

**E22 SECURITY CAMERAS****PURPOSE**

To specify operating procedures and guidelines for the operation of security cameras within the Shire of Irwin.

**POLICY**

Definitions:

“Authorised personnel”: to view the security footage is the Chief Executive Officer or as authorised by the Chief Executive Officer.

**1. Location of Cameras**

Cameras are to be located randomly throughout the Shire of Irwin under the supervision and authority of ‘authorised personnel’.

**2. Control of Footage and Content**

- a) The Chief Executive Officer may authorise the copying of original video footage where a recorded incident is the subject of legal proceedings.
- b) Copying of original video footage is to be made only by an officer authorised by the Chief Executive Officer for this purpose.
- c) Any footage copied is to be marked ‘copy’ and certified as such.
- d) Certified copies of footage may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident.
- e) Certified copies will only be released to the parties named above when permission has been received from the Chief Executive Officer and on the completion of the appropriate documentation.
- f) At no time shall the security camera be used to record members of the public going about their lawful business.
- g) At no time shall the security camera be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well founded belief that an offence against statute law is likely to or is taking place.
- h) Any incident captured shall be recorded including date, time and category of incident.
- i) All recordings shall be kept in secured storage under the control of the Shire of Irwin.
- j) All original recordings shall be erased after seven (7) days after the date of the recording unless a request is made in writing for it to be held.
- k) All written requests for access to original recordings shall be addressed to the Chief Executive Officer.

**3. Viewing of Footage**

Requests to view footage shall be responded to within one working day.

**4. Release of original video tapes or still photographs**

- a) Original recordings and still photographs shall not be released to any person or organisation unless requested under s.711 of the WA Criminal Code, by Court summons or by other legal instrument.
- b) At no time shall original or copied recordings or still photographs be released to any media organisations, journalist or other individual or group without the written approval of the Chief Executive Officer of the Shire of Irwin.

5. Joint operations with WA Police

- a) Members of the WA Police may request the co-operation of the Shire of Irwin for the purpose of covert surveillance of WA Police operations.
- b) Such requests shall be made in writing by the WA Police officer responsible for co-ordinating the operation.
- c) The request shall detail the times and general purpose for which surveillance support is requested.
- d) The Shire of Irwin may decline to provide co-operation.
- e) The Shire of Irwin authorised personnel may withdraw co-operation at any time during the operation if she/he believes that the surveillance is not operating within the procedures outlined in this document as approved and amended by the Shire of Irwin or she/he believes that other operational requirements have a higher priority.

6. Record Keeping

Authorised personnel shall ensure that records are maintained in accordance with the Shire's Recordkeeping Plan and the *State Records Act 2000*, including all telephone calls, requests for police assistance and footage.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 140617)</i>
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