



# **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

Prepared by Project and Policy Team Transport Services

## Index

Introduction .....	3
Definitions .....	3
Outline of Taxi and Minibus Security Camera Program .....	4
Purpose.....	5
Privacy .....	5
Complaints .....	5
Media .....	5
Roles and Responsibilities of Stakeholders .....	5
Operator .....	5
Driver.....	6
Network .....	7
Supplier .....	7
Authorised Persons .....	8
Northern Territory Police (NT Police) .....	9
Department of Transport (DoT).....	9
Image Downloads.....	9
Safety Related Incident.....	10
Storage of Images .....	10
Evidence Envelope .....	11
Record Keeping.....	11
Testing, Service and Maintenance.....	11
Installation of Approved Security Camera Systems .....	12
Training.....	12
Operational Status .....	13
Transfer of Systems.....	13
Audit.....	13
Notifications.....	13
Liability Issues.....	13
Contacts.....	13
Appendix A – Legislation .....	15
Appendix B – Forms .....	16
Sample Image Download and Memory Unlock Register .....	16
Evidence Certificate form.....	17
Evidence Envelope .....	18
Incident Report.....	19

## **Introduction**

On 28 June 2010, the Northern Territory Government announced the introduction of security cameras in Taxis and Minibuses in the five Taxi and Minibus areas in the Territory.

These operational requirements have been developed to define the roles and responsibilities of stakeholders in the management of security cameras in Taxis and Minibuses. This is to ensure that images are viewed, copied and handled in a manner that protects their admissibility into evidence and to protect an individual's right to privacy.

## **Definitions**

**Authorised Purpose** – for which an Authorised Person or Officer may examine or copy a recording taken by an Onboard System fitted to a Taxi or Minibus, means

- a. ensuring compliance by the Operator of a Taxi or Minibus with requirements that apply to the Operator under a law in force in the Territory;
- b. ensuring compliance by the driver of a Taxi or Minibus with requirements that apply to the driver under a law in force in the Territory;
- c. ensuring compliance by a passenger of a Taxi or Minibus with requirements that apply to the passenger under a law in force in the Territory with an obligation to pay the fare for a hiring of the Taxi or Minibus;
- d. investigating an offence committed in the Territory or elsewhere (including locating a person in connection with such an offence) or otherwise enforcing a law in force in the Territory;
- e. locating a missing person or furthering an investigation into the safety or welfare of any person;
- f. inspecting, maintaining, repairing or testing an Onboard System.

**Authorised Person** means a person authorised in writing by the Director to either, inspect, maintain, repair and test Onboard Systems and / or examine and copy recordings taken by Onboard Systems for an Authorised Purpose. The Authorised Person may be required to attend Court with the Onboard System software to give evidence in relation to images copied and to allow the Court to satisfy itself with the integrity of the images.

**Director of Commercial Passenger (Road) Transport (Director)** has the same meaning as in the Commercial Passenger (Road) Transport Act.

**Driver** means the person driving a Taxi or Minibus for hire or reward.

**Image Recording** means

- any electronically stored information from which a recorded image is capable of being generated; and
- any print-out or other reproduction of the recorded image.

**Installer** means a person approved by a Supplier to install and maintain the Supplier's Security Camera System in Taxis and / or Minibuses in the Northern Territory.

**Memory Unlock** means the process whereby the protected memory of the Onboard System is unlocked to allow Image Recordings to be overwritten (if required). Memory Unlocks are required when an excessive number of emergency events have been triggered within the memory capacity and release timer of the Onboard System.

## Northern Territory taxi and minibus operational requirements in relation to onboard systems

**Minibus** means a motor vehicle for which a Minibus licence is in force. Network means a communications and / or dispatch Network approved pursuant to Section 71 of the Commercial Passenger (Road) Transport Act.

**Officer** means an inspector, police officer or member of the Australian Federal Police.

**Onboard System** means an approved Taxi or Minibus Security Camera System fitted to a Taxi or Minibus; or a particular Minibus Security Camera System that is not an approved system but, immediately before the commencement of or Part 3A of the Minibus Regulations, was fitted to a particular Minibus as a Minibus Security Camera System for it.

**Operator** has the same meaning as in the Commercial Passenger (Road) Transport Act.

**Security Camera System** means a system designed to be fitted to a Taxi or Minibus to record images of persons in or near the Taxi or Minibus.

