




# ***TASMAN COUNCIL***



## **SURVEILLANCE POLICY**

<b>Policy Number</b>	C 048
<b>Responsible Officer</b>	General Manager
<b>Approval Date</b>	22 January 2025
<b>Review Date</b>	C2025/1.14



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## PURPOSE

To provide a policy for the establishment and operation of the Council's camera surveillance systems to ensure they are managed and used in accordance with relevant legislation.

The purposes for which the Council may use camera surveillance in public places, Council owned community facilities and recreation areas, include CCTV cameras, body worn cameras and dash cams include:

- protection of community assets,
- improve community safety and security,
- to deter anti-social behaviour and crime,
- recording of Council works and operations,
- recording for regulatory and compliance investigations and inspections,
- to assist law enforcement agencies,
- recording of Council functions/events; and
- staff safety.

## OBJECTIVE

The objectives of this Policy are to ensure that:

- Camera surveillance systems and footage will only be used for the purpose for which it was intended;
- Management and operation of camera surveillance systems and footage complies with relevant legislation;
- Body cameras and other surveillance devices will be operated with due regard to the privacy and civil liabilities of individual members of the public; and
- Camera surveillance systems and footage are fit for purpose.

## SCOPE

This Policy applies to:

- Surveillance cameras and systems established in public spaces within the Council's local government area and owned by the Council;
- Surveillance cameras and systems installed on Council owned or Council controlled land and/or infrastructure;
- Council owned body-worn surveillance cameras worn by authorised Council employees while performing official duties within the Council's local government area; and
- All Council employees, contractors and other parties involved with installation, management and maintenance of Council's surveillance cameras in public spaces.

## DEFINITIONS

**Body Worn Cameras** means a camera normally worn on the person that can record visual images or sound or both, whether or not the camera is being worn when the recording takes place. The camera stores digital files which, once recorded, cannot be deleted or amended by the operator. Each file carries a unique identifier and is time and date stamped throughout.

**Camera Surveillance** is any equipment used to observe and record images of an area such as closed-circuit television (CCTV), temporary or fixed cameras (such as automatic number plate recognition cameras), body-worn cameras and unmanned aerial vehicles (such as drones).

**Closed Circuit Television** is the use of video cameras to transmit a signal to a specific place, on

a limited set of monitors. (CCTV)

**Council** means the Tasman Council.

**Public Space** refers to an area that is open and accessible to all people, such as parks, commons, beaches, roads and footpaths. To a limited extent, public facilities and government buildings which are open to the public are public spaces, although they have restricted areas and greater limits upon use.

**Risk** probability and consequences of an event could impact on the Council's ability to meet its corporate objectives.

## **PUBLIC INTEREST**

Camera surveillance systems will be operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- Development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all images recorded;
- Appropriate signage in place to inform the public that a camera surveillance system is operating;
- Informing authorised employees and contractors involved in the recording, observation and capturing images of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.

## **SECURITY OF CAMERA SURVEILLANCE EQUIPMENT AND FOOTAGE**

Camera surveillance equipment and footage will be adequately protected against misuse, loss and unauthorised access, use and disclosure by:

- Restricting use of camera surveillance equipment to authorised employees and contractors only in accordance with standard operating procedures;
- Implementing approval processes for employees and contractors to view any images or footage;
- Implementing adequate controls to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- Maintaining equipment to ensure its effective operation; and
- Applying relevant recordkeeping practices.

The Council's General Manager or Corporate Services Manager must approve the purchase, installation and use of surveillance cameras.

Council approved locations and use includes:

- Surveillance of Council waste facilities including Waste Transfer Stations and numerous public bin locations;
- Surveillance of Council assets that are buildings, associated infrastructure and open spaces in public places;
- Surveillance of Council assets in Parks (play/exercise equipment, seating, bins etc.);
- Surveillance of Council assets, materials and equipment in public areas of Council Depots and Offices;
- Authorised Officers body-worn cameras; and
- Authorised Council vehicle dash cams.

The Council will store any camera surveillance data in secure online locations. Access will only be given to senior management staff. Council will adhere to all records management requirements for storing the surveillance data.

The release of camera surveillance data will only be provided to comply with:

- Internal reporting requirements at management level only;
- The requirements of the Police in relation to the investigation of a crime;
- A subpoena;
- A valid formal request for public information, which will be assessed in accordance with the provisions of the *Right to Information Act 2009*; and
- Staff wearing body cameras and staff with dash cams would be able to view footage for the purpose of reviewing notes, making statements or confirming events.

## **COMPLAINTS**

The Council will investigate all complaints by members of the public in relation to the Council's camera surveillance program and will provide a timely response in accordance with the Council's Customer Service Charter.

## **RESPONSIBILITY**

The Council officers and contractors authorised to manage equipment and view surveillance footage include:

- General Manager
- Corporate Services Manager
- Development & Environmental Services Manager
- IT Contractor

## **RELEVANT LEGISLATION**

- *Local Government Act 1993*
- *Right to Information Act 2009*
- *Personal Information Protection Act 2004*
- *Archives Act 1983*
- *Listening Devices Act 1991*
- *Security and Investigations Agents Act 2002*

## **REVIEW**

This Policy will be reviewed every four years, unless organisational and legislative changes require more frequent modification.

## **RELATED DOCUMENTS**

- Risk Management Policy
- Strategic Risk Register
- Customer Service Charter
- Personal Information Protection Policy

**POLICY APPROVAL**

This policy was approved at the ordinary council meeting held on 22 January 2025, resolution number C.2025/1.14.

A handwritten signature in black ink, appearing to read 'Blake Repine', with a stylized flourish at the end.

**Blake Repine**  
**General Manager**