

Council Policy

Closed Circuit Television (CCTV)

Policy No:	6.20
Policy Subject:	Closed Circuit Television (CCTV)
Policy Objective:	To establish protocols to guide the management of the Closed-Circuit Television (CCTV) system owned by the Shire of Katanning.
Policy:	<p>The Shire of Katanning is committed to ensuring that the provision of CCTV improves safety and security in the community; and results in the reduction of anti-social behaviour and crime.</p> <p>To achieve these objectives the Shire of Katanning has established a strategic alliance with the State Government and WA Police which will enable:</p> <ul style="list-style-type: none">• The installation of integrated CCTV at key locations within the shire owned and operated facilities throughout the town centre.• The effective monitoring of CCTV at the Shire of Katanning Administration and Civic Building and Katanning Police Station. <p>The Shire of Katanning has a core value of protecting privacy. CCTV usage in the Shire will be guided by confidentiality and the privacy provisions in the West Australian Law included within the Surveillance Devices Act 1998.</p> <p>This policy applies to Shire of Katanning owned and operated CCTV systems and CCTV systems that are linked to the WA Police under the State CCTV Strategy.</p>
Principles:	<p>The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire facilities or public spaces with the objective of recording incidents of alleged criminal or anti-social behaviour.</p> <p>The system will be operated equitably, within applicable law, and only for the purposes to which it is established.</p>
Code of Practice:	<p>Signage:</p> <p>Where practical, prominent and appropriate signage will be permanently displayed at camera locations to notify of the presence of CCTV cameras</p>

Unless required by law, the release of live, recorded and still photographs to members of the public is expressly prohibited.

At no time, shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

Strategic Partnerships

A Memorandum of Understanding (MoU) between the Shire of Katanning and WA Police is to establish the principles, protocols and responsibilities regarding accesses to and operation of the CCTV system.

Complaints

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

Responsibility

The Chief Executive Officer is to develop and maintain procedures that ensure the CCTV system is operated effectively and in accordance with Statutory Requirements.

The Chief Executive Officer is responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of the Shire of Katanning elected members, staff and members of the public from invasive monitoring.

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

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.

Resolution No:	Ordinary Council	OC128/25
Resolution Date:	17 September 2025	
Date of Review:	Biennial review	
Review Responsibility:	Executive Manager Corporate Services	