

Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy

Responsible Directorate:	Community and Place
Responsible Service Unit:	Community Safety and Emergency Management
Date of Approval:	30 June 2025
Policy Review Committee Item No:	4.6

1. POLICY STATEMENT

The purpose of this policy is to outline the present and future role of closed circuit television (**CCTV**) within the City of Wanneroo (**the City**) while upholding individual privacy, transparency, and community first. The policy does not apply to CCTV installed and operated by tenants and other parties with exclusive possession of City-owned or managed premises.

2. OBJECTIVE AND PURPOSE

The City installs and operates CCTV in order to:

- Deter crime and anti-social behaviour;
- Enhance and assist the Smart Cities Program and its objectives;
- Collect evidence to support investigations and prosecutions by the City or the Western Australia Police Force (**WAPOL**);
- Collect and share Licence Plate Recognition (LPR) data with WAPOL to support the collective responsibility of community safety and crime prevention.
- Protect City assets and employees;
- Increase the perception of safety amongst residents, businesses and visitors to the City; and
- Support the Western Australian State CCTV Strategy (2015) and any future updates or successor strategy

The CCTV Service Vision includes:

- CCTV services will deliver high quality video coverage in areas of greatest need, ensuring secure and convenient access to footage when needed whilst maintaining a reliable chain of evidence.
- Provide the community a CCTV service that is reliable, well maintained and supported by scalable infrastructure that adapts to the community's evolving needs and can expand in response to the City's growth and community requests with minimal additional management resources.
- Minimum standardised coverage of CCTV infrastructure at new sites.
- Technologies such as mobile access, license plate recognition, thermal imaging, advanced analytics, machine learning, Internet of Things (IoT) sensors and edge

computing will enhance the service. Technology adoption will be guided by community values, data privacy legislation, and operational need.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
CCTV	Closed circuit television and refers to a fixed or mobile system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded.
General Retention and Disposal Authority for Local Government Information (GRDALG)	The General Retention and Disposal Authority for Local Government Information is the official framework established by the State Records Commission of Western Australia to guide local governments in the lawful retention and disposal of records. This authority ensures compliance with the State Records Act 2000 and provides a consistent approach across local government entities.
Hot Spot	An area on a map that has a high number of incidents or occurrences of unwanted activity.
Internet of Things (IoT)	The interconnection via the internet of computing devices embedded in everyday objects, enabling them to send and received data.
LPR	Licence Plate Recognition is the capacity to capture photographic video or images from license plates and transform the optical data into digital information in real-time.
Passive monitoring	A system is passively monitored when information is recorded and stored for future reference but not immediately acted upon. This allows for post incident review and analysis but not an immediate response. Footage is not actively monitored by City staff, but authorised access to live feeds is available for operational needs.
Private Activity	Means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed (Surveillance Devices Act 1998)
Public Areas	Any location which has general public access including but not limited to the Civic Centre, Ashby Operations Centre, community facilities, recreation centres, libraries, cultural facilities, reserves, roads, road verges, footpaths, public access ways and public vehicle parking areas.
Smart Cities Program	Programs that incorporate innovative technologies to collect and analyse data that enhance the quality and performance of services, reduce costs and enable more effective and active engagement with residents. (Ref Parliament of Australia, Parliamentary Business, Committees, house, ITC, development of Cities report)

Smart Cities Technology	Different types of electronic devices, technologies and networks of connected devices that capture and analyse data.
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4. SCOPE

This policy applies to all current and future CCTV components and systems owned by the City that are installed in or upon City owned or managed property, in both public areas and City buildings.

5. IMPLICATIONS

This Policy aligns with the City's Strategic Community Plan as it aims to provide a well-planned, safe and resilient City where people feel safe in public spaces.

The City resources the operation and installation of CCTV in public areas, across its facilities, and in some mobile assets.

Financial resourcing will be considered by Council through the annual budget process. The City will seek to maximise the scope and effectiveness of the CCTV network through external funding opportunities.

Tenants or other parties with exclusive possession of City-owned or managed premises:

- Are responsible for the installation, operation and maintenance of their own CCTV unless otherwise agreed by the City;
- Will notify the City when they install and operate CCTV in their leased premises, including by informing the City at annual property inspections that the CCTV is operational;
- Will not be required to share CCTV footage with the City, except as agreed by the parties or otherwise required by law; and
- When proposing self or externally funded facility improvements, will have regard to the inclusion of CCTV with those improvements.

6. IMPLEMENTATION

The City does not record activities defined as **private activities**. All information obtained by the City's CCTV network is collected and managed in accordance with the City's *Personal Information Privacy Policy and the Surveillance Devices Act 1998*.

The City operates its CCTV network on City owned or managed property including City buildings, community facilities and in public areas. The City is expanding its existing network and may include locations in public industrial areas and public residential areas in order to achieve the objectives of this policy. The City does not record activities on privately owned land without the express permission of the landowner, noting it is the responsibility of the landowner to provide CCTV capability on private land if desired.

In determining additional permanent CCTV locations the City applies an evidence based approach, using information collected by the City and WAPOL to assess the need and prioritise activities. The City may also offer short term surveillance in identified "Hot Spot" locations by providing mobile CCTV for limited periods.

The City continually explores and evaluates the opportunities to include **Smart Cities Technology** in the development of its CCTV network (for example, smart pole installations and the provision to utilise video analytics, which may include object or licence plate recognition and counting or monitoring options).

The City retains CCTV footage for a minimum of 31 days in accordance with the *General Retention and Disposal Authority for Local Government*. Where data is downloaded to be used in an investigation or to be provided to other authorities, data is kept for the required longer periods. Data may also be kept longer for research purposes (e.g. Coastal monitoring).

The City's CCTV network is passively monitored. The City supports the activities of WAPOL and City Officers by providing access to live footage from its public area CCTV cameras, and access to footage from the City's complete CCTV network for post incident investigation. The City may broaden the scope of its collaboration with agencies if doing so will enhance the capability of the CCTV network and improve service delivery. The City may supply CCTV data to other state and federal authorities with approval from the Manager Community Safety and Emergency Management.

The City uses LPR cameras at various sites. This data is stored in a secure location and is only used for identifying vehicles involved in illegal activities. WAPOL are provided data from our LPR cameras to support community safety and crime prevention efforts.

The City does not use facial recognition or any other biometric identification technology in any of its cameras or monitoring. However, WAPOL may use facial recognition in investigations with the data provided by the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Manager Community Safety and Emergency Management has the authority to approve CCTV locations in accordance with the objective of this policy.

8. ROLES AND RESPONSIBILITIES

All City staff that access the CCTV system must ensure that access is for approved work related reasons and in line with the City's Code of Conduct and values. Any breach of this policy may be subject to subsequent disciplinary action. Stakeholders such as WAPOL who access the system must do so in accordance with Memorandums of Understanding (MOUs) that are in place.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

The Policy will be reviewed every three years and will take into account any feedback received from external stakeholders.

11. RELATED DOCUMENTS

- City of Wanneroo Personal Information Privacy Policy (17/209419)
- City of Wanneroo Code of Conduct (24/335154)

12. REFERENCES

- 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)
- General Retention and Disposal Authority for Local Government: 24/34413

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Safety and Emergency Management

REVISION HISTORY

Version	Next Review	Record No.
1.0	November 2024	19/221998V1
2.0	30 June 2028	19/221998V2