

Proactive disclosure of digital information

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**Office of the
Information Commissioner**

Freedom of information for Western Australia



CITY OF VINCENT

Proactive disclosure of digital information - live streaming of Council briefings and meetings

FOI in WA Conference – 21 November 2019

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Live streaming of meetings and briefings

- Since May 2017, the City has live streamed its Council briefings and meetings freely to the public.
- The live streaming is stopped during public question time and the receiving of deputations and for any confidential items.
- Following the briefing or meeting the recording is bookmarked and uploaded on the City's website. This allows the public to view the whole briefing/meeting or navigate to a particular item.
- The live stream is available on the City's website at:
- <http://webcast.vincent.wa.gov.au/archive/video19-1105.php>



Live streaming

Council Briefing Meeting

Date: 5 November 2019, 6:30pm, Filesize: 415mb [Download Meeting](#)



Webcasts of Council meetings cannot be reused or reproduced in any way and are subject to copyright under the Copyright Act 1968.

Background

- Council’s strategic priorities for 2016/17 included “Leading Local Government Transparency and Accountability”, and one of the key actions designed to support this strategic priority was to implement live streaming of Council briefings and meetings.
- In order to implement live streaming, it was necessary to install video cameras and a streaming hardware unit that could receive, compress and broadcast the images to the web.
- It was also necessary to engage a hosting service from which the videos could be viewed.



Implementation process

- At its Ordinary Council Meeting on 7 March 2017, Council approved live streaming of its briefings and meetings and amended Council Policy 4.2.4 – Council meetings – Recording and Access to Information, accordingly (policy is available on the City’s website - <https://www.vincent.wa.gov.au/documents/597/4204-council-meetings-recording-and-web-streaming>)
- The decision was that Council meetings and briefings would be live streamed and also archived.



Cost of the live streaming

The contract was awarded to Interstream with a breakdown as follows;

1. Supply of web streaming services at a cost of \$1,386 per month.
2. Supply and installation of cameras and web streaming equipment at a cost of \$18,213.

An “*InterStream SDHD Series Streaming Unit*” was also provided, however, this remains the property of InterStream throughout the life of the contract.

Response from the community

- Feedback from the public has been almost exclusively positive.
- The majority of attendees at Council briefings and meetings are interested in a particular item. The bookmark feature allows the public to watch a single item.
- Providing members of the public with access to an archive of Council Meetings has increased the ability of the City's constituents to participate in and engage with the decision making processes of Council and aligns with the City's stated goal of improving transparency and accountability within the City.



Response from the community

- The live streaming and bookmarking of Council briefings and meetings has eliminated the need for members of the public to purchase a transcript of a Council briefing or meeting.
- It is understood that the City of Vincent was the first Council in Western Australia to provide a full video and audio archive of Council Meetings with bookmarks to individual items of interest.



Statistics

The popularity of the live and archived views has more than matched the expectations of Administration, with the viewing figures for 2019 as follows:

Meeting	Live Views	Archive Views
January	48	88
February	122	75
March	112	102
April	108	99
May	131	152
June	125	143
July	87	69
August	89	82
September	55	79
October	150	104



Recording Public Question Time

- Live streaming currently captures all parts of Council briefings and meetings with the exception of confidential matters, public questions and statements and deputations.
- Public question time is an opportunity for the public to be involved in the Council decision making process, as they can ask questions or make statements relating to any matter affecting the City. It occurs at the start of the briefing/meeting and any member of the public may ask a question or speak for up to three minutes in respect of any matter which affects the City.
- Deputations are presentations for up to 15 minutes and require the approval of the Mayor, and occur after public question time.



Liability for defamation

- At the time the City commenced live streaming, the City could have been held liable for defamation for the republication of defamatory remarks insulting or malicious comments.
- *The Local Government Act 1995* now includes the below provision which protects the City from liability for defamation.

9.57A. Local government protected from liability for defamation: council proceedings on website

(1) In this section —

council proceedings means proceedings at a meeting of the council or a committee of the council;

matter has the meaning given in the Defamation Act 2005 section 4.

