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## CCTV SURVEILLANCE OPERATIONS CODE OF PRACTICE

### 1. INTRODUCTION

Although by world standards Perth greater metropolitan area is a very safe and liveable place, like any other metropolitan city, Perth is affected by antisocial and criminal activity. To address these concerns the SMS has developed a basic CCTV system and planning to upgrade the CCTV system as part of an overall crime prevention strategy.

It is recognised that the perceived threat of violence or antisocial behaviour are important factors in determining how SMS Patrons and visitors, develop a sense of safety and the confidence to partake and enjoy religious worship activities at SMS Temple premises.

The CCTV System is intended to assist in the prevention of crimes against the person or property.

This Code of Practice contains the operational information, principles and standards with which the SMS will operate the CCTV cameras in public spaces, within the SMS premises.

### 2. DEFINITIONS

**Audit** - An official examination and verification of accounts and records.

**Authorised personnel** - SMS Management Committee member.

**CCTV** - Closed Circuit Television.

**CCTV Surveillance System** - A System used to transmit, record and store images from SMS Premises at 12 Mandogalup Road, Mandogalup, WA 6167.

**Data** - Electronic images or personnel information.

**Emergency situations** - An emergency situation poses an immediate risk to health, life, property, or environment.

**External agencies** - Agencies that operate closely with the SMS to achieve common outcomes.

**Incident** - An occurrence that is observed through the CCTV video Surveillance.

**Privacy Act 1988** - The Privacy Act 1988 is an Australian law which regulates the handling of personal information about individuals. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

**Recorded Material** - CCTV footage and photographs.

**Suitably Redacted** - The removal of any personal information not essential to the communication being sent out.

**Surveillance Devices Act 1998** - An Act to regulate the use of listening devices in respect of private conversations, optical surveillance devices in respect of private activities, and tracking devices in respect of the location of persons and objects.

**Western Australia Closed Circuit Television (CCTV) Guidelines** - The guidelines are a part of the State Government's CCTV Strategy to enhance the capacity of government agencies, local governments, businesses, communities and the public to implement and utilise CCTV in an effective and responsible way.

### 3. OVERVIEW

#### The Code of Practice

- This Code of Practice contains the standards with which the SMS CCTV Surveillance System operates.
- SMS Management Committee will have control over the access to security camera system. Viewing access to the footage is only with the SMS President or his delegate from the Management Committee. SMS Management Committee members must read and understand the Code of Practice.

#### Standards in relation to the CCTV operation

- The SMS CCTV surveillance operations will conform to the Surveillance Device Act 1998.
- The SMS Management Committee Members will abide by the Privacy Act 1988.
- The SMS CCTV System will follow the guidelines of the Western Australian Closed- Circuit Television (CCTV) Guidelines.
- SMS Management Committee will have control over the access to security camera system. Viewing access to the footage is only with the SMS President or his delegate from the Management Committee.
- SMS Management Committee members will meet the highest standards of probity.
- SMS Management Committee members are expected to treat all images or information received during their duties, in the strictest of confidence.

### 4. OPERATIONAL INFORMATION

#### Ownership of the CCTV Surveillance System

The SMS retains ownership of the CCTV Surveillance systems and equipment. The SMS has copyright of all, images, photographs and documentation pertaining to the Surveillance Operation.

#### Determining Location and Design

##### Location

- SMS proposes to upgrade CCTV cameras system to improve video surveillance capabilities. These cameras will not only act as a powerful deterrent against vandalism and unauthorized access but will also provide crucial evidence in the event of any security incidents. By enhancing the ability to monitor the temple's surroundings, SMS can respond promptly to any suspicious activities and ensure a safer environment.
- A very large sign to be prominently displayed at the entrance, stating "**Warning CCTV Video Surveillance in 24hr Operation,**" will serve as a visible deterrent against vandalism and other criminal activities. This sign will make it abundantly clear to potential wrongdoers that our temple is under constant surveillance, dissuading them from engaging in unlawful behaviour.

