

**West and South West Sydney Metropolitan Region
Community and Small Business
CCTV Fund**

Program Guidelines



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1. About the Community and Small Business CCTV Fund

The NSW Government has established the Community and Small Business CCTV Fund (**the Fund**) to support community organisations and small businesses in NSW.

The Fund will provide up to \$5,000 per organisation towards the supply and installation of CCTV systems, commencing in 2019.

Funding will be allocated to NSW based community organisations and small businesses for the supply and installation of CCTV systems at their premises. The CCTV systems will assist in improving security and reducing the likelihood of crime impacting these organisations.

The CCTV systems installed will also provide the NSW Police Force with access to CCTV data for law enforcement purposes.

Administered by the NSW Department of Communities and Justice (**the Department**), the Fund will provide funding for CCTV systems, including those that aim to:

- Support community organisations and small businesses implement CCTV security measures at their premises
- Provide a deterrent for potential offenders
- Provide the NSW Police Force with access to CCTV data to support community safety

2. Application limits

Individual applications can be made up to \$5,000 per organisation for the supply and installation of CCTV systems. Organisations are limited to one application per suburb within the eligible region detailed below.

Following the approval of an application the Fund will arrange the provision and installation of CCTV systems up to a value of \$5,000. Payments are made by the Department directly to qualified installers, after an approved installation.

The Fund does NOT provide rebates, cheques or other reimbursements to applicants. Please notify the Department immediately on 02 8688 8666 if you are advised by a company that you should make any payment directly to them, or that you will be reimbursed.

3. Who is eligible

An organisation applying for funds must be a not-for-profit community organisation, or a small business that provides services to people living in NSW from their commercial or community based premises in NSW.

Community groups and small businesses in the following ten local government areas will be eligible to participate in the program:

- Blacktown
- Camden
- Campbelltown
- Canterbury-Bankstown
- Cumberland
- Fairfield
- Liverpool
- Parramatta
- Penrith
- Wollondilly

Following implementation across these initial local government areas, the Fund will be assessed for expansion to other areas of NSW.

Small Business Stream

Eligible small businesses are owner operated business (including franchises) located in main street style suburban and regional retail shopping precincts.

A small business is defined for the purposes of this Fund as a business that has an Australian Business Number (ABN) and an active GST role with turnover less than \$2 million per annum or employs less than 20 full time equivalent (FTE) people.

Ineligible business premises include home businesses and commercial units within larger industrial parks and retail centres.

Community Organisation Stream

Eligible community organisations include incorporated not-for-profit community organisations.

Incorporated not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading.

They can include: charities; organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status; cooperatives; companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends); trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC); associations (under the Associations Incorporation Act 2009 NSW); Local Aboriginal Land Councils; religious organisations; and organisations established under an Act of Parliament.

Where an organisation is eligible to apply for funding, that organisation must apply under its own legal name and ABN (if applicable). Where an eligible organisation applies on behalf of another eligible organisation, the application will not be considered.

Ineligible Organisations

The CCTV Fund will not fund projects by the following applicants in the Community Organisation stream: individuals or groups of individuals; NSW Councils; unincorporated organisations; for-profit commercial organisations other than small business; NSW Councils; NSW Government or Australian Government agencies and their entities (including public trusts, NSW schools, Area Health Services and public hospitals).

4. Fund Staging

The Fund will provide \$5,000,000 over the duration of the program, providing up to 1,000 eligible organisations with up to \$5,000 for the purchase and installation of CCTV systems at their premises.

5. Eligible Activities

The following are eligible activities under the Fund:

- Installation of new CCTV systems to premises at either small business or community organisation premises.
- Upgrades or replacement of existing CCTV systems that currently do not comply with the Fund technical requirements set out in item 7 below.

6. Ineligible Activities

The following activities will not be funded:

- **Project costs incurred prior to funding approval**
- Activities already funded by other government grants schemes
- Home based CCTV installations
- Non premises based monitoring equipment such as mobile phones
- Commercial or profit-making use of CCTV systems
- Recurrent operational, repair and maintenance costs associated with installed systems
- Installations not within NSW

7. Technical Requirements

The [Technical Requirements](#) explain the minimum technical and operational requirements for designing, installing and maintaining CCTV systems under this Fund.

