

PUBLIC TRANSPORT CCTV DATA APPLICATION

To: Keeper of Evidence Department of Economic Development, Jobs, Transport, & Resources GPO Box 2797 Melbourne, Victoria 3001	Phone: (03) 9655 6324 Email: cctvanalyst@ecodev.vic.gov.au
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I wish to apply to view and/or obtain a copy of the CCTV Data outlined below.
 Please complete one form per incident.

APPLICANT DETAILS

Name: (Note 1)		
Address: (Note 1)		
Suburb:	State:	Postcode:
Postal Address (if different from above):		
Home phone:	Business phone:	Mobile phone:
Email address:	Name/ title for Corporate Contact: (Note 1)	

INCIDENT DETAILS (Note 2)

Date/s of incident		Incident times (between)	
Carriage/Tram make and identification number		Railway line / tram route & commencement time or road/street	
Between railway stations (if applicable)		Nearest intersection (if applicable)	
Railway station/suburb		Area of station (eg. Platform)	
Brief details of incident:			
If this incident occurred whilst travelling (Please tick <input checked="" type="checkbox"/> as applicable) Towards Melbourne <input type="checkbox"/> Away from Melbourne <input type="checkbox"/>			

Reason for seeking access: (Please tick as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Criminal proceedings | <input type="checkbox"/> Civil proceedings (Note 3) |
| <input type="checkbox"/> Statutory Authority | <input type="checkbox"/> Media Organisation (Note 6) |
| <input type="checkbox"/> Public Transport Providers - Operational / Administrative / Safeworking matter | |
| <input type="checkbox"/> I am a party to existing legal proceedings to which this matter refers; or I wish to determine whether or not I have grounds for defending criminal proceedings and/or commencing civil proceedings. | |

Please attach any further information that may assist in consideration of this application.

NOTES:

1. Individual - full name and address. Company - name, business address, and contact name & title of authorised officer.
2. Please note that accurate and precise information is required to be supplied by the applicant so that the Department can locate the evidence (if available).
3. In this application form "civil proceedings" includes any complaint alleging unlawful harassment or discrimination and insurance or compensation claims (such as Transport Accident Commission or WorkSafe Victoria matters), as well as Court proceedings.
4. A non-refundable fee of \$21 including GST (per incident) is payable by the applicant when lodging this application form. All cheques / money orders should be made payable to "Department of Economic Development, Jobs, Transport and Resources".
A further fee of \$20.00 per hour may be charged to the applicant for every hour, or part of an hour required for a CCTV Analyst employed in this office to undertake all actions necessary to enable a request to view CCTV data to be met (such as obtaining and cueing CCTV data) and, if applicable, to view CCTV data with the applicant and make and provide a copy of CCTV data at the request of the applicant. The applicant shall be given an estimate of any further costs for obtaining the desired CCTV data footage and the application will be processed only when the applicant agrees in writing to pay the total amount. In appropriate circumstances the initial application fee and/or the further hourly charge may be waived. Whether or not a fee or charge is waived is solely at the discretion of the Keeper of Evidence.
5. All CCTV data footage is the property of the Department of Economic Development, Jobs, Transport & Resources and is released to the applicant for the purpose stated within this application. The Keeper of Evidence permission is required if the applicant wishes to release the applied CCTV data footage to a third party not mentioned in the Public Transport CCTV Application.
6. In the case of any CCTV data that is the subject of an application by a media organisation, the Keeper of Evidence has deemed it necessary the media organisation MUST pixelate the images to protect the privacy of all persons depicted in the footage.
7. The Keeper of Evidence may also deem it necessary to apply condition 6 to any other CCTV footage that is the subject of a Public Transport Data Application.

GROUND ON WHICH THE KEEPER OF EVIDENCE MIGHT REFUSE RELEASE OF CCTV DATA

Release of any information is subject to the discretion of the Keeper of Evidence and you will be advised if the information is not able to be released. The grounds on which the Keeper of Evidence might refuse to release CCTV footage are set out below.

The Keeper will ordinarily refuse to authorise release of CCTV footage where release could:

1. Damage the security or defence of the Commonwealth of Australia or of any State or Territory of the Commonwealth;
2. Prejudice the investigation of any crime or the fair trial of any person;
3. Disclose a confidential source of information;
4. Disclose methods of preventing, detecting or investigating any crime;
5. Endanger the life or physical safety of any person;
6. Involve unreasonable disclosure of information relating to the personal affairs of any person; or
7. Otherwise not be in the public interest.

I have read and understood the conditions of this application.

Applicant/Authorised Officer Signature:	Date:	\$21 Application Fee Enclosed (Note 4)
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