

## Security Management Statement

### CCTV Surveillance

1. The use of CCTV Surveillance onsite is and will remain clearly indicated at main entry points, on areas of thoroughfare, visitors' parking and garbage rooms.
2. The CCTV Surveillance system is password protected, secured in a locked room onsite.
3. Cameras are clearly visible and are located in common areas only. Cameras will not record any internal living space of a lot.
4. Cameras are set to record time-stamped video images only and do not record sound.
5. Footage may be accessed only by the following people or entities:
  - (a) An authorised service provider in carrying out maintenance, repair or obtaining footage following a request of the Owners Corporation or Strata Committee;
  - (b) The Building Manager, provided the Building Manager has written approval to access the footage and access to the footage is for the purpose of carrying out their day-to-day functions or at the request of the Owners Corporation or Strata Committee ;
  - (c) The Strata Committee, provided access is for the purpose of dealing with Owners Corporation's affairs in relation to a purpose set out at paragraph 7.
6. The video footage is stored for up to one month from recording date only, and is thereafter erased from the system. Any and all video footage is the sole property of the Owners Corporation of SP 90323.
7. The purpose of the system is to:
  - (a) Discourage:
    - i. unauthorized persons from illegal entry to the building
    - ii. criminal activity within the building
    - iii. misconduct on or misuse of Common Property
    - iv. unsafe work practices on Common Property
  - (b) Assist in the investigation of:
    - i. criminal activity including theft, trespass, vandalism, malicious damage and assault on Common Property (where applicable)
    - ii. Breaches of by-laws on Common Property that could reasonably lead to pecuniary costs or losses by the Owners Corporation, or further damage to Common Property and/or that could interfere with the use and enjoyment of the owner or occupier of another lot or any person lawfully using Common Property.
    - iii. Work, Health and Safety incidents; and

- iv. Insurance claims relating to incidents on or affecting Common Property. Only relevant evidence or information may be used and/or recorded for any of the above matters.
  - (c) Be used or submitted as evidence in any court or tribunal proceedings, or other legal action relating to the items listed at 7 (b) of this statement.
8. Relevant evidence or information, if available, may only be provided to:
- (a) Where the incident or issue requiring investigation relates to Common Property, to the Strata Managing Agent, the insurers and legal advisers of the Owners Corporation and/or to Police Officers;
  - (a) Where the incident or issue requiring investigation relates to lot property, a lot, or a lot owner or occupiers personal property, subject to the written request of a lot owner or occupier, to Police Officers to investigate alleged criminal activity or malicious damage to their own Lot Property, inclusive of designated car spaces and any storage cage; and
  - (b) to authorised persons under Court, Tribunal or WorkCover matters and proceedings.

### **Access Control System**

9. The Access Control System records by date and time usage by all registered swipe card holders on each security door or gate, is password protected and is secured within a room, onsite.
10. The Access Control System may only be accessed by
- (a) an authorized service provider; and
  - (b) The Strata Managing Agent ; and
  - (c) the Building Manager, provided the Building Manager has been provided with authority to access the system either in the building management agreement, or by a resolution of the Owners Corporation, by both the Strata Managing Agent and the Strata Committee.
11. Activating or deactivating a swipe cards and maintaining a Register of Swipe Card Holders may only be done by the Strata Managing Agent or by the Building Manager if authorised under item 10(c). The Register of Swipe Card Holders is owners corporation property and an up to date copy will be provided to be kept by the Strata Managing Agent every six months.
12. Event logs/User access data may be used as a supplementary means to assist in the identification of Lots (Units) or non-Lot Holders (eg authorised service providers) involved with reported activities as set out at paragraph 7 above.

## **Owners Corporation SP 90323**

**01 March 2018**

