



1. Intention

The purpose of this Policy is to establish Council's position for the lawful, transparent, proportionate and secure operation of Shire-owned or Shire-controlled closed-circuit television (CCTV), including clear rules about when CCTV may be accessed by Shire officers, the Waroona Police and members of the public.

2. Scope

This Policy applies to fixed and temporary CCTV systems owned, operated or controlled by the Shire, and to employees, contractors and other persons authorised to install, manage, maintain, access, view, use, disclose or extract CCTV footage on behalf of the Shire.

This Policy distinguishes between Public-facing CCTV and Internal Facility CCTV because their purposes, expected users and access arrangements differ. Body-worn cameras, vehicle-mounted cameras and privately owned CCTV systems are outside the scope of this Policy unless expressly brought within it by Council.

3. Definitions

Authorised Officer - an employee or contractor who has been specifically authorised by the CEO to access a CCTV system or CCTV records for functions relevant to their role.

CCTV - a closed-circuit television system that captures and/or records visual images, and where expressly approved and lawful, audio, through fixed or temporary cameras and associated recording, transmission and storage infrastructure.

CCTV record / footage - recorded images, video, still images, exported clips, associated metadata and any other information derived from a CCTV system.

Internal Facility CCTV - CCTV primarily directed toward the interior, entrances, service areas or immediate operational areas of a Shire building or facility.

Personal information - has the meaning given in the *Privacy and Responsible Information Sharing Act (2024)* and includes information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

Public-facing CCTV - CCTV primarily directed toward public places or public open space, including streets, car parks, reserves, parks, recreation areas and other places ordinarily accessible to the public.

Live access / live viewing - viewing a camera feed substantially in real time. Live access does not, of itself, authorise alteration, deletion, extraction or onward disclosure of Shire CCTV footage.

Waroona Police - officers of the Western Australia Police Force performing policing functions from, or in connection with, the Waroona Police Station.

4. Statement

The Shire of Waroona uses CCTV as one component of a broader approach to community safety, crime prevention, incident management and the protection of people, public places and Shire assets.

CCTV is intended to deter and detect unlawful or anti-social behaviour, assist timely responses to incidents where live viewing is authorised, support the investigation and identification of offences, provide evidentiary material where appropriate, improve the safety of Shire employees and facility users, and assist with the review of accidents, emergencies, complaints and other legitimate Shire matters.

CCTV will only be installed and operated for a defined and legitimate Shire purpose and where its use is reasonable, necessary and proportionate to the identified risk or operational need. CCTV will be operated with integrity, impartiality and accountability and with due regard to individual privacy.

CCTV will not be used as a substitute for appropriate staffing, physical security, lighting or other risk controls where those measures are more appropriate.

Collection, use, disclosure, security, access, correction and disposal of personal information captured by CCTV will be managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act), including the Information Privacy Principles (IPPs), and other applicable law.

Cameras will not be positioned or deliberately used to observe areas where a person would reasonably expect privacy, including toilets, bathrooms, change rooms or similar private areas. Camera fields of view will, as far as practicable, avoid unnecessary capture of private property or private activity.

Clear and visible signage will ordinarily identify that CCTV is in operation and the Shire of Waroona as the system owner.

Access to CCTV footage will be limited to legitimate purposes and will be subject to appropriate technical, physical and administrative controls. Unauthorised access, viewing, copying, disclosure, manipulation or use of CCTV is prohibited and may constitute misconduct and/or a breach of law.

4.1 Public-Facing CCTV

4.1.1 Purpose

Public-facing CCTV is installed to enhance public safety and community wellbeing; deter, detect and assist in responding to crime, anti-social behaviour, vandalism and damage; protect Shire assets and public infrastructure; assist WA Police investigations and evidence gathering; assist emergency response and the location of missing or vulnerable persons; and provide situational awareness during serious incidents where live access is justified.

4.1.2 Waroona Police direct access

The Shire provides Waroona Police with direct access to designated Public-facing CCTV cameras through a secure CCTV portal provided and maintained by the Shire's third-party CCTV service provider.

