Council Policy

Closed-Circuit Television (CCTV) Operation and Footage Management

1. Purpose

The purpose of this Policy is to provide a consistent framework for the installation, operation and management of closed-circuit television (CCTV) systems owned or operated by the Shire of Boddington (Shire).

The Policy supports community safety and the protection of Shire employees, facilities, assets and infrastructure while ensuring CCTV footage and associated personal information is managed lawfully, securely and appropriately.

2. Scope

This Policy applies to all fixed, mobile and temporary CCTV systems owned, leased or managed by the Shire, and all footage captured by those systems.

It applies to all Shire employees, council members, contractors and other persons authorised to access or manage CCTV systems or footage on behalf of the Shire.

The Policy also applies to access provided to the Western Australia Police Force (WAPOL) to designated Shire CCTV systems for legitimate policing and law enforcement purposes.

3. Definitions

Term	Definition
Policy	The Shire of Boddington policy titled “Closed-Circuit Television (CCTV)” Operation and Footage Management.
Authorised Officer	A Shire employee authorised to access, operate or manage CCTV systems and footage under this Policy. Authorised Officers include the Executive Manager Development and Community Services (EMDCS) and Rangers and may include other officers authorised by the Chief Executive Officer.
WAPOL Authorised User	A member or employee of the Western Australia Police Force who has been authorised by WAPOL and provided with access to a designated Shire CCTV system for legitimate policing, investigation, public safety or law enforcement purposes.
CCTV System	Any CCTV infrastructure, equipment or technology owned, leased or operated by the Shire.
CCTV Footage	Any recording, live feed, video clip or still image captured by a Shire CCTV System.
Chain of Custody	A documented record of the collection, handling, access, storage, transfer and disposal of CCTV footage used as evidence.
Third Party	Any person or organisation external to the Shire, including insurers, legal representatives, corporations and government entities, other than the WA Police Force acting in an official capacity.
Evidentiary Footage	CCTV footage retained for use in an investigation, legal proceeding, enforcement matter, insurance claim or other authorised purpose.
Personal	Information or an opinion about a reasonably identifiable individual, as

Information	defined under the *Privacy and Responsible Information Sharing Act 2024* .

4. Policy Statement

The Shire operates CCTV systems in a lawful, proportionate and transparent manner and in accordance with the Shire's functions and responsibilities.

CCTV is only used for legitimate Shire purposes, including:

- Community safety and protection of Shire facilities, assets and infrastructure
- Prevention, detection and investigation of criminal or other unlawful activity, damage, theft or vandalism
- Authorised compliance, enforcement, legal or insurance matters
- Investigation of workplace health and safety or other legitimate operational matters

CCTV is not to be accessed or used for personal interest, curiosity or any unauthorised purpose.

Council members do not have an automatic entitlement to access CCTV footage by virtue of their office.

Privacy

The Shire recognises that CCTV footage may contain personal information and manages that information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and applicable Information Privacy Principles.

CCTV collection is limited to what is reasonably necessary for a legitimate purpose.

Cameras are, where reasonably practicable, positioned to avoid areas where individuals would reasonably expect privacy.

Appropriate signage or other information is provided to advise that CCTV surveillance is operating.

Audio recording is not enabled unless authorised and permitted under the *Surveillance Devices Act 1998* (WA) and other applicable legislation.

Access and Disclosure

Access to CCTV systems and footage is restricted to authorised persons with a legitimate business or official purpose.

WAPOL may be provided with authorised access to designated Shire CCTV systems for legitimate policing and law enforcement purposes. This may include the ability for WAPOL Authorised Users to:

- View live CCTV footage
- View and search recorded CCTV footage
- Identify footage relevant to an incident, investigation or other policing matter
- Extract or download relevant footage directly from the CCTV system

WAPOL access is to be limited to authorised personnel and used only for legitimate policing, investigation, public safety or law enforcement purposes.

Where system functionality permits, WAPOL access, viewing and extraction activity is to be recorded through system audit logs or other appropriate records.

The Shire may also disclose CCTV footage where authorised or required by law, including to WAPOL, courts, government agencies, insurers or other authorised parties.

Requests from other persons or organisations for access to CCTV footage are managed in accordance with applicable legislation, including the *Freedom of Information Act 1992* and the *Privacy and Responsible Information Sharing (PRIS) Act 2024*.

The privacy of identifiable individuals is considered before CCTV footage is released or otherwise disclosed, having regard to any applicable legal authority or exemption.

Access to and disclosure of CCTV footage is appropriately recorded.

Access to CCTV systems and footage is restricted to authorised persons with a legitimate business need.

CCTV footage may be disclosed where authorised or required by law, including to the Western Australia Police Force, courts, government agencies, insurers or other authorised parties.

Requests for access to CCTV footage are managed in accordance with applicable legislation, including the *Freedom of Information Act 1992* and the *Privacy and Responsible Information Sharing (PRIS) Act 2024*.

The privacy of other identifiable individuals is considered before CCTV footage is released.

Access to and disclosure of CCTV footage is appropriately recorded.

Retention and Disposal

CCTV footage is retained and disposed of in accordance with the *State Records Act 2000*, the Shire's Recordkeeping Plan and applicable records retention and disposal authorities.

Routine footage may be automatically overwritten where it is no longer required for an authorised purpose and no legal, investigative, access or other retention requirement applies.

Footage required for an investigation, legal proceeding, enforcement matter, insurance claim or other authorised purpose is protected from routine deletion.

Where footage is extracted by the WAPOL directly from a Shire CCTV system, responsibility for the subsequent management, storage, use and disposal of the extracted copy rests with the WAPOL in accordance with its applicable legislative, evidentiary and recordkeeping requirements.

Security

The Shire takes reasonable measures to protect CCTV systems and footage from unauthorised access, use, disclosure, alteration, loss or destruction.

Suspected unauthorised access, disclosure or loss of CCTV footage or associated personal information is managed in accordance with the Shire's privacy, information security and incident

management requirements.

Contractors and Service Providers

Contractors and service providers who access or manage CCTV systems or footage on behalf of the Shire are required to comply with the privacy, security, confidentiality, access, disclosure, retention and disposal requirements applicable to the information they handle.

Compliance

Unauthorised access, use, copying, alteration or disclosure of CCTV footage may constitute a breach of this Policy, the Shire's Code of Conduct, contractual obligations or applicable legislation.

Non-compliance may result in disciplinary action, termination of contractual arrangements, referral to an appropriate authority or other action available to the Shire.

Any suspected inappropriate or unauthorised access by a WAPOL Authorised User may be referred to WAPOL for investigation and appropriate action.

Responsible Officer	Executive Manager Development and Community Services	
Delegated Authority	Nil	
Relevant Legislation	*Freedom of Information Act 1992* *State Records Act 2000* *Surveillance Devices Act 1998* *Work Health and Safety Act 2020* *Privacy and Responsible Information Sharing (PRIS) Act 2024*	
Related Documentation	Shire of Boddington Code of Conduct Shire of Boddington Recordkeeping Plan Internal CCTV Request Form Applicable records disposal authority	
Version Control	History	Review Frequency
	Introduced – 28 October 2026 (116/26)	2 years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at Council Policies » Shire of Boddington to ensure that you have the current version. Alternatively, you may contact the Governance Team.