

COUNCIL POLICY LG514**CLOSED CIRCUIT TELEVISION AND BODY WORN CAMERA FOOTAGE**

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to establish guidelines on the provision of Closed-Circuit Television (CCTV) and Body Worn Camera Footage. and the management of recorded data.

Policy

CCTV systems will be installed in buildings, facilities and public areas when determined by the Town as necessary to assist with community safety and the protection of assets and subject to provision in the annual budget.

Body Worn Cameras will be provided to all members of the community safety team when on patrol to document law enforcement activity.

In accordance with Premier's Circular 2021/06 – Registration of CCTV Systems, the location of all public facing cameras within the Town will be registered with Cam-Map WA, a centralised map of public facing CCTV cameras utilised by WA Police.

The release or viewing of recorded footage and still photographs to the WA Police is permitted. Unless specifically required under law, the release or viewing of recorded footage and still photographs other than to the WA Police is expressly prohibited.

Images or records will be captured, accessed and stored in accordance with the Town's approved Record Keeping Plan.

Document Control Box			
Legislation:	<i>Surveillance Devices Act 1998</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>Evidence Act 1906</i> Premier's Circular 2021/06 – Registration of CCTV Systems		
Organisational:	CCTV Operating Procedure Body Worn Camera Work Procedures		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 November 2012	222/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	13 December 2016	206/16
5.	Modified	18 December 2018	228/18
6.	Modified	30 November 2021	160/21