**Serious Incident** means an incident in or about a Taxi or Minibus involving an assault causing harm, sexual assault, murder or robbery as defined in the Criminal Code Act.

**Specifications** means the Northern Territory Taxi and Minibus Security Camera Specifications (Specifications) approved and issued by the Director.

**Stakeholders** include the Department of Transport, NT Police, Suppliers and Installers, Taxi and Minibus Networks, Operators and Drivers.

**Supplier** means a person or body corporate who makes Security Camera Systems available to Taxi and Minibus Operators and who facilitate assessment of the systems against requirements contained in the Northern Territory Taxi and Minibus Security Camera Specifications.

**Taxi** means a motor vehicle for which a Taxi licence is in force and includes a Multiple Purpose Taxi, Peak Period Taxi and Substitute Taxi.

**Taxi Area / Minibus Area** means the gazetted Taxi and Minibus areas of Darwin, Alice Springs, Katherine, Nhulunbuy and Tennant Creek.

**Transport Inspector** means a person appointed as Inspector under the Commercial Passenger (Road) Transport Act and includes the Director.

**VIN** means the 17 digit vehicle identification number as marked by the vehicle manufacturer.

### Outline of Taxi and Minibus Security Camera Program

The aim of the Northern Territory Taxi and Minibus Security Camera Program is to provide a safer environment for Taxi and Minibus Drivers and their passengers. This is achieved by the installation of approved Security Camera Systems that are capable of recording incidents and leading to the potential identification of offenders. Hence security cameras may act as deterrents to likely offenders.

However, it is recognised that security cameras do not provide guaranteed safety to Drivers and passengers. Individuals should always be attentive of their own personal safety.

The program also aims to protect the privacy of individuals in a Taxi or Minibus through the controlled access and use of images taken by the Onboard System.

Images are only to be accessed and viewed for an Authorised Purpose. Requests for images to be copied to support a complaint can be made by any person, providing the images are to be used for an Authorised Purpose.

## **Purpose**

These operational requirements are designed to reflect the relationship between the Director and relevant Stakeholders, providing direction and guidance for the practical conduct of the security camera program. They include sufficient administrative details to allow understanding of the basic program concept and implementation, while referring to relevant sources for specific advice.

Where this manual obliges Stakeholders to develop and maintain a system, i.e. a mechanism, policy, procedure, record, guide or document for program administration, the system must meet the requirements of the program and may be audited by the Director.

## **Privacy**

Security Camera Systems shall be used in a manner that protects the privacy of Drivers and the public. Any image produced from an Onboard System shall not be reproduced in any form other than as authorised by legislation and these operational requirements.

Any image from an Onboard System will be handled by a Northern Territory public sector organisation, Authorised Persons and contract service providers in accordance with the Information Act which includes the Information Privacy Principles contained in Schedule 2 of the Act.

## **Complaints**

Complaints relating to technical issues, such as location of cameras, maintenance issues and operational matters are to be directed to and actioned by the Taxi / Minibus Operator or Supplier or Installer, as appropriate. Complaints of a regulatory nature are to be directed to the Accreditation and Audit Unit in the Department of Transport.

All complaints relating to the security camera program are to be responded to promptly and dealt with in a responsible and appropriate manner.

## **Media**

All requests for information on the program from any media representative should be directed to Marketing, Communications and Secretariat Branch of the Department of Transport.

The release of Image Recordings for the purpose of aiding an investigation is the sole responsibility of NT Police. Under no circumstances is any Authorised Person, Officer, Taxi or Minibus Network / Operator / Driver, Supplier / Installer or Department of Transport Officer to release any Image Recordings to the media or other parties.

## **Roles and Responsibilities of Stakeholders**

### **Operator**

In operating a Taxi or Minibus, it is the Operator's responsibility to:

- Not cause or permit the Taxi or Minibus to be operated unless it has an Onboard System.
- Maintain the Onboard System in a fully operational condition at all times.

## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

- Not allow the Taxi or Minibus to be driven for hire or reward if the Onboard System is malfunctioning in any way.
- Make arrangements for the copying of images, as well as the servicing and repair of Onboard Systems in accordance with these requirements, and make such arrangements known to all Drivers of Taxis and Minibuses operated by the Operator.
- Ensure that an approved Security Camera System sign is fitted to each entry side of the Taxi or Minibus and in a conspicuous place inside the Taxi or Minibus that allows passengers to readily see the sign and be aware that they may be under surveillance when in or near the Taxi or Minibus.
- Ensure that Privacy Information signage is fitted in a conspicuous place inside the Taxi or Minibus that allows passengers to readily see the sign.
- Arrange training for Drivers in the use of the Onboard System.
- Ensure all Drivers are competent in the operation of the Onboard System, and provide additional training to Drivers if required or requested.
- Maintain a register of Drivers trained on Onboard Systems in the Operator's Taxi(s) / Minibus(es) and confirm each as competent.
- Advise NT Police immediately of any Serious Incident.
- Develop and implement any additional procedures to facilitate compliance with these requirements.

### **Driver**

In driving a Taxi or a Minibus fitted with an Onboard System, it is the Driver's responsibility to:

- Be competent in the operation of the Onboard System, and request additional training if required.
- Know how to arrange for the copying of images if required.
- Ensure that the Onboard System is operating correctly before commencing a shift (as shown by the system indicators), and regularly check that it continues to operate correctly during the shift.
- Not take any fares if the system is malfunctioning in any way.
- Not drive the Taxi or Minibus unless there are approved security camera signs fitted to each entry side of the Taxi or Minibus and in a conspicuous place inside the Taxi or Minibus that allows the passengers to readily see the sign and be aware that they may be under surveillance when in or near the Taxi or Minibus.
- Operate the Onboard System in accordance with the Manufacturer and Supplier's instructions.
- Report any malfunctions to the Operator immediately.
- Report all Serious Incidents immediately to the Operator and the Network if it is safe to do so. Only request image copy for an Authorised Purpose.

## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

- Following a Serious Incident, comply with the instructions of the Operator, Taxi / Minibus Network, Police Officer or Transport Inspector in respect of the copying of images from the system.

### **Network**

In providing services to Taxis or Minibuses fitted with Onboard Systems, it is the Taxi or Minibus Network's responsibility to:

- Advise NT Police immediately of any Serious Incident.
- Advise Operators and the Senior Accreditation and Audit Officer in the Department of Transport of any breaches of these requirements by a Driver in a timely manner.
- Provide advice to Drivers regarding the location of an Authorised Person.
- Develop and implement any additional procedures to facilitate compliance with these requirements.

### **Supplier**

In providing Security Camera Systems to Taxis or Minibuses, it is the Supplier's responsibility to:

- Obtain approval from the Department of Transport for the Security Camera System, based on the Specifications, prior to offering the system for installation in Taxis or Minibuses in the Northern Territory.
- Certify a Security Camera System where an approved Security Camera System or component is transferred from one Taxi or Minibus to another.
- Ensure that persons who are involved in the sale, installation, servicing or maintenance of a Security Camera System are competent and trained in these activities, including the purpose and main elements of privacy protocols.
- Advise all Stakeholders of any material change to a prescribed or minimum function or feature of the Security Camera System and/or software.
- Supply and install only Security Camera Systems approved by the Department of Transport. Maintain a register of the details of all Security Camera Systems installed in Taxis and Minibuses and/or transferred between Taxis and Minibuses. The register will include but not be limited to the Taxi / Minibus registration number, VIN, Security Camera System model / serial number and date installed and/or transferred.
- Provide clear written instructions on the operation of their Security Camera System with each installation.
- Provide directly, or make other arrangements, to ensure that the Security Camera System shall be supported by a twenty-four (24) hour technical support facility for recovery of images from
- Taxis or Minibuses fitted with an approved system.
- Restrict access to proprietary software and hardware used to copy images to prevent the unauthorised recovery of images.
- Maintain a register of holders of the proprietary software and hardware used to copy images. Make available to the Department of Transport, and other parties nominated by

## Northern Territory taxi and minibus operational requirements in relation to onboard systems

the Department of Transport, a copy of the current version of software and hardware to facilitate copying of images for auditing and investigation purposes.

- Develop and implement any additional procedures to facilitate compliance with these requirements.

Note: the Supplier may delegate in writing some of the above responsibilities to an approved Installer.