While applications will be considered on the individual preventive and security merits at your premises, it is important that prospective applicants familiarise themselves with the technical requirements that will apply to systems installed under this Fund.

The technical requirements document provides information on the importance of defining the purpose and goals of the CCTV system, the minimum technical specification for system components, and information on the on-going management and maintenance of systems installed under this initiative.

Whilst reasonable efforts have been made to ensure the Fund technical requirements are suitable to achieve the Fund objectives, they may be updated or change if the Department considers this appropriate.

The technical requirements cover considerations such as:

- camera locations and lighting (cameras should be located with a view that is not affected by bright lights or physical obstructions, and there should be at least one eye level height camera to increase the chances of identifying offenders);
- preference for installation of digital CCTV systems
- display resolution of captured footage (minimum 800 x 600 pixels, 1024 x 768 pixels recommended);
- frame rate (at least 25 frames per second);
- compression quality (MPEG-4 H264 encoded CCTV system with a minimum of 52 kilobits per second (Kbps) bandwidth transmission);
- data storage (recordings to be stored for at least 31 days); and
- on-going system maintenance.

Please refer to the [Technical Requirements](#) for additional information.

8. Undertaking Agreement

A key purpose of the Fund is to support community organisations and small businesses implement and use CCTV systems at their premises.

A broader but equally important objective of this initiative is contributing to crime prevention and community safety.

In applying to this Fund, organisations must acknowledge that, should they be successful, they will be required to enter into an Undertaking Agreement regarding future access requests by the NSW Police Force to collect data from the installed system. Please review the [Undertaking Agreement](#) as part of submitting your application.

This acknowledges the public interest in funding organisations in terms of one of the community based crime prevention and community safety objectives.

9. Assessment of applications

The following procedures will ensure that each application will be assessed fairly and thoroughly by the Department:

- Department staff will undertake a project compliance assessment to verify the integrity of the application and ensure eligibility in terms of these funding guidelines;
- If further information is required, applicants will be contacted to provide additional details in support of their application;

- Applications will be referred to the local Police Area Command who will arrange an inspection of premises;
- An assessment panel comprising representatives from the Department and NSW Police Force will review and determine applications suitable for funding; and
- Applicants will be advised via email the outcome of their application.

The Department reserves the right to change the application and assessment process if it considers this appropriate to achieve the Fund objectives.

10. Priority Frameworks

Priority will be given in the assessment process to proposals addressing crime prevention applications in the following areas:

- Community based and retail business premises previously subject to crime or community safety issues;
- Community based organisations providing not for profit services within public lands to their local community;
- Premises without CCTV or with existing older CCTV systems not meeting current specifications; and
- Retail and commercial small business in suburban street 'shopfront' style shopping areas.

11. How to apply

All applications to the Fund must be via submission of the Application Form by email and in accordance with these Guidelines.

Application requirements of all organisations

All applications must be submitted via the [CCTV Fund Application Form](#) and provide:

- detail of the crime prevention or community safety issues at your premises. This may include reported crimes or other incidents that impact your organisation relevant to CCTV;
- an explanation of the benefits that CCTV will provide to the organisation;
- indicative CCTV requirements (as known) – such as the number of cameras in relation to your premises.
- In addition the following details are required to provide an understanding of your organisation to assist assessment for CCTV installation:
- organisational details and primary contact point;
- an overview of the nature of your organisation/business and customers served;
- documented permission / authority to install system on premises. including completion of Section C5 - the Authority to undertake project, as part of submitting your application;
- a description of the premises where the CCTV will be installed including relevant information such as total floor area, key business operations such as goods delivery/storage or customer checkouts and entry / exit points.
- a supporting financial statement and cash flow for the previous (2017/18) financial year;
- an acknowledgement of privacy and confidentiality provisions and an Applicant declaration accepting the terms and conditions of Fund.

Applications with existing CCTV systems

Organisations with existing CCTV systems that do not meet the Fund technical requirements are eligible to apply to the Fund for upgrade or replacement of the system.

Eligible organisations are requested to provide summary details of the key components of the existing system as part of their application form. The details required (where available) include current number of cameras, data storage arrangements and monitoring equipment.

Information on the individual system components such as brand name, model and installation date will assist in assessing applications against Fund technical requirements.

12. Site Verification

The Department will undertake an initial review of applications received by the Department to confirm eligibility. Organisations will then be contacted by a Crime Prevention Officer from their local NSW Police Force Police Area Command.

