



City of
KINGSTON

Special Meeting of Council Agenda

Monday, 29th July 2013

Commencing at 6.00pm

Council Chamber
1230 Nepean Highway, Cheltenham

<http://www.kingston.vic.gov.au>

Paul Franklin
Acting Chief Executive Officer
Kingston City Council

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Notice is given that a Special Meeting of Kingston City Council will be held at 6.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 29 July 2013.

1. Apologies

2. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest

Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.

3. Community Sustainability Reports

3.1 Potential Sites for CCTV Systems in Kingston..... 5

4. Confidential Items

Nil

3. Community Sustainability Reports

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Agenda Item No: 3.1

POTENTIAL SITES FOR CCTV SYSTEMS IN KINGSTON

Contact Officer: Dominic McCann, Community Projects Coordinator

Purpose of Report

This report provides Council with potential locations where CCTV systems could be installed with State Government election commitment funds of \$225,000.

Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

OFFICER RECOMMENDATION

That Council:

1. Considers the options available and decide which option is preferred by Council.
2. Advise Local MPs of Council's response to the Minister.

1. Executive Summary

Council continues to contribute to a safer community through the Community Safety Strategy which guides the implementation of a range of activities and services that promote and provide a safer and more secure environment for the people who live, work and visit in Kingston.

Funding of \$350,000 was offered to Council by the Victorian Government to fulfill election commitments for CCTV cameras to be installed in Aspendale and Moorabbin. Council resolved to accept \$125,000 of this funding as offered by the Minister for Crime Prevention for the installation of CCTV at:

- The foreshore car park off Gnotuk Avenue, Aspendale;
- The bus interchange off Station Street, Moorabbin; and
- The exterior of the affordable housing complex at 999 Nepean Hwy, Moorabbin.

Council has been advised by the Minister for Crime Prevention that the balance of the election commitment funding (\$225,000) is available for CCTV systems in other locations in Kingston (Appendix 1 – Letter from Minister).

Potential suitable locations for CCTV cameras have been identified and prioritised with the assistance of Victoria Police. The Police have provided guidance based on their officer's experiences, reported crime and attendances to those areas. A consultant has provided specialist technical advice and conducted an assessment to determine specific installation sites for CCTV in the areas nominated.

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Acquiring funding for CCTV cameras in the above locations would contribute to improving perceptions of safety and potentially assist Police in prosecuting offenders.

2. Background

This report has been prepared in response to correspondence from the Minister for Crime Prevention on the 5 July 2013 that stated that Kingston Council can apply for up to \$225,000 of funding to install CCTV cameras in any locations within Kingston. This invitation is for the balance of a \$350,000 election commitment by the Victorian Government for CCTV systems, \$125,000 of which has already been offered by the Minister, and accepted by Council, for CCTV systems in Aspendale and Moorabbin.

In relation to CCTV systems in Aspendale and Moorabbin, Council at its Special Meeting of the 15 July 2013 resolved:

That Council:

1. *Execute funding agreements proposed by Minister O'Donohue for total funding of \$125,000 (GST exclusive).*
2. *Consider the subsequent costs associated with the ongoing monitoring and maintenance of the CCTV systems in future years' budget deliberations; and*
3. *Request a report from officers outlining potential sites for the installation of additional CCTV cameras with a view to preparing a funding submission to utilise the balance of \$350,000 (ie an amount of \$225,000) towards additional CCTV infrastructure in Kingston. Further that the report include an outline of Council's previous experience of mobile CCTV units to deter dumping on Council's non-urban roads and the whereabouts now of those units.*

The identification and prioritising of sites have been developed within a very short timeframe following the Special Council meeting on 15 July. Every effort has been made to provide as much information as possible to inform Council's decision making process, however, the information is subject to refinement following further quotations or tendering and more detailed project planning and analysis.

CCTV System Locations

Council officers in collaboration with CCTV consultants and local Police conducted an assessment of the best potential sites and placement for CCTV. The sites include:

- The forecourt at Mordialloc train station;
- The pathway along the northern side of the train line at Charman Road rail/road crossing in Cheltenham;
- Station Street shops, opposite Carrum Train Station;
- Bath Street, Chelsea (Woolworths Car Park);
- Victory Park Chelsea;
- Chelsea Activity Hub;
- The shopping precinct at Dingley Village;
- Carrum Life Saving Club and foreshore;
- The underpass at Mordialloc Creek under the Nepean Highway; and
- Wells Road Underpass along the Patterson River Trail.

