

COUNCIL POLICY LG514

CCTV AND MANAGEMENT OF FOOTAGE

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to establish guidelines on the installation of Closed-Circuit Television (**CCTV**) and provision of Body Worn Cameras and the management of footage.

Policy

Council supports:

1. Subject to provision in the annual budget, CCTV systems will be installed in buildings, facilities and public areas when determined by the Town as necessary to assist with community safety and/or the protection of assets..
2. Sufficient budget will be provided in each annual budget to maintain existing CCTV systems.
3. The location of all public facing cameras within the Town will be registered with Cam-Map WA, a centralised map of public facing CCTV cameras utilised by WA Police.
4. CCTV footage is mainly intended for the Town's use. CCTV footage will also be released to the Police. The Town has an approval process in place to ensure that CCTV footage can only be viewed, retrieved, copied or released by Authorised Personnel.
5. Body Worn Cameras being provided to all members of the community safety team when on patrol to document law enforcement activity.
6. Recorded footage, images or records will be captured, accessed and stored in accordance with the Town's approved Record Keeping Plan.

Document Control Box

Legislation:	<i>Surveillance Devices Act 1998</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>Evidence Act 1906</i> Premier's Circular 2021/06 – Registration of CCTV Systems General Retention and Disposal Authority for Local Government Information DA 2023-005		
Organisational:	CCTV and Body Camera Management Procedure Council Policy LG518 Records Management Town of Claremont Record Keeping Plan		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 November 2012	222/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	13 December 2016	206/16
5.	Modified	18 December 2018	228/18

6.	Modified	30 November 2021	160/21
7.	Modified	30 September 2025	137/25