Shire of Northam

Minutes

Community Safety Committee

21 November 2023
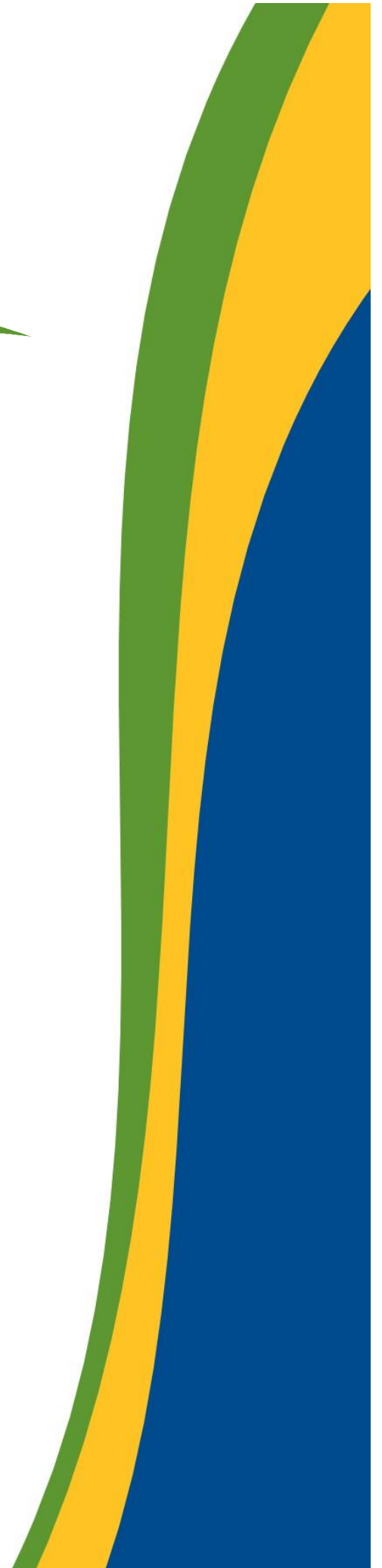
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Contents

1 DECLARATION OF OPENING

The Chief Executive Officer, Debbie Terelinck declared the meeting open at 11.07am

2 ELECTION OF PRESIDING & DEPUTY PRESIDING MEMBER

The Chief Executive Officer called for nominations for the role of Presiding Member.

One nomination was received by Cr Julie Williams. There being no further nominations, the Chief Executive Officer declared Cr Williams elected as Presiding Member of the Community Safety Committee.

Cr Williams called for nominations for the role of Deputy Presiding Member. One nomination was received by Cr Attila Mencshelyi. There being no further nominations, Cr Williams declared Cr Mencshelyi elected as Deputy Presiding Member of the Community Safety Committee.

3 ACKNOWLEDGEMENT OF COUNTRY

Cr Williams invited Shire Delegate & Deputy Presiding Member, Cr Mencshelyi to give an acknowledgement of Country.

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

4 ATTENDANCE

4.1 ATTENDEES

Committee Members:

Shire of Northam Delegate	Cr Julie Williams
Shire of Northam Delegate	Cr Attila Mencshelyi
Northam Police Station	SSGT Martin Glynn
Northam Roadwise Committee	Cliff Simpson
Department of Education	Amanda Marshall
DLGC	Emma Draper
Youth Agency Representative – PCYC	Jane Atterby
Chamber Of Commerce	Theresa Lee
Community Representative	Elizabeth Hoek

Committee Ex – Officio Members

Chief Executive Officer	Debbie Terelinck
Manager Community Development & Tourism	Jaime Hawkins
Senior Ranger	Kelle Walters
Department of Communities – Housing Authority	Christine Frank

Staff:

Acting Executive Manager Community Services	David Emery
Community Development Administration Officer	Alison Quin
Executive Manager Corporate Service	Colin Young
Business Solutions Coordinator	Kunal Sarma

Guests:

WA Country Health Service – Wheatbelt	Danielle MacTaggart
WA Police Force – Wheatbelt District Office	SSGT Martin Glynn
WA Police Force – Wheatbelt District Office	A/SGT Brad Snashall

4.2 APOLOGIES

APOLOGIES

Department of Education	Sharon Bray
Holyoake	Jesicca Daniels
Local Drug Action Group	Rose Power
WA Police Force – Wheatbelt District Office	SSGT Kim Mead
Department of Communities - Child Protection & Family Support	Kirsten Arthur
Bridgeley Church of Christ	Kym Edwards
Northam Police Station	SSGT Ross Eastman
Wundowie Police Station	SGT Aaron Honey

4.3 APPROVED LEAVE OF ABSENCE

Nil.

4.4 ABSENT

WA Country Health	Shani Toki
Nyoongar Cultural Representative	Elizabeth Benning
WA Police Force – Wheatbelt Office	Shayne Price

5 DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nomination for Community Representatives on the Community Safety Committee	7.1	Elizabeth Hoek	Impartiality	Mrs Hoek nominated for the position of Community Representative.

6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE MEETING HELD 15 AUGUST 2023

COMMITTEE DECISION

Minute No: CSC.109

Moved: Elizabeth Hoek
Seconded: Jane Atterby

That the minutes of the Community Safety Committee meeting held on Tuesday 15 August 2023 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

7   COMMITTEE REPORTS

7.1   Nominations for Community Representatives on the Community Safety Committee

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	{custom-field-interest-do-not-remove}
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To confirm the nominations received for the position of Community Representative on the Community Safety Committee.

ATTACHMENTS

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A.   BACKGROUND / DETAILS

At the Special Meeting of Council held 25 October 2023, Council resolved that:

1. *In accordance with Section 5.8 of the Local Government Act 1995 establishes the Community Safety Committee and endorse the Terms of Reference as provided in Attachment 7.5.1; and*

2. *In accordance with Section 5.9 and 5.10(1)(a) of the Local Government Act 1995, appointed the following Elected Members, Staff and Other Persons to the Community Safety Committee:*

Voting Members:
- *Two (2) Elected Member:*
  - *Cr J E G Williams*
  - *Cr A J Mencshelyi*
- *Officer In Charge of the Northam Police Station or nominated*
- *representative;*
- *Officer In Charge of the Wundowie Police Station or nominated*
- *representative;*

- *One (1) representative of the Northam Roadwise Committee;*
- *One (1) representative of the Local Drug Action Group;*
- *One (1) representative of the Northam Chamber of Commerce;*
- *One (1) representative of the Department of Education;*
- *One (1) representative of the Department of Local Government,*
- *Sport and Cultural Industries;*
- *One (1) representative of Holyoake;*
- *One (1) representative of the local youth services*
- *One (1) representative of the Nyoongar Cultural Advisory*
- *Committee;*
- *Up to two (2) community representatives.*

Calls for nominations for community representatives were published via the Shire of Northam website, social media and distributed via email networks. The nomination period was open for two weeks.

B.   CONSIDERATIONS

B.1   Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action: Nil.

Performance Area: People.
Outcome 1: A safe community.
Objective 1.2: Provide accessible and safe public spaces.
Priority Action: Nil.

B.2   Financial / Resource Implications
Nil.

B.3   Legislative Compliance
The Community Safety Committee is established in accordance with Section 5.8 of the *Local Government Act 1995*.

B.4   Policy Implications

Nil.

B.5   Stakeholder Engagement / Consultation
The call for nominations for community representatives on the Community Safety Committee was advertised via social media, the Shire of Northam

website and via email through community networks from 31 October 2023.

B.6   Risk Implications

Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	That the selected representatives cause damage to the reputation of the Community Safety Committee	Unlikely (2) x Minor (2) + Low (4)	The Committee representatives abide by the committee Terms of Reference.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7   Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

One nomination was received by Mrs Elizabeth Hoek. This leaves one vacancy for a Community Representative on this Committee and the Shire will continue to seek nominations as appropriate.

COMMITTEE DECISION

Minute No: CSC.110

Moved: **Attila Mencshelyi**
Seconded: **Emma Frank**

That Community Safety Committee accepts the nomination of Mrs Elizabeth Hoek as a Community Representative on the Shire of Northam Community Safety Committee.

                                                                    CARRIED 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Manger Community Development & Tourism, Ms Jaime Hawkins received an additional nomination prior to the meeting from Ms Mudmee Vigar. The nomination will be followed up with Ms Vigar as the form submitted was for a different Committee.

Committee of Council Nomination Form

1. Complete your contact details:
Title: Mrs
First Name: Elizabeth   Surname: Hoek

2. Which Committee do you wish to nominate for:
SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

3. Have you previously been a member of this Committee or another Committee of Council?
Yes I have been a member of this committee up to the 2023 LGA elections

4. Tell us why you would like to join this Committee and what makes you a good candidate?
I have been on this committee for the past 2 years and feel that i have more to contribute. I have had a great deal of experience with dealing with community matters and have been on boards & committtees at all levels of government and know the responsibilities and duties of committees of LGA's.
 I have observed that there are many concerns in Northam regarding the safety of the community, and the importance of working together with the various agencies to ensure that programs, issues and actions are aligned or at least known by other agencies in a collaborative aproach to safety matters to give strength to each others initiatives. The community representatives have an invaluable role to fulfil by bringing the practical aspects to the table eg. I put forward a question to the police at a recent meeting that people did not know the specific phone numbers to ring for police attendence etc - this resulted in the police creating fridge magnets with relevant numbers on it and distributing them to the public at recent Beyond Blue Day.

I take my committee position seriously as intended, as my contribution to the community.

Since purchasing the "Old Hostel' in 2016, I have seen first hand the impact of negative actions on community safety which can only be addressed by a wholistic approach and this committee provides that avenue of action.

5. Are you a member of any other community or cultural organisation? E.g. Progress Association, Historical Society. If so please list your membership status.
I am currently a member of the following local organisations
  * Avon Valley Arts Society - Committee member
  * Avonvale Primary School P&C Association - member
  * Avonvale Primary School's, School Council - Chairperson
  * Dept Education, Leadership Institutes, Boards & Councils Advisory Group 2023 - member by invitation

Kellee Walters entered meeting at 11.17am

7.2   Public CCTV

File Reference:	1.3.12.1
Reporting Officer:	Kunal Sarma (Business Systems Coordinator)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To provide the Committee with an update on the outcomes of the independent audit of the public CCTV infrastructure undertaken by CCD-Alliance in 2022.

This report also seeks the Committee's support for the recommendations from the CCTV audit incorporating the policy, strategy and operational guidelines.

ATTACHMENTS

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A.   BACKGROUND / DETAILS

The Shire appointed an independent consultancy to audit the existing CCTV infrastructure. The audit report is being utilised for seeking grant funds to improve the Shire's CCTV infrastructure.

The consultants conducted interviews with selected stakeholders, obtained feedback, reviewed specific Shire areas, reviewed existing IT infrastructure, network connectivity, and documentation reviews.

