



Public Agenda Briefing Forum

Notes

9 April 2024



Public Agenda Briefing Forum - 9 April 2024

INDEX

1. Official Opening	3
2. Attendance, Apologies and Leave of Absence	3
3. Declarations of Interest	3
4. Announcements by the Member Presiding Without Discussion	5
5. Public Question Time	5
6. Public Statement Time	5
7. Public Submissions Received in Writing	5
8. Petitions Received	5
9. Confidential Items Announced But Not Discussed	5
10. Reports to Council	6
10.1. Development Services Reports	6
10.2. Asset Services Reports	6
10.3. Corporate Services Reports	6
10.4. Community Engagement Reports	6
10.4.1. Review of Policy 15 - Closed Circuit Television (CCTV) Surveillance.....	6
10.5. Office of the CEO Reports	11
11. Closure	11

1. Official Opening

The Presiding Member opened the meeting at 7:16 and welcomed Councillors, Staff, Members of the Public Gallery and those watching via live stream. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

2. Attendance, Apologies and Leave of Absence

Mayor

Margaret Thomas JP

Councillors

South East Ward

John Giardina

Geoff Stallard

South West Ward

Mary Cannon

Brooke O'Donnell

North West Ward

Lisa Cooper

Dylan O'Connor

North Ward

David Modolo (Presiding Member)

Kathy Ritchie

Members of Staff

Chief Executive Officer

Gary Ticehurst - Acting Chief Executive Officer

Executive Team

Sinead McGuire Director Asset Services

Freya Ayliffe - A/Director Community Engagement

Lloyd Peters - A/Director Corporate Services

Chris Lodge - A/Director Development Services

Administration Support

Darrell Forrest - Governance Advisor

Donna McPherson - Executive Assistant to the CEO

Members of the Public 1

Members of the Press Nil.

Apologies

Nathan Ritchie - Acting Chief Executive Officer

Leave of Absence Previously Approved Nil.

3. Declarations of Interest**3.1. Disclosure of Financial and Proximity Interests**

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

3.1.1 Nil.

3.2. Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

3.1.2 Nil.

4. Announcements by the Member Presiding Without Discussion

4.1 Nil.

5. Public Question Time

5.1 Nil

6. Public Statement Time

6.1 Nil

7. Public Submissions Received in Writing

7.1 Nil.

8. Petitions Received

8.1 Nil.

Public Agenda Briefing Forum - 9 April 2024

9. Confidential Items Announced But Not Discussed

9.1 Nil.

10. Reports to Council

10.1. Development Services Reports

No reports presented.

10.2. Asset Services Reports

No reports presented.

10.3. Corporate Services Reports

No reports presented.

Public Agenda Briefing Forum - 9 April 2024

10.4. Community Engagement Reports

10.4.1. Review of Policy 15 - Closed Circuit Television (CCTV) Surveillance

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

The A/Director Community Engagement provided a presentation on this report.

Previous Items	OCM-
Directorate	Community Engagement
Business Unit	Community Health & Safety
File Reference	
Applicant	N/A
Owner	N/A
Attachments	1. CCT V- Surveillance- Service-15 (current) [10.4.1.1 - 3 pages] 2. CCT V- Surveillance- Service Policy (revised 2024) [10.4.1.2 - 2 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
□ Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy - 1.2.1 Facilitate a safe community environment.**EXECUTIVE SUMMARY**

1. The purpose of this report is for Council to note the amendments to the Closed-Circuit Television (CCTV) Surveillance – Service Policy 15: (Policy) as outlined in Attachment 1.
2. The amendments to the Policy were made following a review in 2024. The CCTV – Surveillance – Service Policy -15: provides direction to the City of Kalamunda (City) on how to determine the type, location, and function of CCTV infrastructure within the district and provides guidance through a risk-based priority of specific actions focused across three areas being operation, expanding infrastructure and funding.

The Policy supports with the City's CCTV Strategy 2022-2027 which has been developed as an informing strategy to align existing and new CCTV systems to achieve a key objective of the Kalamunda Advancing Strategic Community Plan; to provide a safe and healthy environment for the community to enjoy.

The Policy also provides an assessment criterion which allows the City to prioritise the location for its CCTV installation and maintain its maintenance program.

3. It is recommended that Council note the amendments to the Policy and adopt the revised 2024 CCTV – Surveillance Service Policy 15: 2024.

