

OFFICIAL

Strathbogie  
Shire Council

# Video Surveillance Policy

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April 2026



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**Video Surveillance Policy**

Document ID:	SSEDOC-43802981-525
Effective Date:	21 April 2026
Last Review:	New
Current Review:	March 2026
Date Adopted by Council:	21 April 2026
Next Scheduled Review Date:	April 2027
Responsible Officer:	Director People and Governance

## 1. PURPOSE

Council uses closed circuit television (CCTV) and video surveillance devices in limited locations to:

- Provide a safe and secure environment for staff, contractors, customers, and the community
- Deter unlawful and aggressive behaviour
- Assist law enforcement in the investigation of criminal or anti-social behaviour
- Support Council's asset protection and risk management.

Council recognises the importance of balancing community safety with the right to privacy.

## 2. POLICY STATEMENT

Council is committed to using CCTV and video surveillance devices responsibly to promote community safety, protect Council assets, and deter unlawful or aggressive behaviour, while respecting individual privacy and complying with legislation.

## 3. APPLICATION OF THIS POLICY

This policy applies to all CCTV systems and video surveillance devices owned, operated, or managed by Council in Council facilities, vehicles, and designated public spaces. It covers the collection, storage, access, and release of surveillance footage for security, safety, and risk management purposes.

This policy does not apply to:

- Council owned dash cameras as covered by other Council Policy
- Privately owned CCTV, video surveillance devices, or dash camera systems
- Surveillance conducted by Victoria Police or other authorised agencies
- Victorian Government roads where Council does not have a maintenance responsibility
- Privately owned or controlled land
- Victorian Government owned land that Council does not control
- Federal Government owned land that Council does not control.

## 4. ACCOUNTABILITY AND RESPONSIBILITIES

All Councillors, staff, contractors, and volunteers are responsible for understanding and applying this policy in the course of their work with Council.

Specific responsibilities include:

Role	Responsibilities
All staff, contractors, and volunteers	<ul style="list-style-type: none"><li>• must comply with the requirements of this policy when working in areas where surveillance monitoring is installed.</li></ul>

Managers and supervisors	<ul style="list-style-type: none"> <li>are responsible for ensuring their teams and contractors are aware of the policy and that procedures are followed.</li> </ul>
Authorised staff	<ul style="list-style-type: none"> <li>ensure the secure management, access, and release of surveillance footage in accordance with this policy and relevant legislation.</li> <li>coordinate the installation of new CCTV and video surveillance devices as approved by the Executive Leadership Team</li> </ul>
Executive Leadership Team	<ul style="list-style-type: none"> <li>Assess and provide approval for installation of new CCTV and video surveillance devices</li> </ul>

## 5. SCOPE

### 5.1. Principles

5.1.1. Council will use CCTV and video surveillance devices to provide a safe and secure environment for staff, contractors, customers, and the community.

5.1.2. CCTV and video surveillance devices may be used to deter unlawful, aggressive, or anti-social behaviour and to assist law enforcement in investigations.

5.1.3. CCTV and video surveillance devices may be used to support risk management and the protection of Council assets.

### 5.2. Installation, Operation and Maintenance

5.2.1. CCTV and video surveillance devices will only be installed in locations where there is a demonstrated need for safety, security, or asset protection. CCTV and surveillance installations must meet security and environmental requirements.

5.2.2. Only authorised staff or appointed contractors may install, operate, and maintain CCTV or video surveillance devices.

5.2.3. All Council-owned CCTV and video surveillance devices are recognised as Council assets and will be included in Council's asset register in line with asset management procedures. Renewal of CCTV and surveillance systems will be performed to ensure equipment meets current security and functionality requirements.

5.2.4. All CCTV installations must be under a current maintenance contract which includes regular maintenance and testing.

5.2.5 All CCTV and surveillance installations must be capable of complying with the retention requirements as set out in section 5.3

5.2.6. Any new CCTV and surveillance installation requirements must be presented to Executive Leadership Team for approval.

### 5.3. Collection, Storage and Retention of Recordings

5.3.1. Recordings must be stored securely and managed in accordance with the *Public Records Act 1973* and the *Privacy and Data Protection Act 2014*.

5.3.2. Recordings may be retained for up to ninety (90) days, after which they will be automatically overwritten, unless required for investigation, court proceedings, or other lawful purposes.

5.3.3 Documentation relating to the installation, operation, and access to CCTV and video surveillance devices and their recordings must be retained for seven years.

5.3.4. The retention of, and access to, recorded material will only be for the purpose provided by this Policy and applicable legislation.

5.3.5. Copies of recordings will only be made where required for evidence or lawful investigation, via formal written requests to Council.

5.3.6. Material recorded on CCTV systems contracted by the Council will be held in accordance with the storage terms and conditions of the contract.

5.3.7. Upon becoming aware of a potential breach of data privacy, a Council Officer must notify the Chief Executive Officer.

