



15/003 CCTV Operations

Objective

The Town is committed to community safety and identifies the role CCTV has within the Port Hedland community. The revision of the CCTV Policy is to ensure the Town acknowledges and practices up to date legislation that guides best practice of use, monitoring and dissemination of CCTV material. The proposed CCTV policy informs the Port Hedland community that the Town practices within these guidelines to ensure transparency, accountability and best ethical practice.

Content

Introduction

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned, controlled or managed by the Town of Port Hedland.

- Within, on or around the Town facilities
- In public places and open spaces within the Town of Port Hedland.
- On roads, access-ways and carparks within the Town of Port Hedland.

Principles & Purpose

The Town of Port Hedland conducts CCTV operations in order to:

- Assist in detecting, deterring and responding to criminal offences occurring against people and or property within the Town of Port Hedland.
- Provide quality recorded evidence to support investigations and prosecutions by Town of Port Hedland Ranger Services, promote the relationship with WA Police in relation to offences committed within the Town.
- To address the community safety and crime prevention concerns of residents, business proprietors, visitors and workers within the Town of Port Hedland.

Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy. Other methods of achieving the objectives of a CCTV surveillance system will therefore be considered before installation of any CCTV camera in the Town of Port Hedland jurisdiction.



Camera Locations

The Town of Port Hedland currently has 120 cameras installed in Port and South Hedland. Please find the list of CCTV camera's below:

TOPH Public Facilities CCTV

Location	Number of Cameras	Total Days Recording
Gratwick Pools	5	8
Landfill	7	30 days minimum
Civic Centre	8	30 days minimum
Marquee Park	21	60 days
Wanangkura Stadium	44	24 days
Town's CCTV [South + Port + Wedgefield]	35	46 days

Public Spaces CCTV Location

Location Description		Coordinates (GDA94 Lat/Long)
South Hedland		
Koombana Street and Park		
1	Koombana Avenue and Captains Way Corner of	-20.415144, 118.609035
2	Koombana Avenue and Daylesford Corner of	-20.416461, 118.602777
3	Captains Way and Steamer Avenue Corner of	-20.419827, 118.609453
4	Captains Way and Steamer Avenue Corner of	-20.419827, 118.609453
South Hedland Shopping Centre CBD		
5	Throssell Road and Wise Terrace Corner of	-20.409686, 118.601741
6	Throssell Road and Wise Terrace Corner of	-20.409686, 118.601741
7	Throssell Road and Wise Terrace Corner of	-20.409686, 118.601741
8	Throssell Road and Wise Terrace Corner of	-20.409686, 118.601741
9	Leake Street and McLarty Bvd Corner of	-20.411503, 118.602034
10	Leake Street and McLarty Bvd Corner of	-20.411503, 118.602034
11	Leake Street and McLarty Bvd Corner of	-20.411503, 118.602034
South Hedland Residential		
12	Acacia Way Cul-de-sac	-20.407733, 118.607814
13	Acacia Way and Banksia Road Corner of	-20.410195, 118.610296
14	Brodie Crescent	-20.400707, 118.609429
15	Cone Place	-20.402992, 118.611791
16	Cottier Drive and Kennedy Street Round-a-bout	-20.406012, 118.605423
17	Godrick Place Cul-de-sac	-20.407536, 118.601884
18	Gregory Street and Byass Street Corner of	-20.412780, 118.605552
19	Limpet Crescent and Stronds Way Corner of	-20.405439, 118.610774
20	Paton Road and Cottier Drive Corner of	-20.400629, 118.614770
21	Somerset Crescent and Godrick Place Corner of	-20.405693, 118.601439



