



## Policy 2.1.2 – Video Surveillance

### 1. Policy Purpose

To provide a framework and guidelines for the installation and operation of video surveillance systems including Closed Circuit Television (CCTV) system for the Shire of Harvey.

### 2. Policy Scope

This policy applies to all video surveillance installations owned and/or operated by the Shire of Harvey and all Shire staff or contractors using and/or maintaining the video surveillance systems.

### 3. Policy

3.1. Criteria to be used in considering new installations and deployment, subject to Shire budget constraints:

- Video surveillance systems will be installed where recurrent anti-social or criminal behaviour has been identified or installed as a proactive measure to minimise damage to Council facilities.
- Locations identified by the Community Safety and Crime Prevention Advisory Group.
- Locations identified by residents which may fit the intention of this Policy.

3.2. The Shire of Harvey, as part of its Community Safety and Crime Prevention Plan, utilises video surveillance systems to:

- a) Enhance the safety of residents, visitors, staff and officials of the Shire of Harvey.
- b) Assist in protecting the assets of the Shire of Harvey.
- c) Deter crimes and antisocial behaviour within the Shire of Harvey and its assets.
- d) Provide recorded vision to assist in investigations by the Shire of Harvey and/or relevant Government Authorities in the solution of committed crimes or anti-social acts.

- 3.3. The systems deployed by the Shire of Harvey will be undertaken in accord with the Shire of Harvey’s Video Surveillance Strategy.
- 3.4. The Shire of Harvey will operate and manage video surveillance systems in strict accordance with this Policy.
- 3.5. The Shire of Harvey will provide appropriate video surveillance signage to inform members of the public, at all locations that Shire camera systems are deployed.

Where covert cameras are used for monitoring breaches to Local Laws, such as dumping of rubbish, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required.

- 3.6. The Shire of Harvey will ensure that all video surveillance systems and system elements are appropriately secured to protect individual privacy and data security during transmission, storage, access, use, disclosure and disposal.
- 3.7. It is the Shire of Harvey’s objective that all video surveillance systems are designed, installed, and operated in accordance with the relative applicable:
- Legislation
  - Australian Standards
  - Current Western Australian Government Strategies and Guidelines.
- 3.8. Only Shire of Harvey operators that are authorised under delegation by the Chief Executive Officer, shall access vision that is generated and stored by the video surveillance systems. This also includes the provision of data to legally authorised entities.

## 4. Strategic Objective

The policy aligns with the following strategic objective:

|                                                                                     |                                                                                                                                  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>People</b><br/>A safe, accessible and connected community where everyone has the opportunity to contribute and belong.</p> |
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## 5. Definitions

**CCTV** means closed-circuit television and is commonly known as video surveillance. “Closed-circuit” means broadcasts are usually transmitted to a limited (closed) number of monitors, unlike “regular” TV, which is broadcast to the public at large. CCTV networks are commonly used to detect and deter criminal activities, and record traffic infractions, but they have other uses.

**Video Surveillance** means a system of monitoring activity in an area or building using a television system in which signals are transmitted from a television camera to the receivers by cables, radio connections and/or telephone links forming a closed circuit.

## 6. Legislation

- *State Records Act 2000*
- General Retention and Disposal Authority for Local Government Records DA 2023-005
- *Privacy and Responsible Information Sharing Act 2024*
- Australian Standards AS/NZS 62676:2020 Video Surveillance for use in Security Applications
- *Surveillance Devices Act 1998*

## 7. Related Documents

- Council Plan 2025-2035

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|---------------------|-----------------------------|------------|--------|
| Responsible Officer | Director Corporate Services |            |        |
| Responsible team    | Information Services        |            |        |
| Responsible area    | Information Technology      |            |        |
| Version control     | Date                        | Resolution | Number |
| Version 1           | 23.05.2023                  | Resolution | 23/068 |
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