

# CCTV POLICY

<b>Policy Number:</b>	4.3.3
<b>Approved by:</b>	Chief Executive Officer
<b>Date Approved:</b>	December 2025
<b>Date of Next Review:</b>	December 2026
<b>Applicable to:</b>	Facilities and Emergencies Business Unit
<b>Responsible Officer:</b>	Manager Facilities and Emergencies
<b>Related Policies:</b>	Human Rights Policy Privacy and Data Protection Policy Freedom of Information Policy Information Management Policy
<b>Related Documents:</b>	Nil
<b>Statutory Reference:</b>	<i>Surveillance Devices Act 1999</i> <i>Privacy and Data Protection Act 2014</i> <i>Public Records Act 1973</i> <i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Freedom of Information Act 1982</i> <i>Evidence Act 2008</i> <i>Local Government Act 1989</i>

## OVERVIEW

Council uses Closed Circuit Television Video (CCTV) surveillance cameras as a tool to assist in the protection of assets, for the provision of security in the public realm and as a tool for investigation of offences by Victoria Police.

This policy is to provide guidance to Council and the public on the installation, use and management of electronic surveillance technology at council managed facilities and places. This policy also ensures Council meets legislative and regulative requirements surrounding all forms of electronic surveillance.

## THE POLICY

This policy has been developed to ensure the effective installation, management and operation of all Council electronic surveillance devices through the following controls:

### Governance

The CCTV Reference Group will ensure that legislative and regulative requirements surrounding CCTV are considered. The group will oversee the use, installation, public signage, data collection, access and management relating to CCTV.

### Public Information

Appropriate communication will be provided to inform the public where they may be recorded, and how this data may be used.

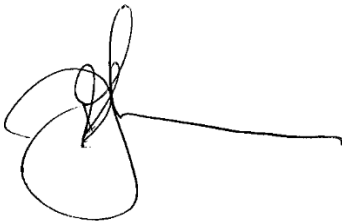
## Operations and Maintenance

All systems will be installed, managed and maintained in accordance with relevant standards and procedures.

### Procedures

Operation and Maintenance Procedures shall be developed where required under one of the following categories; Corporate Facilities; Public Open Spaces; Public Buildings; Portable and non-fixed devices.

**This policy** is approved by the Chief Executive Officer on 18 December 2025.



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**DAVID MORCOM**  
Chief Executive Officer

### REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review.
1.1	December 2023	Date of Next Review updated to December 2024. Minor formatting changes. Clarified terminology for reference group and development of procedures.
1.2	December 2024	Date of Next Review updated to December 2025.
1.3	December 2025	Date of Next Review updated to December 2026. Responsible Officer and Business Unit updated to reflect Facilities and Emergencies.