The audit identified:
- The existing public CCTV infrastructure is on Point-to-Point wireless network link which has limitations in terms of scalability, with the current load, it is recommended to be reduced.
- The existing cameras and lighting capabilities are not adequate to capture both day and night events.

- The need for License Plate Recognition (LPR) cameras in certain areas was identified as requirements through stakeholder engagement.
- Consideration to further expand the CCTV presence across the Shire.
- Implementation of governance including the review of:
  - Video Surveillance Policy
  - CCTV Strategy
  - Operational Guidelines.
- Lack of comprehensive and structured approach, limited system visibility and security.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action: Nil.

Performance Area: People.
Outcome 1: A safe community.
Objective 1.2: Provide accessible and safe public spaces.
Priority Action: Nil.

B.2 Financial / Resource Implications
It is proposed to seek an allocation of $50,000 through the Shire's 2023/24 budget review process to commence implementation of the recommendations.

B.3 Legislative Compliance
The *Surveillance Devices Act 1998* (WA) (the 'Act') regulates the use of surveillance devices in Western Australia. It also restricts the communication and publication of information obtained through surveillance devices.

Under the Shire of Northam Safety & Crime Prevention Plan, it is the responsibility of the Shire to plan and implement strategies to address crime & safety within the Shire of Northam.

B.4 Policy Implications
To develop and adopt the Shire of Northam Video Surveillance (VS) Policy as proposed on page 13 of the audit report.

B.5 Stakeholder Engagement / Consultation
Consultations were conducted between CCD-Alliance and the following agencies: local Police and Shire of Northam staff.

B.6 Risk Implications

Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Needs additional funding through external grants	Almost certain (5) x Insignificant (1) = Moderate (5)	Shire officers to actively pursue external funding to implement new CCTV.
Health & Safety	Lack of CCTV poses a risk to the communities' perception of safety	Possible (3) x Minor (3) = Moderate (6)	Shire officers to actively pursue external funding to implement new CCTV.
Reputation	Lack of CCTV is damaging to the reputation of the Council	Possible (3) x Minor (3) = Moderate (6)	Improve the CCTV network, have better cameras and lighting set up.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The audit report enables the Shire of Northam to apply for grant funding to improve the public CCTV camera infrastructure which will assist local Police in identifying and preventing crimes and incidents.

The Following staged Strategy is outlined on pages 41 of the CCTV Audit.

Stage 1

- Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable including running Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval and

running Fibre from the Visitor Centre to Bernard Park CCTV, Bridge CCTV cameras and Sound Shell Pole.

- Introduce a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas.
- Improve lighting conditions to better utilization of existing cameras.

Stage 2:

- In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3 & 4:

- Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meeting. Including expansion of the Current System.

COMMITTEE DECISION

Minute No: CSC.111

That the Community Safety Committee endorse the following recommendations being presented to Council:
  1. **Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.**
  2. **Request that Council consider an allocation of $50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.**
  3. **Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.**

  Moved: Theresa Lee
  Seconded: Attila Mencshelyi

  Carried: 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Northam Police representative SSGT Martin Glynn praised the very detailed plan, stating that CCTV is very beneficial with 86% offences solved with CCTV. Mobile CCTV provides the ability to monitor offences as they develop. Previous Christmas event would have been supported by this.

SSGT Glynn, inquired about whether there is a Memorandum of Understanding between the Shire of Northam and Police. Executive Manager Corporate Services, Mr Colin Young informed the Committee members that there is not, and Police had previously said they would look at providing some examples of others that are in place. SSGT Glynn agreed that he will source a Memorandum of Understanding.

The Executive Manager Corporate Services stated that mobile CCTV was recommended by Police and Ranger Services. Without grant funding it is a stretch on the Council budget to implement. He explained that the selected locations came from conversation with SSGT Ross Eastman. Location priorities came from Police and community including the Youth Park.

The Chief Executive Officer informed Committee members that in her previous experience in other local governments, mobile CCTV set up where Police have direct access to the footage is successful.

Northam Police representative, SSGT Martin Glynn further suggested a ring of cameras around Northam for identifying people at particular locations is helpful. He applauds the Shire of Northam for their work in this space and offered that Police are happy to support.

Presiding Member, Cr Julie Wiliams, asked if the lighting will be picked up during the lighting audit. Manager Community Development & Tourism advised it will.

Shire of Northam
Heritage, Commerce and Lifestyle

Shire CCTV Audit incorporating
- **CCTV Policy**
- **CCTV Strategy**
- **Operational Guidelines**

Prepared by
Arthur Barker / Brad Campbell
07/11/2022 R1.2

CCD-Alliance

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Preparation of Document

Revision	Date issued	Description	Prepared	Checked	Approved
Rev 1	13/08/22	Draft	BKC	AJB	BKC
Rev 1.1	19/08/22	Draft	AJB	KJC	KJC
Rev 1.2	07/11/22	Draft	AJB	BKC	BKC
Rev 2	10/08/23	Final		KS	KS
Rev 3	20/09/23	Final		CY	CY
Rev 4	10/10/23	Final		CY	CY

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Contents

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1. Introduction

This report comprises the response to the project for the development of a Video Surveillance (VS) Strategy, Policy and Operational Guidelines for the Shire of Northam (SoN).

The project has been undertaken by CCD-Alliance. The report has been compiled in a manner to simplify the verification of the items included in the CCD-Alliance submission.

The report has been constructed so that large elements of text and images relevant to deliverables and/or data to display issues identified have been incorporated as Appendices. Where this occurs in the document, the details are explained.

2. Methodology

The methodology employed to develop the SoN's Video Surveillance (VS) Strategy, Policy and Operational Guidelines comprised three stages. These are:

1. Information collection from selected stakeholders, review of 1 selected location, review of existing systems and associated infrastructure;
2. Correlation of collected information; and the
3. Development of a Draft Video Surveillance (VS) Policy, Strategy, and Operational Guidelines.

2.1 Information collection and review of existing infrastructure

During the information collection/review phase, we have also assessed the existing SoN processes, equipment performance and systems configuration.

This has comprised of the following steps:

1. Internal and external stakeholder interviews;
2. Walk through reviews of the specific areas of the SoN;
3. Obtaining feedback from specific stakeholders in relation to:
    a. Reasons for Video Surveillance (VS) installation in the Townsite; and
    b. Performance outcomes required for each imaging device in the SoN Townsite system.
4. Independent review (in the form of a Desktop Audit) encompassing archived Video Surveillance (VS) System imagery to determine performance and ability of installed hardware (imaging devices and recorders) to deliver acceptable performance outcomes.
5. Review of available information relating to IT infrastructure:
    a. IT connectivity;
    b. Network schematics: and
    c. Communications infrastructure and transmission media.
6. Documentation:
    a. Review of current Security Policies and/or Procedures used for procurement of Video Surveillance (VS) systems and associated infrastructure/devices – Not Available.
    b. Review of available site incident details and WAPOL crime statistics – from CSCPP;

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    c. Review of Current Procurement Documentation;

    d. Review of existing specifications or tender documentation containing installation and maintenance requirements;

    e. Review of job completion and commissioning documentation;

    f. Review of internal documentation requesting Video Surveillance (VS) infrastructure for installation; and

    g. Copies of existing inspection and test records for each site – Not Available.

    h. Procedures for After Hours Callouts – Not Available

    i. Complaint Handling Procedure for Video Surveillance (VS) System Applications – Not Available

2.2 Correlation of Collected Information

The information collected above, where the information is available, has been analysed and cross referenced, and subsequently distilled into this report. The information required is contained in the following sections, and this then forms a basis for the development of the Draft Policy, Strategy and associated documentation.

The observations, assumptions and recommendations were based on information gathered by the Consulting team, and/or provided by the SoN during stage 1.

Note: The details of each interview with each stakeholder have been recorded and will be retained by the Consultant. We have summarised the outcomes of each group of stakeholders, and these have been taken into account in the preparation of this report. The most productive method of gathering information is NOT to attribute data gathered to any personality, rather to attribute outcomes to the group.

2.3 Draft Video Surveillance (VS) Strategy, Policy and Operational Guidelines

The draft deliverable document compilation has been based on the correlated information from stages 1 and 2.

This information underpins the development of the following:

1. Video Surveillance (VS) Policy – This a guiding document that is available for display and defines the intention for deployment of Video Surveillance (VS) assets within the SoN and how it will be achieved. The Policy includes, but is not limited to the headings nominated, with the scope of works.

2. Video Surveillance (VS) System Strategy – This document assesses the current status of the selected Video Surveillance (VS) System solution at the SoN and plots a pathway for the solution to move forward in a manner that:

    a. Optimises the value of the existing infrastructure;

    b. Provides a methodology to incorporate all the current Video Surveillance (VS) assets, as part of a Shire wide Video Surveillance (VS) solution; and

    c. Defines a method of procurement to optimise value of the investment Video Surveillance (VS) System assets.

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2.4   Video Surveillance (VS) Operational Guidelines

This is a compilation of documents that address:

1. Requests for visual data;
2. Use of Video Surveillance (VS) equipment;
3. Storage and retention/disposal of data including:
    a. Storage of data; and
    b. Retention times and disposal of data.
4. Complaints regarding the SoN's Video Surveillance (VS) assets, including:
    a. Registering a complaint; and
    b. Dealing with a complaint.

2.5   Additional technical analysis

To achieve the outcomes of items 2.1 to 2.4 above required a detailed analysis of the existing technology solution. The analysis included:

1. A review of the existing infrastructure which includes the;
    a. The head-end software that is used to manage and monitor the gathered vision;
    b. The recording apparatus that records the vision;
    c. The communications network that connects the recording apparatus into the Central management point; and
    d. The field equipment (cameras) and supporting infrastructure that gathers the vision.
2. A review of the vision of cameras deployed within the nominated SoN site. It should be noted that not all cameras had vision supplied with motion as requested at the time of the review. The analysis includes screen shots of the recorded vision for both day and night conditions as supplied by the Shire. The analysis comments on any deficiencies of each screenshot.
3. An analysis of the Shire of Northam Video Surveillance System when measured against the acquittal documentation utilised and compared to the previous State Video Surveillance (VS) strategy.

3.   Data gathered from stakeholder interviews

As part of this commission to develop a Video Surveillance (VS) Strategy for the SoN, there was a need to understand the context of safety and security within the Shire. To achieve this required us to collect data, which is summarised further within this report.

