

NORTHERN TERRITORY LICENSING COMMISSION
CAMERA SURVEILLANCE REQUIREMENTS AND GUIDELINES

Issued with effect from 13 September 2006

1. APPLICATION

1.1. These guidelines apply to all premises licensed to supply liquor that are the subject of a camera surveillance licence condition.

2. REQUIREMENTS

2.1. The licensee must prepare a camera surveillance plan in accordance with these requirements and the following guidelines and must submit the plan to the Director of Licensing (the Director) for approval. In order to match the plan to the premises, the Director may approve minor inconsistencies between the plan and these requirements and guidelines.

2.2. At a minimum, the plan must detail the technical specifications, location, physical and electronic security arrangements for all equipment associated with the camera surveillance system, must identify staff authorised to access, and operate the system, and must describe ongoing maintenance arrangements.

2.3. The plan must provide for sufficient cameras with appropriate capabilities to cover:

2.3.1. the internal access/egress of each entrance to the premises used during the normal operation of the venue;

2.3.2. the external vicinity of each entrance/exit to the premises to a radius of 10 metres, or as otherwise specified by the Director;

2.3.3. bar service areas; and,

2.3.4. other areas as directed. Coverage of dance-floors, passageways and stairwells is desirable.

2.4. The licensee must install, maintain and operate a secure camera surveillance system (the system) compliant with the camera surveillance plan approved by the Director (the approved plan) for the licensed premises and, on completion of installation, must provide to the Director a certificate from an approved source attesting to the system's technical compliance.

2.5. Annually, or at such other times required by the Director, the licensee must provide to the Director a current certificate from an approved source attesting to the system's technical compliance with the approved plan.

2.6. Signs must be displayed in all areas subject to camera surveillance. Such signs must read: "For the safety and security of patrons and staff this area is under electronic surveillance."

2.7. The Director may direct the licensee to adopt, vary, cease or refrain from a practice associated with any aspect of video camera surveillance.

CAMERA SURVEILLANCE REQUIREMENTS AND GUIDELINES (Continued)

3. GUIDELINES

These guidelines are not intended to be absolutely prescriptive, however any departure from them may be of a minor nature only and must be approved by the Director.

- 3.1. The system and its recordings shall be secure from unauthorised access and tampering.
- 3.2. The system should be capable of digital recording. Analogue systems are not encouraged.
- 3.3. All images must be of sufficient size and clarity to clearly identify individuals.
- 3.4. The system must operate at a minimum of 8 frames per second per camera or at such greater speed as to ensure compliance with guideline 3.3.
- 3.5. The system must record the time and date at all times, along with the image. The time and date must be able to be read when the image is played back on a different system.
- 3.6. The images produced by all cameras must be recorded and kept for a minimum of 14 days. The system must allow for immediate viewing or replay of earlier recorded events and be capable of producing clear copies of recordings capable of being played back on a different system.
- 3.7. In the event of a power failure, the recording system must be capable of continuing for at least 15 minutes.
- 3.8. A page numbered log approved by the Director must be used to record the commencement and cessation times of staff responsible for camera surveillance, the date, start and finishing times of surveillance recordings and the details of any incidents. The log must also record occasions when the recordings have been viewed or copied and the identities of those involved.
- 3.9. The licensee shall maintain a register of staff trained and authorised to use the equipment, which shall include each authorised person's name, training details and their position at the premises. This may be incorporated into the same document as described in 3.8 above.

4. APPROVED SOURCES

For the purpose of these requirements and guidelines, the following are approved sources:

- 4.1. Security and Technology Services, 390 Stuart Highway, Winnellie NT 0820
- 4.2. TASS Security, 2/6 Steele Street, Winnellie NT 0820
- 4.3. Tech Chips Business Solutions, 99 Reichhardt Road, Winnellie NT 0820
- 4.4. Commercial Security Specialists, 52B Comport Street, Cairns QLD 4870
- 4.5. Optech Surveillance Solutions, 308A Glen Osmond Road, Fullarton SA 5063
- 4.6. Tyco Safety Products, 137 McCredie Road, Guildford NSW 2161