Council Asset Surveillance Policy

Strategic Reference	Outcome 5 – Leadership Strategy 3.6 – Council staff and Council Members act with integrity and accountability. Strategy 3.9 – Council Members actively communicate and consult with the community.
File reference	AR24/14274
Responsibility	Community & Corporate Department
Revision Number	1
Effective date	February 2025
Last revised date	N/A
Minutes reference	033/25
Next review date	February 2028
Applicable Legislation	Freedom of Information Act 1991 Local Government Act 1999 State Records Act 1997 Surveillance Devices Act 2016
Related Policies	N/A
Related Documents	General Disposal Schedule (No. 40)

1. Purpose

The purpose of this policy is to set out the manner in which Council will use or facilitate all forms of asset surveillance, either at its own initiative or at the request of other parties (including SA Police) to protect Council residents, visitors, staff and assets. Council also has a responsibility to ensure all members of the public are informed about how and why asset surveillance is undertaken.

2. Policy Objectives

2.1 To enhance community safety by deterring crime and anti-social behaviour.

2.2 To capture evidence which may assist in any investigation, prosecution and/or taking of other action with respect to any suspected unlawful behaviour, property damage or any other potential hazard to community or environmental safety.

2.3 To obtain other information which may assist the Council in the performance of its functions; for example, observations regarding parking and traffic patterns or peak usage times of facilities, and monitoring of illegal dumping.

2.4 To assist SA Police and/or other law enforcement agencies with their investigations, prosecutions and community safety initiatives.

3. Definitions

For the purposes of this Policy the following definitions apply:

"Asset surveillance" means any use of surveillance devices by Council or a Council officer in any public place, or in any place readily observable from a public place, or in the course of the performance of a Council officer's duties (and includes CCTV).

"CCTV" means closed-circuit television.

"Public place" has the same meaning as in the *Surveillance Devices Act 2016 (SA)*.

"SAPOL" means the South Australian Police.

"SD Act" means the *Surveillance Devices Act 2016 (SA)*.

"Surveillance device" has the same meaning as in the *Surveillance Devices Act 2016 (SA)*.

4. Scope

4.1 This policy relates to:

4.1.1 The usage of CCTV systems installed in or on any Council-owned property in any public place or in any place readily observable from a public place with permission from the landowner whose property is readily observable and being monitored, whether directly or indirectly; and

4.1.2 Any other asset surveillance undertaken by Council or an officer of the Council.

4.2 This policy does not apply to Council workplace surveillance.

5. Use of CCTV in Public Places

5.1 Approval to implement a system of permanent monitored asset surveillance cameras in public spaces will be subject to a decision of the Council, resolved at a Council meeting. Clear and transparent decisions associated with the monitored public safety surveillance cameras is required and will be achieved through the application of this policy.

5.2 CCTV may be used by Council to observe or record activities in any public place, or any place readily observable from a public place, in accordance with the SD Act. The usage of CCTV systems installed in or on any Council-owned property in any public place or in any place readily observable from a public place with permission from the landowner whose property is readily observable and being monitored, whether directly or indirecty.

5.3 Council will maintain the responsibility for the installation, maintenance and operated of the CCTV system and its associated network and infrastructure.

5.4 The use of mobile CCTV (to minimise and address the incidence of unlawful activity on Council owned or controlled property) will be subject to operational requirements at the Chief Executive Officer's discretion.

5.5 Non-Council parties, including SAPOL and/or owners or occupiers of public places (ie. shopping complex) may request that CCTV systems be installed on Council-owned property (including structures). Council's Executive Leadership Team may approve or refuse any such request after consulting with relevant stakeholders. Any approval may be subject to conditions, including with respect to costs of installation, maintenance and repairs.

5.6 Where appropriate, Council will maintain signage in proximity to a CCTV camera which notifies members of the public that CCTV is in operation.

6. Use of Other Asset Surveillance

6.1 From time to time, Council or any Council officer may utilise other methods of asset surveillance, for example by using body worn cameras or dashboard cameras.

6.2 Any use of asset surveillance will be in accordance with the SD Act.

7. Use and Storage of Data Obtained from Surveillance Devices

7.1 Data obtained through asset surveillance:

7.1.1 Will be collected and used only in accordance with the SD Act;

7.1.2 Will be stored and disposed of in accordance with the *State Records Act 1997* (SA); and

7.1.3 Is Subject to the operation of the *Freedom of Information Act 1991* (SA).

7.2 Generally, CCTV footage must be retained for a minimum of thirty-one (31) days before deletion in accordance with *General Disposal Schedule No. 40*, though longer retention periods may apply to some footage (for example, footage which may be relevant to any investigation or potential prosecution).

8. Availability/Accessibility

This Policy is available for inspection at Council's offices during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

9. Document History

This Policy will be reviewed at least every three (3) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of change(s)
1	18 February 2025	033/25	New policy