COUNCIL POLICY

Closed Circuit Television (CCTV)

Policy Objective

To provide a framework for the establishment and the operation of all CCTV cameras (referred to as the CCTV System) controlled by the Shire of Broome. The policy encompasses existing and future acquisitions or implementations of CCTV infrastructure within the Shire.

This system aims to enhance safety, protect assets, and assist law enforcement agencies.

Scope

This policy applies to the installation, operation and management of Shire of Broome owned, leased and operated CCTV systems including those that are linked to the WA Police under the Cam-Map WA program.

Definitions

CCTV Systems: The use of fixed or mobile video cameras to transmit images that can be recorded or monitored by authorized personnel for surveillance in public spaces and/or Council property.

Policy Principles

1. Purpose

The Shire of Broome aims to protect assets, employees, and the community through various initiatives, including the installation of CCTV cameras.

The establishment, monitoring and reporting on the Shire's CCTV Systems is always only to be used for the following purposes:

- Asset and Employee Protection: To safeguard Council assets and employees.
- Deterrence: To discourage anti-social behaviour and crime in public spaces, creating a safer environment.
- Law Enforcement Assistance: To aid investigations related to unacceptable behaviour, suspicious activity, and criminal offenses.
- Crime Prosecution: To assist in prosecuting crimes against persons and offenses related to public space security.
- Lost Property Identification: To identify owners of lost property in public spaces.
- Incident Investigation: To review incidents for employee and public health, safety, and welfare enhancement.

2. Confidentiality and Privacy

The management of the Shire's CCTV system aims to align with our core value of protecting privacy of individuals utilising Shire infrastructure or public spaces while meeting our commitment to community safety and assisting emergency services and internal resources with responding to incidents.

The Shire of Broome has a core value of protecting privacy. CCTV usage in the Shire will be guided by confidentiality and the privacy provisions in West Australian Law included within the *Surveillance Devices Act 1998.* Cameras will not intrude on private spaces, and footage will be handled securely, and used for lawful purposes only.

Access to CCTV footage is restricted to authorised personnel; and access logs of the Shire's physical premises are maintained recorded into the Shire's Electronic Document and Records Management System (EDRMS).

3. Transparency and Access

The Shire of Broome owns and operates both an internal and a public CCTV system. Digital images are recorded from this system 24 hours, 7 days a week and are retained for a period of not less than 31 days.

The public is to be informed about the presence of CCTV cameras by, where practical, having prominent and appropriate signage permanently displayed at camera locations to notify of the presence of CCTV cameras.

Recording equipment is housed in a secure area within the Shire's buildings; and camera and wireless equipment are housed in secure and appropriate enclosures where possible. In alignment with the Shire's Admin Policy – IS Physical and Environmental Security – access to recording equipment is restricted to authorised ICT Shire Employees only and is secured with specialised keylocks.

Access by unauthorised parties such as external Contractors, will be provided only with written approval from the Information Services team and only for the duration of the works required.

The Shire does not warrant or guarantee the operation, performance or availability of any CCTV component resulting from defects, vandalism, downtime resulting from system maintenance, harmful code impacts or any other performance issues.

Neither does the Shire offer any warranty or guarantee that the data collected does not contain errors or may be inaccurate or incomplete.

4. Community Safety Partnership

By way of a memorandum of understanding (MOU) in 2016, the Shire established a strategic alliance with WA Police to enable the installation of integrated CCTV at key locations throughout the district and the ability for monitoring of CCTV through Broome Police Station.

An updated memorandum of understanding (MOU) was signed in November 2025 with the intent to allow the WA Police Force to better support the prevention and detection of criminal activities and maintain community safety within Shire of Broome areas through the provision of access to a live CCTV feed.

CCTV Infrastructure located within the Broome Police Station is accessible by members of the WA Police service

Exclusions to this apply to viewing or retrieving footage from within Shire operated facilities such as the Shire Administration building. WA Police may request the Shire's cooperation for access to other systems used by the Shire of Broome.

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or anti-social behaviour.

Management and Maintenance of CCTV Infrastructure

The Shire of Broome's Information, Communication and Technology (ICT) team is responsible for the management and maintenance of the CCTV infrastructure within defined budgets.

The Shire manages the existing connection that facilitates access to CCTV infrastructure whilst it is supported.

A CCTV computer and related hardware located within the Broome Police Station is the responsibility of Broome Police.

Governing Legislation

- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Privacy Act 1988*
- *General Retention and Disposal Authority Local Government Information 2023-005 – GRDALG-005-2023*
- *Surveillance Devices Act 1998*
- *WA Government Cyber Security Policy 2024*
- *WA Information Classification Policy Version 4 June 2025*
- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Information Commissioner Act 2024 (WA)*

Recording and Storage of information

The Shire of Broome's CCTV system will attempt to retain as much recorded footage as technically possible with the aim to keep recordings for 31 days as per the *State Records Act 2000.*

In compliance with the *GRDALG-005-2023*, footage that has been requested during this initial 31 day period, whether through the FOI Process, or as part of a legal investigation, should be retained for 7 years after the investigation is closed.

