

CCTV Policy Guidelines

This policy outlines guidelines for the installation of CCTV cameras, specifying what can be recorded, how recordings are stored, and the access and control procedures for managing these recordings.

This policy outlines guidelines for:

- A sign will be installed at the entrance to the resort identifying that CCTV is used within the resort.
- Guests will be advised on check in forms and also on the website that CCTV is in operation at the resort.
- Cameras are to be installed in open positions and not concealed.
- Cameras are only to be installed in public areas and not inside any of the units.
- Cameras and signage may be installed within the reception building.
- Cameras are to be placed taking into account decency expectations.
- The CCTV cameras may record images on an internal device such as an SD card.
- The CCTV images will be stored on an external hard drive in the reception in a secure area, under the control of the Manager.
- Lot owners are not to install CCTV cameras on or in their own units.
- The Strata Company is responsible for the management and maintenance of the CCTV system.

Recordings

- Recordings are to be visual only and no sound recordings.
- Movement of people and vehicles in public areas will be recorded.
- The Manager will develop a recording program for the CCTV based on perceived needs and outcomes.

Recordings will:

- Identify vehicles moving in and out of the resort.

Monitor movement of people on foot around the public areas of the resort.

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Recordings will:

- Identify vehicles moving in and out of the resort.
- Monitor movement of people on foot around the public areas of the resort.

Recordings may be used to assist in:

- Identifying unauthorized guests or vehicles.
- Identifying persons and / or vehicles that are involved in trespass.
- Identifying people involved in crimes such as theft whether this be in individual accommodation units, from vehicles or from common property.
- Investigating other alleged crimes or assisting police in enquiries.
- Helping the Manager administer the common property in accordance with Strata By Laws.
- Recordings will be overwritten periodically as storage devices become full and need more storage space. This will generally occur on the hard drive storage device every thirty days and every seven days on in-camera SD cards.

Access and use of recordings

- The Manager is responsible for controlling access to CCTV recordings.
- All requests for access to recordings must go through the Manager or the relevant representative.
- Only authorised staff members will have access to view recordings, with access determined on a needs-only basis.
- Copies of recordings are only to be made available when an alleged crime has been committed and it has been reported to the police by guests or lot owners.

In these circumstances, copies of footage are only to be provided to police and in relation to the specific alleged offence.

- Viewing or copies of recordings are not to be used in domestic situations or domestic disputes.
- Copies of recordings are not to be published on the internet or any other publicly accessible forum unless as permitted by law.

This policy was approved by Habitat Beach Resort Strata Company Council of Owners on 7 January 2025.

Michael Leake

Manager/ Caretaker

7 January 2025

Reference:

Surveillance Devices Act 1998 (Western Australia)