
CGP030 – Closed-circuit Television (CCTV)

1. Intention

To establish Council's position on the use of Closed-circuit Television (CCTV) equipment in the district to enhance and promote community safety, security, and wellbeing, and deter undesirable or unwanted activity and Antisocial behaviour.

2. Scope

This policy applies to all CCTV systems owned, managed, or controlled by the Shire of Waroona for the purpose of surveillance and protection.

This Policy does not apply to fixed CCTV systems on private property.

3. Definitions

Closed-circuit Television (CCTV) is an audio-visual system that comprises of CCTV cameras, information stores, connections and applications for storage, retrieval and viewing of information. As the cameras communicate with monitors and/or video recorders across private (closed-circuit) cable runs or wireless communication links, access to their content is limited by design only to those able to see it.

4. Statement

CCTV surveillance is acknowledged as a valuable and effective tool to reduce, prevent and identify crime for the protection of people and property.

CCTV is installed at various Shire of Waroona locations to;

- enhance public safety, security and wellbeing;
- deter unwanted and anti-social behaviour likely to cause damage or harm to Shire-owned facilities and those who use them;
- deter crime and improve the apprehension of offenders; and
- aid in the investigation and identification of crime and support evidence gathering by Waroona police following reported criminal activity.

The Shire's CCTV system aims to achieve an appropriate balance between the personal privacy of individuals utilising Shire infrastructure, facilities, or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour. The system is operated equitably, within applicable law, and only for the purposes to which it is established.

4.1 Access to CCTV footage

Shire Officers are unable to access CCTV footage captured by the Shire's CCTV cameras. All CCTV data is stored on an onsite server onsite; however, it is managed and accessed only by the Shire's appointed and authorised CCTV contractor.

Shire of Waroona-operated CCTV circuits are unmonitored, meaning they can only be accessed and replayed by WA Police if a crime is reported, and access is warranted. Unless required by law, the release or viewing of live or recorded footage and still photographs to members of the Public is expressly prohibited.

The release or viewing of recorded footage and still photographs to Waroona Police officers is permitted for criminal investigation purposes only, following an official filed police report, and provided that the reason is justified and/or part of a case being investigated.

The CCTV system records continuously, storing a maximum of 31 days-worth of footage as per the system's design. Any further recording of video images or still photographs are kept only if WA Police are of the opinion that an offence against a Statute Law is being or is likely to be committed.

4.2 CCTV Types

The Shire operates the following three types of CCTV surveillance systems.

Public facility CCTV cameras – accessible by authorised Shire officers

These cameras are located inside Shire facilities and used and accessed for after-hours monitoring and public safety and security only.

CCTV camera recordings captured within Shire facilities is not available to members of the public.

Public-facing CCTV Cameras – Unmonitored

Installed on council owned and managed land or premises to deter unwanted and anti-social behaviour likely to cause damage or harm to Shire-owned facilities and those who use them.

Public-facing CCTV Cameras located on road reserves.

Installed on main thoroughfares to deter crime, improve the apprehension of offenders, and aid in the investigation and identification of crime and support evidence gathering by Waroona police following reported criminal activity.

4.3 Installation, relocation, removal

Location of existing CCTV cameras have been chosen and prioritised in terms of the suitability of each location and WA Police recommendations. Council may consider installing public-facing CCTV systems on local government property in the district where a community need can be identified and substantiated, or for operational purposes, where funding is available to install, maintain and monitor the equipment.

The removal of CCTV cameras from a specific location is at the discretion of the Shire of Waroona and can occur at any time.

The Shire of Waroona recognises best practices in administering the operation of its CCTV network. All CCTV systems and future installation of CCTV cameras and equipment will be carried out only by contracted CCTV-specialists who hold appropriate and current insurance and appropriate licences and/or qualifications required to install CCTV.

4.4 Public Privacy

The Shire of Waroona ensures that CCTV is always used ethically and in accordance with all relevant legislation and guidelines. As Western Australia does not have a Privacy Act, the use of CCTV is regulated by the *Surveillance Devices Act 1998 WA* (the Act). This legislation prohibits the recording of “*private activity*” as defined by section 3 of the Act. At no time, is the Shire's CCTV system used with the intent to examine individuals going about their lawful business.

The Shire of Waroona acknowledges that CCTV footage may fall within the meaning of ‘document’ for the purposes of the *Freedom of Information Act 1992*. If any CCTV data becomes the subject of a request received under the *Freedom of Information Act 1992*, the Shire of Waroona will notify WA Police and otherwise act in accordance with the provisions of this Act.

4.5 Aerial CCTV surveillance, including Drones

The term 'Drone' is commonly used to describe unmanned aerial vehicles which may operate with various degrees of autonomy. The Shire will not utilise or endorse the use of Drone technology for the purposes of CCTV surveillance. The Shire may use Drone technology for operational purposes that do not relate to CCTV surveillance.

5. Legislative and Strategic Context

- *Surveillance Devices Act 1998*
- *Security and Related Activities (Control) Act 1996*
- Corporate Business Plan 2023-2027 - Strategy 1.1.6 Ensure the Safety of the Community

6. Review

This policy will be reviewed triennially.

7. Associated Documents

- Western Australia CCTV guidelines
- AS ISO31000:2018 Risk Management – Guidelines

Division	Corporate & Governance				
Policy Number	CGP030				
Contact Officer	Chief Executive Officer				
Related Legislation	Surveillance Devices Act 1998				
Related Shire Documents	Administration policy AP005 - Closed Circuit Television and Security Technology				
Risk Rating	Moderate	Review Frequency	Triennially	Next Review	July 2027
Date Adopted	23/07/2024				OCM24/07/111

Amendments		
Date	Details of Amendment	Reference
		<resolution number>
Previous Policies		
AP005 – Closed Circuit Television and Security Technology		