

Draft CCTV Strategy 2019 -2024



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2 Executive Summary

The City of Karratha is committed to addressing the community safety needs of its community and protection of its assets, including employees, in the most effective manner, which may include the appropriate application of CCTV surveillance systems.

The City has developed this Strategy based on feedback provided by the community through the annual community survey and community safety survey. This feedback, combined with extensive research, alignment with industry best practice and local experience have provided the basis for development of the guiding principles and priority areas.

This Strategy will inform the City on how we implement CCTV within our community and sets the course for development of actions that need to be undertaken to ensure we achieve our outcomes. It is supported by the City of Karratha's Strategic Community Plan 2016 – 2026 and aligns with the Western Australian State CCTV Strategy.

3 Guiding Principles

With the primary purpose being to enhance community safety, the following guiding principles have provided the framework for the strategic development and ongoing management of new and existing CCTV systems that are owned, leased or operated by the City of Karratha:

Crime Prevention: CCTV is installed to contribute to the protection and safety of the City's assets, public spaces and community

Partnerships: opportunity for CCTV operations to support Police and other internal/external key stakeholders by sharing information

Operational Standards: CCTV systems are maintained to a high operational standard and in compliance with relevant legislation and functional requirements

Multi-faceted approach: CCTV is part of a multi-faceted approach to crime prevention and community safety with installation determined through robust assessment processes

Outcomes focused: initiatives are measurable and deliver meaningful results

4 Priority Areas and Outcomes

With the overarching theme of the strategy focussed on **community safety**, priority areas have been identified and desired outcomes developed under each priority area, which are measurable and can directly guide specific initiatives. Initiatives and associated actions under each priority area will be developed as part of the annual planning process.



4.1 Community

Outcomes:

- The community have the opportunity to participate in community safety initiatives
- The community can access community safety tools and information
- The community understand their role in community safety

Measures:

- Increase the perception of safety
- Participation rate in community safety initiatives
- Percentage of community reporting incidents

4.2 Collaboration

Outcomes

- Increase intelligence sharing to inform safety & crime prevention strategies
- Provide high quality evidence to support investigations & prosecutions
- Relevant stakeholders engaged in community safety

Measures

- Safer Communities Partnership is active
- Crime Prevention Through Environmental Design (CPTED) working group is active
- Number of joint initiatives

4.3 Design

Outcomes:

- Systems are linked into one centrally coordinated and managed system
- CCTV installations are informed by thorough needs assessment
- Latest technology is considered through design phases
- Improved information sharing with key stakeholders

Measures:

- Number of offences assisted by CCTV network
- Number of CPTED working group site reviews
- Prioritisation matrix is reviewed annually
- Number of stand-alone networks integrated into the coordinated system

4.4 Operations

Outcomes:

- Operational integrity of the CCTV system and all cameras is maintained
- Effective management of CCTV networks to ensure optimum results for both customers and community

Measures:

- Compliance with operational management and control requirements

4.5 Initiatives

Initiatives	Priority Areas			
	Community	Collaboration	Design	Operations
Develop and implement community safety programs	✓	✓		
Develop and implement community safety communications plan	✓	✓		
Review and upgrade existing CCTV systems			✓	✓
Develop & implement a CCTV maintenance regime			✓	✓
Link existing CCTV installations into one central system	✓	✓	✓	
Facilitate information sharing with key stakeholders	✓	✓	✓	
Conduct CPTED reviews at community facilities	✓	✓	✓	✓
Expand CCTV infrastructure based on demonstrated need	✓	✓	✓	
Develop and implement CCTV operational procedures & control mechanisms		✓		✓

5 Operational Application

5.1 Purpose of the CCTV System

The City of Karratha installs CCTV systems to:

1. Increase community safety perception and deter crime
2. Assist in detection and response to criminal offences against people or property in the City of Karratha
3. Record evidence to support Police investigations and prosecutions
4. Support safety of community and employees at City facilities
5. Support management, operations and compliance at City facilities

5.2 Determining Factors

5.2.1 Location Priority and Need

A consistent and efficient method of prioritising need and correct identification of higher priority facilities will ensure that Council funds are spent to achieve the greatest community benefit.

The evaluation matrix is used to score and rank CCTV needs against each other. The matrix contains a list of criteria designed to prompt consideration when determining each potential facility location.

The evaluation matrix calculates a raw score by adding all scores together and is used to calculate the basic ranking of a facility.

Current criteria and weightings are considered to provide fair and equitable ranking of all locations evaluated. It should be noted however, that the ranking on its own cannot always indicate the final priority of the facility. It is however, a very strong indication. The priority of any facility can easily be re-evaluated if circumstances change. The priority listing of facilities is consequently tentative and will be reviewed and updated on an ongoing basis.

