

## Council Policy – Closed Circuit Television (CCTV)

<b>Responsible Directorate</b>	Office of the Chief Executive Officer
<b>Responsible Business Unit/s</b>	Regulatory Services
<b>Responsible Officer</b>	Manager Regulatory Services
<b>Affected Business Unit/s</b>	Regulatory Services ICT Facilities

### Objective

To detail parameters governing the use of the Shire of Ashburton's (the Shire) Closed Circuit Television (CCTV) analytics software and access to recorded footage and data.

### Scope

This policy applies to all locations where the Shire has CCTV in place, except for the Onslow Airport.

### Policy Statement

The Shire will continue to design and implement programs that enhance safety, security, and wellbeing in the community. The use of CCTV and analytics software will increase the community's feelings of security, safety and wellbeing.

The Shire's CCTV system and collected data will only be accessed by Shire employees or its agents authorised for this purpose.

Original recordings or data will not be released unless required by law or if requested by WA Police or the Australian Federal Police. All requests for access must be made in writing.

The Shire may use footage in the investigation of breaches of its local laws or other relevant legislation.

Metadata from analytics software may be used to provide information to assist in the efficient use and management of the Shire's facilities.

### Definitions

Nil

### Relevant policies/documents

Nil

## Relevant legislation/local laws

*Surveillance Devices Act 1998*

*Security and Related Activities (Control) Act 1996*

*Freedom of Information Act 1992*

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 February 2023	Resolution #	019/2023
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Next review due	2025			