



CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS

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1. OBJECTIVE

This policy document provides guidance on operation, management and record keeping protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the City of Karratha:

- within, on or around City facilities;
- in public places within the City of Karratha.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the City of Karratha.

2. PRINCIPLES

2.1 Purpose

The City of Karratha conducts CCTV operations in order to:

- assist in deterring, detecting and responding to criminal offences against people or property within the City of Karratha;
- record evidence to support investigations and prosecutions by Police in relation to offences; and
- address community safety concerns of residents, workers, business proprietors, visitors and employees of the City of Karratha.

2.2 Code of Practice

2.2.1 Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

- incidence of criminal activity
- level of human activity
- logistical requirements
- value to the network
- the surveillance is legally permitted

2.2.2 Signage

Prominent and appropriate signage will be permanently displayed in the general location of the camera coverage advising of the presence of CCTV cameras.

2.2.3 Requests for Stored Information

CCTV data records may only be released in accordance with legislation, formal orders, Memorandums of Understanding (MOU) or by specific approval of the Chief Executive Officer.

Any requests relating to access to CCTV data records from Karratha Airport will be vetted and approved by the Security Contact Officer (SCO) before they can be released by the Chief Executive Officer due to potential aviation safety and security concerns.

2.2.4 Liaison with WA Police

Members of WA Police may request the cooperation of the City of Karratha and use of data derived from the CCTV systems.

Contact and exchange of information between the WA Police and the City of Karratha will be conducted in accordance with a signed MOU.

2.2.5 Recording and Storage

Storage and disposal of records from CCTV, which includes images/footage from any image capture device such as CCTV, camcorders, cameras etc. is outlined in the summary below:

Description of CCTV Record	Minimum Retention Period
Surveillance images / CCTV footage of significant* security incidents/security breaches * - as defined in Part 2.1 of the Introduction of the General Disposal Authority for Local Government Records 2015-001/1	5 years after action completed then transfer to State Records Office
Surveillance images / CCTV footage of security incidents/security breaches which are NOT considered *significant * - as defined in Part 2.1 of the Introduction of the General Disposal Authority for Local Government Records 2015-001/1	Retain for 7 years after action completed, then destroy
Surveillance images / CCTV footage provided by the City of Karratha to other authorities where the City of Karratha is not party of the incident / investigation and does not involve City of Karratha staff or assets	Retain for 7 years after action completed, then destroy
Any surveillance images / CCTV footage not included above	Destroy or overwrite footage at least 31 days after footage taken

2.2.6 Privacy Principles

CCTV will be operated within applicable legislation, and only for the purposes for which it was established.

2.2.7 Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer and will be managed using the City's existing complaints handling procedure.

2.8 Access and Security of CCTV Equipment

All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. ROLES AND RESPONSIBILITIES

The Manager Information Systems is responsible for addressing any technical aspects for CCTV owned, operated or leased by the City of Karratha, including equipment upgrades, CCTV communications network maintenance, storage management, access to record keeping records and training of employees.

The Building Maintenance Coordinator is responsible for addressing ongoing equipment maintenance and repairs on CCTV networks.

Due to National Aviation security and safety requirements the Security Contact Officer (SCO) is responsible for maintenance and repairs of the CCTV network at Karratha Airport in liaison with above personnel when appropriate.

The Community Safety Coordinator is responsible for reviewing and monitoring operations of the policy and administering the day to day operations of the CCTV network in accordance with the MOU with WA Police and the City of Karratha Closed Circuit Television (CCTV) Management & Operations Manual.

5. REFERENCES TO RELATED DOCUMENTS

- Western Australia Closed Circuit Television (CCTV) Guidelines
- Western Australia Closed Circuit Television (CCTV) Technical Advice
- *Surveillance Devices Act 1998 (WA)*
- *Security and Related Activities (Control) Act 1996*
- AS4806.1-2006: Closed Circuit Television (CCTV) Part1: Management & Operation
- AS4806.2-2006: Closed Circuit Television (CCTV) Part2: Application Guidelines
- *Freedom of Information Act 1992*
- City of Karratha Closed Circuit Television (CCTV) Management & Operation Manual
- State Records Office - General Disposal Authority for Local Government Records (RD 2015-001/1)

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Responsible Officer:	Community Safety Coordinator

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.