CRITERION	JUSTIFICATION	RANKING SYSTEM	SCORE
Lighting	Are there light sources providing ambient lighting to the facility which support CCTV installation?	Some lighting	10
		No lighting	5
Perceived Crime	Are there any community requests/feedback regarding actual or perceived crime in the area?	Yes	5
		No	1
Passive surveillance	Does the facility have passive external surveillance opportunities?	Complete blind spot	5
		Some passive surveillance	3
		Significant passive surveillance	1
Surrounding zoning	The density and type of surrounding development may influence the level of usage of the facility.	Residential zone	5
		Low-density residential zone	3
		Industrial / commercial area	2
Activity node	1. Does the facility serve alcohol under a permanent liquor licence?	Yes	10
		No	0
	2. Does the facility handle cash transactions?	Yes	10
		No	0
	3. Is plant or machinery generally operated as part of this facility?	Yes	10
		No	5
	4. Are City of Karratha staff required to work after hours or alone?	Yes	10
		No	0
	5. Does the facility attract activities involving children?	Yes	10
		No	5
	6. Does the facility host large community events? i.e. FeNaClng Festival, Colour runs, Oktoberfest	Yes	10
		No	5
	7. Does the facility adjoin a main thoroughfare or crowded place?	Yes	5
		No	2
Level of human activity	How many people would use the facility on a typical day?	100 or more	10
		50 - 99	5
		0 to 49	2
Crime Rate	WA Police crime statistics for previous 36 months recorded on the adjoining street(s) the facility is located including burglary, stealing, damage, robbery, trespass, assault and steal motor vehicle.	High = 100 +	10
		Medium = 50 - 99	3
		Low = 0 - 49	1

5.2.2 Prioritising Implementation

The following raw scores have been established in using the Evaluation Matrix.

- The maximum raw point score is 110
- Any facilities with scores between 80 and 110 would need to be addressed as a high priority
- Medium priority facilities would have a raw score of between 60 and 79
- Low priority facilities will have a raw score between 40 and 59 points inclusive
- Where facilities score 0 to 39, no action will be taken

In establishing the final priorities for funding of CCTV projects the final ranking from the evaluation matrix is a strong indicator of the priority for funding that should be considered. Where facilities have a similar score and or special circumstances exist, some variation of the final priorities may be warranted. In establishing the final priorities the following should be considered;

1. Ranking
2. Any external contributions and associated conditions
3. Project cost and available funding
4. Any other relevant issues not covered by the evaluation matrix

5.2.3 Implementation Priority Timeframes

The following implementation timeframes will be applicable based on facility priorities:

- A facility that is identified as high priority will have an implementation plan completed within three months of classification
- A facility that is identified as medium priority will have an implementation plan completed within six months of classification
- A facility that is identified as low priority will have an implementation plan completed within twelve months of classification

An implementation plan for the respective site will be presented to Executive and consist of:

- Cost estimate (if known)
- Draft scope of works
- Proposed project timeline

5.2.4 Facility Classification

To assist in providing a consistent and rational approach to installation of CCTV, facilities have been classified by function, size and usage. The classification provides direction in relation to CCTV treatment and coverage for the respective facility class.

FACILITY CLASS	FACILITY FUNCTION
TYPE 1	Significant high usage community facility providing multiple services to the community. Open to the public with designated operating hours. (eg Karratha Leisureplex)
TYPE 2	Significant community facility. Mandatory requirement to incorporate CCTV throughout the facility to meet legislative requirements (eg Airport, liquor licenced premises)
TYPE 3	Medium, high use, community facility providing services to the community. Open to the public with designated operating hours. (eg Roebourne Aquatic Centre, The Youth Shed)
TYPE 4	Medium sized facility offering selected services. Pedestrian traffic based on programming and bookings (eg Frank Butler Community Centre)
TYPE 5	Major high usage public open space incorporating significant infrastructure including footpath network, lighting, public amenities, playground (eg Mara Guthurra Adventure Playground)
TYPE 6	Commercial facility not designated for recreational use but may have some community activity. CCTV will assist operational needs (eg waste facility)
TYPE 7	Commercial facility primarily used as City of Karratha employee primary place of work with limited community interaction (eg Administration, Operations Centre)

5.2.5 CCTV Coverage

The following table details the CCTV coverage to be considered for each facility class. It is recognised that not all facilities will have all points of coverage at each respective facility. Whilst considering the treatment and coverage, there may be special circumstances which warrant some variation to the final installations.