##### Design

Storage capacity is monitored to provide 31 days of recorded footage from each camera. Additional servers are added to the system when camera or recording capacity is reached.

## **5. CHANGES TO THE CCTV SURVEILLANCE SYSTEM AND / OR THE CODE OF PRACTICE**

### **Changes to the CCTV system**

A change to the SMS CCTV System may be made with the agreement of the SMS Management Committee.

### **Changes to the Code of Practice**

Changes to the SMS CCTV System or Code of Practice may be made with the agreement of the SMS Management Committee.

## **6. PURPOSE OF THE CCTV SURVEILLANCE SYSTEM**

- To reduce crime levels by deterring potential offenders;
- Promote a safer and pleasant environment for the temple patrons;
- To help ensure a fast, effective response in emergency situations;
- To assist in the vehicles entering and leaving the premises.
- To help secure a safer environment for the people congregate for religious worship activities and visit the SMS Temple.
- To monitor SMS assets within the premises at 12 Mandogalup Road, Mandogalup WA 6167.
- The CCTV Surveillance System is also used in the management of special function days, such as New Year, Thai Pooam, Annual Festival, Navarathiri, Deepavali etc. Mobile or temporary cameras may be installed for major or special events or other operation requirements.

## **7. RESPONSIBILITIES FOR CCTV OPERATIONS**

SMS Management Committee will be responsible for:

- Monitoring CCTV cameras and reporting any antisocial or criminal behaviour to the relevant authority.
- Monitoring special events, and or large gatherings .
- Monitoring SMS assets
- Notifying the relevant department or authority of information pertaining to their role.
- Providing video evidence to external organisations or third parties who have met the required criteria.
- The SMS will comply with the requirements for accountability set out in this Code of Practice and where necessary consult with and provide information to the public about the operation of the CCTV Surveillance System.

## **8. ACCOUNTABILITY**

SMS Management Committee will carry out an annual audit of the CCTV System. The audit will

- Examine control room logs (visitor logs, electronic records, etc);
- Examine the content of recorded material;
- Examine applications for view/release of recorded material.
- Conduct a check of all equipment to ensure that it is in good working order.
- Consider adequacy of the CCTV system and propose upgrades for future planning.
- The SMS will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the code.
- SMS Management Committee or any relevant external agencies requiring access to the SMS CCTV System, will sign a non-disclosure agreement.
- The results of the evaluation will be considered in the future functioning, management and operation of the system.

## 9. PUBLIC INFORMATION

- Clearly visible sign that CCTV cameras are operating will be displayed at the entrance to SMS premises. This sign will:
  - Inform the public that cameras are in operation;
  - Allow people entering the area to make a reasonable approximation of the area covered by the system; and
  - Identify SMS as the owner of the system.
- The Code of Practice will be available on the SMS website.
- Enquiries in relation to the SMS CCTV Surveillance System and its operation can be made in writing to:

The Secretary

[Saiva Maha Sabai of WA \(Inc\)](#)

[PO BOX 3825,](#)

[SUCCESS, WA 6964](#)

or

[secretary@perthmurugan.org.au](mailto:secretary@perthmurugan.org.au)

## 10. MANAGEMENT OF THE SURVEILLANCE OPERATIONS

The SMS has adopted:

A procedure which makes it plain that SMS Management Committee members risk disciplinary proceedings if they breach any of the provisions of the SMS Code of Conduct.

A register detailing all instances of access to the CCTV Surveillance System.

## 11. CONTROL AND OPERATION OF SURVEILLANCE EQUIPMENT

### Use of the CCTV system

All use of cameras will be in accordance with the standards of the CCTV Code of Practice, Protocols and Standard Operating Procedures.

Cameras will not be used to look into adjacent or nearby premises or buildings, unless it is explicitly for the following (in real time) of participants in a crime, which originated in the public domain. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

SMS will assist legal authorities in undertaking their roles and maintaining safe public open space.

SMS Management Committee will have control over the access to security camera system. Viewing access to the footage is only with the SMS President or his delegate from the Management Committee.