BACKGROUND

4. The City's Community Safety team is responsible for ensuring the health, safety, and well-being of the community. This is achieved through the continued delivery of community safety programs, education, the provision of infrastructure, ongoing engagement, and the administration of local laws.
5. The City has an existing CCTV Policy document (Attachment 2) which included actions to be carried out and expected works be undertaken from the 18/19 to 21/22 budget years. These have successively been carried out and now there is a need to update and renew the existing CCTV Policy to ensure continued progression and improvement is achieved.
6. The City installs CCTV systems as a tool to improve community confidence and safety in public places, and to further support the protection of City facilities and assets.

7. CCTV also scored highly in the most recent community scorecard with the installation of CCTV as a key recommendation to address one of the top priorities being the perception of public safety.
8. Current daily use extends to local Police using CCTV for review and investigation purposes which assists with developing crime prevention strategies to ensure a safer community.
9. A key benefit of the current Policy has been improving and strengthening the procedures around who has access to the CCTV network and sharing of CCTV material with Police. In 2023 the City received 35 requests for footage from WAPOL and has received 10 requests this calendar year.
10. The City is continually reviewing its existing CCTV network by verifying camera requirements, identification of future needs and determining short, medium and long-term maintenance requirements to manage the network expansion and control costs. The entire CCTV Network has since been mapped and included into the City's Asset Management Register.

DETAILS AND ANALYSIS

11. The Strategy establishes three key principles for guiding the operations and establishment of CCTV within the City as follows:
 - a) Operations
 - b) Expanding
 - c) Funding.
12. Strategy One (Operations), establishes the important day-to-day roles and responsibilities, allocation of resources, managing cost and measuring performance.
13. Strategy Two (Expanding), sets out how the City will achieve CCTV system requirements and expand the CCTV network into the future.
14. Strategy Three (Funding) establishes the funding arrangements for the CCTV network and system expansion.
15. The below amendments have been applied to the Policy:
 - a) The Policy has been streamlined and modernised to ensure it remains relevant and effective.
 - b) Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of this Policy.
 - c) Improvement updates applied around Control of recorded material.

APPLICABLE LAW

16. *Surveillance Devices Act 1998*

Security and Related Activities (Control) Act 1996 Western Australian Closed Circuit Television Guidelines

APPLICABLE POLICY

17. Service Policy 15: Closed-Circuit Television (CCTV) Surveillance.

STAKEHOLDER ENGAGEMENT

18. The Policy has been prepared in consultation with the City’s internal CCTV Working Group.

FINANCIAL CONSIDERATIONS

19. The installation and maintenance of CCTV systems will have financial implications for the City and will be managed through annual budget setting processes and external grant opportunities.

SUSTAINABILITY

20. CCTV systems have social benefits in improving perception of safety within a facility or public space. The City’s CCTV Strategy also establishes an assessment criterion which ensures cameras are only installed where they are needed most and therefore reducing ongoing costs.

RISK MANAGEMENT

21.

Risk: The Policy is not reviewed and/or updated leading to inefficiencies in installing CCTV in the correct locations and undetected antisocial behaviour.		
Consequence	Likelihood	Rating
Possible	Significant	High
Action/Strategy		
Review and amend the Policy to ensure it supports the Strategy which will ensure cameras are placed in areas of highest need and support a strong maintenance and replacement program.		

Public Agenda Briefing Forum - 9 April 2024

22.	Risk: unlawful and antisocial behaviour is not detected as a result of CCTV not being installed and leading to an ineffective maintenance and replacement program.		
	Consequence	Likelihood	Rating
	Possible	Significant	High
	Action/Strategy		
	Review and amend the Policy to align and support the Strategy which will ensure cameras are placed in areas of highest need and further support a strong maintenance and replacement program.		

CONCLUSION

- 23. The Policy has been streamlined and modernised to ensure it remains relevant and effective and has further incorporated the use of mobile and temporary cameras.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council

- 1. NOTE the amendments to Closed-Circuit Television CCTV- Service Policy 15.
- 2. ADOPT the Closed-Circuit Television CCTV- Service Policy 15: 2024/2026 Attachment 1.

Public Agenda Briefing Forum - 9 April 2024

10.5. Office of the CEO Reports

No reports presented.

11. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7:22pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Presiding Member

Dated this _____ day of _____ 2024.