

CD001	CCTV DATA MANAGEMENT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:	Memorandum of Understanding – 4A0133.17 ICT162329S		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Nil	OCM 12/05/24

CD001 CCTV Data Management

OBJECTIVES

To establish functional categorisation of CCTV's and protocols for the management of recorded data, relating to the release and viewing of recorded footage.

POLICY STATEMENT/S

CCTV System - Is a system that comprises of Closed-Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

Surveillance Purpose

There are five categories of CCTV cameras that the Shire of Carnarvon implements.

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)
- Buildings and Assets Permanent (Fixed)
- Service/Employee Areas Permanent (Fixed)

Release or Viewing of Recorded Footage and Still Photographs to WA Police

The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the Shire and the WA Police. It is also a requirement for the CEO to be informed whenever footage is released.

Memorandum of Understanding (MOU)



A Memorandum of Understanding (MOU) between the Shire of Carnarvon and WA Police exists to establish the principles, protocols, roles, and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs