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MASTER SECURITY LICENCE No. 408916063

Surveillance Footage Request Form

Requestors Name:

Requestors Address:

Requestors Contact Details:

Police Event No.:

Police LAC Details:

Police officer details:

Date of Incident:

Time of Incident:

Cameras covering Incident:

(Also provide photos and attach)

General Description of Incident:

Total Number of pages including this one:

Internal Use			Additional Commentary
<i><u>Pre-Site</u></i>			
Private or Strata Request:	Private	Strata	
Private Requestor Quoted & Payment Received:	Y	N	
Or. Strata Purchase Order Received	Y	N	
SFRF001 Completed Satisfactorily?	Y	N	
Is CCTV likely to be available on the DVR / NVR?	Y	N	
(Assign probability and reasons for your probability opinion above)			
Potential issues explained to requestor?	Y	N	
Controls Required for potential risks / issues?	Y	N	If Yes, signed JSEA and Supervisor required.
Keys required to access site recorder room.	Y	N	
<i>If above Favourable, Proceed to site</i>			
Incident Found (IF) or Date Span Backup (DSB) made ?	IF	DSB	
Police Required to attend	Y	N	
Copy of Footage Issued to Police with this document attached:	Y	N	Receiving Officer Name and Date:
Mandatory Reporting Required	Y	N	If Yes, Supervisor Required.
Report and Invoice Issued to Stakeholders	Y	N	
Additional comments:			
Staff Member Name and Date Actioned:			

**The Privacy Act 1988 (Cth) generally prohibits release of CCTV footage to the requestor.
If footage is ultimately released to NSW Police, the Requestor will need to seek access via Freedom of Information provisions under NSW law.**

Please provide as much detail as possible and attach photos, maps etc so our Team can expedite this request.
Requestor cannot participate in collection / investigation of incident and must liaise with Police officer regarding all aspects of the incident. Austral Surveillance does not retain copies of footage once issued to Police