

Victorian Taxi Directorate

VICTORIAN TAXI-CAB SAFETY CAMERA SYSTEM 2009

Approval Requirements



Department of Transport

Victorian Taxi Directorate, Level 23, 80 Collins Street, Melbourne VIC 3001 GPO Box 2797, Melbourne VIC 3001 Phone: 1800 638 802 (toll-free).
www.taxi.vic.gov.au



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1. SCOPE

The Victorian Taxi Directorate (VTD) has released new Taxi Safety Camera Specifications (Reference 1) and revised Operations Procedures for the Safety Camera System (Reference 2).

From February 2010, only Safety Camera Systems approved by the VTD as meeting the new Taxi Safety Camera Specifications shall be permitted to be installed in taxis for the purposes of being a "security camera" pursuant to the *Transport Act 1983* ("the Act").

For a Safety Camera System to be approved, a Safety Camera System Supplier must submit an application seeking approval from the VTD with information warranting that:

- a) the Safety Camera System Supplier is reputable;
- b) the Safety Camera System meets the Taxi Safety Camera Specifications;
- c) images handled by the Safety Camera System are secure; and
- d) the Safety Camera System can be adequately supported in the field.

This document describes the deliverables that the Safety Camera System Supplier needs to provide to VTD in order for VTD to assess whether the Safety Camera System is suitable to be granted approval pursuant to the Act as a "security camera".

Upon receiving the deliverables specified, VTD may, after due consideration approve (or not approve) the Safety Camera System as a security camera pursuant to the Act. VTD shall make a decision to grant approval

based on the Safety Camera System's ability to perform as required by the Taxi Safety Camera Specifications, the reputation of the Safety Camera Supplier, the security of captured images and the ability to provide ongoing support for the Safety Camera System in the field.

If approved by the VTD, the Safety Camera Supplier shall be notified in writing of the decision and the Safety Camera System will be listed on the VTD web-site as an approved Safety Camera System able to be installed in Victorian Taxis for use as a "security camera" pursuant to the Act.

If the VTD does not approve the Safety Camera System, the VTD shall notify the Safety Camera System Supplier in writing of the decision and the reasons for not approving the Safety Camera System.

2. APPLICATIONS FOR APPROVAL

To apply for approval of a Safety Camera System, a Safety Camera System Supplier needs to provide the VTD with the information detailed in Sections 6, 7 and 8 of this document.

This information must be forwarded to:

Safety Camera Systems Approvals
Victorian Taxi Directorate
GPO Box 2797
MELBOURNE VIC 3001

Appendix A contains a checklist of all items required to be included in the application.

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3. DOCUMENT HISTORY

Table 1 identifies the status of this document.

Date	Version	Status	Description
30 October 2009	1.0	Final	VTD Taxi Safety Camera System Application Requirements

4. REFERENCES

The following documents and/or standards defined in Table 2 are referenced in this specification and should be read in conjunction with this specification.

Reference No	Document No	Title
1	DOC/09/102067	Function and Performance Specification for a Taxi Safety Camera 2009 V2.0, 26 June 2009
2	DOC/09/102070	VTD Taxi Safety Camera Standards & Procedures V1.1, 30 October 2009
3	DOC/09/249350	VTD Taxi Safety Camera Statement of Compliance 30 October 2009

5. DEFINITIONS AND ABBREVIATIONS

The following terms used in this document have the meaning defined in Table 3 below:

Term	Definition
Safety Camera System	A Safety Camera System is a camera system proposed to be used in taxis as a security camera pursuant to the Transport Act 1983 ("the Act").
Approved Safety Camera System	An Approved Safety Camera System is a Safety Camera System that has been approved by VTD for use as a security camera pursuant to the Act.
Safety Camera System Supplier	A Safety Camera System Supplier is the potential supplier to the Victorian taxi industry of a Safety Camera System.
Taxi Safety Camera Specifications	The specification described in reference 1.
Taxi-Cab Operator	A Taxi-Cab Operator is: <ul style="list-style-type: none">• the holder of the licence under which the taxi-cab is operated; or• if the right to operate the taxi-cab has been assigned to a person pursuant to section 150 of the Act, that person while the assignment remains in force.
the Act	Transport Act 1983.
Victorian Taxi Directorate (VTD)	The Victorian Taxi Directorate within the Public Transport Division of the Department of Transport. The VTD is responsible for the regulation of the taxi industry within Victoria.

6. SAFETY CAMERA SYSTEM SUPPLIER

In considering applications for approval of potential Safety Camera System Suppliers, the VTD must be satisfied that the person or company is:

- a) able to provide appropriate and reliable services and facilities to support the operation and maintenance of a Safety Camera System fitted to the taxi by the Safety Camera System Supplier or its agents; and
- b) of good repute and are fit and proper people to be suppliers of a Safety Camera System;

Applicants are requested to provide the following information:

- a) evidence that they can provide reliable maintenance services on an ongoing basis; and
- b) evidence that the persons applying are of good repute and are fit and proper people to supply a Safety Camera System.