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Partnership with Victoria Police

CCTV funding applications may be submitted to the relevant Minister for CCTV systems that will be owned and managed by Council. The footage would be made available to Police upon request and may be used as evidence in court. Local Police are not supportive of a CCTV system that transmits live footage to a local Police station, as they have stated that their resources are more effectively used in undertaking other policing activities. Further, local Police are concerned about the unrealistic expectation that such a system may create in relation to Police monitoring the footage and responding immediately. However, local Police are supportive of Council's operation of the CCTV systems and see these systems as an additional tool in crime prevention that complements other safety initiatives. The Victoria Police Inspector of the Kingston Police Service Area has stated support for CCTV initiatives in Kingston.

3. Discussion

3.1. Council Plan Alignment

Planned Outcome 2 - A Sustainable Natural and Built Environment
Strategy 2.6 - A community sense of pride in the amenity of our parks, streetscapes and public spaces

Council's *Community Safety Strategy 2009-2012* was developed to enhance safety and security within the Kingston community by identifying priority areas for action and by working in partnership with key emergency services. The Strategy incorporates crime and injury prevention as well as broader quality of life and wellbeing issues. It covers the areas of home and personal safety and promotes peoples' confidence to participate fully in the life of their community without fear of, or actual, harm or injury. The installation of CCTV cameras will enhance perceptions of safety and facilitate improved confidence for residents and visitors to utilise public spaces.

3.2. Consultation/Internal Review

A recent general community survey by the Department of Justice has indicated public support for CCTV installations. Specific public comment on the sites raised in this report has not yet been sought; however, community engagement related to any selected site will be conducted as a component of any installation.

Council officers consulted with Kingston's Community Safety Reference Group and were provided with in-principle support for CCTV initiatives from this group. The Group members were supportive of CCTV cameras being used as part of a broader response in local precincts, such as infrastructure works to improve safety and community building programs. Consultation to identify appropriate locations for CCTV was also conducted across Council and with Victoria Police. Council officers have also sought expert advice on the technical implications at these sites from a CCTV consultant. Consequently, the following locations were identified based on local Police advice and priority, the likelihood of vandalism on the cameras, and the technical and engineering difficulty in installing CCTV in the locations:

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Table 1 – Priority Sites that could be funded within the Minister’s offer

Location and Description	Preliminary Quotes – Basic Installation (excluding GST)	Estimated Additional Installation Costs (excluding GST)	Total Estimated Costs (excluding GST)	Comments Regarding Installation
2 Cameras - The forecourt at Mordialloc Train Station. Police Priority - 1	\$14,552	\$8,000	\$22,552	Advantage: A receiver connection pit is nearby. Disadvantage: Trees will partly obscure camera vision.
2 Cameras – Cheltenham train station walkway – In front of The Fore building. Police Priority - 2	\$15,310	\$25,000	\$40,310	Advantage: High traffic area that has potential for anti – social behaviors. Technical considerations include: Further exploration of camera locations and technical design is required. Two existing poles are owned by United Energy. Attaching CCTV cameras to The Fore building requires permission and an ongoing agreement with the owner. Only a small part of this site is on Council land. Connection pit location is to be determined. A tree partly obstructs vision and would require trimming to optimize camera coverage.
4 Cameras - Station Street shops, opposite Carrum Train Station. Policy Priority - 3	\$22,000 (estimated)	\$17,500	\$39,500	Advantage: Ready access to power and can mount on Council infrastructure. Disadvantage: Access to receiver connection to be determined.
6 Cameras - Bath Street, Chelsea (Woolworths Car Park). Police Priority - 4	\$33,830	\$20,500	\$54,330	Advantage: Existing power poles throughout the car park. Disadvantage: Inadequate lighting. Receiver linkages connection has to be determined.
3 Cameras - Victory Park, Chelsea. Police Priority - 5	\$21,999	\$15,000	\$36,999	Advantage: Can install cameras on the Council owned asset (public toilet). Council asset has a power connection. Disadvantage: Location of signal receiver is to be determined.