Any further quarantining of recorded footage will be kept only if the Chief Executive Officer or WA Police is of the opinion that an offence against a Statute Law is being or is likely to be

committed. At no time, shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Requests for CCTV footage

Any persons requesting to, receive an export of, or view recorded footage shall apply via the Shire's Website, using the form "CCTV Footage Request", ensuring all details of time, date, location and reason for request are included. Authorisation for the release of footage is provided by the Manager Information Systems, Director Corporate Services or the CEO. Such requests must be made within the 31-day retention period.

All requests to view or export CCTV footage will be recorded within the Shire's Electronic Document and Records Management System (EDRMS)

Note: Shire staff must follow the Business Operating Procedure (BOP), available internally, for managing requests for CCTV footage.

The recipient of released recorded footage will be required to acknowledge the conditions of viewing or receiving exports of the recorded footage and agree that at no time shall recorded footage be used for any purposes other than those specified when it is released by the Shire of Broome - this disclaimer is included in the online form.

At no time, shall any original or copied recorded footage, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Office, Director of Corporate Services, Manager Information Systems.

Ownership and copyright of all recorded material rests with the Shire of Broome.
CCTV footage may not be published, sold, or used for commercial purposes.

Breaches of any of the above will be dealt with to the extent permitted by law and pursuant to the terms of any contracts.

Mobile CCTV deployment

Business, agency or community requests for mobile CCTV deployment and installation will be handled by the Chief Executive Officer (CEO). Requests are to be made in writing, to the CEO for consideration of camera location(s) and duration of deployment recommendations. Where this is not possible the deployment of cameras will be determined by the CEO, in conjunction with WA Police.

Where possible, accompanying WA Police crime data, descriptions, timing and specific locations of alleged offences will be provided to the CEO to enable accurate assessment. As the number of cameras available to the Shire is limited, it is noted not all applications and requests for deployment of mobile cameras will be possible. As per availability of CCTV cameras, requests for CCTV cameras will be prioritised in terms of the nature and severity of alleged offences, the suitability of each location and WA Police recommendations. Removal of mobile cameras from a specific location is at the discretion of the Shire of Broome and can happen at any time.

Complaints

All complaints will be investigated and reviewed in accordance with the Shire's Complaints policy and applicable legislation.

If the complainant deems the Shire's response unsatisfactory, they may file a formal Freedom of Information request which can be submitted through the Shire's website.

Data Breach Management

Any actual or suspected loss, unauthorised access, unauthorised disclosure or misuse of CCTV footage must be immediately reported to the CEO or delegate.

The Shire will investigate suspected privacy breaches and take appropriate containment remediation and notification actions in accordance with legislative requirements and internal procedures.

Where required by law, reportable privacy breaches will be notified to the relevant regulatory authority and affected individuals.

Responsibility

The CEO is responsible for the management of the Shire's CCTV system, including installation and maintenance of the CCTV system as well as the protection of privacy interests of the Shire of Broome elected members, staff and members of the public from invasive monitoring.

The CEO will ensure that all employees involved in recording, observation and capture of footage are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation and the terms of the policy.

Employees and contractors must only access CCTV footage where authorised and required for legitimate business purposes and must maintain confidentiality of personal information.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimise reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

Document Control Box

Document Responsibilities:			
Owner:	Chief Executive Officer	**Owner Business Unit:**	Office of the CEO
Reviewer:	Manager Information Services	**Decision Maker:**	Council

Compliance Requirements:	
Legislation:	*State Records Act 2000* *Freedom of Information Act 1992* *Privacy Act 1988* *General Disposal Authority – Local Government 2016* *Surveillance Devices Act 1998* *WA Government Cyber Security Policy 2021* *WA Information Classification Policy V2 June 2020*
Industry:	
Organisational:	CCTV Managing requests from External Parties

Document Management:					
Risk Rating:	**Low**	**Review Frequency**:	**Triennial**	**Next Due:**	**12/2029**

Version #	Decision Reference:	Synopsis:
1.	1 November 2012	OMC Original Adoption
2.	12 December 2019	Reviewed and converted to new policy template
3.	18 November 2021	Updated logo and desktop review.
4.	17 September 2024	Updated by MIS, RC and ICT Coordinator
5.	31 October 2024	Reviewed. Adopted by Council at OMC 31 October 2024 Resolution C/1024/013
6.	28 October 2026	Reviewed. Adopted by Council at OMC 28 October 2026 Resolution C/1026/008