The provision of evidence that a Safety Camera System Supplier is of good repute requires that all persons seeking approval, including all directors of a company, must include the results of a National Police Certificate not more than six months old with any application.

If applying in a company name, a copy of the Certificate of Incorporation (if applicable); a copy of the Certificate of Registration; and a list of directors are required and all correspondence forwarded to the VTD must be signed in accordance with the rules of the company.

Applicants are required to provide a business address where the core activities of the business are conducted, camera records are stored and where the Manager can be contacted. A postal address is not acceptable, other than for the receipt of ongoing correspondence.

An Approved Safety Camera System Supplier must inform the VTD within seven (7) days in any of the following circumstances occurs:

- a) any action to bankrupt any director of the Approved Safety Camera System Supplier or declare the person insolvent, or any proceedings by the person to take the benefit (as debtor) of a law relating to bankruptcy or insolvent debtors or, in the case of an incorporated body, of an action to wind up the

incorporated body or to place the incorporated body under official management or in receivership;

- b) the imposition of a change in the Approved Safety Camera System Suppliers name or address (in the case of a incorporated body of a change in the name of the incorporate body or in the registered office or principal office of the incorporated body);
- c) a change in the Approved Safety Camera System Supplier's business name or trading name;
- d) in the case of an incorporated body, a change in director, manager or other person who is in a position of control of the incorporated body;
- e) any change substantially affecting the accuracy of information furnished to the VTD for the purposes of gaining approval or affecting the accuracy of particulars provided in the approval; and
- f) any charge for an offence or finding by a court that the Approved Safety Camera System Supplier or a director of an incorporated body is guilty of an offence.

7. SAFETY CAMERA SYSTEM SPECIFICATIONS COMPLIANCE

For a Safety Camera System to be approved it must meet the Taxi Safety Camera Specifications and be shown to operate effectively in the field. The Safety Camera Supplier is requested to provide the following:

- a) a completed copy of the Statement of Compliance document which demonstrates that the Safety Camera System conforms to the Taxi Safety Camera System Specification; and
- b) a demonstration of the use of the Safety Camera System to VTD personnel for an operational usage assessment.

7.1 Statement of Compliance

The Safety Camera System Supplier must provide a Statement of Compliance which identifies the Safety Camera System's adherence to the Taxi Safety Camera Specification.

The 'Statement of Compliance' must include:

- a) a paragraph-by-paragraph response detailing the Safety Camera System's adherence to the

The response to each requirement should ideally include a reference to the Safety Camera System's specification in meeting the requirement stated in the paragraph rather than merely stating "Complies".

- b) a declaration by an authorised representative of the Safety Camera System Supplier that the "Statement of Compliance" is a true and correct representation of the Safety Camera System's functionality.

Appendix B contains a sample declaration.

It is expected that the Safety Camera System shall meet all requirements stated in the Taxi Safety Camera Specifications.

VTD reserves the right to request additional testing to validate claims made in the Statement of Compliance.

A copy of the Statement of Compliance document can be downloaded from www.taxi.vic.gov.au

7.2 Safety Camera System Demonstration

The Safety Camera System Supplier shall provide nominated VTD personnel with a demonstration of the Safety Camera System operation. The demonstration shall include:

- a) the tests described in the Taxi Safety Camera Specification Annex H Dynamic Test;
- b) download of images, locating images, copying images to CD and printing of images; and
- c) failure modes and state changes, for example, lack of GPS signal for 15 minutes.

The Safety Camera is expected to conform to the Taxi Safety Camera Specifications during these tests.

8. SAFETY CAMERA SYSTEM OPERATION

For a Safety Camera System provided by a Safety Camera System Supplier to be granted approval by VTD, the following conditions need to be met:

- a) provide support to the VTD in its function as Safety Camera System administrator;
- b) provide details of arrangements for the installation, maintenance, service and testing of the Safety Camera System including logistics of the installation program; and

- c) provide details of the security of images collected by Safety Camera Systems.

8.1 VTD Support

VTD requires that the Safety Camera System Supplier provide documentation that:

- a) provide details of software used in conjunction with the Safety Camera System (Download Software) including nature of operation, system requirements, security features and audit features;

and provide written confirmation that the supplier will:

- b) act in the best interests of the taxi camera systems scheme in Victoria in supplying Safety Camera Systems;
- c) at no expense to VTD provide copies of associated Download Software, connections and other equipment necessary to access and retrieve images from the Safety Camera System by authorised officers;
- d) at no expense to VTD provide, up to two (2) training sessions per annum on the use of the software, connections and other equipment to a level where VTD authorised officers can competently download images from the Safety Camera System; and
- e) provide a schedule of fees for additional services that may be required by VTD, these services are expected to include: additional training sessions, technical assistance in the field and requests to extract images from damaged Safety Camera Systems.

