

Governance & Compliance

Installation and Use of CCTV on Shire Property

Objective

To establish a governance framework for the installation, operation, and access to Closed Circuit Television (CCTV) systems on Shire-owned and managed property, ensuring a balance between public safety, privacy rights, and responsible surveillance.

Policy

This policy applies to all CCTV systems installed or operated by the Shire of Koorda (“**Shire**”) on Shire-owned or managed property.

Definitions

TERM	DEFINITION
Authorised Person	A person appointed by the Chief Executive Officer (CEO) of the Shire, to perform functions under this Policy.
CEO	The Chief Executive Officer of the Shire.
CCTV	Closed Circuit Television System and specifically includes the use of video surveillance cameras to capture and transmit video to a private recording device.
Data	Any isolated audio, video or images recorded on the CCTV system.
Operational requirement	Situations where there is immediate risk to safety, evidentiary need, asset-protection, or incident response.
Public Place	Any building or land owned or managed by the Shire where the public have access.
WAPOL	The West Australian Police and/or any sworn officer of the West Australian Police force.
Workplace	Any building or land where Shire employees work but excludes any portion of that building or land that is a Public Place.

Installation

Public Places

- CCTV may be installed in Public Places where:
 - recurrent anti-social or criminal behaviour has been identified; or
 - installation may be a proactive measure to minimise damage to Council facilities; or
 - there is handling of cash or other customer transactions; or
 - short term Operational requirement may make it useful.
- All CCTV in Public Places must be approved by Council prior to installation.
- CCTV will not be installed in Public Places that are used solely for private activities such as changerooms and toilets or the swimming pool area.

Workplace

- CCTV may be used in a Workplace for:
 - security of staff, assets, and information; or
 - health and safety monitoring.
- All CCTV in Workplaces must be approved by the CEO prior to installation and within budget allocations.
- Employees will be informed of CCTV installation and its purpose.
- Workplace surveillance will be overt and not used for continuous performance monitoring unless part of a lawful investigation.

Leased premises

Tenants or other parties with exclusive possession of Shire-owned or managed premises:

- Are responsible for the installation, operation and maintenance of their own CCTV unless otherwise agreed by the Shire; and
- Will notify the Shire when they install and operate CCTV in their leased premises, including by informing the Shire at annual property inspections that the CCTV is operational.

CCTV in investigations

Notwithstanding anything else in this Policy, where the CEO has authorised an investigation into unlawful conduct or misconduct by any person, including a member of the public or an employee, the CEO may also authorise the installation and access of CCTV in any Public Place or Workplace, but such use is limited to the purpose of that investigation.

Access

Public Access

- The release or viewing of recorded footage and still photographs to the WA Police is permitted if part of a current complaint with incident report number and an approved search warrant.
- Authorised persons may be permitted live access or access to recorded footage in a public place for a valid operational requirement, with such access to be logged and details retained by the Shire.
- Public Place CCTV access shall not be accessed by a member of the public or the media, unless:
 - It is provided in accordance with a court order; or
 - With the express consent of the CEO in exceptional and emergency circumstances.

Workplace

- Authorised persons may be permitted access to recorded footage of a Workplace CCTV for valid operational requirements, with such access to be logged and details retained by the Shire.
- No person is to be permitted access to live footage of a Workplace CCTV, other than for the purposes of an investigation that has been authorised by the CEO into unlawful conduct or misconduct.
- Workplace CCTV access shall not be accessed by the police or member of the public, unless it is provided in accordance with a court order.

Data storage

Recorded data will be managed according to the Shire's Recordkeeping Plan and State Records Act.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Security and Related Activities (Control) Act 1996

Security and Related Activities (Control) Regulations 1997

Privacy and Responsible Information Sharing Act 2024

Surveillance Devices Act 1998

Criminal Investigation Act 2006

Freedom of Information Act 1992

State Records Act 2000

Western Australian State CCTV Strategy (adopted 2015)

United Nations Universal Declaration of Human Rights

General Retention and Disposal Authority for Local Government: 24/34413

Review History

Date	Council Resolution	Description of review/amendment
20/05/2026	RES: 060526	V1.0. Adoption of Policy