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Location and Description	Preliminary Quotes – Basic Installation (excluding GST)	Estimated Additional Installation Costs (excluding GST)	Total Estimated Costs (excluding GST)	Comments Regarding Installation
Sub Total (GST Excl)	\$107,691	\$86,000	\$193,691	Consultants' fees of \$20,000 and contingency cost of \$11,309 (both GST exclusive) to be added to the \$193,691(GST exclusive). Total GST exclusive costs for a submission of these priorities would be \$225,000.
GST	\$10,769	\$8,600	\$19,369	
Total (GST inc.)	\$118,460	\$94,600	\$213,060	

Table 2 – Additional sites that could not be funded within the Minister's offer

Location and Description	Preliminary Quotes – Basic Installation (excluding GST)	Estimated Additional Installation Costs (excluding GST)	Total Estimated Costs (excluding GST)	Comments Regarding Installation
4 Cameras - Chelsea Activity Hub. Police Priority - 6	\$22,808	\$15,000	\$37,808	Advantage: Council owns the building with access to power and receiver connections. Disadvantage: A pole will need to be installed in the park to attach 3 cameras with wireless receiver connections.
7 Cameras - Dingley Village Shopping Precinct: Police Priority - 7	\$30,652	\$30,000	\$60,652	Advantage: Receiver connection is near-by. Disadvantage: Large area to cover. Power poles may be too far apart for good vision. Shop awnings, signs and trees obscure vision.
4 Cameras - Sited on Carrum Life Saving Club (LSC). Police Priority - 8	\$19,425	\$10,000	\$29,425	Advantage: LSC owned by Council with access to power and receiver connection. Disadvantage: Vision of southern carpark partly obscured by trees.

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Location and Description	Preliminary Quotes – Basic Installation (excluding GST)	Estimated Additional Installation Costs (excluding GST)	Total Estimated Costs (excluding GST)	Comments Regarding Installation
2 Cameras - Mordialloc Creek - Road underpass at Nepean Highway. Police Priority - 9	\$24,637	\$30,000	\$54,637	Disadvantage: Cannot locate cameras in the underpass due to low ceiling height resulting in limited vision and risk of vandalism. No suitable location for a camera on the east side of the underpass. One camera could be installed on the Kiosk building looking under the underpass from the West side. However, this camera would be subject to vandalism, installed at such a low height. Maintenance costs increase for regular attention and replacement. Receiver and power connection points are unknown.
1 camera - Wells Road Underpass along the Patterson River Trail. Priority - 10	\$10,000 (estimated)	\$30,000	\$40,000	Only 1 camera could be installed on a United Energy pole with a view of the shared path. No suitable existing locations for cameras viewing the underpass. Underpass too low. Would require poles to be installed on Parks Vic. Land. No receiver connection point in vicinity.
Sub Total (GST Excl)	\$107,522	\$115,000	\$222,522	Consultant's fees of \$20,000 and contingency costs (both GST exclusive) to be added to total estimated costs.
GST	\$10,752	\$11,500	\$22,252	
Total (GST inc.)	\$118,274	\$126,500	\$244,774	

To progress essential detailed technical design, consultant's fees totalling approximately \$20,000 will be required and would form part of the submission to the State Government. Contingency costs would also form part of any submission. All costings are subject to the detailed planning of each site.

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Budget Notes: The above Budget estimates do not include:

- Costs associated with an upgrade to the existing Council CCTV management system (if required), such as monitoring equipment, and digital space to store footage etc.;
- Council staff;
- The cost of any additional lighting that may be required at CCTV locations;
- Establishment fees for power and internet; and
- Any costs incurred post installation.

Funding Analysis

Based on the \$225,000 (GST exclusive) on offer and local Police advice, priorities 1 to 5 (with an additional contingency of \$11,309 (GST exclusive) and \$20,000 (GST exclusive) consultancy amount) would be recommended should Council wish to submit CCTV systems applications. Police Priorities 1 – 5 total \$193,691; leaving consultant's fees and contingency sums of \$31,309. Combined, these total the \$225,000 (GST exclusive) on offer.

3.3. Operation and Strategic Issues

3.3.1. Parameters of the funding

The offer of election commitment funding through the Department of Justice (DoJ) was very brief in the description of how the funds were intended to be spent. Officers sought to identify whether the funding reserve could be used flexibly for other community safety infrastructure initiatives. In response, the DoJ confirmed that the use of the funds is solely for CCTV equipment purchase and equipment installation and not for other associated costs such as ongoing management of the systems, maintenance and replacements. Consequently, Council would be responsible for the management of the systems and all future costs relating to maintenance, servicing and repairs, and longer term replacements of CCTV. Should Council proceed with further CCTV installation funded by the State Government, officers would submit funding proposals that only incorporate items associated with the purchase and installation of CCTV in the Council selected locations but not for any costs incurred post installation.

The deadline for possible Council's submission of CCTV projects in response to the Minister's offer of \$225,000 remaining in the election commitment reserve for Kingston is the 2 August 2013.

It is intended that a review of the effectiveness of all CCTV systems be conducted at the end of their operational lives to enable Council to determine the merit of continuing to provide CCTV surveillance as its own undertaking.