### Authorised Persons

In providing services for the examination or copying of recordings taken by Onboard Systems, it is the Authorised Person's responsibility to:

- Have the necessary technical knowledge, training and equipment to examine or copy recordings taken by Onboard Systems.
- Provide and maintain reliable facilities for examining and copying of recordings taken by the system.
- Restrict access to propriety software and hardware used to examine or copy recordings from the system to prevent the unauthorised use of images.
- Examine or copy recordings taken by Onboard Systems only for an Authorised Purpose. Conduct system Memory Unlocks when presented with a Taxi or Minibus that requires a Memory Unlock.
- Record details of the images examined or copied and Memory Unlocks in a download register (see Appendix B for a sample).
- For images related to incidents requiring further action, save to one recordable compact disk (CD-R) all encrypted incident images and save to another recordable compact disk decrypted incident images. The use of read write compact disks (CD-RW) is not permitted. Recordable DVD (DVD-R) disks are permitted.
- Label the compact disks with the date of the incident, date of examine/copy and Taxi / Minibus registration number.
- Ensure that the compact disks are stored securely to prevent loss, unauthorised access or destruction.
- Ensure that a security camera incident report is completed and faxed to the Department of Transport within one (1) working day of the image copy being downloaded (see Appendix B). Insert one copy of the completed report into an evidence envelope. Drivers reporting an incident must provide an incident report. However, if a complaint is against a Driver, the Taxi /
- Minibus Operator, Network or Transport Inspector must complete the incident report.
- Arrange for the evidence envelope to be securely delivered to a Police Officer for Serious Incidents or to a Transport Inspector for all other incidents.
- Restrict access to copied images to only those people who need to have access to the images for an Authorised Purpose.
- Destroy all copies of Image Recordings within 30 days after the date the images were copied.



## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

- However, this time period may be extended if a copy of the recording is required by a court.
- NT Police and Transport Inspectors may retain copies of recordings for a longer period to support an investigation or a prosecution. However, copies of recordings retained for longer than 30 days are to be destroyed as soon as they are no longer needed.
- Destroy all copies of Image Recordings copied for service or maintenance within 30 days after the date the copies were made. However, copies of images may be retained for warranty or test certification purposes only if the copied images were obtained from a Taxi or Minibus that was not in service and not occupied by a fare paying passenger at the time the images were captured.
- Develop and implement any additional procedures to facilitate compliance with these requirements.

### **Northern Territory Police (NT Police)**

It is the responsibility of NT Police to:

- Utilise images from Onboard Systems to support the investigation and prosecution of offences committed in or about Taxis or Minibuses as necessary.
- Request within 30 days of the date of the image an electronic copy of any additional images required to support an investigation or prosecution, otherwise all electronic copies will be destroyed.
- Train NT Police personnel in the receipt and handling of images from Onboard Systems in Taxis and Minibuses.

### **Department of Transport (DoT)**

It is the responsibility of DoT to:

- Facilitate the implementation of Security Camera Systems in Taxis and Minibuses.
- Monitor compliance with these requirements through audits.
- Refine these requirements in consultation with Stakeholders, as required from time to time.
- Facilitate communication between Stakeholders on matters related to Onboard Systems in Taxis and Minibuses.
- Provide resources it deems necessary to facilitate reporting and compliance with these requirements.

## **Image Downloads**

Image Recordings should only be retrieved from an Onboard System for an Authorised Purpose, and shall not be retained indefinitely.

People subject to any allegations or investigations (for example a Driver) must not be involved in the image copying or handling of the images.

## Northern Territory taxi and minibus operational requirements in relation to onboard systems

If the construction of the system allows, the memory module may be removed to aid in the copying of images in remote or isolated areas by the Authorised Person, Officer or NT Police using the appropriate specialised tools. The completion of incident notifications and download registers must also be completed in accordance with these requirements if the memory module is removed and images copied at another location.

Removed memory modules are to be under constant safe security that prevents the memory module from being damaged, lost or stolen.

### Safety Related Incident

Following a safety related incident, a person may make contact with a Taxi / Minibus Network, the Operator, the Department of Transport or NT Police, requesting investigation of the incident by reference to security camera images.

In instances, where a person (for example a Driver or member of the public) notifies a Taxi / Minibus Network or Operator of an incident, advice is to be sought from an Authorised Person that the copy of an Image Recording will be for an Authorised Purpose.

If the advice confirms that copying is for an Authorised Purpose, this will require the Driver being instructed to take the Taxi / Minibus to the Authorised Person, to have the images relating to the incident copied.