(2) A local government is not liable to an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.

[Section 9.57A inserted: No. 16 of 2019 s. 69.]



Public Question Time – Live Streaming

- Given this new provision the City is considering extending live streaming to include public questions, statements and deputations.
- Recording public question time and deputations will ensure that the general public is aware of the issues raised by the community and increases the transparency and accountability of the Council process.
- It is proposed that members of the public will have the opportunity to opt out of the live streaming by advising the Mayor of this when they are called up to speak during public question time.



Public Question Time – Live Streaming

- A survey is currently being conducted to gain feedback from the community on this approach.
- The City has received 7 responses to date, all of which are in support of the live streaming of public questions, statements and deputations.
- Community consultation is scheduled to end on 29 November 2019. Administration will present the feedback to Council in early 2020, with the view to commencing the live streaming of the entire content of the briefings and meetings, other than any confidential items.



Questions / contact

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City of Perth

CCTV Code of Practice & FOI

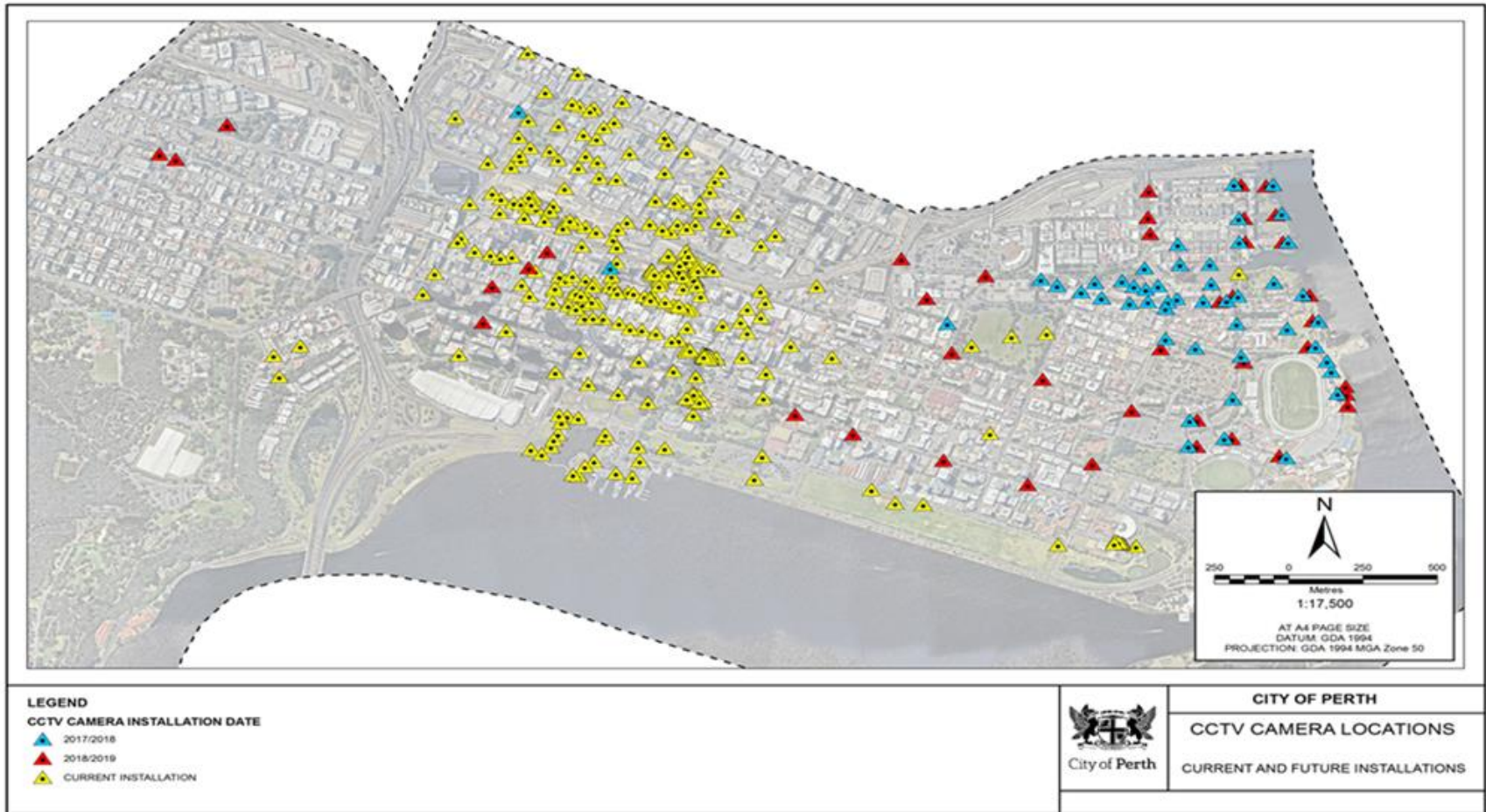
FOI in WA Conference 21 November 2019



CCTV & City of Perth



Coverage





City of Perth

SafeCity Strategy 2016 - 2020



City of Perth

CCTV Implementation Plan 2016 - 2020

1. Introduction 1.1 Why develop a CCTV Implementation Plan?

The Strategic Community Plan, Vision 2020+, is the City of Perth's long term strategic direction that expresses the community's vision for the future, together with the strategies to address strategic community outcomes. The vision opens with safety as the primary focus "In 2020 Perth is recognised as one of the safest cities in the world" demonstrating the importance of safety to our community and the liveability of our city.

For 25 years, CCTV has played an important role in safety and management of the City's public spaces. The CCTV Implementation Plan 2016 - 2020 defines the purpose of operations and ensures costs are controlled, whilst maximising the system's inherent capabilities and benefits. It provides the directions that will enable the City to most effectively plan, deploy and manage CCTV and surveillance operations.

