

POLICY			
TITLE:	USE OF MONITORING TECHNOLOGY	CODE:	CS.03
PURPOSE or OBJECTIVE:	To establish a policy framework for the use of monitoring technology by the City of Canning.		
REFERENCE DOCUMENTS:	<ul style="list-style-type: none"> • Western Australian CCTV Guidelines • State CCTV Strategy Local Interpretation Guide, ANZPAA Recommendations for CCTV Systems • Civil Aviation Safety Authority (CASA) Guidelines <p>Enabling Legislation:</p> <ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Freedom of Information Act 1992</i> • <i>Surveillance Devices Act 1998 (WA)</i> • <i>State Records Act 2000</i> • <i>Civil Aviation Safety Regulations 1998</i> 		

POLICY STATEMENT
It is the City's position that monitoring technology may be used to support the objectives as defined by this Policy.

1. Definitions

<i>CCTV</i>	Closed Circuit Television System.
<i>data analytics</i>	The process of examining data sets in order to draw conclusions about the information they contain, with or without the aid of specialised systems and software.
<i>monitoring technology</i>	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 surveillance device. These devices may incorporate data analytics.
<i>surveillance device</i>	As defined in the <i>Surveillance Devices Act 1998 (WA)</i> , however for the purpose of this policy, does not include listening devices.
<i>fixed surveillance device</i>	A surveillance device secured to a non-moving, permanent structure.
<i>mobile surveillance device</i>	All surveillance devices not defined as a fixed surveillance device.
<i>private activity</i>	A private activity as defined in section 3 of the <i>Surveillance Devices Act 1998</i> .

2. Scope

This Policy applies to the use of monitoring technology by the City of Canning.

The administrative functions of this Policy are to be conducted in accordance with the relevant legislation, guidelines and CEO Instruction.

The use of monitoring technology to determine the geographical location of City employees will be determined in individual employment contracts.

3. Objectives:

Monitoring technology may be used to support the following objectives:

(a) **Community safety:**

- i. to protect or enhance community safety;
- ii. to investigate offences for which local government has the legislative responsibility for enforcement;
- iii. to detect and deter antisocial or criminal behaviour.

(b) **Better services:**

- i. to facilitate improved decision making and operational outcomes through the collection of relevant data;
- ii. to support safety and efficiency by providing the geographical location of City staff, plant, equipment or vehicles;
- iii. to achieve other operational purposes consistent with the general function of the City.

(c) **Improving public spaces:**

- i. to protect City assets and those who use them;
- ii. to support community connectivity;
- iii. to understand movement through the City to ensure the best location, use and maintenance of public space.

(d) **Environmental sustainability:**

- i. to gather information that enables an improved understanding of localised environmental factors.

4. Compliance with legislation

The use of monitoring technology by the City shall comply with applicable legislative requirements, including but not limited to the:

- (a) *Local Government Act 1995*;
- (b) *Surveillance Devices Act 1998 (WA)*; and
- (c) *Civil Aviation Safety Regulations 1998*.

5. Compliance with guidelines

The use of monitoring technology by the City shall comply with applicable guidelines, including but not limited to the:

- (a) Western Australian CCTV Guidelines;
- (b) State CCTV Strategy Local Interpretation Guide
- (c) ANZPAA Recommendations for CCTV Systems; and
- (d) Civil Aviation Safety Authority (CASA) Guidelines.

6. Privacy

Monitoring technology shall not be used for the recording of any private activity.

7. Storage of data

Data compiled from the use of monitoring technology will be managed in accordance with applicable legislative requirements and relevant industry guidelines, including but not limited to the:

- (a) *Local Government Act 1995*
- (b) *State Records Act 2000*; and
- (c) *Western Australian CCTV Guidelines*.

8. Access to data

Third party requests for release of information or data obtained from the use of monitoring technology will be processed and determined in accordance with applicable legislative requirements under the *Local Government Act 1995, Part 5 Division 7, Freedom of Information Act 1992* and CEO instruction.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act 1995, Part 5 Division 7</i> <i>Freedom of Information Act 1992 – Part 2</i> <i>Surveillance Devices Act 1998 (WA)</i> <i>State Records Act 2000</i> <i>Civil Aviation Safety Regulations 1998, Subpart 101.F</i>
Process Links	

POLICY ADMINISTRATION

Program responsible		Officer Title	
Sustainable Development		Director Sustainable Development	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	CO-009-21	OCM 14/12/2021	N/A