CCTV COVERAGE	FACILITY CLASS						
	TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TYPE 7
Entry / exit points	✓	✓	✓	✓		✓	✓
Cash handling area	✓	✓	✓	✓		✓	✓
Building perimeter	✓	✓	✓	✓		✓	✓
Public carpark	✓	✓					
Staff carpark	✓	✓					
Public toilet entry	✓	✓	✓	✓	✓		
Customer Service area	✓	✓	✓	✓		✓	✓
Workshop / maintenance area	✓	✓					✓
Liquor licenced area	✓	✓					
Playground equipment	✓	✓			✓		
Equipment storage area	✓	✓	✓			✓	✓
Swimming pool area	✓		✓				
Stairwells	✓	✓					
Elevator entrance	✓	✓					
Public change room entry	✓		✓				
Designated exercise area	✓						
Baggage collection area		✓					
Security screening area		✓					
Security access controlled gates		✓				✓	✓
Skate Park	✓	✓	✓		✓		
Child Care reception	✓	✓	✓				
Plant / Equipment area	✓	✓	✓			✓	✓
Seized property storage						✓	✓
Hazardous material storage		✓	✓			✓	✓
Weighbridge area						✓	

5.2.6 Mandatory Installation

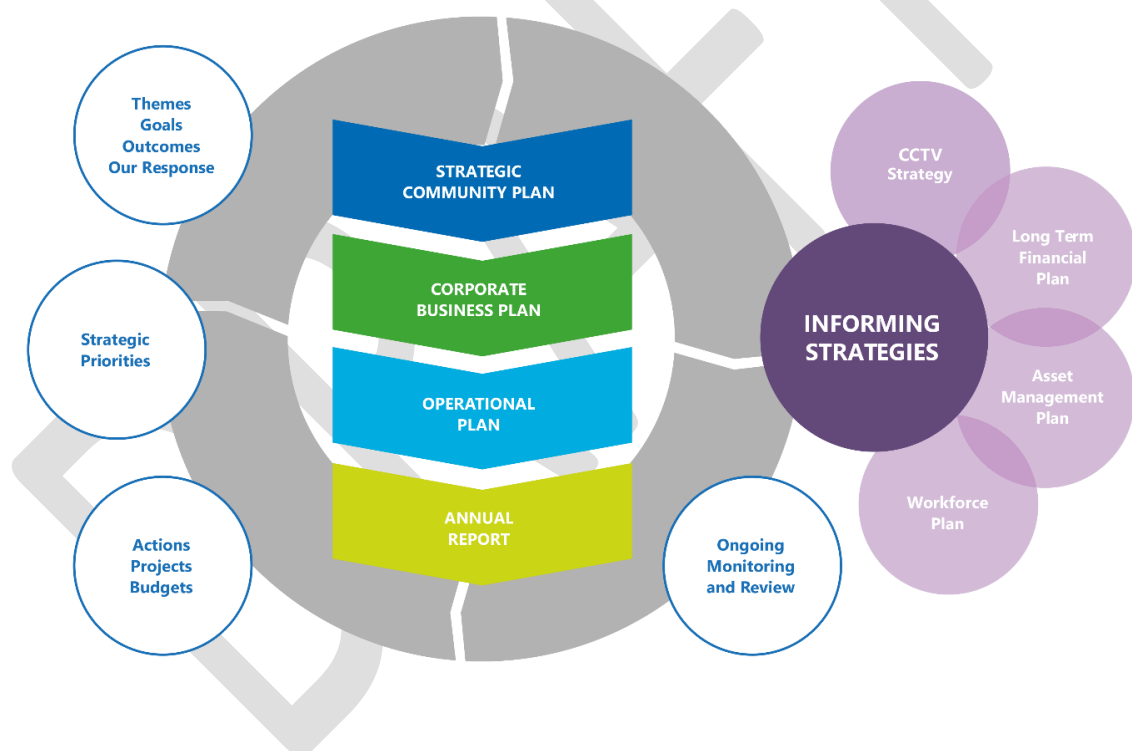
In some instances, some City facilities are required to have CCTV installed due to legislative and licensing requirements. Where this is the case, that requirement overrides any priority and needs assessment. In addition, CCTV coverage must meet those mandatory requirements, which may be contradictory to the CCTV coverage as outlined in Section 5.2.5 CCTV Coverage.

5.3 New Projects

All new City of Karratha community infrastructure projects will undergo an assessment process to determine need and priority in relation to CCTV installation.

When adding additional cameras to an existing system, an assessment process will also be undertaken, to ensure consideration is given to current infrastructure and server capacity.

6 Strategy Integration



7 Related Documents

7.1 Informing Documents

- Western Australian State CCTV Strategy
- Australia and New Zealand Police Recommendations for CCTV Systems
- City of Karratha Strategic Community Plan 2016 – 2026
- Safer Communities Partnership Plan 2019 – 2022
- *Surveillance Devices Act 1998*
- *Security and Related Activities (Control) Act 1996*
- *Freedom of Information Act 1992*
- *Records Management Act 2000*
- Australian Standard AS4806 CCTV – Parts 1 – 4

7.2 City of Karratha CCTV Document Suite

- City of Karratha CCTV Strategy 2019 – 2024
- City of Karratha Closed Circuit Television (CCTV) Operations Policy CS-23
- City of Karratha CCTV Code of Practice
- City of Karratha CCTV Management & Operations Manual
- Memorandum of Understanding – for Closed Circuit Television Surveillance (with WA Police)
- City of Karratha Cabling Infrastructure - IT Architecture Standards
- City of Karratha CCTV Specifications - IT Architecture Standards