This access is provided to support lawful policing activities, including:

- responding to incidents in progress and threats to public safety;
- preventing, detecting and investigating suspected criminal activity;
- locating missing or vulnerable persons;
- gathering information or evidence relevant to a Police investigation; and
- other lawful functions of the WA Police Force.

Authorised Waroona Police personnel may access the portal independently of Shire officers and may view and extract CCTV footage where permitted in the performance of their duties and in accordance with the legislative powers, policies and procedures applying to the WA Police Force.

The Shire is not required to separately approve each instance of Police access to, or extraction of footage from, the portal where access occurs through the authorised direct-access arrangement.

Direct Police access is limited to the CCTV systems and cameras specifically authorised by the Shire for this purpose. It does not provide Waroona Police with general access to Internal Facility CCTV unless that access has been separately authorised by the Shire.

The Shire will maintain appropriate contractual and technical controls with its third-party CCTV service provider to protect the security and integrity of the CCTV system and personal information held within it.

The direct-access arrangement will be governed by an agreement between the Shire and Waroona Police that establishes the respective responsibilities of each party, including authorised access, information security, use and extraction of footage, audit arrangements and management of any suspected misuse or information breach.

4.2 Internal Facility CCTV

4.2.1 Purpose

Internal Facility CCTV is used primarily for:

- the safety and security of Shire employees, volunteers, contractors, patrons and visitors;
- protection of Shire assets;
- prevention and investigation of theft, vandalism, unauthorised entry or misuse of facilities;
- incident and emergency management;
- workplace health and safety; and
- review of complaints, accidents, insurance matters or alleged misconduct where CCTV is relevant and its use is lawful and proportionate.

4.2.2 Access by Shire officers

Internal Facility CCTV may be accessed in real time by authorised facility or management staff where live viewing is reasonably necessary to manage an immediate safety, security, operational or emergency issue within that facility.

Recorded Internal Facility CCTV may be accessed retrospectively by an Authorised Officer where there is a reasonable and documented need to:

- investigate or respond to a reported incident, accident, theft, vandalism, unlawful entry, threatening or inappropriate behaviour;

- assess a workplace health and safety incident or emergency;
- review a complaint, insurance matter or damage to Shire property;
- investigate suspected fraud, serious misconduct, misuse of Shire resources or a breach of a legal or employment obligation, where the use of CCTV is relevant, necessary and proportionate;
- locate a missing or vulnerable person or respond to an immediate safety concern;
- provide relevant footage to Police or another authorised agency in accordance with this Policy; or
- perform authorised system testing, maintenance, cyber security, audit or compliance functions.

Access for curiosity, personal interest, or any purpose unrelated to an authorised Shire function is prohibited.

4.2.3 Police access to internal facility CCTV

Waroonna Police do not have routine direct access to Internal Facility CCTV. Police may request relevant Internal Facility CCTV for a lawful policing purpose and the request will be assessed and where deemed appropriate.

4.3 Access by Members of the Public

Members of the public do not have a general right to view live CCTV or obtain footage directly from Shire officers.

Requests for access to CCTV records will be considered under the *Freedom of Information Act 1992* or another applicable legal right of access. In considering any release, the Shire will have regard to the privacy and safety of other identifiable individuals, the integrity of investigations and any applicable exemptions or restrictions.

The Shire may disclose relevant footage to insurers, legal advisers, emergency services, regulators or other government agencies where authorised or required by law and consistent with applicable privacy requirements.

4.4 Privacy and Responsible Information Handling

CCTV footage that identifies, or could reasonably identify, an individual is personal information and will be handled in accordance with the PRIS Act and the Information Privacy Principles.

In particular, the Shire will:

- collect CCTV information only where it is reasonably necessary for, or directly related to, a legitimate Shire function or activity and by lawful and fair means;
- use or disclose CCTV information for the purpose for which it was collected, or for another purpose only where permitted by the PRIS Act or another law;
- provide appropriate notice through CCTV signage and other privacy information where required and practicable;
- keep CCTV information secure and protect it from misuse, interference, loss and unauthorised access, modification or disclosure;
- limit access to authorised persons and maintain appropriate access and release records;
- provide lawful mechanisms for individuals to seek access to and, where applicable, correction of their personal information;
- consider whether a Privacy Impact Assessment is required for new or materially changed CCTV systems, direct-access arrangements, analytics or other surveillance technology;

- ensure contracts with CCTV service providers include appropriate privacy, confidentiality, security, access, retention, breach-management and return/destruction obligations; and
- manage privacy complaints and suspected privacy or information security incidents in accordance with applicable Shire procedures and the PRIS Act.

