



POLICY

TITLE:	CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS POLICY	CODE:	CS.02
PURPOSE or OBJECTIVE:	To establish a framework for the use of Closed Circuit Television (CCTV) systems 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 <p>Enabling Legislation:</p> <ul style="list-style-type: none">• <i>Local Government Act 1995</i>, Part 5 Division 7• <i>Freedom of Information Act 1992</i> – Part 2• <i>Surveillance Devices Act 1998 (WA)</i>• <i>State Records Act 2000</i>		

POLICY STATEMENT

It is the City of Canning's position that Closed Circuit Television (CCTV) Systems will only be used:

- **To enhance the safety and protection of City assets and those who use them.**
- **Within researched and targeted locations to deter and investigate offences for which local government has the legislative responsibility for enforcement.**

1. Scope

This Policy shall be applied in accordance with the Criteria defined in Part 2 below.

This Policy does not apply to fixed CCTV systems on private property, as they do not fall under the jurisdiction of the City of Canning.

The administrative functions of this Policy are to be conducted in accordance with the relevant legislative provisions and *CSC.02 - CEO Instruction - Closed Circuit Television (CCTV) Management Guidelines*.

2. Criteria

The City of Canning will only use CCTV systems to:

- Enhance the safety of City Staff, customers, and Elected Members at City facilities or;
- Deter suspicious and anti-social behaviour likely to cause damage to City facilities or;
- Deter and investigate offences within researched and targeted locations where local government has the legislative responsibility for enforcement.

3. Privacy

The City will ensure that CCTV systems are used ethically at all times and in accordance with all relevant legislation and guidelines. As Western Australia does not have a Privacy Act, the use of CCTV is regulated by the *Surveillance Devices Act 1998 WA ("the Act")*. This legislation prohibits the recording of "private activity" as defined by Section 3 of the Act.

4. Drones

The term 'Drone' is commonly used to describe unmanned aerial vehicles which may operate with various degrees of autonomy. The City will not utilise or endorse the use of Drone technology for the purposes of CCTV Surveillance. The City may use Drone technology for operational purposes that do not relate to CCTV Surveillance.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act 1995, Part 5 Division 7 Freedom of Information Act 1992 – Part 2 Surveillance Devices Act 2004 State Records Act 2000</i>
Process Links	<i>CSC.02 - CEO Instruction - Closed Circuit Television (CCTV) Management Guidelines</i>

POLICY ADMINISTRATION

Directorate		Officer Title	Authority to Approve
Community Development		Director Community Development	Council
Version	Decision Reference	Synopsis	Delegation No
1		New Draft Policy (D14/235996)	N/A
2	CD-008-16 18 October 2016	Policy revised and adopted D16/137864	N/A