22	Brodie Crescent Shay Gap Park	-20.396361, 118.607150
23	Steamer Avenue and Daylesford Road Corner of	-20.421211, 118.604399
24	Weaver Place	-20.402866, 118.602994
Port Hedland		
25	Anderson Street and The Esplanade Corner of	-20.313945, 118.576002
26	Richardson Street and Richardson Street Corner of	-20.311470, 118.575112
27	Thompson Street and Athol Street Round-a-bout	-20.304979, 118.624206
28	Anderson Street and Wedge Street Corner of	-20.313095, 118.577046
29	Richardson Street Boat Ramp	-20.309545, 118.578136
30	Richardson Street Boat Ramp	-20.309545, 118.578136
Wedgefield		
31	Cajarina Road and Harwell Way Corner of	-20.379673, 118.595102
32	Pinga Street and Hematite Drive Corner of	-20.376494, 118.595734
33	Steel Loop	-20.381035, 118.594098
34	Tailings Elbow	-20.377936, 118.599378
35	Phosphorus Street and Alloy Way Corner of	-20.378715, 118.602003

Please note: the Town is investigating surveillance options for Ranger's car fleet.

Signage

The Town of Port Hedland will install prominent and appropriate signage to be displayed in the general location of the camera coverage advising of the presence of the CCTV cameras. This will be assessed annually by a delegated officer.

Requests for stored and or recorded information

CCTV footage may be disclosed for the purposes of criminal law enforcement and in some civil legal proceedings. In that regard, a request for stored or recorded information may be made:

- By the WA Police in accordance with clause 3.4 of this Policy;
- By another government agency for the purposes of law enforcement, in accordance with the Policy Framework and Standards for the Information Sharing between Government Agencies; and
- Pursuant to a summons, subpoena or other court order.

Any other request for stored or recorded information must be made by way of a formal application under the Freedom of Information Act 1992 ('FOI Act'). CCTV Footage will only be disclosed where the requirements of the FOI Act have been satisfied. Relevantly, image of another person in CCTV footage constitutes 'personal information' under the FOI Act. Personal information cannot be disclosed to the public, unless an exemption in the FOI Act is demonstrated to apply.



CCTV recordings are available for thirty (30) days as per state CCTV Strategy guidelines.

Partnering Arrangements Western Australia Police

Members of Western Australia Police (South Hedland Police Station) have access to live monitoring and have the ability to record and download recorded material from the Town of Port Hedland CCTV network.

The monitoring of, recording, downloading and use of recorded material by WA Police is conducted in accordance with a signed Memorandum of Understanding (MOU) between WA Police and Town of Port Hedland.

These partnering arrangements are in accordance with the State CCTV Strategy and Western Australia Closed Circuit Television (CCTV) Guidelines.

Complaints Handling

Any complaints regarding the Town of Port Hedland CCTV operations are to be directed to the Town of Port Hedland, Chief Executive Officer in written format.

Audit and Review

The delegated officer will monitor compliance with these procedures and the operational effectiveness of the Town of Port Hedland's CCTV system, reporting to the Governance Team. The Town of Port Hedland CCTV Operations will be monitored and evaluated to verify compliance and effectiveness, with a report provided to Council on an annual basis.

Assessment

In determining CCTV camera location and placement in public places, the following factors will be considered:

Camera Selection

Areas proposed for the installation of new CCTV will be risk assessed for the public area's environmental and lighting conditions, mounting options, the type of and incidence of criminal activity, experienced or expected, the resolution of cameras and retention of recorded image rates.

The selection criteria for each camera placement and location will be documented and the effectiveness of the installation should be measurable and reviewed annually. An objective measurement is the camera's purpose, either to detect, recognise or identify, overall value to the network and the logistical requirements.



The effectiveness of the camera should directly attribute to safety, perception of safety, control of crime or assist the Town. This design base will allow documented design, commissioning, performance and monitoring of each camera and subsequently, the whole system.

The location of the cameras will be clearly apparent to the public with CCTV signage in the near vicinity of each camera.

Cameras and associated hardware and applications will be replaced or upgraded as required within budgetary restraints and after a thorough cost benefit analysis.

Camera Risk Assessment

Risk Management describes how the objectives of analysis are to separate acceptable risks from major risks.

Risk analysis involves the consideration of the sources of risk, their consequences and the likelihood that those consequences may occur.

The Town will recognise how the CCTV camera will influence the consequences of any particular risk event and its impact on the target area.