The Crime Prevention Officer will arrange a pre-installation site verification of the premises. This may include a site assessment and feedback on other crime prevention measures suitable for implementation in support of CCTV installation at the premises.

13. Installation Stage

Information provided from both the Application Form and the Site Verification will be utilised in the final assessment.

Organisations that are successful will be contacted by the Department to enter into an Agreement setting out the contractual terms and conditions of the funding arrangement.

The Agreement will include the obligations on both the Department and Fund recipients regarding the supply and installation of a CCTV system at the premises. You may wish to seek legal advice for these documents.

The project will only commence once an Agreement has been signed by the Fund recipient and the Department.

A Departmental pre-qualified installer will arrange an inspection and confirm the final CCTV system suitable to your premises. Once the CCTV system has been installed at the premises the details of the CCTV system will be included on the NSW Police Force CCTV Register.

The Department will arrange for payment directly to the preferred installer. No funds will be paid directly to successful organisations.

14. How to submit

Applicants are invited to submit the completed application form via email below to the NSW Department of Communities and Justice from 9am on 30 April 2019.

Email: cctv@justice.nsw.gov.au

15. Notification of application received

All applicants will receive an email confirming that their application has been received.

Successful and unsuccessful applicants will be notified by email September / October 2019.

16. Obligations for successful applicants

Legislative compliance

The installation and management of CCTV systems must comply with all applicable laws and regulations. This includes (but is not limited to) the *Workplace Surveillance Act 2005 (NSW)*, the *Surveillance Devices Act 2007 (NSW)* in relation to workplace installations and the provisions of the *Privacy and Personal Information Protection Act 1998 (NSW)* in relation to CCTV systems operated by public agencies.

The NSW Government [Guidelines for the Establishment and Implementation of CCTV in public places](#) provides additional information on the policy and legislative framework for the management of CCTV systems by public agencies.

On-going management and maintenance of CCTV system

Organisations will be responsible for the on-going management and maintenance of the CCTV systems installed at their premises. This includes on-going compliance with the terms of the funding Agreement for the asset life of the installed system.

Prospective applicants are advised to review the maintenance section of the accompanying technical requirements to inform themselves of the on-going responsibilities associated with management of CCTV systems.

NSW Police Force Data Agreement

Successful organisations will also be required to enter into an Undertaking Agreement regarding future NSW Police Force access requests to collected data from the installed system.

Publications, resources and media responsibilities

Any publication or resource produced with the Fund must be submitted to the Department for approval prior to its publication. Editorial control and copyright of all documentation, reports, resources and summaries remain with the Department.

Significant media opportunities associated with the Fund such as interviews or articles are to be advised to and negotiated with the Department.

Return of funds

If your organisation or the funded project changes, you must notify the Department in writing immediately and seek approval of the project variation or arrange for the return of funds provided.

In instances where an activity is not conducted as agreed, recovery of funds from the funding recipient may be sought. This might include:

- general mismanagement of the funded project or misappropriation of assets;
- variations in the layout or operation of the CCTV installation without advising the Department or updating the NSWPF register;
- undue delays in allowing the installation of the project at premises.

17. Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the NSW Department of Justice are subject to the provisions of the *Government Information (Public Access) Act 2009 (GIPAA)*.

Under some circumstances, a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act. More information can be found at www.legislation.nsw.gov.au

18. Privacy policy

The Department will collect and store information applicants provide to enable the processing of this application.

This will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purposes for which it was collected and will not be published or used for any purpose other than processing the application, without the consent of the applicant.

The Department is required to comply with the *Privacy and Personal Information Protection Act 1998* and collects the minimum personal information required to enable contact with an organisation in order to assess the merits of an application.

Applicants must ensure that people whose personal information is included in applications are aware that the Department is being supplied with this information and how this information will be used.

19. Contact Us

Website: <http://www.crimeprevention.nsw.gov.au/>

Email Inquiries: cctv@justice.nsw.gov.au

20. Document information

Title:	Community and Small Business CCTV Fund – Program Guidelines
Business Centre:	Crime Prevention
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21. Document history

Version	Date	Reason for Amendment
2	26.8.19	Update of Department name and Authority to Install
3	4.10.19	Highlight preferred supplier arrangements
