



15/003 Video Surveillance

Objective

The Town of Port Hedland is committed to community safety and recognises the role video surveillance has within the community. This Policy aims to assist in deterring and detecting instances of crime and anti-social behaviour and defines how Closed Circuit Television (CCTV) and video surveillance systems will be managed in line with legislative and industry best practice.

Intent

1. Definitions

CCTV means Closed Circuit television and includes live or recorded footage

CEO means the Chief Executive Officer of the Town

IOP means Internal Operational Procedures

SOP means Standard Operational Procedures

Town means the local government district of the Town of Port Hedland

Video Surveillance means CCTV and all other types of video surveillance systems

2. Introduction

The Town is committed to efficient and effective protocols for use of video surveillance systems. This includes systems that are leased, owned, controlled or managed either in part or in their entirety by the Town and includes all systems that are;

- Within, on or around any of the Town's buildings and facilities.
- In public places and open spaces within the Town.
- On roads, access-ways and carparks within the Town.

3. Purpose

The Town conducts video surveillance operations in order to:

- Assist in detecting, deterring and responding to criminal and/or anti-social behaviour (actual, alleged or perceived) that has occurred, is occurring or may occur against people and/or property within the Town.
- Provide evidence to support investigations and/or prosecutions by the WA Police, Town Officers duly authorised by the Chief Executive Officer or any other law enforcement agency in relation to incidents committed or alleged to have been committed within the Town.
- Support other safety initiatives in respect to community concerns about safety and crime prevention within the Town.



Access

4. *Permitted uses*

- a) The use of video surveillance systems and/or access to footage is restricted to law enforcement agencies, law Courts, the CEO or anyone duly authorised by the CEO.
- b) Members of the public are not permitted to view or access footage unless required by law e.g. *Freedom of Information Act 1992* (FOI).
- c) Employees are not permitted to view or access footage unless duly authorised by the CEO or as required by law.

5. *Requests for Footage*

- a) **External:** Any member of the public or employee seeking access to footage shall be directed to the Police to make a formal report or to lodge a Freedom of Information application.
- b) **Internal:** Any employee seeking access to footage shall be directed to the Police to make a formal report; to the CEO or his nominated delegate; or to lodge a Freedom of Information application.

6. *Community Safety Partnership – WA Police*

The Town has entered into a community safety initiative with the WA Police by way of Memorandum of Understanding. This partnership is in accordance with AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications.

Specifically, members of the WA Police South Hedland branch have 24 hour seven (7) day live monitoring access to the Town's video surveillance network with the ability to record, download and use footage.

Installations

Alternate crime and/or anti-social preventative measures will be appropriately considered both prior to and after the installation of video surveillance systems/cameras in recognition footage to inform broader security and crime prevention strategies.

7. *Privacy*

A person's right to privacy is considered essential therefore all video surveillance systems installations shall adhere to the *Surveillance Devices Act 1998* (The Act) to ensure private conversations or private activities are not recorded, unless either express or implied consent is obtained prior to the recording, or it is in the public interest (Part 5 of the Act).

8. *Location identification*



Areas proposed for the installation of new video surveillance systems and cameras shall include a detailed project plan.

All proposals are to be approved by the CEO or his nominated officer.

9. Maintenance and Upgrades

Video surveillance cameras, all associated hardware and software will be replaced or upgraded as required within annual budgetary limits.

10. System security

Details about video surveillance or camera locations, their maintenance schedule and other details relating to their make/model and any other operational requirement will not be made publically available unless required by law.

11. Signage

Prominent signage will be displayed in the general vicinity where cameras may be installed and where people may be recorded however these may not identify specific camera locations.

Operation

12. Control and Operation of Cameras

Duly CEO authorised Town Officers shall manage and operate video surveillance systems in strict accordance with this Policy, Internal Operating Procedures (IOP's) and detailed Standard Operating Procedures.