Financial costs, personal harm (physical and psychological), legal consequences and damage to the Towns reputation may all result from a single incident.

Control and Operation of Cameras

Fixed Cameras

Fixed cameras will be selected for defined fields of view which have a designated and defined purpose, either to detect, recognise or identify.

Day and Night mode (low light capabilities) Cameras

The operation and use of cameras will be in accordance with the Towns Code of Conduct, and the Western Australia Closed Circuit Television (CCTV) Guidelines.

Cameras will not be used to look into or monitor adjacent or nearby premises or buildings, unless it is explicitly for following (in real time) participants in a 'situation of concern', which originated in the public domain.

Any misuse is to be treated as a breach of the Towns Code of Conduct and subject to appropriate disciplinary action.

No audio will be recorded in public places. Only those authorised personnel, as documented, will have access to camera operating controls.

The Towns authorised personnel will be aware that any recordings are subject to routine audit and Freedom of Information requests. As required, personnel maybe required to justify their interest in a particular member of the public or premises.

Roles and Responsibilities

The Town of Port Hedland, Chief Executive Officer is responsible for the application of authorised officer delegations in accordance to this policy.

The Manager Technology, is responsible for addressing any technical aspects for CCTV owned, operated, leased or managed by the Town of Port Hedland, including equipment maintenance and upgrades, access to recorded data and training requirements for Town employees.

The Community Safety Advisor is responsible for the reviewing and monitoring operations of the policy and administering the day to day operations of the CCTV network in accordance with the MOU with WA Police and other external parties.

Appendix

Best practice CCTV Operation guidelines refer to the following:

AS 4806.1–2006 – Closed circuit television (CCTV) – Part 1: Management and operation.	Principles and management of the CCTV system, procedures, personnel, CCTV control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and CCTV signage.
AS 4806.2–2006 – Closed circuit television (CCTV) – Part 2: Application guidelines.	Provides advice on installation, commissioning and handover, preventative maintenance, licences and signage.
AS 4806.3–2006 – Closed circuit television (CCTV) – Part 3: PAL signal timings and levels.	Provides technical planning guidelines and video signal level variables for CCTV systems.
AS 4806.4–2008 – Closed circuit television (CCTV) – Part 4: Remote video.	Details the requirements and recommendations for the design, installation, commissioning, operation, remote monitoring, interactive video management and remotely monitored CCTV surveillance systems.



AS/NZS 1158:2005 - Lighting for Roads and Public Spaces.	Defines Category P lighting which is applicable to roads on which the visual requirements of pedestrians are dominant, e.g. local roads and to local area traffic management devices (LATMS) installed on such roads.
AS 2201.1:2007 Security Installations	
AS/ACIF S009:2008 Cabling Provider Rules	
AS/NZS 1768:2007 Lightning protection	
ISO 31000:2009 Risk Management (Supersedes AS/NZ 4360:2004)	
HB 167:2004 Security Risk Management Handbook	
AS 2342:1992 Development, testing and implementation of information and safety symbols and symbolic signs	
AS2416:2002 Provides examples and the display of multiple hazard signage.	
ANZPAA's Police Recommendations for CCTV Systems ('the ANZPAA Recommendations'). https://www.police.wa.gov.au/Our-Community/Western-Australian-State-CCTV-Strategy	

Definitions

Nil.

Relevant legislation	<i>Local Government Act 1995</i> <i>Surveillance Devices Act 2004</i> <i>Freedom of Information Act 1982</i> <i>Equal Opportunity Act 1984</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Criminal Investigation Act 2006</i> <i>Occupational Health and Safety Act 1984</i> <i>Surveillance Devices Act 1998</i> <i>Security and Related Activities (Control) Act 1996</i> <i>Security and Related Activities (Control) Regulations 1997</i> Australian Closed Circuit Television Guidelines Town of Port Hedland Code of Conduct
Delegated authority	-
Business unit	Community Safety & ITC
Directorate	Corporate & Performance Development, Sustainability & Lifestyle



Governance to complete this section			
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Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.