



8. INFORMATION TECHNOLOGIES

8.1 INFORMATION TECHNOLOGIES

8.1.4 Closed Circuit Television

Objectives

To outline for the community and staff of the Shire of Manjimup the procedures for the prescribed collection, storage and distribution of footage to maintain confidentiality, reputation and privacy while assisting in reducing and prosecuting crime. This policy acknowledges the responsibility of the Chief Executive Officer (CEO) and any designated officers in the collection of Closed Circuit Television (CCTV) footage and any subsequent viewing, distribution. CCTV use within the Shire of Manjimup aims to limit and deter criminal damage, vandalism, antisocial behaviour and crimes against a person while assisting in the identification, apprehension and prosecuting of offenders.

Scope

This policy applies to all Shire of Manjimup employees, contractors and the Western Australian Police. This policy applies to all Shire owned and controlled CCTV cameras and systems.

Responsibilities

The CEO shall be responsible for the day-to-day management of the CCTV cameras and associated processes. An officer authorised by the CEO to act on his behalf (Authorised Officer) will be responsible for external agency liaison, compliance with information request protocols, and preparation of reports and systems maintenance. The Authorised Officer will be responsible for managing access to CCTV footage, with approval from the CEO, ensuring that only authorised personnel are given access to footage and stills. The public will not be permitted to view or procure recorded material unless the Shire is directed (e.g. by Court Order). The WA Police and the Shire of Manjimup have entered into a Memorandum of Understanding whereby the Shire agrees to provide information on system capability, and access to data owned, controlled or operated by the Shire.

Policy Statement

The Shire of Manjimup recognises best practise in administering operation of all Shire owned and operated CCTV systems. The Shire operates all CCTV in line with the legislation that governs CCTV use in WA including the 'Surveillance Devices Act (1998) WA', 'Security and Related Activities (Control) Act (1996) WA' and 'Freedom of Information Act (1992) WA'.

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The aim of this policy is to ensure compliance with the procedures governing:

1. System Details
2. Control and Operation of the CCTV Cameras
3. Access
4. Recorded Material
5. Data Protection/Privacy
6. Management of the System
7. Public Information
8. Accountability

Copies of this policy will be available to the public via the Shire of Manjimup website.

Administration

The administration of this policy is by the Information Technologies department.

Adoption and Date Due for Revision

ADOPTED 23 MAY 2019

DUE FOR REVIEW 23 MAY 2023

The Administration of this Policy is by Information Technologies.
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