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## **Service Policy 15: Closed-Circuit Television (CCTV) Surveillance**

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### 1. Purpose

This policy establishes the purpose, principles and requirements for the installation and management of CCTV systems owned and operated by the City of Kalamunda.

### 2. Planning

This policy is aligned with the City's CCTV Strategy, and supports the Kalamunda Advancing Strategy Community Plan objective 1.2 "To provide safe and healthy environments for the community to enjoy".

### 3. Policy Statement

The City of Kalamunda is committed to a safe community and workplace. CCTV surveillance is acknowledged as a valuable and effective tool for the protection of people and property.

The City of Kalamunda owns and operates CCTV at various locations as part of security systems to protect City assets and in the public realm to create a safer community by contributing to the deterrence and response to crime.

CCTV cameras are also installed from time to time by tenants or licensees of Council land or buildings in accordance with the terms of leases and/or licenses, as a separate safety measure by the tenant or licensee. Unless identified as a key site, where the vision is clearly recorded and held by Council, such cameras lie outside the scope of this policy. Accordingly, all references to CCTV cameras within this policy refer only to cameras operated and monitored by, or on behalf of Council.

Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of this Policy. This policy does not relate to mobile or temporary cameras (including dash cams or body worn cameras) that are primarily used for activities associated with enforcement by authorised Council officers in their delegated tasks; or for personal safety measures relevant to those tasks.

Any decision to install CCTV surveillance in areas shall be underpinned by a relevant risk assessment linking the need to proposed CCTV solution. Decisions to install CCTV systems will be taken by the Chief Executive Officer in line with approved budgets.

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#### 4. Detail

To implement this policy, the City of Kalamunda has set the following primary objectives:

- a) Contribute to community safety, asset protection and police response capability.
- b) Contribute to perceptions of safety and making people feel safe and secure; and
- c) Maintain ownership and responsible control of the CCTV system.
- d) In achieving these objectives, the City's CCTV system will be operated in accordance with the following guiding principles:
- e) CCTV is installed to contribute to the protection and safety of the City's assets, public spaces, and community.
- f) CCTV is part of a multi-faceted approach to crime prevention and community safety and installations are based on an evidence-based assessment of public open space or asset risk assessment.

The contribution and value of CCTV is acknowledged through Community and Stakeholder consultation; and

CCTV systems are maintained to a high operational standard and operated in compliance with all relevant legislation and functional requirements.

Signage will be deployed advising the public that CCTV surveillance is in place

#### [WA POLICE FORCE MEMORANDUM OF UNDERSTANDING](#)

The City of Kalamunda is a participant to the State CCTV Strategy. The City of Kalamunda provides access to live Recorded Material of public space CCTV to the WA Police Force, under the terms of the WA Police Force MOU.

The City of Kalamunda may withdraw from the WA Police Force MOU in accordance with Clause 5 of the WA Police Force MOU.

#### [CONTROL OF RECORDED MATERIAL](#)

The City of Kalamunda manages Recorded Material according to Management (Standard Operating) Procedures.

Access to Recorded Material may be approved in the following circumstances:

Recorded Material is accessed by the WA Police Force in accordance with the WA Police Force MOU and following receipt of a signed application for Recorded Material (Annexure I).

Recorded Material is subject to a subpoena or lawful order by a court; and

Following receipt of a Freedom of Information application, however, each application will be assessed on a case by case basis, in accordance with the Freedom of Information Act 1992.

Operational matters pertaining to CCTV, including installation, management and maintenance shall be dealt with via a CEO Direction

5. Community Consultation

In line with the City's Community Engagement Strategy, the City will Inform the community within existing communication channels as necessary when CCTV systems are being deployed

6. Governance

This policy is overseen by the CCTV working group and Community Safety & Crime Prevention Advisory Committee.

7. Measures of Success

- a) number of contributions each CCTV camera makes to Police in the form of image downloads,
- b) CCTV improves perceptions of safety through community consultation
- c) CCTV reduces reported crime in the target area.

8. Definitions

**CCTV**Closed Circuit Television

**Security Systems** A method by which something is secured through a system of interworking components and devices.

**Public Realm** Relates to all parts of the built environment where the public has free access.

**Dash cam** A video camera mounted on the dashboard or windscreen of a vehicle and used to continuously record the view of the road, traffic etc through the windscreen.

**Body worn cameras** A portable camera worn or used by authorised officers

Status	Council Requirement		
Related Local Law	Local Government Property Local Law 2001		
Related Council Policies	N/A		
Relevant Delegation	N/A		
Related Internal Procedures	CEO Instruction - CCTV Management (Standard Operating) Procedures.		
Related Budget Schedule	N/A		
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Notes and Conditions			
Authority			
Adopted	12 October 2021	Next Review Date	