



Closed-Circuit Television (CCTV) Code of Conduct

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The City of Melville operates a Closed-Circuit Television (CCTV) system to enhance public safety, protect property, safety incidents, and assist law enforcement efforts. Access to and use of the CCTV system is governed by this Code of Conduct to ensure responsible and ethical utilisation of the system for the benefit of the community.

1. Purpose of CCTV System:

The primary purpose of the City of Melville CCTV system is to enhance public safety, enhance workplace safety, investigation of workplace incidents, local law investigations, deter criminal activity, assist law enforcement agencies in investigating incidents, and protect public and private property.

2. Access to CCTV System:

Access to the CCTV system is restricted to authorised personnel only. Unauthorised access to the system is strictly prohibited and may result in disciplinary action and/or legal consequences.

3. Authorised Users:

Only individuals who have received written authorisation from the City of Melville - Head of Community Safety are permitted to access the CCTV system. Authorised users must adhere to the guidelines outlined in this Code of Conduct.

4. Ethical Use:

Users of the CCTV system must use it ethically and responsibly. They should only access the system for legitimate purposes related to public safety, crime prevention, and law enforcement.

5. Data Protection and Privacy:

All users must adhere to data protection laws and regulations, ensuring the privacy rights of individuals are respected. Footage obtained from the CCTV system should only be used for authorised purposes and handled in accordance with applicable laws.

6. Confidentiality:

Users must maintain the confidentiality of information obtained from the CCTV system. Disclosure of sensitive information to unauthorised individuals or entities is strictly prohibited.



7. Prohibited Activities:

The following activities are strictly prohibited when accessing or using the City of Melville CCTV system:

- a) Unauthorised access or use of the system.
- b) Misuse of CCTV footage for personal gain or entertainment.
- c) Altering, tampering with, or deleting CCTV footage without proper authorisation.
- d) Discriminatory or unlawful surveillance practices.
- e) Using CCTV footage for purposes unrelated to public safety, workplace safety or law enforcement.
- f) Sharing access credentials with unauthorised individuals.
- g) Any other activity deemed unethical or illegal.
- h) Taking screen shots or screen recordings on to personal devices.

8. Releasing Footage:

Any request for footage must be made by written request by either a Freedom of Information Request to the City of Melville or a CCTV Request Form to Service Lead MelSafe Operations.

The City of Melville maintains ownership and control of the footage and it can only be viewed and/or released to other parties after the application is approved.

9. Reporting Violations:

Any suspected violations of this Code of Conduct must be reported to the Head of Community Safety promptly. Failure to report violations may result in disciplinary action.

10. Consequences of Violations:

Violations of this Code of Conduct may result in disciplinary action, including but not limited to:

- a) Suspension or revocation of access privileges.
- b) Legal action in accordance with applicable laws.
- c) Referral of actions to the appropriate City of Melville department.

11. Compliance:

All users of the City of Melville CCTV system are required to comply with this Code of Conduct and any additional policies or guidelines established by the City.

All users may be subject to routine audits of accessed footage.

12. Conclusion:

By accessing and using the City of Melville CCTV system, users agree to abide by this Code of Conduct and uphold the highest standards of professionalism, ethics, and respect for privacy and confidentiality. Failure to comply with this Code may result in disciplinary action and legal consequences.



I have read, understand, and agree to this Code of Conduct referring to the City of Melville CCTV system.

AGREEING PERSON

Name

Signature

Date

HEAD OF COMMUNITY SAFETY

Name

Signature

Date

References that may be applicable to this Code of Conduct

Legislative Requirements:

Privacy Act 1988
Surveillance Devices Act 2004
Criminal Investigation Act 2006
Occupational Health and Safety Act 1984
Surveillance Devices Act 1998
Security and Related Activities Act 1996
Security and Related Activities Regulations 1997

Procedures, Process Maps, Work Instructions:

CCTV Code of Practice

Reviews

13 October 2025