Copies of the Safety Camera System download software and training of VTD officers must be provided prior to, or parallel with, any initial installation of a Safety Camera System in Victorian taxis.

VTD will assess these arrangements and software operation for adequacy, conformance to the Taxi Safety Camera System Specifications and sufficient security for the protection of images.

8.2 Logistics

The Safety Camera System Supplier shall provide VTD with the following information related to the Safety Camera System operation:

8.2 Logistics

The Safety Camera System Supplier shall provide VTD with the following information related to the Safety Camera System operation:

- a) details of arrangements for the installation, maintenance, service and testing of the Safety Camera Systems;
- b) procedures for the installation, maintenance, service and testing of Safety Camera Systems by maintenance technicians; and
- c) operational instructions and training material for drivers and operators.

VTD shall assess these arrangements and procedures for adequacy, conformance to the Taxi Safety Camera System Specifications and sufficient security for the protection of images.

8.3 Security of Safety Camera System Images

The Safety Camera System Supplier shall provide documentation describing how images stored on the Safety Camera System are protected, including:

- a) how the Safety Camera System is protected to prevent retrieval of images by tampering;
- b) assurance that images captured on a Safety Camera System in one jurisdiction cannot be downloaded by Download Software used within another jurisdiction;
- c) details of procedures/system in place to protect the security of the Safety Camera System software, algorithms, keys and passwords; and
- d) details of records systems (e.g. Register of Safety Camera Systems) including location where records are stored and maintained.

VTD shall assess these safeguards and for adequacy, conformance to the Taxi Safety Camera System Specifications and sufficient security.

APPENDIX A: CHECKLIST OF DELIVERABLES

The following checklist of deliverables has been provided to assist the Safety Camera Supplier in ensuring that all deliverables requested by VTD as part of the application for approval of a Safety Camera System are included with the application.

A.1 Safety Camera System Supplier

The following documentation needs to be provided:

- a) evidence of the ability to provide reliable maintenance services; and
- b) evidence the person's applying are fit and proper persons including provision of National Police Certificates and the address where core business activities are carried out.

A.2 Compliance with Safety Camera Specifications

The following documentation needs to be provided:

- a) a declaration of the Statement of Compliance (appendix B);
- b) a completed Statement of Compliance; and
- c) an agreement to demonstrate the Safety Camera System to VTD personnel.

A.3 Documentation of Safety Camera Operations

A.3.1 VTD Support

The following documentation needs to be provided:

- a) the Download Software system requirements, operation and security and audit features;
- b) evidence that the Safety Camera System Supplier will act in the best interest of the Safety Camera scheme;
- c) agreement to provide the VTD staff with Download software;
- d) agreement to provide VTD staff with training in operation of the Download Software; and
- e) a schedule of fees for additional services.

A.3.2 Logistics

The following documentation needs to be provided:

- a) details of support arrangements;
- b) details of support procedures; and
- c) operational procedures for drivers and operators.

A.3.3 Security of Safety Camera System Images

The following documentation needs to be provided:

- a) details of the security of the images captured by Safety Camera Systems including;
- b) assurances that a download facility/agent in one jurisdiction cannot download images from a Safety Camera System used in another jurisdiction;
- c) details of procedures used for handling and securing software, algorithms and keys; and
- d) details of record management systems.

**APPENDIX B: SAMPLE
DECLARATION**

STATEMENT OF COMPLIANCE

SECURITY CAMERA SYSTEM

I,

(PLEASE PRINT NAME)

being an authorised representative of:

.....

(NAME OF COMPANY)

.....

(ADDRESS OF COMPANY)

.....POSTCODE.....

hereby state that my/the company's Safety Camera System conforms to the Function and Performance Specification for a Taxi Safety Camera System 2009 as stated in the attached Statement of Compliance.

This Safety Camera System is, subject to receiving the approval of the Victorian Taxi Directorate, proposed to be available for supply to the Victorian taxi market. The make and model of this Safety Camera System is listed below:

Make/Model

I certify the above information to be true and correct.

Dated thisday of2009

Signature

.....

Department of Transport

For further information please contact the Victorian Taxi Directorate on 1800 638 802 or visit www.taxi.vic.gov.au
Published and authorised by the Department of Transport,
121 Exhibition Street, Melbourne, Victoria 3000

This document is also available in PDF format at www.taxi.vic.gov.au

