

# NORTHERN TERRITORY LICENSING COMMISSION

## CAMERA SURVEILLANCE REQUIREMENTS AND GUIDELINES

October 2009

### 1. PREAMBLE

A breach or failure to comply with these requirements will be a breach of the conditions of the Licensee's liquor licence.

### 2. APPLICATION

2.1 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.

### 3. REQUIREMENTS

3.1 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.

3.2 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.

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

3.3.1A.1 for "late night" premises and any other On Licence premise trading past midnight as identified and required by the Licensing Commission.

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

b. the external vicinity of each entrance/exit to the premises to a radius of 10 metres,

3.3.1A.2 liquor service areas; and,

3.3.1A.3 other areas as reasonably directed by the Director. (eg In late night trading venues, coverage of dance-floors, passageways and stairwells is desirable.)

3.3.1B.1 for other premises identified and required by the Licensing Commission;

a) a minimum of one camera over the sales counter; and

b) a minimum of one camera on the main internal Access/Egress to the premises,

- 3.3.1B.2 other areas as reasonably directed by the Director (eg: the external vicinity of the main entrance/exit, liquor storage cabinets and storage fridges accessible by the public).
- 3.4 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.
- 3.5 Access to, and copies of, recordings from the camera surveillance system are to be made available to NT Police and Licensing Inspectors upon request.
- 3.6 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.

#### **4. GUIDELINES**

- 4.1 The system and its recordings shall be secure from unauthorised access and tampering.
- 4.2 The system should be capable of digital recording. Analogue systems are not encouraged.
- 4.3 All images must be of sufficient size and clarity to clearly identify individuals.
- 4.4 The system must operate at a minimum of eight (8) frames per second per camera.
- 4.5 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.
- 4.6 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.
- 4.7 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 as soon as practicable after the power failure.
- 4.8 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.
- 4.9 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 4.8 above.

## 5. APPROVED SOURCES

For the purposes of complying with the requirements of 3.4, the installer of the camera surveillance system must be registered with the Director as an approved source. A list of current approved installers is at Attachment A.

### **ATTACHMENT A**

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

- 1) Security and Technology Services, 390 Stuart Highway, Winnellie NT 0820
- 2) TASS Security, 2/6 Steele Street, Winnellie NT 0820
- 3) Tech Chips Business Solutions, 99 Reichhardt Road, Winnellie NT 0820
- 4) Commercial Security Specialists, 52B Comport Street, Cairns QLD 4870
- 5) Optech Surveillance Solutions, 308A Glen Osmond Road, Fullarton SA 5063
- 6) Tyco Safety Products, 137 McCredie Road, Guildford NSW 2161
- 7) H & L Australia Pty Ltd, 55 Belair Road, Kingswood SA 5062
- 8) Alice Springs Surveillance Service, PO Box 1778, Alice Springs NT 0871
- 9) Shane Ride Locksmiths, 21 Railway Terrace, Alice Springs NT 0870
- 10) Talice Security Service, 2 Scott Street, Tenant Creek NT 0860
- 11) CommTech Security, 3 Radge Court, Malak, NT 0812
- 12) LSJ Installations and Electronics, 7 Wangalara Court, Tiwi NT 0810
- 13) Easi Industries, PO Box 1498, Katherine, NT 0851