



Section 27 (3) of the Surveillance Devices Act 1998 states:

“A person who has under his or her care, supervision or authority a child or a protected person who is a principal party to a private activity may, on behalf of the child or protected person, use an optical surveillance device to record visually or observe the private activity if there are reasonable grounds for believing that the use of the listening device —*

- a) will contribute towards the protection of the best interests of the child or protected person; and*
- b) is in the public interest.”*

** optical surveillance device means any instrument, apparatus, equipment, or other device capable of being used to record visually or observe a private activity,*

Australian Music Examinations Board (WA) Policy on Use of Closed Circuit Television in Examination Venues

1. As an affiliated entity to The University of Western Australia, the AMEB (WA) must adhere to the University’s Privacy Policy and comply with the same legal obligations and Duty of Care to all its examination candidates, examiners and supervisors.
2. It recognises that risk management is an integral part of good management practice.
3. Clearly visible signs that CCTV cameras are operating will be displayed outside examination and warm-up areas at the AMEB (WA) State Office on the Claremont Campus of The University of Western Australia. No cameras are present in the main office and waiting rooms which are open public spaces.
4. AMEB (WA) is committed to the responsible collection, use and legal management of CCTV footage collected during the examination process.
5. Any alleged breach, particularly in relation to child safety, by an AMEB examiner or supervisor, within the examination or warm-up room will be respectfully, confidentially and sensitively handled, through the State Office and University’s Complaint Resolution Unit. Such breaches may include direct physical and other inappropriate non-verbal behaviour.
6. A vexatious complaint lodged by any candidate, teacher, accompanist or guardian against an examiner or supervisor without reasonable grounds or made to harass or annoy, to cause delay or detriment, or for any other wrongful purpose will be managed through the State Office and University’s Complaint Resolution Unit.



7. The following will apply to practical examinations conducted by the AMEB in Western Australia:

- a. Ahead of the scheduled examination, candidates will be informed that by entering an examination or warm-up room, they may be recorded visually.
- b. The guardian of each candidate under the age of 18 years will be asked to sign a CCTV Acknowledgement and Consent form, indicating that they understand the reason why the examination may be recorded, and giving their written consent for the examination to take place.
- c. The guardian acknowledges that unless a signed CCTV Acknowledgement and Consent form is provided to the Examination Supervisor prior to the commencement of the examination, it will not be possible for the examination to take place as scheduled. A transfer to a new examining date will need to be arranged and the relevant transfer fee paid.
- d. Any alleged breach in relation to child safety, by an AMEB examiner, within the examination or warm-up room must be reported, in writing, to the State Manager, AMEB (WA). This must be reported, **within four weeks** of the alleged incident occurring.

Any enquiries in relation to the AMEB (WA) CCTV Surveillance System and its operation can be made, in writing to:

The State Manager
AMEB (WA)
M421
35, Stirling Highway
PERTH WA 6009

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