

# COMMISSIONER FOR LICENSING

## TECHNICAL STANDARDS FOR RECORDED CCTV SURVEILLANCE SYSTEMS IN LICENSED PREMISES – CFLRS002

### 1. RESPONSIBILITY

- 1.1 The Commissioner for Licensing Recorded Closed Circuit Television (CCTV) Surveillance Standards apply to all liquor licence holders (licensee) or permit holders that are required as a condition of the licence or permit to have recorded CCTV surveillance in operation.

### 2. MALFUNCTION

- 2.1 All CCTV equipment must be maintained in good operating condition.
- 2.2 It is the responsibility of the licensee or permit holder to ensure that the CCTV system is in operation and recording at all times liquor is authorised to be sold under the provisions of the liquor licence or liquor permit.

### 3. CAMERAS

- 3.1 The recording resolution must provide sufficient quality images to enable the identity of an individual to be determined.
- 3.2 The surveillance system must operate at a minimum of six frames per second across all installed cameras.
- 3.3 Cameras must have the capability of operating in varying light conditions such that events and persons captured by the surveillance system are clearly discernible (Both colour or black and white cameras are permissible).

### 4. CCTV SURVEILLANCE AREAS

**The following areas must be covered by recorded CCTV surveillance and be reviewable.**

- 4.1 The following areas must be viewable upon review of recorded CCTV surveillance:
- Internal access/egress of each entrance and exit of the licensed premises;
  - Bar service areas and sales points;
  - The exterior area of each entrance/exit of the licensed premises to a minimum radius of 10 metres;
  - Dance floors along with any passageways and stairwells where these lead to other areas of the licensed premises accessible by patrons or where they lead to an exit from the premises; and
  - Outside smoking areas.

## **5. RETENTION OF RECORDINGS**

- 5.1 All recorded information is to be retained for a minimum period of 14 days.
- 5.2 Officers of the Liquor and Gaming Branch may request that a licensee retain specific footage for a period exceeding 14 days.
- 5.3 A copy of any recorded CCTV recorded surveillance is to be provided, upon request by an Authorised Officer under the *Liquor Licensing Act 1990* or a Police Officer. The copy is to be provided within seven days from the time of the request, or as directed.

## **6. CCTV SURVEILLANCE SYSTEMS**

- 6.1 Surveillance system hardware is to be located at the discretion of the licensee.
- 6.2 The system must record the time and date at all times, along with the image. It is the responsibility of the licensee to ensure that the time and date of their system is set to Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT), whichever is applicable.
- 6.3 The system must be able to review and copy recorded surveillance while still recording live images.

## **7. ACCESSING AND COPYING CCTV SURVEILLANCE**

- 7.1 At least one staff member at the premises, or a person easily accessible to the licensee, must be able to operate the surveillance system. This includes being able to copy surveillance footage from the system to a format that can be accessed by the requesting officers.
- 7.2 An Authorised Officer under the *Liquor Licensing Act 1990* and/or a Police Officer must be able to review recorded footage upon request.
- 7.3 If the system does not operate with readily accessible formats, the system must provide a file player with recordings.

## **8. CCTV SURVEILLANCE SIGNS**

- 8.1 The licensee must ensure that the licensed premises prominently displays signs advising patrons that the premises is subject to CCTV surveillance.

**Should you have any queries regarding these surveillance standards, or require advice on any aspect of CCTV surveillance, please contact the Liquor and Gaming Branch as listed below:**

### **LIQUOR AND GAMING CONTACT DETAILS**

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