

# Installation and Use of CCTV on Shire Property

CCS Directorate



December 2025

*This policy was adopted by Council to set governing principles in place that align with the Strategic Community Plan 2035: Strategy B6 'Our built environment is functional, sustainable, accessible, safe, and sympathetic to the surrounds'.*

## Objectives

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.

## Application

This policy applies to all CCTV systems installed or operated by the Shire of Augusta Margaret River (Shire) on Shire-owned or managed property.

## Definitions

**Authorised Person** means a person appointed by the Chief Executive Officer (CEO) of the Shire, to perform functions under this Policy.

**CEO** means the Chief Executive Officer of the Shire.

**CCTV** means Closed Circuit Television System and specifically includes the use of video surveillance cameras to capture and transmit video to a private recording device.

**Data** refers to any isolated audio, video or images recorded on the CCTV system.

**MOU** refers to a Memorandum of Understanding established between the Shire and WA Police.

**Operational requirement** refers to situations where there is immediate risk to safety, evidentiary need, asset-protection, or incident response.

**Public Place** means any building or land owned or managed by the Shire where the public have access.

**WAPOL** means the West Australian Police and/or any sworn officer of the West Australian Police force.

**Workplace** means any building or land where Shire employees work but excludes any portion of that building or land that is a Public Place.

## Policy

### 1. Installation

#### 1.1 Public places

1. CCTV may be installed in Public Places where:
  - a) recurrent anti-social or criminal behaviour has been identified; or
  - b) installation may be a proactive measure to minimise damage to Council facilities; or
  - c) there is handling of cash or other customer transactions; or
  - d) short term Operational requirements may make it useful.
2. All CCTV in Public Places must be approved by the CEO prior to installation.
3. Signage will inform the public of CCTV use in Public Places.
4. CCTV will not be installed in Public Places that are used solely for private activities such as changerooms and toilets.
5. Prior to installation of CCTV due regard will be had to:
  - (a) How great the need is for CCTV in the particular location; and
  - (b) Whether alternatives such as better design, better lighting, increased police presence, may be more effective than introducing local government surveillance; and
  - (c) A cost-benefit assessment shows CCTV provides significant value compared to its financial and non-financial costs.

## **1.2 Workplace**

1. CCTV may be used in a Workplace for:
  - a) Security of staff, assets, and information;
  - b) Health and safety monitoring;
2. All CCTV in Workplaces must be approved by the CEO.
3. CCTV recording in Workplaces will not include audio recording.
4. Employees will be informed of CCTV installation and its purpose.
5. Workplace surveillance will be overt and not used for continuous employee performance monitoring unless part of a lawful investigation.

## **1.3 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;
- 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; and
- Will not be required to share CCTV footage with the Shire, except as agreed by the parties or otherwise required by law.

## **1.4 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.

# **2. Access**

## **2.1 Public Access**

1. A MOU between the Shire and WA Police is to establish the principles, protocols, roles and responsibilities regarding the access to viewing, release, use and copying of recorded footage and still photographs.

2. 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.
3. 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 in accordance with a Procedure approved by the CEO and logged.
4. Public Place CCTV access shall not be accessed by a member of the public or the media, unless:
  - a) It is provided in accordance with a court order; or
  - b) With the express consent of the CEO in exceptional and emergency circumstances.

## 2.2 Workplace

1. Authorised persons may be permitted access to recorded footage of a Workplace CCTV for valid operational requirements, with such access to be in accordance with a Procedure approved by CEO and logged.
2. 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.
3. 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.

## 3. Data storage and use of Artificial Intelligence (AI)

1. Recorded data will be managed according to the Shire's Recordkeeping Plan and State Records Act.
2. The Shire will not use facial recognition, but other forms of AI and automation – such as number plate recognition - may be used.

## Relevant legislation

- *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*

## Related documents

*Shire of Augusta Margaret River Employee Code of Conduct*

### Document and version control table

Responsible Directorate	Corporate and Customer Services
Contact officer	Manager Legal and Governance
Adopted / approved by:	Council

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