Upon presentation of the Taxi / Minibus to an Authorised Person, it is recommended that the person involved in the incident (for example, the Driver) be present to assist in deciding the beginning and end of the series of images relating to the incident. The Authorised Person shall copy the entire series of images relating to the incident.

The encrypted and decrypted copied images must be saved to separate CD-R or DVD-R storage disks (not read write), and the disks labelled with the date of the incident, date of copy and Taxi / Minibus registration number. Copies of the images may be retained on the hard drive of the computer used for the copy. However, all copied images must be managed in accordance with these protocols.

**Note:** a Serious Incident may require that images be copied at the scene, or that images be copied without the assistance of the Driver. NT Police are to be notified of Serious Incidents immediately it is safe to do so.

### Storage of Images

It is recommended that where the images are stored temporarily on a computer hard drive they be saved under a directory structure similar to the following:

#### **Root directory - security camera images - incident date – Taxi / Minibus registration number**

"Date" uses the format year-month-day of the incident. For example, the directory for copies made on 16 December 2009, would be 20091216. The images would then be saved in subdirectories using the Taxi number. An example of a directory path may be:

*C:\security camera images\20091216\TAXI123\*

This will facilitate easy identification of directories containing images approaching the required destruction date, and convenient reproduction of additional images where required by NT Police or the Department of Transport.

## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

It is recommended that the incident date be used in preference to the coping date, where these vary, as future reference to the incident will most likely be made using the incident date and Taxi / Minibus number.

Note: these requirements do not apply to NT Police as it has its own evidence handling protocols.

### **Evidence Envelope**

Secure envelopes are to be used when forwarding copied images as evidence to DOT or NT Police. Evidence envelopes must have information on the outside and must contain items on the inside as noted in Appendix B.

The evidence envelope must be sealed and securely transported to NT Police (for Serious Incidents) or to a Transport Inspector (for all other incidents). In instances where the contents of the evidence envelope relate to allegations about a Driver, the Driver must not be involved in the transporting of the envelope.

### **Record Keeping**

The Authorised Person shall record details of the images copied and Memory Unlocks in a register maintained for this purpose. See Appendix B Forms.

The details are to include:

- Date and time of incident.
- Name and contact details of the person reporting the incident.
- Taxi / Minibus registration number and VIN.
- Security Camera System serial number.
- Authorised Purpose for copy.
- Time and date of the image copy / Memory Unlock.
- Name of person who performed the copy / Memory Unlock.
- Name and contact details of the person to whom the evidence envelope was given to.
- Time (from / to) and date of the images copied. Date images destroyed (if applicable).

Transport Inspectors will conduct regular audits of the register.

### **Testing, Service and Maintenance**

The Operator of a Taxi or Minibus to which an Onboard System is fitted shall keep the Onboard System in good order and condition and, for that purpose, have it tested by an Authorised Person as often as is necessary to ensure its accuracy but not less than once in each 12 monthly period.

Images may be retrieved from an Onboard System for testing, service or maintenance. Generally, the images copied must be destroyed within 30 days after the date the images were copied (see Authorised Persons above) and managed in accordance with the these requirements.

## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

However, copies of images may be retained for warranty or test certification purposes only if the copied images were obtained from a Taxi or Minibus that was not in service and not occupied by a fare paying passenger at the time the images were captured.

Suppliers shall provide procedures for testing, service and maintenance of their Security Camera System. Access to images copied during testing, service and maintenance shall be strictly controlled and limited to only those people who need to view the images as an integral part of their function in completing the works.

A register shall be maintained of all images retrieved for testing, service and maintenance. See Appendix B.

### **Installation of Approved Security Camera Systems**

Installations will be carried out by a competent person authorised by the Supplier.

Installations shall be carried out in accordance with manufacturer's instructions, specific instructions from the Department of Transport (if any) and in compliance with the Specifications. Where there is any discrepancy between the manufacturer's instructions and the Specifications, the requirement of the Specifications shall take precedence.

It is the responsibility of Suppliers to develop their own procedures for the installation of approved Security Camera Systems in Taxis and Minibuses, in order to facilitate compliance with these requirements. The following should be used as a checklist for the development of those procedures:

- Install the system in accordance with manufacturer's instructions, Department of Transport instructions and in compliance with the Specifications.
- Fully test the operation of the system, alignment of cameras, and verify functionality under low light conditions.
- Ensure a connection point is readily accessible for routine testing of camera functionality, focus and alignment.
- Provide training in the operation of the system to the Operators of each Taxi or Minibus where a Security Camera System is installed.
- Provide written operating instructions for the Driver.
- Destroy all images copied and/or printed during installation, in accordance with these requirements.

