

Closed Circuit Television

Policy Type: Operational Policy Policy Owner: Manager Neighbourhood Amenity	Policy No.: OP- 011 Last Review Date: 12 Sept 2019
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Policy Objectives

Articulate the City's position on CCTV

Ensure responsible management of CCTV assets

Ensure CCTV installation and operation complies with minimum standards and is conducted in accordance with legislative requirements.

Ensure a consistent approach is taken to all CCTV installation within the City of Melville.

Policy Scope

This policy relates to City of Melville owned assets only.

Policy Statement

The City is committed to providing a safe and secure environment for all who live, work and play in the City of Melville. There are several strategies to promote safety and reduce crime, with CCTV being just one of them. It is recognised, however, that crime will never totally be prevented.

Existing CCTV

- The City owns and maintains a CCTV inventory which consists mostly of cameras and recorders spread over numerous sites.
- To assist in ensuring effective management of these items the City has a CCTV Asset Management Plan for 2015 – 2025 in place.
- The CCTV Asset Management Plan identifies the size and value of the assets, current levels of service, future demand and the risk profile that ownership attracts.
- The City will undertake regular inspections to monitor condition and size of the inventory

New and replacement CCTV

The City has the following processes and forms in place to ensure a consistent approach is taken to CCTV installation or upgrade in the City of Melville:

- STEP ONE: Determining if CCTV is the right intervention
- CCTV Crime/risk assessment form
- STEP TWO: Planning, Purchase and Deployment of CCTV Process

Compliance

CCTV operations will be conducted in accordance with Commonwealth and State Legislative requirements where applicable, which includes:

Commonwealth:

- Privacy Act 1988
- Surveillance Devices Act 2004

Western Australia:

- 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

All CCTV will comply and meet minimum standards as prescribed in:

- Australian Standard 4806; Closed Circuit Television (CCTV)
- ANZPAA Police Recommendations for CCTV Systems

The City has a CCTV Code of Practice and Standard Operating Procedures in place to provide instructions on all aspects of the operation of CCTV, and to ensure that the principles that the CCTV Surveillance System is based on are realised.

The Code of Practice is based on the following fourteen principles:

1. The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.
2. The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.
4. The City of Melville has primary responsibility for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the system and the protection of the interests of the public in relation to the system.
5. The City of Melville will be accountable to the public for the effective operation and management of the CCTV Surveillance System.
6. On request, the public may be provided information in relation to the operation of the City of Melville's CCTV Surveillance System.
7. Compliance with the Code of Practice and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.
8. City of Melville staff who have access to the CCTV Surveillance System will comply with the Code of Practice, the City of Melville Code of Conduct and other relevant standards and legislation.
9. Access to the footage from the CCTV Surveillance System will be restricted to authorised personnel.
10. Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.
11. Information will be obtained fairly and in accordance with the privacy provisions of principle 2.
12. The retention of, and access to any images, photographs and recorded material will be only for the purposes provided by this Code of Practice.
13. Contact related to the CCTV Surveillance System between City of Melville and the WA Police, will be conducted strictly in accordance with the Code of Practice.
14. The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the City of Melville or the needs of the Criminal Justice System.

Roles and responsibilities

- Manager Asset Management is responsible for implementation of the CCTV Asset Management Plan
- Manager Neighbourhood Amenity is responsible for review of STEP ONE: Determining if CCTV is the right intervention; CCTV Crime/risk assessment form and STEP TWO: Planning, Purchase and Deployment of CCTV Process. Neighbourhood Amenity are also available for advice regarding CCTV.
- Individual CCTV asset owners are responsible for daily compliance to the Code of Practice and Standard Operating Procedures.
- Internal auditor is responsible for auditing compliance by the City to the Code of Practice and Standard Operating Procedures as part of the internal audit calendar.

Other

- CCTV installations will always be real. The use of 'dummy' installations is not supported.
- CCTV installations may be deployed on council or private land, with the permission of the land owner. Installations may be permanent or temporary or a combination of both.

Other References that may be applicable to this Policy

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
Delegated Authority:	
Plan / Policy / Framework:	Workplace Surveillance Policy – OP-037
Procedure:	Step one: Determining if CCTV is the right intervention process
	Step two: Planning, purchase and deployment of CCTV
Work Instructions:	
Forms / Supporting Documents (internal):	CCTV Crime/Risk Assessment Form
	City of Melville CCTV Code of Practice
	City of Melville CCTV Standard Operating Procedures
Supporting Documents (external):	Western Australia Closed Circuit Television (CCTV) Guidelines

ORIGIN/AUTHORITY

REVIEWS

Ordinary Meeting of Council	20/5/2008	C08/8002
Ordinary Meeting of Council	15/12/2009	C09/5100
Changed To Operational Policy	04/09/2015	