



# CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

TITLE	CLOSED-CIRCUIT TELEVISION (CCTV) POLICY
RESPONSIBLE DEPARTMENTS	Infrastructure & Asset and Community Relations
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KEY TERMS	
Term	Meaning
Applicable Legislation	<p>All legislation in connection with the carrying out of work or the Workplace including:</p> <ul style="list-style-type: none"> <li>• <i>Fair Work Act 2009 (Federal)</i></li> <li>• <i>Listening Devices Act 1991 (Federal)</i></li> <li>• <i>Local Government Act 1993 (TAS)</i></li> <li>• <i>Privacy Act (1988) (Federal)</i></li> <li>• <i>Personal Information Protection Act 2004 (TAS)</i></li> <li>• <i>Work Health &amp; Safety Act 2012 (TAS)</i></li> <li>• <i>Human Rights Act 2004</i></li> <li>• <i>Sorell Council Enforcement Policy</i></li> </ul>
CCTV System	A closed-circuit television system consisting of cameras, viewing monitors and recording devices (NVR).
Infringing Workplace Behaviour	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.
Manager/Supervisor	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
Nominated Council Delegate	[#Insert position or refer to delegated authority manual (or equivalent)#]
Other Persons at the Workplace	Any person, other than a Councillor, at the Workplace who is not a Worker including visitors and ratepayers.
Personal Information	This includes information that is recorded in any form about an individual whose identity is transparent or can be reasonably ascertained from the information and includes any still or moving images of an individual, written information or a voice recording.
Policy	This Surveillance Policy including the 'Application and Authority'.
Pro-active CCTV	footage is monitored live, for example by the police or a security unit. This footage may or may not be recorded.
Re-active CCTV	Involves recording and storing the footage captured by the camera for viewing at a later date, if required. Re-active CCTV is the most common form used, as it is less resource-intensive, and the footage can be re-watched multiple times.
Surveillance	The observation and recording of the activities of Workers and Other Persons at the Workplace by any means set out in this Policy, with or without the use of a Surveillance device.

Worker	<p>A person, other than a Councillor, who carries out work in any capacity for Council, including work as:</p> <ul style="list-style-type: none"> <li>(a) an Employee;</li> <li>(b) a contractor or subcontractor;</li> <li>(a) an employee of a contractor or subcontractor;</li> <li>(b) an employee of a labour hire company who has been assigned to work at Council;</li> <li>(c) an outworker;</li> <li>(d) an apprentice or trainee;</li> <li>(e) a student gaining work experience; or a volunteer.</li> </ul>
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## 1. PURPOSE

The purpose of this CCTV Policy is to ensure the effective, lawful, and transparent use of Closed-Circuit Television (CCTV) systems operated by Council in public areas. The policy aims to:

- Enhance public safety.
- Protect public property.
- Support law enforcement efforts.
- Ensure compliance with privacy and data protection regulations.

This policy aligns with the use of Body-Worn Video Cameras (BWVCs) by Council compliance officers and other surveillance systems in place to ensure consistency in approach.

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## 2. SCOPE

This policy applies to all CCTV systems owned, operated, or managed by Sorell Council, including those installed in public spaces, Council buildings, facilities, and other locations deemed necessary for security and safety purposes.

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## 3. BACKGROUND AND OBJECTIVES

Council has adopted CCTV technology across the municipality to enhance safety, reduce crime, and improve regulatory enforcement.

The policy's objectives, in partnership with Tasmania Police, include:

- Deterrence of crime and anti-social behaviour.
- Support for criminal investigations and law enforcement.
- Enhancement of safety for residents, visitors, and employees.
- Protection of public property and assets.
- Regulatory enforcement and compliance monitoring.
- Compliance with privacy and data protection legislation.

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## 4. RESPONSIBILITIES

### 4.1 General Responsibilities

Sorell Council is responsible for the oversight, management, and operation of CCTV systems.

CCTV systems will be used only for the purposes specified in this policy, in compliance with applicable laws and regulations.

### 4.2 Data Control

Access to CCTV footage will be restricted to authorized personnel for official purposes only.

Council's *Records Officer* (Department of Community Relations) shall serve as the Data Controller, ensuring compliance with data protection laws concerning the collection, storage, retention, and disposal of CCTV data.

#### **4.3 Operations and Maintenance**

Council's *Manager Infrastructure & Assets* is responsible for the installation, maintenance, and replacement of CCTV systems.

All personnel authorized to operate or monitor CCTV systems must receive appropriate training on CCTV operation, data handling, and privacy requirements.

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### **5. FOOTAGE ACCESS, REQUESTS, AND REPORTING OF CRIMINAL ACTIVITY**

#### **5.1 Reporting Criminal Activity**

Any criminal offence or suspicious activity should be reported immediately to Tasmania Police by Council staff.

Employees who identify criminal damage/activity at Council properties should report it to Police and request an Evidence Share Request link via:  
[CCTVrequests@sorell.tas.gov.au](mailto:CCTVrequests@sorell.tas.gov.au).

#### **5.2 Accessing Footage**

CCTV footage may be requested under the following conditions:

- By authorized Council staff involved in law enforcement or regulatory compliance.
- By Tasmania Police with an Evidence Share Request.

Note: Council does not provide CCTV footage to the public or make it publicly available.

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### **6. PLACEMENT AND USE OF CCTV**

CCTV cameras will be installed only in public areas where there is a documented need for security and safety.

Privacy Impact Assessments (PIAs) will be conducted before the installation of any new CCTV systems to ensure proportionality and necessity.

Signage indicating CCTV surveillance will be clearly displayed in areas under surveillance.

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## 7. TRAINING AND AWARENESS

Council Staff involved in CCTV operations will receive regular training on their responsibilities under this policy, data protection, and ethical surveillance practices. This policy will be made publicly available on Council's official website to ensure transparency and accountability.

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## 8. DATA PROTECTION AND PRIVACY

All personal data collected via CCTV must comply with data protection laws, including:

*Archives Act 1983 (TAS)*  
*Privacy Act 1988 (Cth)*  
*Personal Information Protection Act 2004 (TAS)*  
*Right to Information Act 2009 (TAS)*

Personal information captured by CCTV shall not be disclosed publicly unless required for law enforcement purposes or permitted by law.

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## 9. MONITORING AND REVIEW

The effectiveness and compliance of this policy will be periodically reviewed by the Designated Officer/Department.

Any incidents, complaints, or breaches will be investigated promptly, with corrective actions taken as necessary.

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## 10. BODY-WORN VIDEO CAMERAS (BWVCS)

Body-Worn Cameras (BWVCs) may be used by Council staff as part of their regulatory and enforcement duties.

For details, refer to the *Body-Worn Video Camera Policy*.

Both CCTV systems and BWVCs shall be used in compliance with this policy, ensuring consistency in data protection and privacy principles.

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## 11. DISPUTE RESOLUTION

Disputes regarding CCTV use or footage access will be managed in accordance with Council's *Issue Resolution Policy*, and *Complaint Resolution Policy*.



Robert Higgins

**General Manager**