Interview/Reviews conducted
As part of gathering the data to clarify this understanding, the following external organisations and/or areas of the Shire were interviewed and/or reviewed. These included:

1. Western Australian Police (SoN);
2. Shire of Northam CEO, IT Manager/Department;
3. Local Police representatives: Confidential;
4. Northam – Internal and External Stakeholders;

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    a. Michelle Blackhurst
    b. Colin Young
    c. Jo Metcalf
    d. Muhammad Iqbal
    e. Robert Beardsmore
    f. Shane Moorehead

5. Brief review of the Northam Townsite; and
6. Brief review of Recreation Centre.

3.1   Context of the information gathered

The data and information gathered from the stakeholders interviewed provide context that informs aspects of the development of the Video Surveillance (VS) Policy and Strategy. These aspects include:

1) The threats/crimes that can impact on the safety and security of:

    a) SoN's assets, which include:

        i)   Human capital – Staff and residents;

        ii) Human capital – People who work within the SoN;

        iii) Physical assets – Buildings, vehicles, tools etc. that are used by the SoN in performing their functions as a local Government and which belong to the SoN;

        iv) Physical assets provided by the SoN to support the community;

        v) Information both hard and soft copy;

    b) Commercial organisations that operate within the SoN;

    c) Government authorities that operate within the SoN;

    d) Community organisations that provide support to residents of the SoN;

    e) Sporting organisations that provide services to the SoN;

2) Elements of the privacy of the human capital involved in item 1) above; and

3) The capital, maintenance, and operational costs of the SoN Video Surveillance (VS) solutions.

3.2   Summary of observations discussed with WAPOL

1) Local Police are interested in progressing the Video Surveillance (VS) System strategy and developing a technical solution that will allow the State to consider use of strategic vision from the SoN at some time in the future. The connectivity and method of gaining this vision has yet to be agreed between WAPOL and the SoN;

2) When Imagery is available, a large proportion of the prosecutions that are being made by WAPOL within the SoN Shire are as a direct result of available Video Surveillance (VS) System recorded imagery. This is gathered from both the SoN infrastructure located in the Northam Police Station and other private and/or commercial sources;

3) The quality of the imagery impacts on the ability to prosecute and/or the success of the prosecution;

4) The SoN provides WAPOL with requested vision for incidents that occurred under the view of SoN cameras promptly and efficiently.

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Because of the time taken to extract information from the existing system, the data is usually provided via localised recording onto Police mobiles and then Direct upload to WAPOL Evidence Portal or on a thumb drive;

5) The quality of vision obtained from the SoN cameras depends on:
   a) The facility in question;
   b) The lens setting and/or camera operation in question at the Site/within the facility;
   c) Available Scene Illumination; and
   d) The time of day.
6) The night vision available is rarely, if ever, satisfactory to assist in the solution of crimes;
7) A significant number of criminal acts (by number) occur after dark at the commercial centres within the Shire CBD and Locality (i.e., Main Streets, Hotels, Sound Shell Area, Service Station, Skate Park etc.) and to a lesser degree during daylight hours, however the usefulness of the images produced is lacking, and quality vision at particularly night would be of significant advantage in the solution of crimes and anti-social behaviour;
8) There are significant issues attributed to groups in the shire that gravitate to the Skate Park / Oval / Exhibition area, Riverside areas (near walkway over river and various hotels within the main street that present significant issues with drugs / alcohol, and other Antisocial Behaviour (ASB) which impact on the good order of the Shire;

3.3   Summary of Observations with Stakeholder Groups

1) The Shire of Northam are particularly interested in ensuring the Video Surveillance (VS) systems can facilitate:
   a. Assistance to the WA Police Force for both proactive and investigative policing;
   b. Provide real time ANPR Text streams to be processed by Police Central (Perth)
   c. The ability to inform situational awareness across the Shire and internal to facilities;
   d. The ability to facilitate post event investigation for both the town centre and internal to Shire facilities; and
   e. Data mining and utilisation information to allow analysis of traffic flow, occupancy, pedestrian engagement and hotspot analysis.

2) Groups programs
   The Shire of Northam promote social engagement throughout the area with periodic attractions in addition to initiatives to activate social areas within the town centre. There is a strong desire to leverage the Video Surveillance (VS) imaging to allow analysis of traffic and pedestrian activity in and around these areas.

3) Social centres
   As a larger regional centre, the Shire of Northam attracts ongoing community participation in both continuous and seasonal activities. Monitoring and analysis of these areas and associated activities will allow the Shire to better focus and

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target resourcing and marketing, along with keeping the local Police informed as to activities to increase efficiency in local law enforcement.

4) Social groups staff and volunteers;
    The facilities across the Shire of Northam are managed by a cross section of the community ranging from dedicated staff through to organised volunteers. This presents challenges in the management of Video Surveillance (VS) from a regulatory and oversight perspective where footage is used for both live situational awareness and incident management as it requires exposure to persons who may not be bound by the policies and procedures required as part of the control strategy.

5) There is no known ongoing interaction between social groups and the SoN safety and security staff, nor with WAPOL.

6) Social groups tend not to interact with each other. This tends to inhibit communications and interaction, that has the potential to limit and mitigate threats that can apply to all groups.

7) There has never been a threat, vulnerability and risk assessment completed in relation to any of the townsite's previously. This is a keystone item both within the CSCPP and the new Australian Standards for Video Surveillance for use in Security Applications (AS/NZS 62676:2020).

8) The WA Police Force make extensive use of the installed cameras when they are functioning. As the prime interface with the SoN Video Surveillance (VS) system, as a stakeholder they currently gain the most value from the systems. The prime concern raised over the current installation was the lamentable reliability of the system with the following specific issues:
    a) PTZ Cameras are OK when properly aimed and controllable, however due to the system reliability issues they were often difficult or impossible to control and as a result provided little value to the system as a whole.
    b) The lack of reliability of the PTZ cameras and views often have the Police attempting to use digital zoom on cameras that provide insufficient native resolution to achieve a usable outcome and result in reduced effectiveness for the operator.
    c) The lack of maintenance coupled with the solar power system on several existing poles ensured those cameras dropped offline frequently on days with limited solar input. Additionally, the increased load at night provided by the internal IR illumination ensured the cameras dropped out soon after nightfall.
    d) Several cameras demonstrated issues with high ambient temperatures and would cease to function.
    e) The distributed imaging network with centralised recording ensured that any transient wireless networks issues (such as those experienced with heavy inclement weather) ensured that no useful images are recorded from the affected cameras.

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f) The placement and configuration of most of the cameras is such that they provided limited value for any investigation as there is no way to positively identify a person/persons or vehicles in or passing through an area.

g) The ability to capture and identify vehicles (make, model, colour) and number plates (preferably with an automated recognition system) would be of significant value in addressing some of the drug and alcohol related community incidents.

4. Video Surveillance (VS) Policy

The following is a draft Video Surveillance (VS) Policy utilising the headings that were provided as part of the Proposal.

The Policy will need to be endorsed by the SoN for deployment, we suggest, on to the SoN web site, and where possible, displayed in all buildings and/or assets where SoN Video Surveillance (VS) systems are to be deployed.

In populating the clauses, headings provided as part of the Proposal, we believe that the SoN could significantly enhance the Policy by adding clauses on why and how the SoN uses and deploys Video Surveillance (VS). These have been included in the **Draft** Policy (Overleaf).

It is recommended that the Video Surveillance (VS) Policy is no larger than can be displayed on a single A4 page.

Shire of Northam VIDEO SURVEILLANCE (VS)Policy

The Shire of Northam (SoN) will deploy, operate, and manage their Video Surveillance (VS) systems in accordance with the following Policy.

1. *The SoN, as part of its Community Safety and Crime Prevention Plan utilises Video Surveillance (VS) systems to:*
   a. *Enhance the safety of residents, visitors, staff and officials of the SoN;*
   b. *Assist in protecting the assets of the SoN;*
   c. *Deter crimes and antisocial behaviour within the SoN and its assets; and*
   d. *Provide recorded vision to assist in investigations by the SoN and/or relevant Government Authorities in the solution of committed crimes or anti-social acts.*

2. *The systems deployed by the SoN will be undertaken in accordance with the SoN's' Video Surveillance (VS) Strategy.*

3. *All the SoN's Video Surveillance (VS) solutions shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for the development and implementation of all Video Surveillance (VS) assets, including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.*

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4. *The SoN's management and staff will operate and manage the Video Surveillance (VS) solution in strict accordance with this Policy. Any Non-Compliance with this Policy will be dealt with in accordance with the SoN's standard disciplinary guidelines.*

5. *The Video Surveillance (VS) solution will be operated in accord with the SoN's Standard Operating Procedures and Guidelines. These are configured to meet the requirements of the relative Australian Standards AS/NZS 62676:2020 Video Surveillance for use in Security Applications, the Surveillance Devices Act 1998, the General Disposal Authority for Local Government Records DA 2015-001-1 – Status Date 24/10/2017and the State Records Act 2002.*

6. *The SoN will provide appropriate Video Surveillance (VS) signage to inform members of the public, at all locations the Shire's cameras systems are deployed.*

7. *The SoN will ensure that all Video Surveillance (VS) systems and system elements will be appropriately secured to protect the privacy of the data during either transmission and/or storage.*

8. *It is the SoN's objective that all the Video Surveillance (VS) solutions are all designed, installed, and operated in accordance with the relative applicable:*
   a. *Legislation;*
   b. *Australian Standards; and*
   c. *Current Western Australian Government Strategies and Guidelines.*

9. *Only the SoN's operator and WALPOL that are authorised and approved by the CEO will be able to access the vision that is generated and stored by the Video Surveillance (VS) solution. This also includes the provision of data to legally authorised entities.*

5.　Strategy

5.1　Purpose

The purpose of the Video Surveillance (VS) Strategy is to guide the further development of the SoN's Video Surveillance (VS) solution as a complimentary element of the Shire's Community Safety and Crime Prevention Plan (CSACPP), a copy of which is attached in appendix 4.

One of several outcomes of the Shire's comprehensive (CSACPP) is the development of a Video Surveillance (VS) Strategy. There are also several other items including:

- The need to develop interaction between the social groups who are located within the SoN;
- The need to engage in a more formal way (An MOU was suggested) with WAPOL offices located within the SoN;
- The community respondents to a SoN Survey:

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    o Identifying a need for "increasing" Video Surveillance (VS) Measures; and

    o Feeling unsafe around public amenities.

There were other outcomes that were identified within the CSACPP that relate in varying ways for the use of Video Surveillance (VS), as a safety and security tool.

Video Surveillance (VS) also has been identified by Police (Northam) as one of their most valuable tools in the solution of reducing local crimes. In many cases the Video Surveillance (VS) system did not record the actual crime solved but the Video Surveillance (VS) assets were able to confirm movements and travel patterns that assisted in the solution of the crime and subsequent prosecution.

Brief reviews of the more salient facilities in the Shire indicates that the use of Video Surveillance (VS) within these facilities are clearly a valuable tool in the protection of these assets and for their integration into the SoN's CSACPP.

5.2 Objectives

The objective of the use of Video Surveillance (VS) within the SoN is to develop it as an element of the Shire's CSACPP and support the Shire's endeavours to provide a safe and secure environment to the staff, administration, residents, commercial operatives and visitors to the SoN.

The Shire and several of their stakeholders have found that Video Surveillance (VS) can be an invaluable tool in assisting the Shire (and WAPOL) in the solution to reducing crime, as well as the protection of the Shire's assets.
Video Surveillance (VS) is also considered an asset in public spaces in being able to confirm trends and issues applicable to antisocial behaviour.

