

LICENSING, REGULATION AND ALCOHOL STRATEGY

Camera Surveillance Requirements and Guidelines

1. Application

- 1.1. These requirements apply to all premises licensed to sell or supply liquor that are the subject of a camera surveillance licence condition; with the exception of those premises that the Licensing Commission has determined should be subject to an alternative standard.

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. liquor 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.

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Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

3/36 Katherine Terrace, Katherine
GPO Box 1154, Darwin, NT 0801
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

Peter Sitzler Building
67 North Stuart Highway, Alice Springs
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 8452
Fax: 08 8951 8591

- 2.5. Access to, and copies of, recordings from the camera surveillance system are to be made available to NT Police and Licensing Inspectors upon request.
- 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" or words to that effect.
- 2.7. The Director may direct the Licensee to adopt, vary, cease or refrain from a practice associated with any aspect of camera surveillance.

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 eight (8) frames per second per camera.
- 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 fourteen (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 fifteen (15) minutes. If the power failure exceeds fifteen (15) minutes, then the outage is to be annotated in the logbook at the time of the power failure.
- 3.8. A page numbered logbook 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 logbook 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.
- 3.10. The Licensee is to conduct and record a daily functionality check of the camera surveillance equipment every morning that the premises is open for business. As a guide, the functionality check should consist of viewing a few minutes of camera surveillance footage recorded on the previous trading period and ensuring that the footage from every camera is compliant with the technical specifications contained in the camera surveillance plan for the premises. The person conducting the functionality check must then annotate in the logbook that the check has been conducted, the time of the check, and details of any non-compliance that has been found.
- 3.11. The Licensee is to notify the Director by the next business day after the daily functionality check was conducted, if the camera surveillance equipment is found to be noncompliant.