



This CCTV Policy and Plan forms part of the requirements of the NT Liquor Commission’s CCTV Code of Practice 2022 – Authority for Takeaway.

1) Introduction

Dinah Beach Cruising Yacht Association (DBCYA) is an open plan venue and access to the club is uninhibited by land or sea. Many members and visitors frequent the premises for yachting or social reasons and some members reside onboard their vessels within the club. CCTV surveillance provides Management and the Authorities with the means to monitor anti-social activity and investigate incidents throughout the premises and comply with legislative requirements pertaining to licensed premises. This includes violence, intoxicated behaviour, theft of or damage to property and other incidents such as unauthorized dumping of waste.

2) Camera Surveillance Equipment Specifics

DBCYA operates a 16 channel NVR with 12Tb hard drive that captures the licensed premises area and the internal bar, including the BDR scanning system. It also captures key areas of the club premises including the wharf, pontoon, ablutions, main car park, playground and workshop. Recorded data is saved on the CCTV hard drive for a minimum of 28 days. In addition, the CCTV is required to have the capacity to record for a further 15 minutes in the case of a power outage (any outages over 15 minutes are to be recorded in the CCTV logbook (item 8). The hard drive and CCTV monitor are situated in the bar back office and the cameras are either wired or wifi connected to this system. Access to this area is limited to authorized personnel.

3) Location of CCTV Hardware and Cameras

Four internal cameras operate inside the bar to capture:

- Tills and money counting areas
- The front bar servery
- The BDR register
- Interactions between the purchaser and the bar staff
- Appearance of the purchaser and bar staff
- The back office including safe access and CCTV access
- The alarm system keypad
- The bar entranceway

In addition, four cameras capture the external licensed premises and the remaining eight cameras capture key areas outside of the licensed premises.

Refer to: Attachment A: CCTV Plan – Positioning and Reach of External Cameras
 Attachment B: CCTV Plan – Positioning and Reach of Internal Cameras

4) Purposes for Use

- Monitoring of takeaway sales and BDR checks
- Crime deterrence and investigation
- Asset monitoring and security
- Incident investigation and patron identification thereof
- Public safety and event monitoring

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Responsible Officer:	General Manager	Version	V1.1

- Supporting the response and management of emergencies
- Vehicle and parking monitoring

The use of CCTV must take into account its effect on individuals and their privacy and civil right to engage in or conduct lawful activities. CCTV should be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value and the disclosure of images or information should only take place when it is necessary for such purposes.

5) Appointed CCTV System Administration Manager

The DBCYA General Manager is the appointed Administration Manager and has the responsibility to create and maintain passwords, system setting changes and approve alterations. The Administration Manager will be the contact point for access to information and complaints and this contact information will be available on the DBCYA noticeboard.

6) Authorized Operators – Viewing, Copying and Sharing Footage

- DBCYA General Manager
- DBCYA Bar Supervisor

Authorized Operators can:

- Copy footage for the purpose of public safety, law enforcement, evidence of staff or patron conduct detrimental to the interests of the Association
- Show footage to the Management Committee for incidents requiring internal disciplinary action.
- Use their discretion to show relevant footage to members/patrons directly involved in an incident (perpetrator and/or perpetrated)
- Provide copies of saved footage upon request to Licensed Inspectors or the NT Police. Supplied footage must not be destroyed until written notice is received that the recording is viewable.
- Save information of evidential value securely to file
- Provide training to Authorised Viewers to ensure they are proficient in the use of the system and understand their access permissions

7) Authorized Viewers – Viewing and inspection of CCTV operating status

- DBCYA bar staff attendants on duty
- Management Committee members

Authorized viewers can:

- View CCTV footage to review an incident and if warranted apply disciplinary measures ie instruct a patron to leave the licensed premises
- Advise members/patrons:
 - if an incident involving themselves or their property has been captured on camera
 - that footage will be made available to the police upon request
 - That they can view footage relating specifically to themselves by an authorized operator when next on duty, should that operator deem it appropriate.

