



# THE CHAMBER OF FRUIT & VEGETABLE INDUSTRIES IN WESTERN AUSTRALIA ( INC.)

(ABN 89 685 243 302)

PO BOX 1464, CANNING VALE DC WA 6970

PH: (08) 9455 2742 FX: (08) 9455 4923

## CHAMBER SECURITY CAMERA SYSTEM VIEWING PROCEDURE

The camera system is designed to assist members to track pallets, crates, bins, produce and vehicles around the undercover areas and within the CTA internal roadways. The system has a limited range at which it can focus on minute detail, however you can generally see what activity has happened on the maximum range limits. The system will also be useful for viewing after hour activity around your floor and could assist in confirming the delivery and movement of supplier produce and pallets.

### VIEWING PROCEDURE

With a few exceptions the system will be available to members in much the same manner as the existing PMA security system. It is envisaged that the viewing of the system will be at a date and time that is mutually agreed by the nominated person and the Chamber. To maintain the privacy of members' operations from external parties, the viewing should be done by the staff member responsible for the produce or items that need to be traced. If a buyer or grower has an incident that they wish to view, then they should contact the salesperson who is authorised to view the footage.

The form below has been designed to narrow down the search parameters, the more information provided the better the chances are of locating the recorded footage. Please advise your staff of the procedure below:

- Complete the request form and either fax 9455 4923 or deliver it to the Chamber.
- The person nominated on the form can arrange a time to view the system with Chamber staff.
- The Chamber staff will select the time range and camera that shows the best footage for your staff member to view. It is important that the time range is known to reduce the amount of search time taken to locate the footage.
- The nominated person will be shown how to basically navigate within the system and they can select the footage that shows the incident if it is identified.
- The recorded footage will be stored by the Chamber for a period of 15 days, however if there is an incident that requires storage it can be copied onto a CD or floppy disk depending on the size of the footage. There will be a 2 month trial period commencing 13/4/04 and thereafter members will be charged a \$20 fee for recording any incidents, viewing will be free at all times.

**Principals are advised to inform their staff that their vehicle driving performances and other activities are now being monitored and recorded if they are within camera range. This effectively means that the PMA, Worksafe, police and other external parties, can view the footage and use it as documentary evidence for accidents, breaches of onsite safety regulations and the law.**



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Date of request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Company name: \_\_\_\_\_

Name of contact and phone number: \_\_\_\_\_

**Details of items or incident**

Date of incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time Item placed \_\_\_\_\_ am / pm      Time Item not there: \_\_\_\_\_ am / pm  
*(approx of time from when item was placed & not there to minimize range of search on the system)*

Location details: \_\_\_\_\_ (east side, west side, central)

PMA forklift number (F/L used for delivery): \_\_\_\_\_

Camera location (refer nearest wholesaler): \_\_\_\_\_

Buyer code & bay number: \_\_\_\_\_

Description of produce, quantity and type of containers:  
\_\_\_\_\_

If not produce, description & number of items (pallets, crates etc): \_\_\_\_\_

Brief description of what happened or other relevant details that may be useful to track the items or incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use only - Outcome of viewing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date viewed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Chamber contact: \_\_\_\_\_