



CLOSED CIRCUIT TELEVISION (CCTV) POLICY

1. POLICY OBJECTIVE

The purpose of this policy is to prevent crimes within the Shire of Derby/West Kimberley (Shire) through the strategic use of Closed-Circuit Television (CCTV) systems installed on Shire owned land/infrastructure. The purpose of the CCTV surveillance systems is to:

1. Reduce crime levels by deterring potential offenders;
2. Promote a safer and more liveable environment;
3. Help ensure a fast, effective response in emergency situations;
4. Assist in the detection and prosecution of offenders, this may include using the CCTV cameras to record illegal parking and issue infringement notices;
5. Help secure a safer environment for the people who live in, work in and visit the Shire;
6. Monitor Shire assets and local government property; and
7. Ensure that the privacy of the community and visitors is maintained and respected.

2. POLICY DEFINITIONS

CCTV or Closed-Circuit Television is defined as a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The transmission of closed-circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems.

CCTV Operations means all aspects of public space CCTV surveillance management, use, recording, maintenance and access to recorded material.

Public Place refers to public reserves, public roads or streets, public bridges, with the addition of public transport and car parks, public wharfs, public baths or swimming pools.

Private Premises refers to any area not openly accessible to the general public, including semi-public spaces and includes private residences and private or commercial businesses.

Stakeholder means any organisation or group who has a reasonable and justified interest in aspects of public space CCTV surveillance management, use, recording, maintenance and access to recorded material.

Managers refers to the department heads in the Shire tasked with managing various different departments.

3. POLICY STATEMENT

Council supports the provision of CCTV systems within the districts that are Shire owned/leased and operated and which are linked to the Western Australia Police Force (WA Police) under the WA Police Cam-Map WA Portal. This policy has no application regarding CCTV or any other forms of cameras/recording which are not fixed installations on Shire controlled land/infrastructure.

This policy does not relate to the use of Shire operated mobile cameras or temporary CCTV installations; or CCTV installed by tenants or licensees operating within Shire controlled areas.

Privacy: Protecting privacy will be a core value. CCTV usage in the Shire will be guided by confidentiality and the privacy provisions included within the *Surveillance Devices Act 1998*. The location of the cameras



Shire of Derby / West Kimberley

will be clearly apparent to the public. This will be achieved with street signage and information being made available on the Shire's website. These signs will:

- inform the public that cameras are in operation;
- identify the Shire of Derby/West Kimberley as the owner of the system; and
- highlight that enquiries in relation to the Shire's CCTV Surveillance System and its operation can be made in writing to:

The Chief Executive Officer
PO Box 94
DERBY WA 6728
Or sdwk@sdwk.wa.gov.au

It is acknowledged that CCTV cameras installed in public place locations will capture images of the general public and staff performing work tasks. The provision of CCTV within the Shire is not designed to intentionally provide workplace surveillance unless specifically stated.

4. ALLIANCES AND OPERATIONAL PROCEDURES

The Council requires the Chief Executive Officer (CEO) to implement this policy through the maintenance of a strategic alliance with the State Government and WA Police, and to develop/maintain compatible multi- agency and Shire operational procedures that ensures there is a compliant, consistent, and appropriate approach to:

1. The installation of CCTV at Shire owned/operated locations;
2. The direction and recording of CCTV where that includes a capacity or need to view adjacent or nearby premises or buildings that are not Shire controlled spaces;
3. The monitoring of CCTV feed through WA Police and Shire operated surveillance centre;
4. Access to recordings for Shire, WA Police, or other legal proceedings;
5. The planning for maintenance of existing and the acquisition of future CCTV equipment;
6. Employing, training, and supervising employees that will deal with CCTV equipment and recordings;
7. The controls around CCTV equipment and recordings access;
8. The records keeping of CCTV recordings;
9. The management of stakeholder complaints; and
10. The management of breaches to this policy and appropriate disciplinary actions.

5. STANDARDS

The CEO will ensure the Shire's CCTV operations are consistent with the following standards:

1. Australian Standard AS/NZS 62676.1.1:2020 Video surveillance systems for use in security applications.
2. Western Australia CCTV guidelines.
3. Western Australia Police Preferred Minimum CCTV System standards as defined in the WA State CCTV Strategy



Shire of Derby / West Kimberley

Policy Details			
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Policy Implementing Officer or Team:	Manager Assets and Works	Policy Reviewer:	Director Infrastructure
Legislative Head of Power (Act, Regulation, or Local Law):	<i>Freedom of Information Act 1992</i> <i>Surveillance Devices Act 1998</i> <i>Telecommunications (Interception) Western Australia Act 1996</i>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Western Australian State CCTV Strategy Australian Standard AS/NZS 62676.1.1:2020 Western Australia CCTV Guidelines		
Version Control Council Meeting Review Details:			
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