It is a further objective to ensure that the Video Surveillance (VS) systems deployed by the SoN are readily usable, reliable and that the relevant imaging acquired by the systems of persons, vehicles or scenes will satisfy the criteria and outcomes for which the Video Surveillance (VS) system was procured.

5.3   Corporate Governance

The SoN's Video Surveillance (VS) solution shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for development and implementation of all Video Surveillance (VS) assets including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.

The SoN provides appropriate corporate Governance in the deployment, operation, and management of their Video Surveillance (VS) assets to ensure that they:

1. Are designed, procured, and installed in the most cost-effective manner to deliver the quality of vision for which they are procured;

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2. Comply with all applicable Government legislation, regulation and State sponsored Strategies and Guidelines; and
3. In compliance with the SoN's Video Surveillance (VS) Policy.

5.4   Evaluation of requests for Video Surveillance (VS) assets.

Before any investment is made in procuring and installing additional Video Surveillance (VS) solutions within the SoN, the following process needs to be seriously considered.

1. A formalised request is made by some element of the SoN for an additional Video Surveillance (VS) solution to be implemented at some asset of the SoN. This is usually generated because of some criminal act and/or credible threat(s) that was made, and/or occurred.

The Criminal Act and/or credible threat could involve:
   a) The criminal act has been carried out and has been successful;
   b) The threat being an assumed threat, as there is evidence a like criminal act was carried out on a like facility;
   c) A threat has been advised to the SoN, because of intelligence from stakeholders; and/or
   d) Anti-social behaviour is occurring and impacting on the operation of the facility and is likely to escalate.

Regardless of the reason for the request, the formalised request should include the costs the SoN has incurred (or likely to incur) by the criminal acts or threats, as identified being undertaken and/or likely to being successful.

2. The request and criminal act/threat will be analysed and if in the case of the threat deemed credible, a desktop analysis will then be undertaken to define a notional solution and how that might be implemented so that a notional budget can be established.

3. A risk assessment will then be undertaken to determine if the crimes/threat that initiated the call for the system in item 1 above might be mitigated by the implementation of a Video Surveillance (VS) solution. The risk assessment should as a minimum:
   a) Include cost criteria in the consequence analysis to enable consideration of any economic benefit that might be derived from the implementation of the system; and
   b) Also consider the intangible benefits that are likely to be achieved, to which "cash return" might not as readily be accorded.

The threat assessment MUST be underpinned by a risk context statement that clearly identifies a holistic approach which includes discussions with pertinent stakeholders that are directly impacted by the crime/threats and the possible risk mitigating technology.

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4. If the risk assessment meets the SoN's criteria and the SoN management agrees and approves the project, the Video Surveillance (VS) project can then proceed.

5.4.1 Defining Outcomes required by the Video Surveillance (VS) assets

Once the SoN has approved the project to proceed, a Video Surveillance (VS) system Brief or outcomes solution should be generated. This should include:

1. The outcomes that the Video Surveillance (VS) solution is anticipated as being able to achieve for the SoN;
2. How the system is expected to achieve those outcomes;
3. How the system is to be an integrated element of the SoN's CSACPP; and
4. How the system is to be integrated into the SoN's Shire wide Video Surveillance (VS) solution.

Once the above has been determined and signed off by the relative authority within the SoN, the Video Surveillance (VS) technical planning/pre-planning can proceed.

5.5   Method of procurement

The method of procurement of any of the SoN's Video Surveillance (VS) assets will take into consideration:
1. The technical parameters of the project, and the capabilities/qualifications required of the systems designers;
2. The ability of the delivered system to provide the outcomes as defined in 5.4.1 above;
3. The impact of the new Video Surveillance (VS) systems on the SoN's IT solutions and networking infrastructure; and
4. The most cost-effective method of achieving the delivered solution in capital, operational and ongoing maintenance.

5.6   System planning

Once the outcomes of the system have been agreed, the following solution strategy needs to be considered.

5.6.1 Camera locations and selection

Location of cameras shall be clearly defined in the pre-planning document.

The Video Surveillance (VS) Stage 1 pre-planning document is contained in Appendix 5. Prior to release of any documentation, a review of the proposed placement and location of all Video Surveillance (VS) infrastructure together with the required outcomes for each imaging device should be completed out by a person competent in understanding the requirements associated meeting the outcomes, to ensure the proposed location is fit for purpose.

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Camera locations shall ensure an unobstructed view of the target area. They should also:

1. Overlap camera views with sufficient cameras and placement that maximize the continuous recording of a target person moving throughout the site;
2. Avoid back-lit areas and bright or flashing lights in the camera's field of view;
3. Incorporate cameras that achieve Face Identification level of resolution in the system design using optical characteristics, not utilising digital enhancement or digital zoom;
4. Remove or reposition advertising banners, rotating signs and/or other objects that obstruct camera views;
5. Consider 24 hour, all year-round operation to ensure the camera view is not compromised by changing conditions such as landscaping, the changing seasonal position of the sun, car headlights, street and building lights or motion sensor lights; and
6. Optimise Face Identification positions at entries, exits, pinch or choke points and point of sale areas.

Placement of cameras should consider the locations ability to deliver these outcomes together with the ability of the location to prevent damage to or theft of the asset(s).

Fake or Dummy video cameras or housings shall not be used.

Video Surveillance (VS) cameras must not zoom into or pry into any private residence, or otherwise abuse the privacy of the public.

Appropriate signage must be installed advising Video Surveillance (VS) is operational (i.e., In areas where Video Surveillance is in use, on buildings exteriors and internal areas where Video Surveillance (VS) is to operate).

5.6.2 Purpose for each camera (duty statement)

The purpose or required outcomes for each camera will be clearly defined in the design documentation.

The purpose of each camera will be broken down into 4 resolution categories. These are: –

1. Identification;
2. Recognition;
3. Observation; and
4. Detection.

Each resolution category does not rely on purely TV Lines, MM Resolution or Pixels per Meter (PPM), or the outcome based on the ANZPAA test chart. Imaging outcomes will be based on performance criteria defined will consider the following:

- Resolution capability of the camera or imaging device;
- The cameras dynamic response to varying light conditions;

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- The cameras' ability to resolve moving targets (Night and Day);
- Scene illumination for low light application; and
- Mounting and Environmental conditions.

General Outcomes per Purpose (to be confirmed through Risk Assessment)

Location	Required Outcome	Pixels Per Meter in Target Area	Recording Frame Rate
Entry / Exit	Identification	303 Pixels Per Meter	25 Images Per Second
Reception Desk	Identification	303 Pixels Per Meter	25 Images Per Second
Waiting Rooms	Recognition	100 Pixels Per Meter	12.5 Images Per Second
Playgrounds	Recognition	160 Pixels Per Meter	12.5 Images Per Second
Corridors	Observation	100 Pixels Per Meter	12.5 Images Per Second
Car Park	Detection	62 Pixels Per Meter	6 Images Per Second
License number Plate Capture	Plate Capture Regardless of Light, Speed of Vehicle to be Specified per Location	303 Pixels Per Meter	12.5 Images Per Second min. May change on location. Pre-Roll to be enabled to ensure sufficient time prior to the event is recorded for LPR

Note: PPM Metrics exceed those listed in AS/NSZ62676:2020 to assist with low light resolutions which suffer in low light conditions. All outcomes are based on the required resolution being achieved in low light applications with motion within the defined target area.

5.6.2.1 Identification

Cameras are required to provide identification use imaging that is required to deliver 303 PPM imaging of the target area, regardless of time of day, scene lighting and motion. These areas typically include:

- Entry / Exit Doors;
- Reception Areas;
- Counters; and
- Chokepoint or other identified locations.

5.6.2.2 Recognition

Cameras are required to provide recognition use imaging that is required to deliver 160 PPM imaging of the target area regardless of time of day, scene lighting with motion. These areas typically include:

- Waiting Rooms;
- General Circulation areas; and
- Playgrounds.

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5.6.2.3 Observation

Cameras are required to provide observation use imaging that is required to deliver 100 PPM imaging of the target area. These areas typically include vehicular / personnel traffic flows.

5.6.2.4 Detection

Cameras are required to provide detection use imaging that is required to deliver situational awareness only 62 PPM imaging of the target area. These areas typically include general internal/external area overviews.

5.6.2.5 Special Applications

Special Application cameras such as License Number Plate Capture (LNPC) cameras are required to deliver identification imaging of the vehicle number plate details, which provides clear resolution of the plate in all lighting conditions. Speed requirements will change depending on location.

5.6.3 Performance testing of proposed equipment

Imaging equipment and recording devices should be tested prior to purchase, to ensure they are fit for purpose and meet all performance-based criteria.

All imaging devices (cameras) should be tested to ensure they are suitable to deliver acceptable imaging under all conditions. Testing regimes and methodology should be developed to facilitate standardised testing regimes and performance outcomes.

Cameras should be tested under various conditions incorporating daytime, night-time, dawn, dusk, under both static and motion conditions with sample imaging gained and stored for later comparison.

Pan, Tilt and Zoom cameras should furthermore be tested to determine the effects of low frequency vibration for pole top mounted units.

Cameras that use technologies which extend times that shutters are held open in low light conditions should have those technologies deactivated or should not be considered.

5.6.3.1 Camera Testing

All cameras shall be upgraded to the latest VMS compatible firmware prior to testing.

Cameras to be tested are to be placed side-by-side with the same field of view (FoV) and connected to the same Video Management System (VMS) which has been configured similarly for all cameras (recording resolution, frame rate, quantitative/compression settings, date time stamping and motion areas) undergoing testing.

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The test site/division within the VMS, specifically set up for testing of devices shall be used as is segregated from all but the Admin and Installer users. Minimum shutter speeds shall be manually configured in the camera to 1/30s to eliminate differences between manufacturers slow shutter adjustment under low light.

Settings within each camera are to be optimised for the scene in which it is to be tested. In the event that the camera is to be used in bright, backlight and low light environments, the optimal setting for this camera is to be configured to perform for each scene/role. Records shall be kept of each set of configuration parameters to allow later deployment.

During setup, attention should be paid to the camera performance to identify any abnormalities. In the event that the image quality is substandard, recheck settings and if required contact the manufacturer or manufacturer's representative for clarification.

The cameras are to be subsequently tested in each scene for which they are to be utilised. This includes use of resolution test charts to confirm the required detail resolutions will be achieved.
For example, an entry/exit camera would be tested in low light, harsh light and strong backlight conditions. This would ideally happen on site or in a location that would duplicate actual site conditions.

Nominal test lighting conditions and times to be used:
- Illumination Levels (target area) – 0.1 Lux, 0.5 Lux, 1 Lux, 5 Lux, 10 Lux; and
- Review of Recorded Site Imaging – 1 AM, 5 AM, 6 AM, 12 noon, 1 PM, 5 PM, 7 PM.