#### **5.4. Access and Release of Recordings**

5.4.1. Only authorised staff may access or view recordings. A register must be maintained which captures details of any access to CCTV or surveillance recordings, including maintenance performed on CCTV and surveillance systems.

5.4.2. Staff with responsibility for the maintenance or management of a Council asset or facility may view CCTV systems and video surveillance devices, whether live or recorded, where operationally required to carry out their functions or to respond to an actual or reported emergency.

5.4.3. Internal requests to access recordings must be made in writing and approved by the Chief Executive Officer or the Director People and Governance.

5.4.4. Recordings may be released to Victoria Police, other law enforcement agencies, or as required by law (e.g. court order).

5.4.5. Recordings may be released to the general public. This right of access is subject to limited exceptions and exemptions. These requests are to be made in line with the Victorian *Freedom of Information Act 1982*.

5.4.6. External organisations, clubs, or groups are not permitted access to CCTV or surveillance devices or recordings unless required by law or requested in line with the Victorian *Freedom of Information Act 1982*.

5.4.7 Recordings may be blurred, redacted, or otherwise modified to protect the privacy of persons or property captured in footage that is unrelated to the request

#### **5.5. Privacy and Limitations**

5.5.1. Council will not install or use CCTV or video surveillance devices in areas where staff and members of the public have a reasonable expectation of privacy, including bathrooms, change rooms, and private offices.

5.5.2. Recordings will not be used to monitor general staff performance. CCTV and video surveillance devices may only be reviewed in relation to incidents of alleged serious misconduct, safety, or security matters.

5.5.3. Recordings must not be used to monitor community members using Council facilities in ordinary circumstances. Footage may only be reviewed where necessary for the purposes outlined in this Policy.

**5.6. Transparency and Community Awareness**

5.6.1. Signage will be displayed at the entrance to all facilities and public spaces where CCTV or surveillance devices are in operation.

5.6.2. Council will publish and maintain a register of active CCTV and video surveillance locations on its website to support transparency.

**5.7. Discontinuance of a CCTV or Video Surveillance System**

5.7.1. The decision to discontinue a CCTV or video surveillance system may be made at any time by the Chief Executive Officer or the Director People and Governance.

5.7.2. A CCTV or video surveillance system must be discontinued as soon as practicably possible if its operation is found to be inconsistent with the purposes set out in this Policy, or when directed by a law enforcement agency.

5.7.3. A CCTV system that is identified as having cyber security vulnerabilities will be taken offline pending remediation of vulnerabilities or replacement of that CCTV system.

**5.8. Breaches of this Policy**

5.8.1. Staff, contractors, or volunteers found to be accessing or using CCTV or video surveillance footage in a manner not consistent with this Policy may be subject to disciplinary action, up to and including termination of employment or contract.

5.8.2. The unauthorised sharing or distribution of CCTV or video surveillance footage is strictly prohibited and will be treated as serious misconduct.

5.8.3. Any use of CCTV or video surveillance footage for criminal purposes will be referred to Victoria Police or the appropriate law enforcement agency.

**6. AUTHORISED STAFF**

Authorised Staff

- Freedom of Information Officer
- Manager Digital Innovation and Technology

Facility Maintenance and Management

- Manager Operations
- Coordinator Waste and Environment

Authorised Staff may be updated by CEO approval.

**7. DEFINITIONS**

ITEM	MEANING
CCTV Video Surveillance Devices	Closed Circuit Television: system of fixed or mobile cameras installed by Council to monitor and record activity.

Council	Strathbogie Shire Council
Authorised Staff	Council officers authorised to manage or review CCTV and video surveillance devices and recordings
Public Place	Any area owned, managed, or controlled by Council that is open and accessible to the community, including facilities, parks, reserves, roadsides and transfer stations.
Recording	Any still image, video footage, or audio captured by CCTV or other video surveillance device, whether stored digitally or in another format.

## 8. RELATED POLICIES AND LEGISLATION

The following council, state, regional and national plans and policies are relevant to this policy:

- *Privacy and Data Protection Act 2014* (Vic)
- *Surveillance Devices Act 1999* (Vic)
- *Public Records Act 1973* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Freedom of Information Act 1982* (Vic)
- *Privacy Act 1988* (Commonwealth)
- *Local Government Act 1989* (Vic)
- *Local Government Act 2020* (Vic)
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## 9. GENDER EQUITY

Council is committed to ensuring that the use of video surveillance technologies is conducted in a manner that upholds gender equity, fairness, and respect for all individuals. We recognize that surveillance systems, including those enhanced by artificial intelligence, may carry risks of bias or disproportionate impact across different genders.

## 10. POLICY REVIEW

Council may review this policy at any time and at least two years from the date of adoption.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy (e.g. a change to the name of a related document, or a change in legislation).

## 11. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006 (the Charter)* and the *Equal Opportunity Act 2010*. The *Charter* is designed to protect the fundamental rights and freedoms of citizens. *The Charter* gives legal protection to twenty fundamental human rights under four key values that include freedom, respect, equality and dignity.