The PRIS Act notifiable information breach scheme commences on 1 January 2027. From that date, suspected eligible breaches involving CCTV information will also be assessed and notified in accordance with the statutory scheme and the Shire's information breach procedures.

The Shire's Privacy, Information Handling and Breach of Information policy", contains the general procedure for handling information breaches, as required under the PRIS Act.

4.5 Surveillance Devices and Audio

CCTV will be installed and operated having regard to the *Surveillance Devices Act 1998*. Cameras must not be deliberately positioned or used to record private activity in circumstances prohibited by that Act. Particular care is required where cameras may capture adjoining private premises or areas where people may reasonably expect not to be observed.

Audio recording presents additional legal and privacy risks. CCTV systems will not record private conversations or audio unless the CEO has approved the functionality following appropriate legal, privacy and operational assessment and the recording is lawful.

4.6 Signage and Transparency

Where the Shire operates overt CCTV, appropriate signage will be displayed at or near monitored areas, including key entry points where practicable. Signage will indicate that CCTV is in operation, identify the Shire of Waroona as the entity responsible for the system and provide, or direct people to, information about the Shire's handling of personal information.

The Shire will maintain a register of its CCTV systems and camera purposes.

4.7 Security, Records, Retention and Disposal

CCTV systems and records will be protected against unauthorised access, use, alteration, loss or disclosure. Access controls and operational security requirements will be established through the CCTV Management Practice.

CCTV records will be retained and disposed of in accordance with the *State Records Act 2000*, the Shire's Recordkeeping Plan and the General Retention and Disposal Authority for Local Government Information (DA2023-005).

Relevant footage will be preserved where required for an incident, investigation, Police request, legal or regulatory process, complaint, insurance matter, Freedom of Information request or other lawful Shire purpose.

4.8 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.

4.9 Supporting Management Practice

The CEO will maintain a CCTV Management Practice to give operational effect to this Policy, including internal access controls, operational processing of CCTV footage requests and release, recordkeeping, retention, security, signage, maintenance and privacy requirements.

5. Legislative and Strategic Context

The following Acts, all associated subsidiary legislation provide the broad framework within which this policy operates.

- *Freedom of Information Act 1992 (WA)*
- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *State Records Act 2000 (WA)*
- *Surveillance Devices Act 1998 (WA)*
- *Security and Related Activities (Control) Act 1996 (WA) and applicable regulations*
- *Work Health and Safety Act 2020 (WA)*

6. Review

This policy is to be reviewed triennially.

7. Associated Documents

- *General Retention and Disposal Authority for Local Government Information (DA 2023-005)*
- Shire of Waroona CGL007 - Corporate Business Plan 2026-2030, *Strategy 1.1.3 - Ensure the Safety of the Community*

8. Document Control

Division	Corporate & Governance		
Policy Number	CGP030		
Contact Officer	Chief Executive Officer		
Related Legislation	Freedom of Information Act 1992; Privacy and Responsible Information Sharing Act 2024; State Records Act 2000; Surveillance Devices Act 1998; Security and Related Activities (Control) Act 1996; Work Health and Safety Act 2020;		
Related Shire Documents	Nil		
File Number	CP.37, CM.7		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	August 29	Date Adopted	23/07/2024
OCM Number	OCM24/07/111		

9. Previous Policy No's.

Policy No.	Title
AP005	Closed Circuit Television and Security Technology

10. Amendments

Date	Details of Amendment	Reference	Record Number
23/07/2024	Policy Created	OCM24/07/111	
25/08/2026	Reviewed with significant amendments to include updated Privacy and Responsible Information Sharing (PRIS) legislation and additional information to Shire Officers	OCM26/08/107	CP.37, CM7