### **Training**

It is the responsibility of Operators to ensure that Drivers of their Taxis and Minibuses are competent in the operation of the Onboard System installed in the Taxi or Minibus. Operators shall liaise with Suppliers to ensure that training in the operation of the Onboard System is provided to each Driver of each Taxi and Minibus operated by the Operator.

The Driver must be checked by the Operator as competent in being able to:

- check that the Onboard System is working;
- recognise when the Onboard System is not working;

## **Northern Territory taxi and minibus operational requirements in relation to onboard systems**

- activate the emergency function and other similar functions that activate image capture; and
- complete a security camera incident report.

The Operator is required to maintain a register of all Drivers that operate the Operator's Taxi(s) or Minibus(es) and the dates the Drivers were assessed competent in the above mentioned requirements. The register must be made available to a Transport Inspector upon request.

### **Operational Status**

It is the responsibility of Operators and Drivers to ensure that the Onboard System is in working order.

Where an Onboard System requires servicing or maintenance, Operators shall make arrangements to have the system restored to a fully functioning state as soon as practicable. The Taxi or Minibus shall not be operated for hire or reward without the Onboard System in a fully functioning state.

### **Transfer of Systems**

It is acknowledged that approved Security Camera Systems may be transferred to another vehicle to be used as a Taxi or Minibus. The installation and recertification of the approved Security Camera System must be performed in accordance with these operational requirements.

### **Audit**

The Department of Transport will conduct random audits of Operators, Drivers and Networks of Taxis and Minibuses and of records required to be held by the Authorised Person to ensure compliance with these requirements and other related requirements.

### **Notifications**

Any Stakeholder who becomes aware of any act, omission, circumstance, or occurrence which directly or indirectly adversely affects, or is likely to adversely affect, the operation of Onboard Systems in Taxis or Minibuses should notify a Transport Inspector as soon as practicable.

### **Liability Issues**

Taxi and Minibus Operators should be aware that failure to adhere to these requirements could potentially expose them to liability claims, especially where the Onboard System may not be functioning correctly or, the Driver is not competent in its operation.

It is recommended that Taxi and Minibus Operators seek independent legal advice and develop procedures to ensure that they limit the opportunity for claims that may otherwise arise out of claims of negligence or breach of contract.

### **Contacts**

#### **Darwin:**

Senior Transport Inspector MVR Darwin

## Northern Territory tax and minibus operational requirements in relation to onboard systems

Motor Vehicle Registry  
Goyder Road, Parap  
Phone: 1300 654 628  
Fax: 8999 3103  
Email: [mvr@nt.gov.au](mailto:mvr@nt.gov.au)

### Accreditation and Audit Unit

Energy House  
Cavenagh Street, Darwin  
Phone: 1300 654 628  
Fax: 8999 3103  
Email: [mvr@nt.gov.au](mailto:mvr@nt.gov.au)

### Katherine:

Senior Transport Inspector MVR Katherine

Motor Vehicle Registry  
Government Centre, First Street Katherine  
Phone: 1300 654 628  
Fax: 8973 8564  
Email: [mvr@nt.gov.au](mailto:mvr@nt.gov.au)

### Alice Springs:

Senior Transport Inspector MVR Alice Springs  
Motor Vehicle Registry  
North Stuart Hwy, Alice Springs  
Phone: 1300 654 628  
Fax: 8951 5119  
Email: [mvr@nt.gov.au](mailto:mvr@nt.gov.au)

### Tennant Creek:

Refer to Darwin MVR or Tennant Creek Police

### Nhulunbuy

Refer to Darwin MVR or Nhulunbuy Police

## Appendix A – Legislation

The requirements and information contained in this document have been produced to assist in the implementation of legislation on security cameras in commercial passenger vehicles in the Northern Territory.

These requirements should not be used as a reference to a point of law.

Commercial passenger vehicles in the Northern Territory are regulated under the *Commercial Passenger (Road) Transport Act, Motor Vehicles Act and associated Regulations*.

