

**POLICY NO. CP 3.5.4****POLICY STATEMENT      CITY OF GOSNELLS USE OF CLOSED CIRCUIT TELEVISION SYSTEMS**

**PURPOSE**                      To establish a framework for the use of Closed Circuit Television Systems (CCTV) by the City of Gosnells.

**POLICY**

1.     The City of Gosnells acknowledges that when used in isolation and not as part of a broader security and policing strategy, CCTV systems are likely to have a limited effect on reducing crime and anti-social behaviour.
2.     The City of Gosnells will only use CCTV systems to assist to:
  - (i)     enhance the safety of City staff, customers and Councillors at City facilities;
  - (ii)    deter behaviour likely to cause damage to City facilities;
  - (iii)    deter crimes from being committed at City facilities; or
  - (iv)    deter and investigate offences within researched and targeted locations where the City has responsibility for enforcement.
3.     The City of Gosnells will not use its CCTV systems for surveillance purposes other than where an Officer authorised by the Chief Executive Officer to operate the City's CCTV systems has a reasonable belief that an incident is occurring or is likely to occur and:
  - (i)     which may lead to a breach of law;
  - (ii)    it appears that a person may be in physical distress; or
  - (iii)    the situation is likely to cause a public disturbance.

Members of the public going about their lawful business will not be subject to surveillance.
4.     The City of Gosnells will ensure that appropriate signage is installed in areas where permanent CCTV is used to inform members of the public that CCTV is in operation.
5.     Where the City's CCTV systems capture activity of a criminal nature such as graffiti or vandalism, that activity shall be reported to the WA Police Force.
6.     The Chief Executive Officer shall be responsible for the development and implementation of appropriate corporate procedures for the operation of CCTV systems by the City to ensure that:
  - (i)     CCTV systems are used ethically at all times;
  - (ii)    Data collected using CCTV systems, including images, is managed in accordance with relevant Federal and State laws;
  - (iii)    The risk of data collected using CCTV systems being misused is appropriately mitigated.



- 7. Members of the public, including employees of media organisations, wishing to access CCTV footage are required to make an application in accordance with the *Freedom of Information Act 1992*.
- 8. Where State or Commonwealth law enforcement or investigative agencies request a copy of footage captured on the City's CCTV systems for the investigation of possible criminal activity, that request shall be made in writing. Upon receipt of a written request, the City of Gosnells will provide the relevant agency with a copy of footage captured on the City's CCTV systems wherever possible.

Where State or Commonwealth law enforcement or investigative agencies have remote access to City CCTV cameras no request is required.

- 9. Any complaints regarding the City's CCTV systems must be made in writing and will be addressed through the City's Complaints Handling Procedure.

**GOVERNANCE REFERENCES**

|                                  |   |
|----------------------------------|---|
| <b>Statutory Compliance</b>      | Part 2 of the Freedom of Information Act 1992<br>Surveillance Devices Act 2004<br>Part 5, Division 7 of the Local Government Act 1995<br>State Records Act 2000 |
| <b>Industry Compliance</b>       |   |
| <b>Organisational Compliance</b> | Policy 5.4.10 - Code of Conduct   |
| <b>Process Links</b>             |   |

**POLICY ADMINISTRATION**

|                      |                           |   |           |                  |          |
|----------------------|---------------------------|---|-----------|------------------|----------|
| <b>Directorate</b>   |                           | <b>Officer Title</b>  |           | <b>Contact:</b>  |          |
| Community Engagement |                           | Manager   | Community | Capacity         | 397 3000 |
| Development          |                           |   |           |                  |          |
| <b>Risk Rating</b>   | Low                       | <b>Review Cycle</b>   | Triennial | <b>Next Due:</b> | 2026     |
| <b>Version</b>       | <b>Decision Reference</b> | <b>Synopsis</b>   |           |                  |          |
| 1.                   | OCM 533/17/12/2013        | New policy to address the issue of closed circuit television and how information captured through such systems is to be managed |           |                  |          |
| 2.                   | OCM 305/11/09/2018        | Reviewed with no amendments.  |           |                  |          |
| 3.                   | OCM 261/24/09/2019        | Reviewed with minor amendments.   |           |                  |          |
| 4.                   | OCM 96/18/04/2023         | Reviewed with minor amendments.   |           |                  |          |