



File Number:

## **PROTOCOLS FOR THE RELEASE OF VEHICLE OWNER'S DETAILS BY WESTERN AUSTRALIA POLICE (WA POLICE) TO AUTHORISED PERSONS AT WESTERN AUSTRALIA LOCAL GOVERNMENT COUNCILS.**

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For the purpose of this document 'Authorised Person' is a person who is authorised under the provisions of the Local Government Act 1995.

The release of vehicle owner details by WA Police to 'Authorised Persons' for use in the performance of their functions at Western Australia Local Government Councils is authorised under the provisions outlined in Section 8(3) (b) of the Road Traffic Act 1974. All such requests from 'Authorised Persons' for the supply of vehicle owner details will be performed in accordance with the conditions listed in this document. The Western Australian Local Government Association (WALGA) will assist in the implementation and administration of these protocols.

These protocols are effective as at xx xx 2009. The WA Police may amend the protocols at any time due to operational requirements. Any amendment to the protocols will be communicated to the WALGA at the earliest opportunity.

### **LOCAL GOVERNMENT RESPONSIBILITIES**

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- The WALGA will be responsible for forwarding a copy of these protocols and a Letter of Agreement to each individual Local Government Office (Council). The Chief Executive Officer (CEO) of each Council will contact their local WA Police District Office, to schedule a meeting with the District Superintendent or Inspector.
- The CEO will provide the District Superintendent or Inspector with a list of personnel (Authorised Persons) who by the nature of their employment require access to vehicle owner details. In most cases this will be selected Council Rangers who have been appointed under Section 5.36 of the Local Government Act 1995 (LGA) and have been authorised under Section 9.10 of the LGA.
- For persons not employed under Section 5.36 of the LGA, a person must be appointed as an 'Authorised Person' under Section 9.10(2) of the LGA and issued with a certificate. A copy of this certificate should accompany the personnel list of authorised persons from the CEO to WA Police District Superintendent or Inspector.
- Included on the personnel list the CEO will provide individual (personal) passwords for each 'Authorised Person' to be supplied when requesting vehicle owner details from police. It is the responsibility of the CEO or his

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delegate and 'Authorised Person' to ensure the confidentiality of the individual passwords.

- Authorised persons may request vehicle owner details from WA Police for the purpose of immediate operational requirement, vehicle owner details required for administrative reasons, e.g. unpaid fines or parking tickets, will not be provided by police but normal arrangements with Fines Enforcement Registry or Department for Planning and Infrastructure will continue to apply. The request for vehicle owner details in instances of immediate operational requirement may be made to police via telephone, email or in person depending upon local arrangements.
- The WA Police District Incident Management Unit (IMU) will be the first point of contact for authorised persons within the metropolitan region unless local arrangements are made by the CEO and District Superintendent. Local arrangements agreed upon by the District Superintendent or Inspector and CEO will apply in Regional WA.
- The WA Police Communications Police Assistance Centre (PAC) will provide vehicle owner details to authorised persons in the event the agreed district contact is unavailable. Authorised persons should not contact the PAC without first attempting to gain the information from the locally agreed contact point, i.e. IMU or other arrangement.
- The CEO will be responsible for advising the District Superintendent or Inspector in writing or email, of any changes to the personnel list such as change of password or addition or removal of an authorised person.
- The CEO and District Superintendent or Inspector, upon agreement of these protocols, shall sign a Letter of Agreement. A copy of this letter should be retained by the CEO and District Superintendent or Inspector whilst the original is to be forwarded to Office of Information Management, 3<sup>rd</sup> Floor 565 Hay Street Perth WA 6000 by the District Superintendent or Inspector.

## **INFORMATION MANAGEMENT**

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- The CEO will ensure that a register is maintained that records all requests to WA Police for vehicle owner details by the Council authorised persons. An example template for the register is attached to these protocols.
- On request by the District Superintendent or Inspector the CEO will provide to WA Police a copy of the register for auditing purposes.

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- The Council acknowledges and protects the confidentiality and integrity of the information provided by the WA Police. Information received by the Council must only be used for the purpose for which it was released.
- The CEO will ensure appropriate security measures are in place to protect any information provided by the WA Police, from unauthorised use, access, modification or disclosure.
- The CEO will ensure that any of their personnel, who are authorised to access information obtained from the WA Police, will not record, disclose or communicate such information except in the performance of official duties.
- If an application for documents under the Freedom of Information Act 1992 (as amended), is received by the Council for information provided by the WA Police, then the Council will notify the WA Police immediately.
- Where the information is no longer required, the Council will destroy or dispose of the information. The means of disposal shall be such that the information is permanently destroyed or unrecoverable.
- WA Police will record all requests from authorised persons for vehicle owner details using the Police Computer Aided Dispatch (CAD) system
- Whilst the WA Police supplies the Information in good faith, it does not guarantee the accuracy of the Information.

## **ADMINISTRATION**

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Any notice in writing pursuant to this document is to be sent to:

### **WA Police:**

Office of the Metropolitan Regional Coordinator  
Police Headquarters  
2 Adelaide Terrace  
Perth WA 6000

### **WALGA:**

PO Box 1544  
West Perth WA 6872

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**LETTER OF AGREEMENT**  
**BETWEEN**  
**CITY OF xxx**  
**AND**  
**WESTERN AUSTRALIA POLICE**

I xxxxxx being the Chief Executive Officer of the City Of xxxxxx

Have read and agree to the conditions detailed in the Protocols for the Exchange of Information document – File Number xxxxx Version xxxx refers.

I will ensure all City of xxx employee's and contractors designated as Authorised Persons, are fully conversant with the protocols for requesting and managing information supplied by the WA Police.

Should any breach of the protocols occur, I acknowledge the WA Police may cease the Exchange of Information arrangement immediately.

This agreement comes into effect once signed by both parties.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

Chief Executive Officer  
City of xxxx

Superintendent/Inspector  
Xxx District Office  
Western Australia Police

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