Pan, Tilt and Zoom cameras shall (in addition to the above procedure) be tested to verify:
- Maximum Pan and Tilt rotation angles and any intermediate pre-stops within them;
- Blind spots created where PTZ units do not provide full 360° rotation;
- Rotational speed meets requirements for tracking objects, inclusive of speed of calling between pre-set positions; and
- The effects of induced vibration into the PTZ mechanism and how it affects home position. This is especially important when the testing PTZ is being mounted on poles as low-level vibration within poles may cause home positions to move affecting all pre-set positioning programmed within the camera head.

Still images from comparable cameras should be collated side-by-side to provide a direct and simple comparison.
Images from camera testing are to be recorded on the video management system and then reviewed following the completion of the testing. It is strongly recommended to include the SoN Security Technical Officer in the review of all results.

It is recommended to compare and score cameras for the scene performance in relevant areas as per the following criteria:

- Bandwidth utilisation – bright light/low light;
- Quantisation/Compression;
- Detail Resolution performance;
- Image Quality for each scene in both still and motion conditions. Aspects to be considered include:
  - Colour;
  - Saturation;
  - Graininess and the effects of automatic gain control as light levels decrease;
  - Smear and Motion Blur;
  - Ability to handle lighting extremes such as headlights or dusk/dawn sunlight environment looking directly at camera;
  - Optical correctness of dome covering camera lens;
  - Effect of altering camera shutter and frame rates in low light situations while using camera motion detection; and
  - LNPR cameras furthermore shall be tested utilising vehicles fitted with various types of number plates and spotlights.
- The imaging device's ability to trigger motion events on the Video Management System;
- Ease of Use, firmware upgrade;
- Mounting (Mounting Options) – type and cost;
- Ease of setup/maintenance of cameras especially PTZ's on mounting brackets. This includes installation times of each unit tested;
- Availability and cost; and
- Local technical support.

5.6.3.2 Recorders

Network Video Recorders, Servers, Workstations, and Storage Appliances should be tested in operational conditions to ensure adequate functionality. All equipment should have the throughput and bandwidth limitations clearly defined and operate under a load that does not exceed 80% of its rated maximum throughput.

5.6.4 Equipment Installation and locations

All Video Surveillance (VS) equipment and infrastructure should be installed in accordance with the manufacturer's recommendations.

5.6.4.1 Internal Cameras

The position of scheduled identification cameras shall be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height.

Cameras located nearby or providing surveillance of areas with glazing or daylight shall have true wide dynamic response (WDR). Other cameras located in areas with only

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artificial lighting that are not subject to rapid significant changes in illumination may have standard dynamic response.

Cameras providing surveillance of corridors, hallways or the like, if greater than 4:3 aspect ratio e.g.,16:9 aspect ratio image shall utilise a 90-degree (corridor) mode to increase coverage. If Cameras are covering entry/exit points or areas that provide access between levels, resolution outcomes in accordance with paragraph 5.7.2 apply.

Cameras shall be mounted in a location that provides an unobscured view of the target area and at a height provides no access without the use of an elevated platform. Camera adjustment should ensure the view does not capture ceilings or lights.

Cameras mounted below a height of 3M above finished floor level (AFFL) shall furthermore have a tamper switch included which is connected to the intruder detection system to generate an alarm event in the event of tampering or theft.

5.6.4.2 External Cameras

Cameras fitted externally on structures and freestanding poles shall not be mounted at such a level that allows ease of access from persons standing on the ground or on nearby fixed / movable objects.

Cameras are to offer true wide/high dynamic response suitable back light compensation for daytime operation.

Cameras are to offer low light capability for night-time operation without employing technologies that extend the shutter open times to achieve low light performance. Cameras are to deliver imaging in designated target areas without automatic gain control increasing graininess or noise within the viewed image.

Cameras are to deliver images from moving targets which are clear and without motion smear.

5.6.4.3 External Assets

Where possible equipment mounted externally to building framework shall be installed in such a way that a tamper circuit is included. The tamper circuit should be connected and configured on a separate area of the installed intruder detection system to provide an alert in the event of attack or theft.

This is also to include tamper protection to Access Covers to Poles or Doors to Termination Cabinets or other Video Surveillance infrastructure containing Communications or Power where an alert is to be generated and communicated to the IT Manager if unauthorised access is detected.

5.6.4.4 Video Surveillance (VS) Network Recorders and Infrastructure

Video Surveillance (VS) recorders and network equipment should be installed in an area

which is secured by either mechanical locking systems or electronic access control which maintains a log of persons entering and leaving the space.
Access to this room should also be monitored by a monitored intruder detection system.

Recorders and network equipment be maintained in an environment that provides positive airflow to the recording device not exceeding 23°C with temperature state monitored by sensors connected to the intruder detection system.

5.6.4.5 Lighting Performance

Cameras installed in areas that are required to provide recognition or identification level imaging are required to deliver that imaging at all hours. In the event, there is insufficient scene lighting available to provide these outcomes, or graininess or noise is evident within the replayed archived images supplementary lighting shall be fitted to maintain compliance.

5.6.4.6 Infra-Red Illumination

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light based on the replay of archived images.
IR enabled cameras or illuminators shall also utilise adaptive power technologies that removes blooming or hotspots within the images.

5.7   Building power solution

All power for the Video Surveillance (VS) infrastructure should be supplied from an essential services power circuit(s).

In the event of two or more devices on the same site providing similar functionality, where possible each separate device should be supplied by a different essential services power circuits. Equipment applicable includes:

- Cameras;
- Network video recorders;
- Workstations; and
- IT infrastructure, as required for transmission of video and control signals.

All equipment should be fed from a double conversion uninterruptible power supply with adequate capacity for the Shire to provide backup power for 30 minutes, in the event of a power failure. The UPS should be monitored for faults and power status, reporting of any failure events to the IT Department and Security Control Room (if available).

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5.8   Field equipment connections

All cabling shall be concealed in walls, cavities, raised floors, conduits, ceiling spaces. Cabling should not be attached to ceiling hangers or any other building services supports.

Where jointing of wiring cannot be avoided, wiring should be joined using approved connectors within panels, cabinets and/or field equipment. Jointing of cables external to panels, cabinets and/or field equipment should not be permitted.

Cabling should be installed in compliance with Australian Standards.

All installed infrastructure and cabling should be certified with test data and certification included in the commissioning documentation.

5.9 Networking into SoN system

All Video Surveillance (VS) infrastructure should be connected through the SoN IT infrastructure. The SoN IT Manager should be consulted during the planning and design phases to ensure adequacy of bandwidth (throughput) and suitability of proposed equipment and implementation to mitigate any impact on the SoN network.

All equipment being installed on the SoN network shall be configured to incorporate the appropriate data Security/hardening strategies and policies. This is to include:

- Equipment and Device Infrastructure;
- Network Infrastructure;
- Hardwired Infrastructure;
- Wireless Infrastructure; and
- Mobile Device Infrastructure.

Installation of third-party devices which bypass network security such as 4G,5G dongles (for remote access) should not be permitted at any time.

Contractors should be made aware of IT security requirements during induction.

The IT Department subsequently should be required to sign off upon completion of all works to ensure compliance has been maintained.

5.10 Detailed System Design

The previously developed extensive detailed design document should be utilised for each Video Surveillance (VS) project. This should be reviewed regularly (Every 24 Months) to ensure it does not become outdated.

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It should be noted that any lack of appropriate detail in any document may be seen as a possible point of variation by a Security Contractor and may be used to obtain variations to correct issues resultant in details lacking in the detail design documentation.

The detailed design document will incorporate ***a complete list of functional outcomes and requirements for each imaging device individually***.
Sample imaging should also be provided for each location, showing the scene to be covered and refer to compliance with minimum performance levels.

Detailed design documentation should also clearly delineate requirements associated with the provision of information relating to the system installed. This should include schematic diagrams, as built drawings, rack layouts, cabling diagrams, serial numbers, warranties, licenses, manuals, etc.

5.11 Resource Requirements

Resources required for the installation and support (present and future) of the proposed Video Surveillance (VS) infrastructure should also be documented, including IT and communications, traffic management, ground works, lighting, lightning protection, maintenance/servicing and other infrastructure associated with the project.

5.12 Impact Statement

An impact statement should be produced outlining potential impacts on WAPOL, Network and IT resources to accompany the above documentation detailing the findings.

5.13 Training Requirements

A training plan should be required by the SoN for all equipment being installed. The plan is to include:
- Definition of training required (Training Needs Analysis may be required) for different functions and elements of the system(s) installed;
- Type and methodology of training to be included including Pre-Commissioning Training;
- Training materials, programmes and documentation; and
- Assessment regime to ensure effectiveness of training.

Training materials should be provided in a repeatable format (to cater for staff changes), incorporating components such as Learner Guides, Video Training Modules and Competency based Assessments.

Training materials should be reviewed every 12 months to ensure currency.

The SoN should approve all proposed training program for systems and equipment, prior to placement of orders.

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5.14 Acceptance testing

All Video Surveillance (VS) systems should be subject to comprehensive acceptance testing. This testing regime is recommended to take the form of:

- Factory Acceptance Testing;
- Site Acceptance Testing; and
- User Acceptance Testing.

Records of all testing including sign off at each phase should be maintained and incorporated with the commissioning documentation.

5.15 Commissioning – Compliance Audit and Sign off

Following the successful installation of the approved system, a complete end-to-end compliance audit of the installed equipment shall be completed. The compliance audit shall focus on the outcomes provided by the equipment over a 24-hour period to ensure it meets minimum performance requirements as demonstrated in the Video Surveillance (VS) installation guidelines and all facets of the detailed design documentation.

Image Storage and archiving assessment will be carried out over 7 days and extrapolated to specified retention period to ensure adequacy.

5.16 Provision for external authority connections

Where required, provision for external connections may be granted. External connections, however, should be provided only in the event it will only allow access to authorised parts of the network and not expose other Shire infrastructure to external parties.

A robust access policy should be developed, clearly defining the levels of access which may be granted by defining the authorising officer responsible for granting access.

A Policy should be developed relating to external access by 3rd parties and incorporate hardening strategies to be implemented to prevent access from unauthorised sources.

Wherever possible, the Video Surveillance (VS) infrastructure should be on a stand-alone network or its own VPN separating it from other network traffic.

Network monitoring to detect substitution or unknown devices (such as cameras, switches, PC's, mobile dongles) should be implemented to assist in network security and protection.

5.17 System maintenance

Maintenance and Servicing shall be treated as separate components. These include Defects Liability, Rectification Maintenance and Preventative Maintenance.

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1. Defects liability (or warranty failures) - refers to faults (or defects) within the Defect Liability Period (DLP) following installation.
2. Rectification maintenance - refers to faults that may occur out of hours and of an unforeseen nature, following DLP but not classes as preventative maintenance.
3. Preventative maintenance - refers to periodic servicing to ensure system operation is maintained at peak performance.

Clauses in the SLA should be stipulated to enable the SoN to change its maintenance provider(s) in the event of non-performance or for any other legitimate reason.

