

Protocol for Requesting CCTV Footage from Strathfield Council

Strathfield Council operates an Internet Protocol (IP) based CCTV camera network in town centres located in the Strathfield Local Government Area. The information contained in the footage recorded is collected for law enforcement purposes and shall only be disclosed to persons or bodies who have a legitimate and lawful right or interest in receiving such information.

The information is not disclosed for any unauthorised purpose nor is it disclosed to any person or body who does not have a legitimate and lawful right or interest in receiving the information. CCTV footage that contains personal information will only be disclosed by Strathfield Council for law enforcement purposes or as otherwise required or permitted at law. It is a condition of disclosure that such footage only be used for law enforcement purposes.

When footage is required by Police for review, all requests must be received in writing stating the time and date of the incident for approval and release of the relevant information on DVD, CD or USB, by the General Manager or his delegate. The requesting officer is to indicate the location of the incident and the relevant camera/location from which the footage would have been recorded.

All requests for information on DVD, CD or USB from Council's CCTV network in the Strathfield Council area must be received in writing.

The completed form should be lodged with Strathfield Council by:

In-person: Strathfield Council, 65 Homebush Road, Strathfield NSW 2135 (during business hours)

Email: council@strathfield.nsw.gov.au

Fax: 02 9764 1034

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Please Note: Footage cannot be provided in under 2 working days, unless need is of extreme urgency. For matters of extreme urgency, the request must be counter signed by Station Crime Manager.

REQUESTING OFFICER – NSW POLICE

Name: _____

Badge No: _____ Station: _____

Phone No: _____ Date requested: _____

Email address: _____

REQUESTED FOOTAGE

Camera (Number or Location): _____

Date of incident: _____ Time of incident: _____

Description of incident: _____

By signing below, you are agreeing to all of the following:

- I apply for the above CCTV footage.
- I require the footage for the 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 not cause or permit the footage or any copy of the footage to be copied, reproduced or published in any manner not otherwise permitted by 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 by law.
- I acknowledge and accept that Strathfield 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 the footage.
- NSW Police indemnifies Strathfield Council (including Councils agents not limited to Councils members and employees) in relation to any claims made against any of the foregoing arising in connection with Strathfield 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.

Applicant signature: _____ Date: _____

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OFFICE USE ONLY

Footage Archived By: _____ File Name: _____

Footage Release Approved By: _____ Date: _____

Received by: _____
(Print Name) (Signature)

File Name	Camera Number	Location	Download Time

Officer responsible for download: _____

Chain of evidence signed by: _____
(Print Name) (Signature)

Total hours for download processing: _____

Cost of footage provision: _____