The development of this plan reviewed technology developments and the trend or need to add more cameras to the network. A background report, completed by consultant Amiac House, provided the analysis and thinking that informed the content of the CCTV Implementation Plan. With a focus on capability, the plan improves coordination of system design and the opportunity to capitalise on system reporting for community and customer benefit. Emerging technical capabilities will deliver broader benefits to public safety and city management, which will require continued promotion of this important public safety system.

The CCTV Implementation Plan has the following aims:

- Deter crime and antisocial behaviour.
- Maintain awareness and perceptions of safety in the city.
- Ensure coordination and technical integration of the CCTV Network.
- Oversee cost efficient and effective operations.
- Provide the highest level of service delivery.
- Enable the provision of strong surveillance evidence to assist in the conviction of those who offend in the City of Perth (COP).



City of Perth

CCTV Surveillance Operations CODE OF PRACTICE

1. INTRODUCTION

Although by world standards Perth is a very safe and liveable city, like any city, Perth is affected by antisocial and criminal activity. In an effort to address these concerns the City of Perth has developed an extensive CCTV system as part of an overall crime prevention strategy.

The City of Perth has recently formulated a CCTV implementation plan. The development of this plan reviewed technology developments and the trend or need to add more cameras to the network. With a focus on capability, the plan improves coordination of system design and the opportunity to capitalise on system reporting for community and customer benefit. Emerging technical capabilities will deliver broader benefits to public safety and city management, which will require continued promotion of this important public safety system.

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



City of Perth

Community Amenity and Safety Conduct in the City Watch

This Code of Conduct defines the ethical standards that are expected by City of Perth staff that access the City of Perth's City Watch.

Non-Compliance with Code of Conduct/Behaviour Standards

The City of Perth takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, on the rare occasion where it has been found that an officer has not complied with this Code of Conduct, the City of Perth will take disciplinary action, which may result in dismissal.

