

**POLICY NO: 3.9.12**

**CLOSED CIRCUIT TELEVISION (CCTV)**

**OBJECTIVES**

To provide guidance for the operation of CCTV operated and controlled by the City of Vincent:

- within, on or around City of Vincent Buildings;
- mobile CCTV installed in public spaces; and
- future acquisition and implementation of CCTV within the City.

**POLICY STATEMENT**

1. This policy applies to City of Vincent owned, leased and operated CCTV systems only.
2. Reducing crime and improving safety are key priorities for the City. The City of Vincent is committed to 'working in partnership to progress Crime reduction and community safety within the City' (Community Safety and Crime Prevention Plan).
3. This Policy deals with the installation of CCTVs as a strategic element of the City's commitment to safety and crime reduction;
4. This Policy should be read in conjunction with the 'Draft City of Vincent CCTV Strategy 2010 and Beyond'.

<b>Date Adopted:</b>	<b>13 April 2010</b>
<b>Date Amended:</b>	-
<b>Date Reviewed:</b>	-
<b>Date of Next Review:</b>	<b>April 2015</b>

## **GUIDELINES AND POLICY PROCEDURES FOR USE OF CLOSED CIRCUIT TELEVISION (CCTV) POLICY NO. 3.9.12**

### **1. Principles**

The City of Vincent recognises best practise in administering operation of all City owned operated, leased CCTV systems.

All CCTV systems and future acquisition of CCTV will comply and meet minimum standards as prescribed in:

- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.
- Western Australia CCTV guidelines, WA State Government Office of Crime Prevention.
- Western Australia Police Preferred Minimum CCTV System standards.

Where appropriate and possible, Mobile CCTV will be registered on WA Police register of CCTV systems within the State; <https://blueiris.police.wa.gov.au/> . The City registration of mobile CCTV cameras on Blue Iris will be managed by the Coordinator Safer Vincent, whom will also handle ongoing police liaison and enquiries with cameras.

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

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

### **2. Code of Practice**

#### **Signage**

Prominent and appropriate signage will be permanently displayed at camera locations to notify employees, council members and members of public of the presence of CCTV cameras.

#### **Access to CCTV equipment**

All CCTV equipment will be located within secure areas and not accessible to unauthorised persons.

## **Recording and Storage of information**

Recording of video images or still photographs will only occur if the Chief Executive Officer or Manager of Rangers and Community Safety Services 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.

Any person requesting a video recording shall apply in writing to the Chief Executive Officer and give reasons for such requests.

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.

## **Liaison with WA Police**

Members of the WA Police may request the cooperation of the City of Vincent and usage of CCTV systems.

All requests made by the WA Police or any other law enforcement agency should be referred to the Manager of Ranger and Community Safety Services who will advise the City's Chief Executive Officer of such a request and to seek approval.

## **Privacy principles**

CCTV usage in the City will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- Freedom of Information Act 1992
- Surveillance Devices Act 1998
- Telecommunications (Interception) Western Australia Act 1996

## **Mobile CCTV deployment**

Business, agency or community requests for mobile CCTV deployment and installation will be handled by the Coordinator Safer Vincent. Requests are to be made in writing, addressed to the Chief Executive Officer and forwarded to the next available Safer Vincent Crime Prevention Partnership Meeting for consideration of camera location(s) and duration of deployment recommendations. Where this is not possible (i.e. over a leave period or duration where the SVCPP is not meeting) the deployment of cameras will be determined by the Coordinator Safer Vincent and Manager of Ranger and Community Safety Services, 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 SVCPP to enable accurate assessment. As the number of cameras available to the City 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 location at each location and WA Police recommendations. Removal of mobile cameras from a specific location is at the discretion of the City of Vincent Administration and can happen at any time.

### **Complaints**

All complaints will be investigated and reviewed in accordance with Council Policy 4.1.3 “Customer Service Complaints Management” and where requested, complainants will be notified of the results of the investigation, within the prescribed timeframes of this policy.

### **Responsibility**

The Manager Ranger and Community Safety Services is responsible for the management of the City’s CCTV system, including maintenance of the CCTV system and protection of privacy interests of individual members, the City of Vincent council members, staff and members of public from invasive monitoring.

The Manager Ranger and Community Safety Services 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 City will take appropriate action to cease or minimise recurrence. Inappropriate use of the CCTV system will be considered a breach of the City’s Code of Conduct and will be dealt with accordingly.