A Licensed Inspector and NT Police have legal access to view licensed premises CCTV footage and access to and assistance with this viewing is to be provided by the authorized viewer upon request.

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Authorized viewers cannot:

- Show footage to any person other than the NT Police or a Licensed Inspector, unless directed by an authorized operator.
- Copy, record or share any footage. NT police or Licensed Inspectors seeking a recorded copy can be advised they can request one from an authorized operator.

8) CCVT Logbook - Recording of Information

To meet the requirements of the NT Liquor Commission’s Code of Practice for CCVT, as of 01 Nov 2022 a logbook must be used to record:

- Signed confirmation by the opening bar staff (each day) that the CCTV cameras/monitor screen are in working order.
- Details of any CCTV faults and action required
- Details of any incidents, such as violence, injury or patrons instructed to leave the premises
- Times and dates when recordings have been viewed, copied or shared, including identities of those involved
- Details of staff trained and authorized to use the CCTV equipment – name, training details, CCTV authority and position

9) Security of Data

The DBCYA CCTV system is password coded and only authorized users have access. Access to copied CCTV footage is restricted to the General Manager only. Files will be deleted once their purposes have been discharged.

10) CCTV Equipment Certification

To be performed annually in November/December. Current Provider: Optic Security Group. Certification to be recorded in a register to confirm:

- Images are recording correctly
- The date and time is visible on the recording
- Store each recording for 28 days minimum
- Produce a digital copy of each recording stored.

11) CCTV System – Breakdowns, Inspections, Audits

This policy will be reviewed annually to ensure effective review and audit mechanisms are in place. CCTV camera inspections will be included in the DBCYA OHS Management System’s Equipment Inspection Register.

Any breakdowns to the CCTV cameras within the licensed premises are to be recorded when discovered and actioned for repair within 48 hours, and Licensing to be advised if repairs cannot be conducted within 48 hours.

12) NT Liquor Commission’s ‘Code of Practice for CCTV in Licensed Premises’, effective 01 Nov 2022

DBCYA is required to abide by all relevant requirements of this code for the operation of its CCTV system.

Signed:



DBCYA Commodore: _____

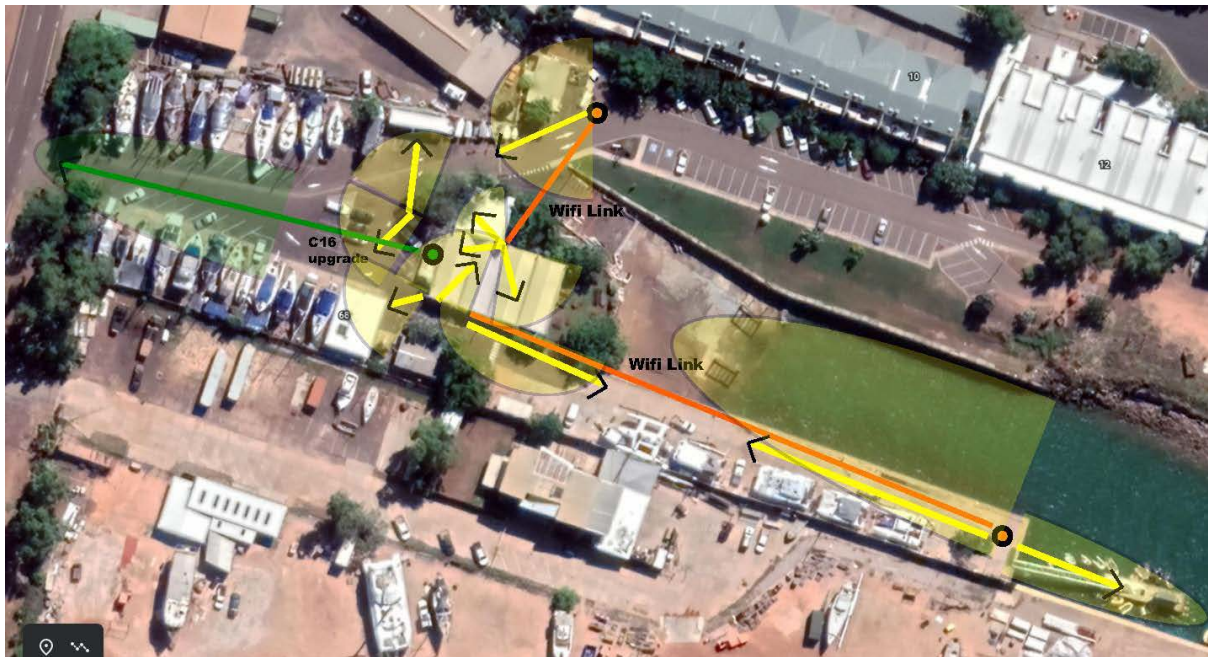
Name: Joy Eggenhuizen

Dated: 07 November 2022

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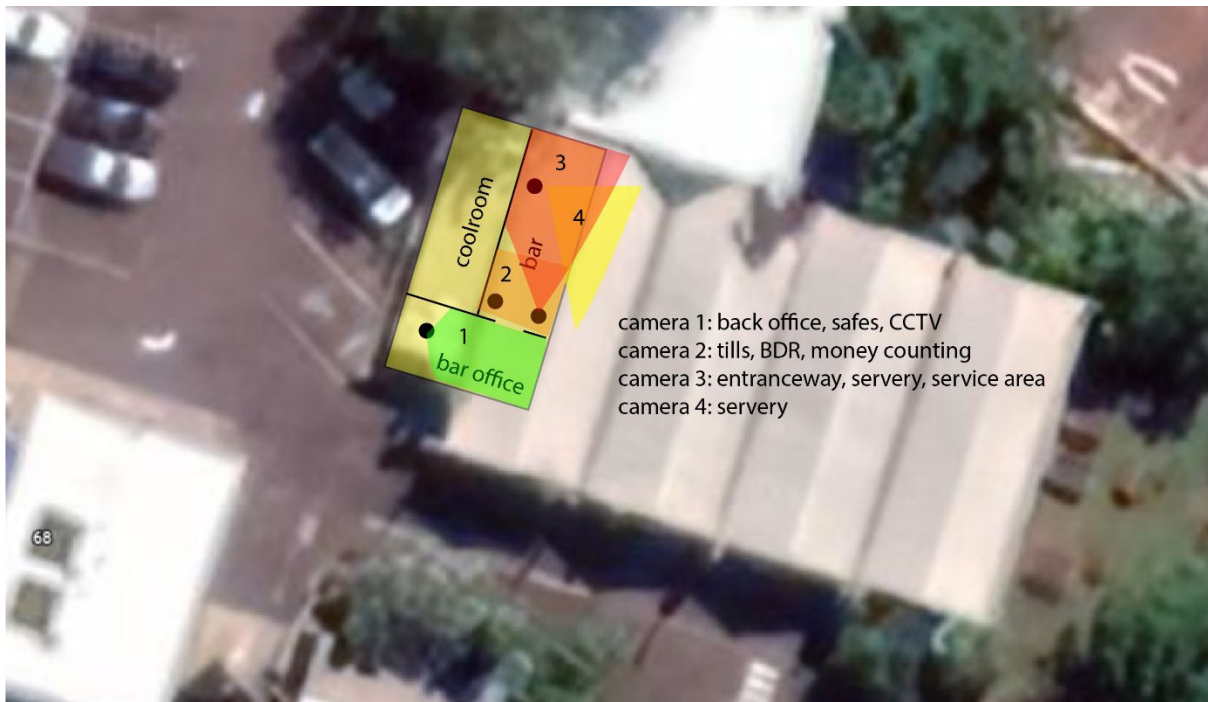
Attachment A: CCTV Plan – Positioning and Reach of External Cameras

12 cameras covering the licensed premises, wharf, careening poles, car parks, workshop, ablution block and kitchen/playground.



Attachment B: CCTV Plan – Positioning and Reach of Internal Cameras

4 cameras covering servery, entranceway, BDR system, tills and money counting areas, safes



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