Behaviour of City of Perth staff

The City of Perth expects its staff to adhere to the following when accessing City Watch:

- Treat all personal images captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner in accordance with the ethics of the Directorate of Community and Commercial Services and perform all duties in a manner that reflects these values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.
- Ensure confidentiality of all information gathered by CCTV cameras or obtained from interaction with Police, by not discussing any events with external City Watch staff workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances.

Working Conditions

- In recognition of a small operating environment, staff will carry out their business in a calm, noise free manner, and will leave areas neat and tidy when they leave the City Watch.
- Other than Community Amenity and Safety staff and Police personnel, authorisation is required from the Director, Manager, Coordinator or Team Leaders of Community Amenity and Safety to enter City Watch.



City of Perth

MEMORANDUM OF UNDERSTANDING
0481-2016

BETWEEN

WESTERN AUSTRALIA POLICE

AND

THE CITY OF PERTH

FOR

**ACCESS, OPERATION AND USE OF CITY OF PERTH CLOSED
CIRCUIT TELEVISION SYSTEM (CCTV)**



<https://www.perth.wa.gov.au/live-and-work/community-services-and-facilities/security-and-surveillance>

CCTV Footage Requests

To request a search for CCTV footage please review and accept the terms and conditions below.

Terms and conditions

Footage is only held on hard drive for 30 days.

Once the form is completed and payment received, the request will be forwarded to an operator to action. The request will be actioned within 7 working days after the form is submitted.

A fee of \$175.00 will apply for the search of footage. If footage is located it will be downloaded to disc and you will be advised by email of the date/time and location for collection of the footage. If no footage is located there will be no reimbursement of the search fee.

By requesting a copy of the surveillance records from the City of Perth, it is acknowledged you accept full responsibility for this working copy while it is in your possession. You agree that you or any other persons are not at liberty to make, release or distribute copies of the footage, unless authorised or required by law. This surveillance record is not to be released to the media under any circumstances unless authorised by the CEO of the City of Perth. All footage has a reference number which is recorded against the applicant. Legal action may be taken if footage is released without authorisation.

Disclaimer

Footage will only be released to:

- Lawyers/solicitors for the purpose of legal defense of their client.
- Members of the public defending themselves in court. You will be required to supply the following documentation:
 - All paperwork relating to the charge.
 - A signed Statuary Declaration stating you will be defending yourself in court.
 - Proof of ID with current photo.

- Available for all CCTV footage requests
- Fee structure does deter some requests from proceeding
- Requests mainly from Lawyers and then general public
- No viewing option
- Exploring cloud based options

<https://www.perth.wa.gov.au/council/transparency-and-accountability/freedom-of-information>



City of Perth

[Home](#) > [Council](#) > [Transparency and accountability](#) > [Freedom of Information](#)

Freedom of Information

Freedom of Information gives the public a right to access government documents, subject to some limitations. In Western Australia, under the Freedom of Information Act 1992 (FOI Act), the right applies to local governments, including the City of Perth. Documents available under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

To submit an application, please download and complete the [Freedom of Information Application Form](#).

City of Perth information statement

The City of Perth Information Statement is published annually, as required under the FOI Act. It includes information regarding the City's mission, structure, decision making functions and legislation administered, as well as documents held by the City and the operation of Freedom of Information (FOI).

The [FOI Information Statement](#) is available for download and can be provided in alternative formats upon request.

FURTHER INFORMATION

For advice and further information on FOI and the types of documents held by the City please contact the City's FOI Coordinator on (08) 9461 3447, or e-mail info@cityofperth.wa.gov.au. For general information and advice on FOI you can also contact the Office of the Information Commissioner on (08) 9220 7888, or see the [Office of the Information Commissioner](#) website.

- Great team @ City for FOI
- Means of access available to the public – Code of Practice and Request for Footage
- FOI is secondary
- 3 FOI requests in 2019 and 3 in 2017
- Predominantly Media
- Pixilate to protect third parties
- Footage relating to request only – e.g 5 seconds





Citywatch Operations

Privacy Impact Assessment Report

October 2019

Thank you

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Discussion/questions



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