3.3.2. Risk Management

The Victorian Ombudsman has released a draft Closed Circuit Television in Public Places Guidelines. These guidelines recommend that Council develop a CCTV camera policy for any CCTV owned by Council. Further, it recommends Council develop standard operating procedures, a CCTV code of practice, audit and evaluation mechanisms, a complaint handling process and organise an operator training program. It is intended that these requirements will be undertaken in the overall management of Council's CCTV systems.

The use of the CCTV images will be strictly controlled by Council and will comply with the standards expected by the Department of Justice.

3.3.3. Mobile CCTV for Illegal Rubbish Dumping in Response to Council's Resolution

Council has utilised covert anti-dumping mobile cameras since June 2012. These cameras will be redeployed in August 2013.

Usually a minimum of three cameras are set up in each location, however sometimes four or five may be required to adequately survey a dumping hot spot. Usually they are left in one location for approximately seven days.

The cameras have been set up in five different dumping hotspot locations over the city. Whilst the cameras were set up there were no offences detected and therefore no infringements have been issued or prosecutions initiated.

The cameras have provided heightened community awareness in relation to illegal rubbish dumping and Council's strong line and resolve to prosecute offenders. Officers believe the introduction of the covert cameras has led to a reduction in illegal dumping and the redeployment of the covert cameras should further Council's objective to reduce the incidence of this antisocial behaviour.

3.4. Options

3.4.1. Option 1

That Council submits the funding proposals for the purchase and installation of CCTV in the priority locations 1 to 5 as detailed in Table 1 and within the \$225,000 balance of funds on offer.

Should through more detailed planning and project scoping the cost for installation exceed the \$225,000, each project will be scaled back with the lowest of the high priority projects not progressed.

The benefit of this option is that Council will be able to purchase and install the CCTV systems which will contribute to improved community safety with the State Government funding on offer.

3.4.2. Option 2

That Council does not submit the funding proposals.

The benefit of this option is that there will be no additional financial cost to Council. The identified sites would then be referred to Kingston Community Safety Reference Group and further discussion with local Police for ongoing monitoring and consideration of alternative community safety treatments if required.

4. Conclusion

4.1. Environmental Implications

All of the work has taken into account the impact on the environment. The work has been developed according to '*Crime Prevention Through Environmental Design Principles*' and would contribute to a more pleasant physical environment for the Kingston community.

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4.2. Social Implications

CCTV infrastructure works would improve safety for the residents who live and work and use the amenities around the identified locations by providing Police with an evidentiary tool to prosecute offenders that commit offences. The installation of CCTV cameras may also improve community perceptions of safety; however the community may also have privacy concerns regarding the use of CCTV. There is also the risk that the community will have unrealistic expectations of the effectiveness of CCTV systems.

4.3. Resource Implications

\$225,000 is available through the DoJ to install CCTV camera systems.

Costs associated with the potential purchase of CCTV systems as identified in this report have been detailed in Table 1. However, these figures are subject to refinement following further quotations or tendering and more detailed project planning and analysis. Costs associated with site works, such as excavation works or works associated with other service providers such as United Energy or Telstra have been approximated. Specific analysis of each site by an expert contractor needs to be undertaken to ascertain more accurate costs. Ongoing maintenance and management costs are not included in the table and would be at Council's expense. Additional costs to Council of approximately \$16,000 for the first year would be incurred for the set-up of cameras and operating and maintenance costs would be approximately \$10,000 per annum.

4.4. Legal / Risk Implications

The Victorian Ombudsman has developed a *Closed Circuit Television in Public Places Guidelines (Guidelines)*, which recommend Council develop a Policy around the use of CCTV if the Council owns CCTV systems. The Policy should outline the purpose; compliance with legislation; resources; collection of CCTV data; relationship with Victoria Police; requests for CCTV data; disclosure; data security; records; disposal; privacy; inappropriate use; breach of policy; and accountability, audit and evaluation.

Further, the Guidelines also recommend Council develop standard operating procedures; a CCTV Code of Practice; audit and evaluation mechanisms; a complaint handling process; and organising an operator training program. These requirements will be met by Council officers for the management of all of Council's CCTV systems.

