

Policy P116 Installation, Use and Management of Closed Circuit Television (CCTV) and other Monitoring Technology

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	All

Definitions

Authorised Personnel	City of South Perth employees designated as authorised by the City's CEO.
CCTV	Closed Circuit Television which is a video system that transmits television signals over a closed (non-broadcast) system.
CCTV System	Means a system used to transmit, record and store images from locations in the City of South Perth.
Monitoring Technology	Any instrument, apparatus, equipment, sensor, software or other device capable of being used to record, observe, track or map including (but not limited to) any fixed or mobile monitoring device. These devices may incorporate data analytics.

Scope

This policy applies to the installation, use and management of Closed Circuit Television (CCTV) and other monitoring technology by the City of South Perth (the City).

Objectives

The provision of CCTV and other monitoring technology aligns with the City's commitment to optimising safety for its employees and members of the public and protection of its community infrastructure, as detailed in the City's Strategic Community Plan, Community Safety and Crime Prevention Plan, Workforce Plan and associated strategic plans. It is intended to provide an increased level of safety and support; and a reduction in anti-social behavior across the City.

CCTV and other monitoring technology will be used to:

- Enhance employee and public safety;
- Assist in deterring crime, criminal damage and public disorder;
- Reduce fear of crime and enhance public perceptions of safety in public areas;
- Assist with the identification and prosecution of offenders;
- Assist with the identification of traffic management issues;

- Monitor, provide greater protection and enhance operational performance of the City’s facilities, assets, plant and equipment;
- Allow for real-time monitoring and subsequent review of customers/visitors at City facilities;
- Assist other emergency services; and
- Assist and contribute in human resources and confidential employee matters as determined in consultation with the City’s Human Resources Business Unit.

Privacy

The City will undertake appropriate communication strategies where its CCTV system and monitoring technology is installed to make people aware that their activity is being observed/overheard e.g. public signage, information on the City’s website etc.

Ownership

The City of South Perth retains ownership of its CCTV equipment and monitoring technology. The City also maintains copyright ownership of all images, photographs and data pertaining to the equipment and systems.

Security of Data and Recorded Material

Security measures will ensure that no unauthorised access to, alteration, disclosure, loss or destruction of data or recorded material collected by the City’s CCTV system and monitoring technology will occur. Viewing, retrieval, copying and releasing of data and recorded material will require approval by Authorised Personnel. Material will not be permitted to be sold, used for commercial purposes, or for the provision of entertainment.

System Administration

All system administration associated with the City’s CCTV system and monitoring technology will be undertaken by Authorised Personnel.

New CCTV and Monitoring Technology Equipment/Projects

All proposals for new CCTV and monitoring technology equipment/projects will require approval by Authorised Personnel.

Legislation/Local Law Requirements

- *State Records Act 2000 (WA)*

Other Relevant Documents and Associated Policies

- City of South Perth Strategic Community Plan 2021-2031
- Community Safety and Crime Prevention Plan 2019-2021
- Western Australian State CCTV Strategy
- Western Australian Closed Circuit Television (CCTV) Guidelines
- CCTV Design for Local Government & Organisational Applications
- City of South Perth Workforce Enterprise Agreement