3.22 CCTV Monitoring

**Purpose**

To ensure that all Campus CCTV units are in working order.

**Guideline**

The University currently operates three types of CCTV systems, two of which are monitored at the Security Control Centre. The other system is monitored at the Campus Hub. These systems consist of:

- Analogue system consisting of 31 Dallmeier DVR’s, supporting 231 cameras (Fixed & PTZ) throughout the Campus, both internal and external
- Analogue system consisting of 4 Paycom DVR's, supporting 60 cameras (Fixed) within the Campus Hub precinct, both internal and external
- Digital system consisting of 2 Milestone NVR’s, supporting 83 cameras (Fixed & PTZ) within the Library Precinct, both internal and external

Although there are two camera systems that are monitored at the Security Control Centre, the Control Centre Operator is not required to continually view these cameras. However, when time permits, the Control Centre Operator is required to check all the cameras to ensure that they are in working order. The Control Centre Operator will also direct the Campus Hub Security Officer to check the cameras within that building to ensure that all is in working order.

If any cameras are found not to be working, the Control Centre Operator will record those details in the Electronic Desk Log and submit an Online Service Request.

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**Contact Officer**

Campus Security Manager

**Date Approved**

1 July 2012

**Approval Authority**

Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**

Security Services Section – Standard Operating Procedures

**Next Date of review**

1 July 2013.