Appendices

Appendix 1 - Letter from Minister Crime Prevention CCTV funding 5 July 2013

Author/s: Dominic McCann, Community Projects Coordinator
Reviewed and Approved By: Susan Heywood, Acting Team Leader Community Engagement
Rob Crispin, Manager Community & Aged Services
Mauro Bolin, General Manager Community Sustainability

3.1

POTENTIAL SITES FOR CCTV SYSTEMS IN KINGSTON

1	Letter from Minister Crime Prevention CCTV funding 5 July 2013	17
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Minister for Crime Prevention

- 5 JUL 2013

121 Exhibition Street
Melbourne Victoria 3000
GPO Box 4356
Melbourne Victoria 3001
Telephone: (03) 8684 0900
Facsimile: (03) 8684 0910
DX 210077

Cr Ron Brownlees OAM
Mayor
Kingston City Council
PO Box 1000
MENTONE VIC 3194

Our ref: CD/13/247228
MC/13/3540

Dear Cr Brownlees

CCTV Funding – Moorabbin and Aspendale

I refer to your letter dated 30 April 2013 regarding Council's response to the Coalition Government's offer of funding to support the installation of CCTV in Moorabbin and Aspendale.

I confirm that Council has been consistently informed that the Coalition Government's offer of funding is towards the infrastructure costs of installing CCTV in Moorabbin and Aspendale, and does not extend to management and maintenance costs. These are the same terms that apply to every other council accepting funding towards CCTV systems and other public safety infrastructure. Not only has Council previously indicated it would accept those terms, it recently applied for and accepting funding on exactly the same terms in relation to the Chelsea Skate Park public safety initiative.

I note from Council's papers that it is seeking additional funding on terms beyond the scope of the commitment to cover the cost of staff time to develop appropriate policies and procedures to govern Council's management of CCTV systems. I note that Council should already have such policies and procedures in place to govern the management of your existing CCTV systems in accordance with your obligations under the Privacy Act and other relevant legislation.

Similarly, as your proposal involves replacing and supplementing existing Council-funded CCTV in Gnotuk Avenue Aspendale – CCTV systems that Council is currently responsible for managing and maintaining – it is hard to understand Council's position seeking additional funding on special terms which effectively transfer these costs to the Victorian taxpayer.

Council has also sought further time to undertake community consultation, although I note that your submissions indicated that Council had already undertaken significant consultation with the local community about CCTV in Moorabbin and Aspendale.

I confirm that the Government's funding commitments in Moorabbin and Aspendale were made specifically in response to requests for support for CCTV to help tackle local community safety issues by your local community. This community concern about community safety in these areas and their support for CCTV has been confirmed in Council's own submission.



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Further, a recent survey undertaken by the Department of Justice of community views in the Kingston area highlighted two significant outcomes in this respect. The high level of support in the community for CCTV (nearly 85 per cent) and a partnership approach between the State Government and Council to address community safety (over 90 per cent). Secondly, and critically, 66 percent support Council meeting the ongoing maintenance costs of CCTV.

In light of this overwhelming community support, I am providing Kingston with a final opportunity to accept the Coalition Government's offer of funding towards the infrastructure costs of CCTV to help improve community safety in Moorabbin and Aspendale, as set out in the attached funding agreement – the same terms that apply to every other Victorian Council.

I note that I have received representations from other Victorian councils noting Kingston City Council's reported reluctance to accept the funding, and seeking to have the funding used to support CCTV initiatives in their own municipalities.

Accordingly, I ask that if Kingston Council does wish to now accept the funding, you return the executed funding agreements to the Director, Community Crime Prevention in the Department of Justice by 5.00pm on 19 July 2013. If the executed agreements are not received by that date, the funding will be allocated to other Victorian councils who are more than happy to accept the funding towards CCTV infrastructure – on the same terms – to help improve community safety in their local communities.

As it has always been open to Council to seek infrastructure costs up to the full amount of the original funding commitment of \$350,000 (plus GST), if the executed agreements are received by the above deadline, Council may make a further submission to utilise the balance of the original funding commitment towards additional CCTV infrastructure in Kingston. This submission would need to be received by the Department by 2 August 2013.

I have also attached copies of the Department's Guide to Developing CCTV for Public Safety in Victoria, the Victorian Ombudsman's Guidelines for establishing CCTV in public places, Privacy Victoria's Surveillance and Privacy Information Sheet, and the Queensland State Archives' Guideline on Managing CCTV Records (endorsed by the Victorian Public Records Office for use by Victorian councils).

Irrespective of Council's decision with respect to this CCTV funding commitment, these documents provide essential guidance for Council in ensuring it meets its legal and other obligations in relation to your existing CCTV systems.

Yours sincerely



Edward O'Donohue MLC

Enclosures:

1. Funding Agreement
2. Guide to Developing CCTV for Public Safety in Victoria
3. Victorian Ombudsman's Guidelines for establishing CCTV in public places
4. Privacy Victoria's Surveillance and Privacy Information Sheet
5. Queensland State Archives' Guideline on Managing CCTV Records