### Additional Systems Equipment

The SMS explores and utilises different technologies to supplement the standard CCTV operation. An example of this is;

Public address system to communicate with the public in view of the CCTV camera

License Plate Recognition to monitor vehicles moving through the SMS premises.

## 12. INFORMATION SECURITY

SMS Management Committee will maintain control over all information in relation to CCTV footage and data as well as compliance with the requirements for the release of footage.

### Video Footage

No footage shall be released either internally or externally unless the required release form has been signed and submitted.

SMS Management Committee are not to disclose any information (by any means) pertaining to vision from the CCTV cameras (live or recorded) unless a signed release form is received, or the release is authorised by the SMS President. If this occurs after hours the Coordinator or Alliance Manager are to be called to obtain authorisation. SMS Management Committee are not to permit any photos to be taken of the CCTV screens unless authorisation has first been received from the SMS President.

SMS Management Committee are not to download or print pictures from the CCTV cameras that are not related to an incident, and then only after a release form has been received.

If an external request for footage is received from a third party via a SMS Management Committee member, the requestor shall be advised that a release form is required from the third party before any information can be released. A release form must include a detailed reason for the request of footage, and explanations such as “to be used in court as evidence of unlawful activity”.

## **13. RECORDED MATERIAL**

### **Security of recorded material**

Unless request to be held, the server will automatically write over recorded footage every 31 days.

Security measures will ensure that no unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material can occur.

Recorded material will be treated according to defined procedures to ensure continuity of evidence.

All recorded material will be subject to random inspection by the SMS Management Committee.

### **Access to recorded material**

Internal access to images or footage will only be permitted after an application form has been completed, unless authorised by the SMS President.

External agencies or individuals representing themselves in court for the purposes of legal proceedings, may make application to obtain CCTV footage from the SMS Surveillance Operation.

External agencies are not permitted to remove any images or photograph, operate recording equipment or have contact with stored images or photograph at any time unless under the terms of this Code of Practice, a signed Service Level Agreements or subject to the execution of a search warrant or other relevant legal process.

### **Use of Recorded Material**

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed in accordance with the needs of the Police in connection with the investigation of crime or in any other circumstances provided by law or as approved by the SMS President.

Use of recorded material or photographs by the media will only occur with approval from the SMS President.

When sharing data or information obtained through the course of their duties, SMS Management Committee will make all reasonable effort to protect the privacy of all individuals.

### **Applications for the viewing and/or supply of a recorded material (general)**

Access to and release of recorded material or photographs will only be permitted for reasons that are in accordance with the legal purposes or for reasons defined SMS President.

To request a search for CCTV footage write to:

The Secretary

[Saiva Maha Sabai of WA \(Inc\)](#)

[PO BOX 3825,](#)

[SUCCESS, WA 6964](#)

or

[secretary@perthmurugan.org.au](mailto:secretary@perthmurugan.org.au)

**Footage will only be released to**

Police - for investigation or prosecution

Lawyers / Solicitors - for legal defense of their client

Members of the public – defending themselves in court.

Other interested parties as determined by the SMS President.

**Before any footage is released the following must occur**

The correct paperwork must be submitted and approved

Suitable identification is supplied that identifies the person collecting the footage.

**Release of original recorded materials**

Original footage shall not leave the SMS premises unless:

It is delivered into the custody of the courts in response to a subpoena, search warrant, or other relevant legal process

It is taken to court as evidence by a SMS Management Committee.

Or in other circumstances as determined by the SMS President.

**14. BREACHES OF THE CODE**

Prime responsibility for ensuring the Code of Practice is adhered to rests with the SMS. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of SMS power to remedy.

Breaches of the Code of Practice by SMS Management Committee members may result in disciplinary action.

Breaches of the Code of Practice by External Agencies or individuals may result in future request being denied or other action determined by management.

Complaints in relation to any aspect of the management or operation of the system may be made in writing to:

The Secretary

Saiva Maha Sabai of WA (Inc)

PO BOX 3825,

SUCCESS, WA 6964

or

[secretary@perthmurugan.org.au](mailto:secretary@perthmurugan.org.au)



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