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| If you need help lodging your form, contact us | |
| Email | council@northernbeaches.nsw.gov.au |
| Phone | 1300 434 434 |
| Customer Service Centres | Manly Townhall, 1 Belgrave Street Manly NSW 2095 |
| | Mona Vale 1 Park Street Mona Vale NSW 2103 |
| | Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099 |
| | Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107 |

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| Office use only | |
| Form ID | 3004 |
| TRIM Ref | |
| Last Updated | 27 September 2017 |
| Business Unit | Integrity & Complaints |

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| Privacy Protection Notice | |
| Purpose of collection: | For Council to provide services to the community |
| Intended recipients: | Northern Beaches Council staff |
| Supply: | If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek |
| Access/Correction: | Please contact Customer Service on 1300 434 434 to access or correct your personal information |

General Information

Northern Beaches Council operates a CCTV camera network in the area around The Corso, Manly Wharf and Manly Art Gallery. Information is recorded for law enforcement purposes and shall only be disclosed to persons or bodies who have a legitimate and lawful right or interest in the information recorded.

Live feeds from the cameras are monitored by Council staff in the Operations Centre of Whistler Street Parking Station from 7.00am to 12.00am between Monday and Thursday and from 7.00am to 10.30pm between Friday and Sunday.

If Council staff observe an incident of concern from the live feeds, they will take the following steps:

- Staff will notify NSW Police Shift Supervisor by telephone on 9977 9499.
- The recording of the incident will be immediately archived and saved to a secure storage area in accordance with Council's CCTV Footage Export Procedure.

All requests for video footage must be made in writing to Northern Beaches Council. The request must state the event number, incident time, date, description, camera number and location. Release of video footage is subject to the approval of the Chief Executive Officer or his delegate.

On weekends, public holidays, and other times when Northern Beaches Council is closed for business, requests for video footage may be made to the Operations Centre at Whistler Street Parking Station. However, footage requested through the Operations Centre will be actioned on the next business day at the earliest.

The server for the CCTV camera network is administered by Council's Technology Infrastructure Branch. In the event of a failure or other problem with the network, please telephone 02 9976 1500 or by email on records@northernbeaches.nsw.gov.au to report the problem.

Part 1: Requesting Officer – NSW Police

| | | | |
|---------------------|--|----------------|--|
| Officer's Name | | | |
| Registration Number | | Station | |
| Phone Number | | Date Requested | |
| Email Address | | | |

Part 2: Requested Footage

| | | | |
|--------------------------|---|------------------|---|
| Camera (Number/Location) | | | |
| Date of Incident | | Time of Incident | |
| Description of Incident | | | |
| | | | |
| Police Reference: | E | C | I |

Part 3: Terms & Conditions (please tick)

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| | I apply for the above CCTV footage. |
| | I require the footage for law enforcement purposes and acknowledge that it is a condition of disclosure of the footage that it only be used for law enforcement purposes. |
| | I warrant and declare that the requested footage will not be used for any other purpose. |
| | I warrant and declare that I will not copy, reproduce or publish the footage or any copy of the footage, nor cause or permit the footage or any copy of the footage to be copied, reproduced or published in any manner not otherwise permitted at law. In addition, I warrant and declare that I will not provide the footage or a copy of the footage to any third party except as otherwise permitted at law. |
| | I acknowledge and accept that Northern Beaches Council shall not be liable for any losses or damages, including incidental or consequential damages, resulting from any unauthorised use of or reliance upon the requested footage or any information contained in that footage. |
| | NSW Police indemnifies Northern Beaches Council (including Council's agents not limited to Council's members and employees) in relation to any claims made against any of the foregoing arising in connection with Northern Beaches Council providing me with the requested footage. |
| | I declare that I have authority to make this request and to sign this form on behalf of NSW Police |

Part 4: Signature

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|--------------------------------|--|------|--|
| Requesting Officer's Name | | Date | |
| Requesting Officer's Signature | | | |

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| Office Use Only | | | | |
| Footage Archived By: | | File Name: | | Date |
| Footage Release Approved By: | | | | Date |
| Received By (Print Name) | | Signature | | Date |