5.17.1 Defects Liability Period (DLP)

The Security Contractor should provide maintenance for the specified Video Surveillance (VS) system for the full defects liability period. Defects liability periods are usually 12 months commencing from granting of Practical Completion (PC), however equipment warranties can be longer and these need to be written into the DLP period and procurement documentation.

5.17.2 Rectification Maintenance

The Security Contractor should provide all provisions in relation to out of hours callouts, logging, response times and available service personnel, who would be attending site, including programming and service/maintenance.
An approval process (or service level agreement) should also be specified in relation to out-of-hour callouts.

5.17.3 Preventative Maintenance

Security Contractor should provide all provisions covered under a routine maintenance plan.
This should include:
1. Maintenance programs;
2. Quarterly or Biannual visits;
3. Works completed outside normal working hours;
4. Checklists;
5. Available extended remote technical resources (if required);
6. Response timeframes;
7. Fault resolution;
8. Maximum rectification times; and
9. Operational spare parts holding requirements.

5.18 System operation

The SoN's surveillance system is currently operated from the Police office, utilising the SoN IT infrastructure. Authorised Users of the system include the SoN:
1. Manager – IT.

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5.19 Future expansion of the system

Purchasing or incorporating equipment and systems that do not interface with the existing Video Surveillance (VS) network infrastructure should not be considered.

The Video Surveillance (VS) system should be able to be expanded through the use of additional hardware assets (cameras, recorders, etc.) and licensing.

5.20 Wearable & Personal Worn Devices

Whilst providing evidentiary assistance in incident management, the ownership of the data should be clearly defined within any Video Surveillance (VS) Policy associated with this technology. Privacy and ethical considerations should also be clearly delineated.

Retention of information gathered should be treated the same as fixed Video Surveillance (VS) infrastructure.

The SoN should develop a Policy Framework for the use and operation of Body Mounted or Wearable Video Surveillance (VS) technology.

A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment and further develop usage policies relating to the SoN intended activities.

Owing to the nature of wearable technology, replacement criteria and considerations should also be clearly defined to cater for damage or loss.

5.21 Vehicle Mounted or Mobile Video Surveillance (VS)

In vehicle and deployable mobile Video Surveillance (VS) assets provides Local Government with an ongoing record of vehicle utilisation and assists in incident management. Deployable Video Surveillance (VS) assets, furthermore, allow enhancement and coverage of events, and may be used to supplement existing fixed Video Surveillance (VS) infrastructure in the event of antisocial behaviour.

The SoN should develop a Policy Framework for the use and operation of in vehicle or mobile Video Surveillance (VS) technology. A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment, and further develop usage policies relating to the SoN intended activities.

Communications, data transfer and Infrastructure overheads (servicing and maintenance) should also be considered in relation to these deployments.

5.22 Performance management

The SoN should employ a process of performance management to ensure outcomes are continued to be met.

Review of all cameras operation within the network should be completed on a regular basis, not exceeding seven days.

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Imaging devices should be viewed live, as well as incorporating replay of recorded imaging at Night and Day. Recorded footage should be alternately viewed at Dusk, Dawn, Midday and after dark when traffic is evident. In the event that the cameras cannot resolve the targets, as required, maintenance action should be initiated.

Recorders and network infrastructure should be configured wherever possible, to allow monitoring via SMTP to the SoN's IT Department. Recorder lockups or incidents that affect operation should be monitored and where required; rectification action should be initiated.

The IT Department should also incorporate network monitoring policies, to ensure connection between remote sites and the SoN's IT Department.

6. Operational guidelines

Operational Guidelines relating to the Video Surveillance (VS) policies infrastructure should be developed to delineate the processes associated with Operating, Maintaining, and initiating Repair for installed/failed infrastructure.

6.1   Requests for visual data

The SoN should undertake the requests for visual data in accordance with the following.

The request for visual data can come from various groups. These include the following three groups. In each case, we have detailed the methodology of dealing with the requests:

1. Those Government Authorities that are authorised under Law, that has approval to obtain access to visual data (e.g., WAPOL and AFP etc.). Requests made from these group should:
   a) Provide the request in writing, depending on the urgency of the request this may have to occur as soon as is practical and after the initial verbal request was made;
   b) Provide details of the issue(s) for which the visual data is being requested;
   c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
   d) The date and window of time of the visual data sought;
   e) The date and time by when the vision is required;
   f) What format the visual data is required;
   g) What medium the visual data is required;
   h) How the visual data is to be delivered/collected; and
   i) Any specific criteria relating to the chain of evidence.
2. SoN personnel that have a valid reason to seek access to, for observations for visual data. Requests made from this group should include:
   a) Provide the request in writing, this can be made to follow up a verbal request, but no later than the vision being provided;

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   b) Provide details of the issue for which the visual data is requested;
   c) The Video Surveillance (VS) asset most likely to provide the vision,
    or the location for which the vision is sought;
   d) The date and window of time of the vision sought;
   e) When the vision is required; and
   f) How the data is to be delivered.

 3. Members of the Public that request information to gain access to visual data should do so with a formal request to the SoN. These requests should be made under the freedom of information criteria.

The requests should be formalised under SoN FOI criteria and directed to the CEO for approval. If approved, the request should be accompanied by the following information:

   a) The details of the request to be in writing;
   b) Details of the issue for which the visual data is required;
   c) The Video Surveillance (VS) asset most likely to provide the vision,
    or the location for which the vision is sought;
   d) The date and window of time of the visual data is sought;
   e) What format the visual data is required.

6.2 Use of Video Surveillance (VS) equipment

The use of Video Surveillance (VS) equipment should be limited to those persons authorized, and familiar with the relevant policies, procedures and data protection Laws. The restriction on the use of Video Surveillance (VS) equipment should apply to servicing Contractors who should be limited to local access at site, or remotely from inside the SoN's internal network. No remote access to Video Surveillance (VS) equipment should be allowed from outside the controlled network, and no third-party remote access devices should be installed.

6.3 Storage and retention/disposal of data.

The storage and disposal of data should be in accordance with the following:

6.3.1 Storage of data

Any data stored and retention from any Video Surveillance (VS) system should be entered into a SoN register with the following minimum details:

 1. Who requested the data, including their name, details, and authority;
 2. The date it was retrieved;
 3. By whom it was retrieved;
 4. The purpose for retrieval;
 5. The medium on which the data was stored;
 6. The method of how the data was identified;
 7. The method of how the data was delivered, this includes;
   a) The SoN's records retention authority;
   b) The third party to whom the data was provided; and
 8. The date and time the data was delivered.

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Any data delivered to a third party should be duplicated and a copy stored with the SoN in accordance with 100.2 of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1

Archived data should be stored in a secure location with limited access. Any access to the stored data should be logged into the evidence register.

6.3.2 Retention times and disposal of data

The disposal of Data stored from the Video Surveillance (VS) solution should be retained in accordance with the General Disposal Authority for Local Government Records DA 2015001-1 – Status Date 24/10/2017

WAPOL indicted that their policy stated a minimum of 31 Days Storage was required for All Imaging Devices with a minimum of 91 days for "Custodial data". Whilst these are mandated minimums, a general preference for 90 days retention across all imaging devices will significantly enhance any post-event investigation and is a desirable target.

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State Records Office of WA - October 2017 - General Disposal Authority for LG Records DA 2015-001/1

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
100	**SECURITY AND SURVEILLANCE**	Management of security of the local government's staff, premises and facilities, equipment, systems and information. NOTE: Images / footage referred to in sections below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, etc. **See also related Activities:** • 15. AUDITING / AUDIT • 27. COMPLIANCE • 33. DATA MANAGEMENT		
100.1		Records of **significant** security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required. NOTE: See definition of "Significant" in the Introduction to this GDA.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
100.2		• Records of security incidents / breaches not included in section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required. • Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.	Destroy	Retain 7 years after action completed, then Destroy.
100.3		Records of security measures or arrangements, including: • Control of access to property and buildings. • Restricted access areas. • Approved applications for Aviation Security Identification Cards. • Logs / summaries of persons entering / exiting premises. • Security signage. • Security patrols.	Destroy	Retain 7 years after security authorisation or arrangement expires, or after action completed, whichever is applicable, then destroy.
100.4		Records of security measures and arrangements incorporating: • Technology and telecommunications systems. • Records, information and data security. • User identification, passwords and codes. • Staff access passes and authorisations. • Emergency services arrangements for provision, including emergency and first aid officers. • Unsuccessful / Unapproved Applications for Aviation Security Identification Cards.	Destroy	Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy.
100.5		Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Overwrite (Destroy)	Retain 31 days after image / footage recorded, then overwrite (destroy)

From the above extract from this document and the below clarifications relating to WA CCTV Arrangements, items 100, 100.1, 100.2, and 100.5. apply to the retention and disposal of Video Surveillance (VS) records. Item 100.1, 100.2 and 100.4 are critical in that any recorded vision that is provided for legal investigations and court proceedings should be retained for the specified minimum period.

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The shire should also be aware of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1 – LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1 implemented for the WA State CCTV Strategy Amendments on page 190 of the document below:

Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1
LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1
WA State CCTV Strategy Amendments

Changed Retention or Disposal Period	New Entry in Red	Moved Activity

RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.1		100.1	**SECURITY AND SURVEILLANCE** Records of **significant** security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required.	Required as State archives. Retain 5 years after action completed, then transfer to the SRO.
100.1	**SECURITY** Summaries of entries / exits to buildings.	100.3	**SECURITY AND SURVEILLANCE** Records of security measures or arrangements, including: • Logs / summaries of persons entering / exiting premises.	No change
100.2	**SECURITY** Security breach reports and investigations, including illegal entry to property whether or not resulting in damage or theft.	100.2	**SECURITY AND SURVEILLANCE** Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change
100.3	**SECURITY** Security patrols and associated records.	100.3	**SECURITY AND SURVEILLANCE** Records of security measures or arrangements, including: • Security patrols.	No change

RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.4.1	**SECURITY - Surveillance – Investigations** Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets	100.2	**SECURITY AND SURVEILLANCE** Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.	No change
100.4.2	**SECURITY - Surveillance - Investigations** Footage concerning incidents involving local government staff or assets, required for investigations.	100.2	**SECURITY AND SURVEILLANCE** Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change
100.5.1	**SECURITY - Surveillance – No Investigations** Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas.	100.5	**SECURITY AND SURVEILLANCE** Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Retention increased from 30 days to 31 days after image / footage recorded, then overwrite (destroy)
100.5.2	**SECURITY - Surveillance – No Investigations** Surveillance / CCTV footage taken by mobile cameras or car-based cameras.	100.5	**SECURITY AND SURVEILLANCE** Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local	Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy)

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RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
			governments hold images / footage for the system determined limit.	
100.5.3	SECURITY - Surveillance – No Investigations
Surveillance / CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis. | 100.5 | SECURITY AND SURVEILLANCE
Images / footage not included in 100.1 or 100.2.

NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit. | Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy) |
| 100.6 | SECURITY
Security / access arrangements, including:
• issue of passes or keys;
• storage;
• locks; and
• surveillance. | 100.4 | SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• Staff access passes and authorisations. | Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy |
| 100.7 | SECURITY
Access restrictions - technology and communications, including but not limited to the management of security of data (including sensitive records), user IDs, passwords and codes. | 100.4 | SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• Technology and telecommunications systems.
• Records, information and data security.
• User identification, passwords and codes. | Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy |

RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.8	SECURITY
Photo identification records of staff.	100.4	SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• User identification, passwords and codes.	No change
100.9	SECURITY
Emergency services - arrangements for provision, including emergency and first aid officers.	100.4	SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• Emergency services – arrangements for provision, including emergency and first aid officers.	No change
100.10	SECURITY
Applications for Aviation Security Identification Cards - approved.	100.3	SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• Approved applications for Aviation Security Identification Cards.	No change
100.11	SECURITY
Applications for Aviation Security Identification Cards - unsuccessful or unapproved.	100.4	SECURITY AND SURVEILLANCE
Records of security measures and arrangements incorporating:
• Unsuccessful / Unapproved Applications for Aviation Security Identification Cards.	No change

Source: https://www.wa.gov.au/government/publications/general-disposal-authority-local-government-records

Data which is no longer required should be destroyed permanently in such a manner as to guarantee retrieval is impossible.

6.4   Complaints regarding the SoN's Video Surveillance (VS) assets

The following is recommended for dealing with complaints made regarding the SoN's Video Surveillance (VS) assets.

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6.4.1 Registering of a complaint

Any complaints received from the public or another Government Authority will be recorded in an official register, with a form to be filled in by the person making the complaint.

The receiving staff member will register the complaint in the Video Surveillance (VS) complaints register. The complaint will then be passed to the Manager IT for assessment.

6.4.2 Dealing with a complaint

Depending on the nature of the complaint, the Manager IT will assess the nature and severity of the complaint:

1. ***If the complaint is considered minor or frivolous***, the Manager IT will assess and consider the complaint, gathering whatever data is required from the system assets, and/or interview staff members.
After considering the data the Manager will then write a recommendation outlining a course of action and present this to the Complaints Officer for their consideration. The Complaints Officer will confirm and/or alter the outcome and then a written response will be made to the Person making the complaint.

   The Complaints Officer will be provided with:
   i) A copy of the original complaint;
   ii) A summary of the Managers data on which the recommendations were made; and
   iii) A copy of the Manager's recommendation(s).

2. ***If the complaint is considered serious with possible ramifications on the SoN***, the IT Manager will brief the Complaints Officer with a summary of the issue and copy of the complaint and seek direction of the course of action to be taken.

   The IT Manager will then investigate the complaint considering the any direction of the Complaints Officer following the initial advice and then provide a written report and recommendation of a course of action to the relative Complaints Officer for their further consideration. The Complaints Officer will then confirm and/or alter the outcome, and then a written response will be made to the person making the complaint.

   The Complaints Officer will be provided with:
   i) A copy of the original complaint;
   ii) A summary of the Manager's data on which the recommendations were made; and
   iii) A copy of the Manager's recommendation(s).

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3. The register or complaints will be held in accord with the LGA requirements for General Disposal Authority for Local Government Records RD 2015001 – 2015.

4. The visual data relative to the complaint including:
    i)   A copy of the original complaint;
    ii) A summary of the Manager's data on which the recommendations were made; and
    iii) A copy of the Manager's recommendation(s)

Will be held in accord with the LGA requirements for records, as defined by the General Disposal Authority for Local Government Records RD 2015001 – 2015

7. Review of the Existing system

7.1   Review of the systems in place

Facilities reviewed as part of this assessment included:

- 29 Cameras Northam Town site Avigilon NVR- Audit;
- 20 Cameras Rec Centre Dahua NVR – Quick View
- 16 Cameras Rec Centre Pool and Surrounds Avigilon NVR – Quick View
- 9 Cameras Wundowie – Avigilon NVR

The SoN has a total of 74 cameras deployed across the Shire.

7.2   Review of the Video Surveillance (VS) system infrastructure

The current Video Surveillance (VS) "infrastructure" is less of an infrastructure and more a general collection of disparate Video Surveillance (VS)systems connected in an ad-hoc fashion. The Video Surveillance (VS) systems have evolved as each site was developed and installed. In most instances a Video Surveillance (VS)system was installed, and a simple request made to get costs and obtain the cheapest quote to tick the box without consideration of outcomes or integration with the existing shire infrastructure. Their remains a significant shortfall in documentation relating to understanding what is required to ensure minimum system procurement procedures are followed.

In general, the IT Department has full visibility into the system, what is connected, how it is configured and/or if secured. Most Video Surveillance (VS)systems are connected using the Shire's Wireless "point to point" network installed to facilitate a Video Surveillance (VS)vision transport medium.

This network is under severe throughput restrictions with ongoing issues affecting usability and continuity of service.

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Except for the Townsite, Wundowie and Recreation Centre Avigilon Video Surveillance Systems, the other systems Video Surveillance (VS) systems are predominantly Low-Cost NVR solutions using variants of the "Dahua" or "HikVision" standalone NVRs "fitted" into cabinets or imaging devices installed throughout the townsite.

7.2.1 Stand-alone NVRs (Network Video Recorders)

Systems examined at Northam Police and the Recreation Centre were both stand-alone Dahua and Avigilon NVR systems with cameras and video recorder manufactured by HikVision, and Dahua. (The recreation center has 2 VS systems and it is separate from the WAPOL system)

7.2.2 System cabling

Where observed, all cabling was/is generic Cat5e UTP data cable. In all observed instances there did appear to be an overall strategy to the cabling specification or deployment being deployed under the supervision of the IT Manager.

7.2.3 IT Connectivity

Current connectivity to remote sites that are networked is facilitated over the existing SoN IT network infrastructure. This is used to provide remote access to (using manufacturer specific remote connect software) the Video Surveillance (VS)systems, and no other connectivity or monitoring is provided.

The SoN IT infrastructure appears to be well specified, adequately secured and monitored from a network standpoint. A few incidents have been raised whereby the SoN's IT manager was aware or discovered third party 4G Dongles into their system, as installed by Video Surveillance (VS) and/or Security system vendors/installers. These devices are noted to appear not-infrequently and would appear to be installed to mitigate the requirement for the service personnel to attend site for service calls on the systems.

These network devices provide an extensive attack surface to the SoN's IT network, and as such are removed when discovered.

These network entry points directly place the SoN at risk of un-managed release of sensitive visual data, network compromise and the uncontrolled release of confidential and/or secure information.

7.2.4 Storage systems/devices

The installed Video Surveillance (VS) systems fall into one category namely propriety NVRs. These systems store visual data onto Hard Disk. Some of the inspected systems did not utilize any form of storage redundancy and all visual data was stored directly to one or more hard disks.

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Most systems are over-provisioned for storage capacity and the Shire typically has no issues with the 31-day visual data retention time.

Most units are fitted with either 3.5" hard disks, configured as stand-alone archive drives, and the systems shuffle visual data around automatically across the archive drives for the 31-day retention period.

The over-provisioning of storage will allow for system expansion in the future, should this be required, however commonly it would be used to provide extended archive retention past the 31-day period.

There is no current program in place to replace the storage media (past three years) as the cost of the standalone recorders typically is cheap enough to replace the whole box instead of just a hard drive.

7.2.5 Viewing solution

The current viewing solution is configured to allow a remote connection into each remote site utilising remote connection software. From there, the appropriate recorder is connected to view live and archive Video Surveillance (VS)visual data.

Because there is such a diverse range of recorders and cameras, differing versions, feature levels and license options, there is currently no simple way to consolidate this viewing architecture into a single workstation without upgrading all NVRs to the current platform. The result is each site has its own Client version with differing operational methodologies and limited homogenous operator interface.

Some systems have a local interface on site to facilitate local viewing, however again, these are not common, and each site has its own idiosyncrasies and associated operational challenges.

7.2.6 Visual Data retrieval and provision

Current visual data retrieval procedures are often undertaken with whatever is the most expedient method to find and archive visual data from the target machine. The methodology changes depending on the specific site, the required quanta of visual data and the reason for export.

There are no defined procedures for the maintenance of a chain of evidence, and archive procedures are not in place to ensure that in the event of an incident, information once downloaded it is stored on USB drive in a safe by the IT Manager.

Depending on the size of the archived visual data files, data may be archived off locally to a USB drive via the network. This ability depends entirely on the archive size versus the available network bandwidth. None of the installed systems are configured to allow remote archiving, and all archive actions are performed via a remote connection over the network, or locally at the system console.

7.3   Review of cameras in place

A desktop review was undertaken of a selected site (Northam Townsite) and the connected cameras within the SoN's Video Surveillance (VS)solution. The method was to review the images available for recorded visual data of the cameras under both day and night conditions.

It should be noted that the quality of the recorded vision can be less than that available from direct vision, as the recorded vision is subject to a lesser frame rate and also can be subject to other technicalities that can degrade the quality of the recording.

To provide background as to how the images have been reviewed, we have included with this document a précis that gives background as to the issues we considered. This has been included in Appendix 2 in this report.

7.3.1 Summary of the technical issues that were identified with received vision

Generally, the imaging from the Video Surveillance (VS)systems is adequate for general viewing only throughout daylight hours. The usability of the system, however, fails to deliver adequate imaging in low light/bright light contrast, low light or for moving targets.

The SoN's existing Video Surveillance (VS)infrastructure Desk Audit revealed several problems common throughout the surveillance systems installed. These include:

- Different Location installations use different versions of the Avigilon Video Management System, and Dahua NVR instead of aggregating all systems under one common head end.
- Recording frame rates from the selected systems met the minimum acceptable 12.5 images per second, required.
- Bandwidth and connectivity issues between the remote camera locations and the Police Station Video Surveillance computer appeared unstable and overloaded with sporadic problems evident with bandwidth aspects relating to image transmission and the review infrastructure. Connectivity problems between the Police Station and connected imaging devices (camera) were evident. This has resulted in a loss of visual data.
- Installation of cameras and the associated outcomes appear to have been left up to the installation Companies to determine the requirements and outcomes for each camera and its associated location. This has resulted in a large percentage of the installed infrastructure being only suitable for a situational awareness environment and ***not able to deliver recognition or identification*** level resolutions, to support any post incident investigation, in the event of an incident. Furthermore, the reliance on Solar for the Cameras power requirements has impacted functionality due to current draw (load) and the failure of location batteries to provide reliable power to the location.
- Fixed cameras generally are typically unable to handle the dynamic response as required to adjust camera imagery between bright and dark situations. In addition to this, in low light applications the cameras are displaying excessive graininess and noise, which prevents the cameras' ability to provide images

enabling identification of persons within the area whilst also increasing the recording storage requirements during those periods (i.e., even when there is no movement within the cameras field of view, and nothing is occurring).

