

## COUNCIL POLICY

**Title:** Closed Circuit Television

**Responsible Officer:** Deputy Chief Executive Officer

Shire of  
**Kellerberrin**

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to ensure appropriate governance of video surveillance and recording operations.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin Community

### 3. DEFINITIONS

Term	Meaning
Council	elected members of the Shire of Kellerberrin
Review	activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives (AS/NZS ISO 31000:2009)
Risk	effect of uncertainty on objectives (AS/NZS ISO 31000:2009)
Risk Assessment	overall process of risk identification, risk analysis and risk evaluation (AS/NZS ISO 31000:2009)
Risk Treatment	process to modify risk (AS/NZS ISO 31000:2009)
Shire	the Shire of Kellerberrin
Value	combination of quality standards, sustainability, life cycle costing, total costs of ownership and transaction costs, exclusive of GST

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

#### COMMITMENTS AS TO SURVEILLANCE AND RECORDING

The Shire must deploy and operate surveillance equipment

only in the interests of community safety; and  
only in accordance with relevant legislation.

The Shire must make surveillance records available

only in the interests of community safety; and  
only in accordance with relevant legislation.

#### RATIONALE FOR SURVEILLANCE

The Shire is committed surveillance in order to:

Minimise human and environmental Risk; and  
Increase the likelihood of achieving its goals.

#### DEPLOYMENT OF VIDEO SURVEILLANCE

Prior to being established, installations of video surveillance equipment must:

be technically feasible;  
present reasonable Value;  
have the necessary budget appropriation;  
have documented or testimonial evidence of activity in the proposed vicinity of the installation which presents a human or environmental Risk; and  
have documented a Risk Assessment for which the Risk at (d) exceeds Tolerable prior to Risk Treatment.

Upon being established, installations of video surveillance equipment must be accompanied in the general vicinity under surveillance by permanent signage advising that the area is under surveillance.

#### RECORDING AND STORAGE

Information produced by operation of video surveillance equipment is to be stored and disposed of in accordance with the General Disposal Authority for Local Government Records.

#### ACCESS TO INFORMATION

Access to recordings must occur either

via Freedom of Information provisions (fees apply as per Shire of Kellerberrin Schedule of Fees and Charges); or

in the case of WA Police official business requiring timely access consistent with commitments and rationale at 1. and 2. above, via a joint memorandum of understanding between the WA Police representative and the Chief Executive officer which may include fees and charges; or

where in the documented opinion of the Chief Executive Officer it is necessary to provide temporary, qualified and supervised access to fulfil the commitments and rationale for surveillance at 1. and 2. above.

## ACCOUNTABILITY AND RESPONSIBILITY

The Chief Executive Officer must:

Review periodically the Video surveillance and recording policy; and

Allocate resources necessary to support the operation of Video surveillance and recording.

## REVIEW AND IMPROVEMENT

The Shire should Review and improve the Video surveillance and recording policy on a periodic basis.

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

## 6. RELATED LEGISLATION/ DOCUMENTATION

Surveillance Devices Act 1998

Security and Related Activities (Control) Act 1996

Freedom of Information Act 1992

## 7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16