13. Duration and Storage of Footage

Video surveillance footage is recorded 24 hours seven (7) days a week and retained for a period of not less than 31 calendar days.

14. Roles and Responsibilities

The CEO is responsible for the Town's video surveillance systems network and duly authorising Town officers or other agencies to have access to systems or footage with access granted to consider the nature of their role and whether access is appropriate under the circumstances.

The Manager Infrastructure Operations is responsible for ensuring all associated infrastructure of the Town's video surveillance systems system including system design, installation, equipment maintenance, hardware and software upgrades (where contractor managed), signage, contractor management and training for staff on appropriate use of the system. In carrying out these requirements, the Manager will also work collaboratively with the WA Police to maintain an effective strategic partnership to support the common goal of improving community safety.is



~~responsible for ensuring all associated infrastructure of the Town's video surveillance systems system including system design, installation, equipment maintenance, hardware and software upgrades (where contractor managed), signage, contractor management and training for staff on appropriate use of the system.~~

~~The Manager Information Technology and Program Delivery is responsible for ensuring video surveillance system connectivity to the internet (where applicable), the Town's communication / data network and provision of authorised officer or authorised agency access.~~

~~The Community Safety Advisor is responsible for the administration and review of the effectiveness of the video surveillance systems network MOU with the WA Police (and other associated external parties) and where appropriate make recommendations to the CEO as part of this review for consideration.~~

General

15. Complaints

All complaints regarding the Town's video surveillance systems operations are to be directed in writing to the CEO or their nominated officer.

16. Audit

All video surveillance operations shall be included in the Town's Strategic three year audit program to ensure ongoing alignment and adherence to regulation 17 as contained within *Local Government (Audit) Regulations 1996*.

17. Guidelines and Standards

Best practice video surveillance operation guidelines refers to the following:



<p>AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications.</p>	<p>Principles and management of the video surveillance system, procedures, personnel, control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and signage.</p> <p>Provides advice on installation, commissioning and handover, preventative maintenance, licences and signage.</p> <p>Provides technical planning guidelines and video signal level variables for video surveillance systems.</p> <p>Details the requirements and recommendations for the design, installation, commissioning, operation, remote monitoring, interactive video management and remotely monitored video surveillance systems.</p>
<p>AS/NZS 1158:2005 - Lighting for Roads and Public Spaces.</p>	<p>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.</p>
<p>AS 2201.1:2007</p>	<p>Security Installations</p>
<p>AS/ACIF S009:2008</p>	<p>Cabling Provider Rules</p>
<p>AS/NZS 1768:2007</p>	<p>Lightning protection</p>
<p>ISO 31000:2009</p>	<p>Risk Management (Supersedes AS/NZ 4360:2004)</p>
<p>HB 167:2004</p>	<p>Security Risk Management Handbook</p>
<p>AS 2342:1992</p>	<p>Development, testing and implementation of information and safety symbols and symbolic signs</p>
<p>AS2416:2002</p>	<p>Provides examples and the display of multiple hazard signage.</p>
<p>AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications ANZPAA’s</p>	<p>Police Recommendations for video surveillance Systems (‘the ANZPAA Recommendations’).</p>

<p>Relevant legislation</p>	<p><i>Local Government Act 1995</i> <i>Surveillance Devices Act 2004</i> <i>Freedom of Information Act 1992</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></p>
------------------------------------	---



	<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	To be determined following Council approval of this policy.
Business unit	Infrastructure Operations Information Technology Environmental Health and Community Safety
Directorate	Infrastructure Services Corporate Services Regulatory Services

Version Control	Version No.	Resolution No.	Adoption date
	V01	201112/166	19 October 2011
	V02	201213/108	26 September 2012
	V03	CM201718/172	28 March 2018
	V04	CM202122/003	28 July 2021
	<u>V05</u>	<u>CM202526/XXX</u>	<u>26 November 2025</u>
Review frequency	3 Yearly		

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.