

SURVEILLANCE DEVICES

Previous policy number: 1.3.8

Policy Statement

This policy provides guidance on the use of surveillance cameras and devices by the Town of Mosman Park to assist in the reduction of anti-social and illegal behaviour to improve the safety and enjoyment of residents, visitors and staff.

Policy Details

The Town of Mosman Park will conduct electronic surveillance operations as required in order to:

- assist in deterring, detecting and responding to criminal offences against people or property within the Town;
- assist in establishing patterns of behaviour to work with community groups and Police for targeted solutions;
- record evidence to support investigations and prosecutions by Police in relation to offences; and
- address community safety concerns of residents, workers, business proprietors, visitors and employees of the Town.

Scope

The policy applies within the boundaries of the Town of Mosman Park.

Objective

To assist in the reduction of anti-social and illegal behaviour to improve the safety and enjoyment of residents, visitors and staff.

Policy Details

The Chief Executive Officer is authorised to use surveillance devices within the Town. The Chief Executive Officer is to develop and implement a procedure for the use of surveillance devices. The procedure shall address (but is not limited to) the following:**2** Surveillance Devices

1. Guidance on operation, management and reporting protocols for cameras and other surveillance devices controlled by the Town of Mosman Park:
 - within, on or around Town facilities
 - in public places
2. Determining suitable methods for identifying camera locations
3. Signage
4. Requests from third parties for stored information
5. Privacy principles
6. Complaints Handling
7. Access, Storage and Security of Surveillance Equipment and Data
8. Roles and responsibilities of Town staff

Definitions

Nil.

Governance References

Statutory Compliance	<p>Western Australia Closed Circuit Television (CCTV) Guidelines</p> <p>Western Australia Closed Circuit Television (CCTV) Technical Advice</p> <p><i>Privacy Act 1988</i></p> <p><i>Surveillance Devices Act 1998 (WA)</i></p> <p><i>Freedom of Information Act 1992</i></p> <p><i>State Records Act 2000</i></p>
Organisational Compliance	Surveillance Devices Procedure

Policy Administration

Directorate:		Officer title:
Planning and Regulatory Services		Chief Executive Officer
Next Review		Review Cycle
Version	Date	Ref
1	25 November 2014	OCM-273-2014
2		
3		
4		