Other relevant legislation:

*Surveillance Devices Act*

*Evidence Act*

*Information Act*

## Appendix B – Forms

### Sample Image Download and Memory Unlock Register

<b>Date and time of incident</b>								
<b>Name / contact details of person reporting incident</b>								
<b>Taxi / Minibus registration number</b>								
<b>Taxi / Minibus VIN</b>								
<b>Security camera serial number</b>								
<b>Authorised Purpose for coping</b>								
<b>Time &amp; date of coping / unlock</b>								
<b>Copied /unlocked by</b>								
<b>Evidence envelope handed over to (name / position)</b>								
<b>Time (from/to) and date of images copied</b>								
<b>Date images destroyed (if applicable)</b>								
<b>Other remarks</b>								



## Evidence Certificate form

I, (Name) [ ] of (Address) [ ]

[ ] do hereby certify that to the best of my knowledge and belief:

1. I am employed by [ ] at address [ ]  
[ ] and have held the position of [ ]  
[ ] Since (Date) [ ]
2. My duties as an Authorised Person include responsibility for examining, copying, securing and recording images produced by Taxi / Minibus\* Security Camera Systems under the Northern Territory Taxi and Minibus Security Camera Specifications.
3. For the period from (Date & time) [ ] to (Date & time) [ ]  
[ ] the Security Camera System being a (model & serial no.) [ ]  
[ ] was used regularly in Taxi / Minibus \* VIN [ ]  
and registration number [ ] to capture and store images.
4. The images captured by the Taxi / Minibus \* Security Camera System were copied by me using computer (Brand & serial no) [ ] The Taxi / Minibus\* Security Camera System and the computer were operating properly.
5. The Taxi / Minibus\* Security Camera System was approved by the Director of Commercial Passenger (Road) Transport and the approval has not been revoked.
6. The following documents, copies of which are attached, were produced by me using the Taxi / Minibus\* Security Camera System and the computer:
  - Printed images to identify the alleged offender/s\*\*
  - Printed images of the alleged incident/s\*\*
  - A CD/DVD# containing encrypted images\*\*
  - A CD/DVD# containing de-encrypted images\*\*

Signed: [ ]

Name: [ ]

Position/designation: [ ]

Dated: [ ]

\* delete as applicable

\*\* delete if not applicable

## Evidence Envelope

Evidence envelopes must have the following information noted on the outside:

- Taxi / Minibus registration number
- Date and time of incident
- Taxi / Minibus Driver's name
- Taxi / Minibus Driver's contact phone number (or contact address if phone number is not available)
- Date of copy
- The following declaration by the Authorised Person performing the copy, followed by the Authorised Person's name, contact phone number and signature:

**I certify that this envelope has been sealed by me and the evidence contained inside has not been handled by another person**

Evidence envelopes must contain the following items on the inside:

- Evidence Certificate completed and signed by the Authorised Person.
- Documents per declaration (6) of the Evidence Certificate.
- A security camera Incident Report relating to the incident.

## Incident Report

Please write clearly and include as much detail as possible

\*If known

Taxi / Minibus Registration number: _____
Date of incident: _____
Time of incident: _____
Location of incident: _____
Type of incident: <input type="checkbox"/> Assault <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Offensive Behaviour <input type="checkbox"/> Fare Evasion <input type="checkbox"/> Other (specify)
Summary of incident (if insufficient space, attach additional pages):
Victims full name: _____
Victims address: _____
Victims contact number: _____
Witness full name: _____
Witness address: _____
Witness contact number: _____
Offender/Suspect gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Offender/Suspect estimated age: _____
Offender/Suspect estimated height: _____
Offender/Suspect build: <input type="checkbox"/> Thin <input type="checkbox"/> Medium <input type="checkbox"/> Solid <input type="checkbox"/> Fat
Offender/Suspect hair: <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Fair <input type="checkbox"/> Coloured <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Bald <input type="checkbox"/> Receding
Offender/Suspect appearance: <input type="checkbox"/> Aboriginal <input type="checkbox"/> African <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Indian <input type="checkbox"/> Latin American <input type="checkbox"/> Mediterranean <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other (specify)
*Offender/Suspect full name: _____
*Offender/Suspect address: _____
*Offender/Suspect contact number: _____
Your full name: _____
Your address: _____
Your contact number: _____
Signature: _____
Date: _____