
2.11 Code of Conduct for Recorded Material Acquired on City of Albany Property (Audio, CCTV and Camera Footage) Policy

Policy Owner	Executive Director Corporate & Commercial Services
Responsible Officer	Manager Governance & Risk
Date of Approval	20/01/2014
Amended/Revised	07/11/2024

Objective

This Code of Conduct has been developed to ensure that the highest ethical standards are maintained by authorised persons who are involved with handling of Recorded Material (Visual & Audio).

Scope

This Code applies to persons who administer the data collected and the operation of:

- CCTV Operations (visual & audio data)
- Portable Video Equipment
- Audio Recording Devices
- Telephones (Mobile & Desktop)

The relevant and primary areas of compliance are privacy laws, camera fields of view and recording parameters, data storage, access control, and freedom of information provisions.

Policy Statement

The City of Albany (the City) uses Recorded Material to:

- **Deter, detect** and **respond** to criminal offences against persons or property at City controlled locations.
- Facilitate and support an effective response by City Authorised Personnel, WA Police Officers or other emergency services personnel to situations of concern or interest at City operated locations.
- Manage and maintain health & safety for residents, visitors and City staff whilst on-site at city-operated locations.
- Conduct studies of the natural environment (flora and fauna).

Authorised persons will be required to acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised under Commonwealth and Western Australia legislation and amendments which may affect the use of Recorded Material.

Legislative and Strategic Context

Authorised persons must ensure they are aware of the statutory responsibilities under the following legislation:

- **Privacy Act 1988:** The Privacy Act 1988 is an Australian law regulating the handling of individuals' personal information. Personal information is information or an opinion about an identified individual, or a reasonably identifiable individual.

- **Local Law:** Local Government Property Local Law; in particular; clause 5.3 No use of camera devices in change rooms; and Activities on Thoroughfares & Public Places & Trading Local Law, clause 2.2(1)(k) a person shall not, without a permit on a public place use anything or do anything to create a nuisance.
- **Policy Positions:** This policy position (code) is complimented by the Employee Code of Conduct Policy and the City

Review Position and Date

Document Owner to review every three years.

Associated Documents

Other documents that have a bearing on this policy and that may be useful reference material for users of this policy follow:

- Request & Release Form for Recorded Material (Audio, CCTV, Camera Footage).
- Freedom of Information Act 1992 (specifically, the City's prescribed Information Statement published in accordance with section 96).
- State Records Act 2000 (specifically, the City's prescribed Record Keeping Plan).

Definitions

- **Recorded Material** means Audio & Visual Data.
- **Authorised Person** means a person authorised by the City of Albany's local laws to place a recording device on land vested in the care and control of the City of Albany.
- **Camera Device** means an apparatus for taking photographs or moving pictures, and includes a mobile phone when used for this purpose.
- **Authorised Audio & Visual Operations**, allows for the viewing and use of recorded material, with the condition that material is not to be used to 'Performance Manage' staff unless directed and authorised by the Manager People & Culture.

2.11 Code of Conduct for Recorded Material Acquired on City of Albany Property – Standards of Conduct

Ethical use of recorded material

At all times, act honestly and legally to carry out duties that reflect community values.

Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity.

Interact with WA Police and stakeholders in a timely, courteous and cooperative manner.

In public areas, CCTV Camera locations are to be designated by signs and images broadcast to display monitors located behind customer service desks.

Confidentiality

Authorised Persons are to ensure the confidentiality of information gathered by not disclosing or discussing any events with other people or associates who have no direct responsibility relating to the subject Recorded Material.

In addition, Authorised Persons will explicitly not identify any involved person or party with family, friends, or acquaintances. They will not disclose any information to third parties, including the media without prior written approval per policy.

Authorised Audio and Visual operations, allow for the viewing and use of recorded material by area Line Managers and Supervisors, with the condition that material is not to be used to 'Performance Manage' staff unless directed and authorised by the Manager of People & Culture.

Operating conditions

Closed Circuit Television (CCTV):

- Other than Authorised Personnel, written authorisation is required from the Designated Officer(s) for visitors to enter Designated CCTV Surveillance Operation Areas and will sign a Visitor's Book;
- CCTV Cameras should only be used in accordance with this policy when there is an operational necessity or a reasonable belief that an offence has or is likely to occur.
- CCTV Operational records (hard copy or electronic) can only be destroyed with written authorisation by a Designated Officer in accordance with approved CCTV Operating and Recorded Matter Procedures.
- CCTV viewing access to an approved 3rd Party must be recorded on the prescribed "CCTV & Audio Material 3rd Party Access Log".

General:

- In the course of carrying out duties, persons must not use recording equipment for benefit or invade individual or group privacy.
- Recorded material shall only be released to a third party when requested in writing and approved by the designated officer(s).

Reporting a breach of the code

Should any person become aware that an Authorised Person's work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the person is obliged to report the incident to a Designated Officer.

All reported matters will be handled with sensitivity and without repercussion.

Non-compliance with this code

Any breach of this Code of Conduct could result in disciplinary action, including dismissal and criminal proceedings.

Responsibility

The following designated positions are responsible for authorising persons to conduct audio and visual operations on local government property:

- **Executive Director Corporate & Commercial Services:** All Recorded Material.
- **Manager Public Health & Safety:**
- **Ranger Coordinator & Senior Rangers:**
 - Ranger Services Interview Audio & Visual Recordings.
 - Camouflaged surveillance camera footage.
- **Manager Governance & Risk:**
- **Airport Coordinator:**
 - Access to Public CCTV Footage & Release.
 - Camouflaged surveillance camera footage.
 - Ranger Services Interview Audio & Visual Recordings.
 - Airport Visual Recordings.
 - Civic Reception Area / Council Chamber Footage (WAPOL requests only).
- **Manager Information Technology (IT):**
 - Access to Public CCTV Footage & Release (WAPOL requests only).

Minimal Recording of Access Given & Approval:

- Date & Time of Access
- Name/s Of The Person/s or Agency Accessed
- Reason for Access
- Images Viewed or Recording Accessed (please state location, date & time of original image/s)

I have read and understood the Code of Conduct for Authorised Persons with Access to Closed Circuit Television (CCTV) Footage and/or Recorded Material and agree to abide by these conditions and implications for any breach.	
Full Name:	
Signature:	Date: