

CODE OF PRACTICE

CLOSED CIRCUIT TELEVISION (CCTV) MANLY NATIONAL BUILDING (MNB)

Strata Plans 7114 and 13245

Adopted: April 2011.

CCTV Code of Practice

Table of Contents

1. Introduction.....	3
2. Definitions.....	3
3. CCTV Purpose and Use.....	3
4. Management Responsibility.....	5
5. Linkage with other Security Matters.....	5
6. Physical System Details.....	5
7. Operating Staff Rules.....	6
8. Changes.....	6
9. Complaints.....	7

Manly National Building CCTV- Code of Practice

1. Introduction

The purpose of security in Manly National Building (MNB) is to provide a safe environment for every person in or near the MNB.

The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of any person(s) in or near the MNB. It also provides enhanced capability to protect Manly National Building assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against crime, and will often serve to reduce the fear of crime and reassure users of Manly National Building.

This Code of Practice details the way that the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with applicable legislation.

2. Definitions

The following terms will have the following meanings in this policy:

- 2.1 "Code" means this Code of Practice
- 2.2 "MNB" means Manly National Building (MNB) at 22 Central Avenue in Manly, all the common property in Strata Plans 7114 and 13245.
- 2.3 "Control Room Operator" means MNB Personnel responsible for the operation of the MNB security control monitors
- 2.4 "Owners Corporation" (OC) means Owners Corporation for Strata Plan 7114
- 2.5 "MNB Security Personnel" means staff employed or contracted by MNB Owners Corporation to perform security functions

3. CCTV Purpose and Use

Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is available to persons authorised by the Executive Committee (EC) of MNB Owner's Corporation, its Strata Manager(SM) and its Building Manager (BM) all of whom may use a CCTV image or images for one of the following security purposes:

- 1. prevent, deter and detect crime and inappropriate behaviour
- 2. monitoring of entry to the building as a part of the building access control systems
- 3. monitoring of foot &/or motor vehicle traffic
- 4. provision of visual coverage to the management of emergencies
- 5. OH&S and public liability and similar surveillance.

Manly National Building CCTV- Code of Practice

Access to the CCTV recorded images is limited to persons authorised from time-to-time by the OC, the EC, the BM and including but not limited to any emergency service personnel such as the NSW Fire Brigade, the NSW Police and the NSW Ambulance services and security personnel with a legitimate reason to view and/or otherwise use recorded images, including the provision of evidence in support of prosecution in a court of law, tribunal, government enquiry and the like.

Any other authorisation to review any recorded image or images will be given on a case by case basis, which will be determined at the discretion of the Owners Corporation, its EC or its SM.

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this Code will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this Code.

Appropriate signage must be in place to notify all persons entering the Manly National Building that CCTV cameras are in use on the common property (CP), and accordingly, by implication, the movement and activities of all persons whilst on the CP will be recorded whilst on the CP that they may be filmed during their visit.

The wording of this signage is to be as follows:

“SURVEILLANCE CAMERA IN USE” or as otherwise approved by the Executive Committee.

Notices in the Owner’s Corporation notice boards should provide more information on the CCTV system and advise that information on individual rights under privacy legislation may be accessed at the following:

URL: <http://www.manlynational.com>

Installation of CCTV cameras in the MNB will be limited to public places including all parts of the common property such as the building rooftop, entrances and hallways. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in CP areas such as toilets.

Manly National Building CCTV- Code of Practice

4. Management Responsibility

MNB Building Manager has the responsibility for the ongoing management of the CCTV system. The Building Manager is responsible for:

1. controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation
2. providing advice to the EC on the location of cameras and storage of images,
3. supporting the maintenance and upgrade of the cameras where necessary
4. undertaking a regular review of all CCTV facilities to ensure that existing cameras are situated in the most appropriate locations, and are correctly installed so as to ensure the most effective coverage of the CP.

This review will also assess the effectiveness of the coverage provided by the MNB CCTV network, and make recommendations to either the EC or the OC for any further improvement of its capabilities.

5. Linkage with other Security Matters

The operation of the CCTV cameras is governed by legislation at both the State and Commonwealth level. Accordingly all Building Services and Security personnel will be briefed on and operate within the provisions of the *Surveillance Devices Act 2007 (NSW)* and the *Privacy and Personal Information Protection Act 1998 (NSW)*.

New Building Supervisors and Security personnel are to be provided with instructions regarding legal issues surrounding the use of CCTV, prior to their commencement of duties. This will be supported by periodic refresher sessions to reinforce the importance of appropriate usage of the CCTV system.

6. Physical System Details

The CCTV system consists of a number of cameras situated in obvious locations within Manly National Building. Where appropriate, the cameras will continuously record activities occurring in their field of vision, and their content is usually networked with others to provide a range of observations. The Building Manager's office provides the capability for centralized monitoring of live and recorded footage from the network when required.

Continuous monitoring of the CCTV system is not necessary within the MNB environment. Captured footage that has been recorded on the CCTV system will be used only where necessary. In some instances, such as in a response to a notified incident, live output from cameras may be monitored to assist in the dispatch of appropriate support.

Manly National Building CCTV- Code of Practice

MNB residents do not have the right to install their own CCTV camera(s) on the CP of the MNB.

Dummy cameras will not be used in the Manly National Building, and any camera which fails to operate is to be restored to active use, replaced or removed.

CCTV digital recordings must be stored for a minimum of 30 days, to ensure that selected footage is available for use as evidentiary material. The storage will be in a physically secure area accessible only by authorized MNB staff or contractors.

A storage area register of all recordings made, and of any access made to those recordings by MNB staff, contractors, police or other emergency services personnel, will be maintained.

The Building Manager can be authorized by the EC to have remote access to the system but only on the condition that that access is governed by this Code and the *Closed Circuit Television CCTV Code of Practice at MNB*.

7. Operating Staff Rules

All persons involved in the operation of the CCTV system are required to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material

The Building Manager is authorized by the EC to enforce the various statutes and regulations enacted by the State and Commonwealth Governments and to control and regulate behaviour in the building. All security and building personnel will be briefed on the requirements of this Code, and advised that disciplinary procedures will apply in the event of any inappropriate actions.

The Building Manager's office is staffed during normal office hours or as otherwise agreed between the BM and the EC.

8. Changes

Where building refurbishments are made to the Manly National Building an assessment of the CCTV coverage in the new area must be made by the Building Manager to ensure that coverage complies with this code.

Decisions to extend the current CCTV system or its purpose are the sole responsibility of the EC or the Owners Corporation.

Any changes to this Code are required to be publicly notified to all lot owners and residents at the date of the change.

9. Complaints

Manly National Building CCTV- Code of Practice

Complaints regarding the use of the CCTV system in the MNB should be made in writing to the EC or the OC. Comments, suggestions or any feedback regarding the content and operation of this Code should be made to the EC or the OC.

ADOPTED by the Executive Committee (April 2011)

Clive Jones

Secretary

Owner's Corporation SP7114