the public about the operation of CCTV cameras, prominent and appropriate signage will be permanently displayed in all areas covered by camera surveillance.

### Information for the community

The Shire is committed to keeping the community informed about the use of CCTV cameras in public spaces, which are deployed for the purposes of safety and crime prevention.

In addition, the Shire website will clearly outline the process for lodging complaints related to the CCTV system or its operation, ensuring concerns are addressed efficiently and transparently in accordance with established procedures.

## Related Documents

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### **Guidelines**

- ANZPAA Police Recommendations for CCTV Systems, including variations under the State CCTV Strategy
- Australian Closed Circuit Television (CCTV) Guidelines
- Western Australian Closed Circuit Television (CCTV) Technical Advice
- Western Australian State CCTV Register

**Australian Standards**

- AS/NZS series (2020) 62676.1.1:2020
- Previous version – AS 4806 series

**Legislation**

- Surveillance Devices Act 1998
- Security and Related Activities (Control) Act 1996
- Security and Related Activities (Control) Regulations 1997
- State Records Act 2000
- Privacy Act 1988
- Sex Discrimination Act (Cth) 1984

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