- Cameras were generally useless in a low light situation, useless where motion is present.
- Several cameras demonstrated problems associated with the camera's view being impinged on by landscaping and other objects.
- The mounting height for many cameras is considered excessive, thereby restricting the ability of the camera to produce identifiable images or profiles, owing to the height of the camera's mounting.
- Many cameras were installed whereby the picture is angled (i.e., or not correctly aligned), thereby reducing the viewing experience and the ability to easily recognise aspects, as the picture is angled on screen.

A complete visual summary of the images for both day and night is incorporated in Appendix 2.

7.3.2 Shire Strategy for Implementing Project

The Shire is planning to implement the following strategic approach to address the gaps in the following stages.

Stage 1: Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable. We plan to be able to run Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval; run Fibre from the Visitor Centre to Barnard Park CCTV, Bridge CCTV cameras and Sound Shell Pole. This will remove load on the existing Wireless link improving efficiencies across the remaining infrastructure. We will also explore solutions to address solar powered systems, and where possible transition to Western Power poles. Introducing a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas. Improving lighting conditions to better utilization of existing cameras.

Stage 2: In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3: Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meet.

Stage 4: Investigate further expansion of the CCTV network infrastructure.

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7.3.3 Additional Locations Identified by the Shire

When considering additional locations, it is strongly recommended the Shire move away from wireless infrastructure for camera image transmission directly back to the police station. The current infrastructure is both overloaded and unstable. By changing the transmission topography from purely wireless to a combination of fibre-optic and distributed recording, overall network loads would significantly reduce allowing higher levels of user operation as well as additional assets to be installed without detriment to the whole of system performance. The following locations have been highlighted as hot spots requiring additional Video Surveillance (VS) assets;

	Location	Functional Outcome
1.	Chidlow Street	Skate Park Recognition
2.	Visitor Centre Bridge	ID of persons using the Bridge
3.	Newcastle Road	License Plate Recognition (LPR)
4.	Wellington St /Gardiner St	Coles Express LPR / Site Overview
5.	Peel Terrace Bridge	License Plate Recognition (LPR)
6.	Yongan Hill Entry / Mitchell Ave	License Plate Recognition (LPR)
7.	Mt. Ommaney Lookout	PTZ Area Situational Awareness
8.	Newcastle Rd / Hutt Street	PTZ provide ID at School
9.	Spencers Brook Rd crossing	Intersection License Plate Capture /Recognition
10.	Nind St/ Fitzgerald St	PTZ Fixed bottle shop entry LPR Fixed Front of Tavern
11.	Fitzgerald St / Ensign Dale Pl	ID of Liquor Barons Entry
12.	Duke St E	Accommodation Entry LPR Hotel Accommodation Entry LPR
13.	Minson Avenue	Thirsty Camel Vehicle Entry License Plate Capture /Recognition

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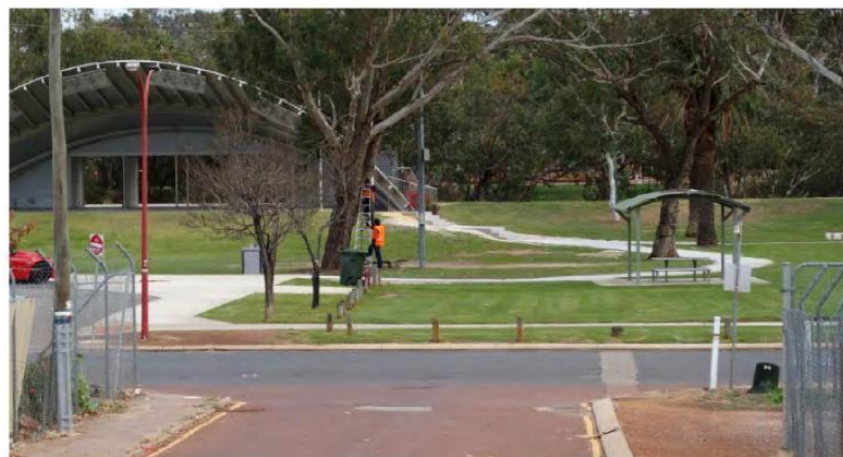**CCD-Alliance Pty Ltd**   Shire of Northam   January 2023

Additional 2 camera's (1 x Pan Tilt and Zoom +1 Fixed camera) located corner of building opposite **Northam Tavern Bottlemart** entry (Nind Street) covering the drive-through as well as front of hotel. (It was indicated that due to the possible redevelopment of this area fibre optic may be feasible to run down the main street. This would also enable the cameras located in the Mall and possibly Beaurepairs corner to be hardwired thereby removing them from the radio network.

Suggest Terraspan vertical inlaid fibre be considered for this function.

In addition to the above, it would also be possible to provide inexpensive hardwired connection from the sound shell pole to this connection point near the hotel.

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- **Beaurepairs Corner**
  Additional camera located

- **Thirsty Camel Bottle Shop**
  Additional camera located (Minson Ave) across the road to provide identification of vehicles exiting site.

- **Intersection Spencer Brook Road crossing to Burlong Road**
  License Number Plate Capture camera to obtain intelligence of vehicles entering by the Road

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- **Dukes INN accommodation and hotel**
  License Number Plate Capture camera to obtain intelligence of Vehicles / Persons entering by the Access points

- **Coles Express**
  Additional camera to obtain intelligence of Vehicles / Persons

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8. Appendices

The following appendices are attached to this report.

Appendix 1 – Précis of the Desktop Issues

Appendix 2 - Day and night camera screenshot review

Appendix 3 - Contractor Experience and Knowledge Guidelines Dec 2021

Appendix 4 - Community Safety and Crime Prevention Plan (CSACPP)

Appendix 5 – Northam Network Restructure

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1.   Appendix 1 – Precis of the Desktop issues

1.1   Overview

Typically a high percentage of crime or antisocial behaviour happens after hours. The goals or outcomes for any system or device needs be determined and stated established beforehand.

Typical goals of a video surveillance system could be stated thus:

- To reduce crime or to reduce the fear of crime.
- To improve public safety.
- To improve property security.
- To create a safe and vibrant place for the leisure and pleasure of the people of, and visitors to, the public space.
- To ensure that persons such as the elderly, the disabled, women and indigenous peoples, can use the public space safely.

Each of these goals are typically tied to resolution and performance outcomes that must be delivered, and as such is essential that any imaging system produces images that meet in those outcomes in all conditions.

The ability of any video surveillance (VS) system to produce imaging should be based on the recorded or archived footage that is recalled from the storage or recording device and take into account actual lighting conditions reflecting bright light (midday), low light (night) and high contrast (traffic, club) lighting and movement of targets under those conditions. It is in these times cameras will actually show their suitability to perform any task.

A review of the outcomes derived from the Shire of Northam installation under the defunct WA Video Surveillance State strategy has been incorporated in Appendix 2 – Day and Night video surveillance (VS) Desktop review was to explain the conclusions derived on the Desktop Audit we have provided sample imaging and explanations relating to various aspects of system performance that have been taken into account during the audit process.

(Information may be repeated in the Video Surveillance Installation Guidelines).

1

1.2   Explanation of common imaging problems

1.2.1   Dynamic Range

Unacceptable   ▪ **Unacceptable**

Dynamic range refers to the Video Surveillance cameras ability to interpret and display images in varying light conditions.

The higher the dynamic range, the better the cameras ability to cater for variances within lighting conditions including highlight and low light aspects.

▪ **Acceptable**
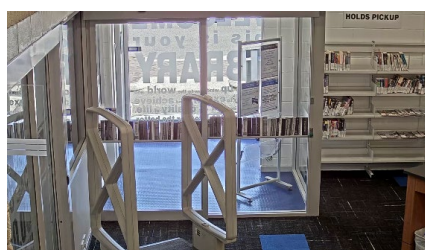
Note:

It is important to understand that manufacturer data sheets and supporting documentation only relate to the capability of the camera and not to the functional outcomes that is achieved by the device once installed. This is due to the varying environmental and site conditions in which the cameras are installed and subsequently required to operate. As such a proper testing regime is essential prior to the purchase and installation of any equipment.

1.2.2   Focus
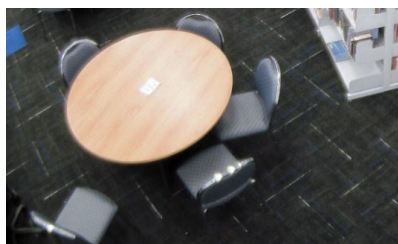
▪ **Unacceptable**   ▪ **Acceptable**

Camera Lenses have not been focused correctly to produce a crisp image. Cameras may also be in-focus throughout the day but go out of focus at night. This is a result of poor installation practices whereby the cameras have not been configured for the (1) available scene lighting, (2) back-focused correctly, or (3) configured to operate with the optics associated with a dome camera's bubble.

▪ **Unacceptable**

2
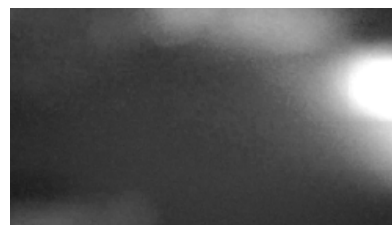
CCD-Alliance Pty Ltd   **Appendix 1**

1.2.3   Exposure

1.2.3.1   Overexposed or Flaring

■ **Unacceptable**   ■ **Acceptable**

Images can be described as overexposed when the amount of light allowed entering through the lens is greater than intended, which results in a brighter photo image. The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

1.2.3.2   Underexposed
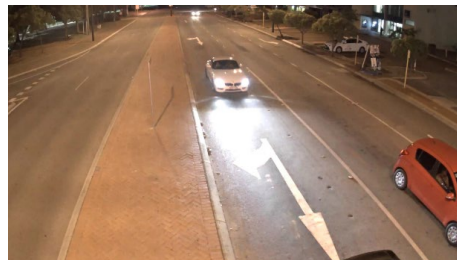
■ **Unacceptable**   ■ **Acceptable**

Underexposed refers to the amount of allowed light through the cameras lens is not sufficient to produce acceptable images and will be darker than the overexposed or correctly exposed picture.

The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

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1.2.4   Graininess and Noise

Poor Dynamic Response – unable to cater for highlight and low light conditions as well as generating excessive noise.

Unacceptable

The Graininess is caused by the automatic gain control within the camera trying to compensate for low light conditions it cannot handle. As the camera amplifies the picture to try and get a good image it also amplifies the noise (graininess).

Owing to the way images are compressed within modern Video Surveillance systems, in systems containing

Hi-Definition cameras, this noise can result in the storage required increasing by up to 900% (above daytime storage levels) in low light conditions (when nothing is happening).

1.2.5   Smear

Incorrect camera selection or configuration combined with motion and lighting may cause loss of resolution in moving targets.

Known as motion smearing and occurs when the camera amplifies noise which degrades the image.

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1.2.6   License Number Plate Capture

■   **Acceptable**   **Unacceptable**

Cameras designated to capture number plates should complete this function regardless of the speed of the vehicle and lighting condition of the scene

1.2.7   Slow Shutter Speed & the Inability to Capture Moving Targets at Night Time
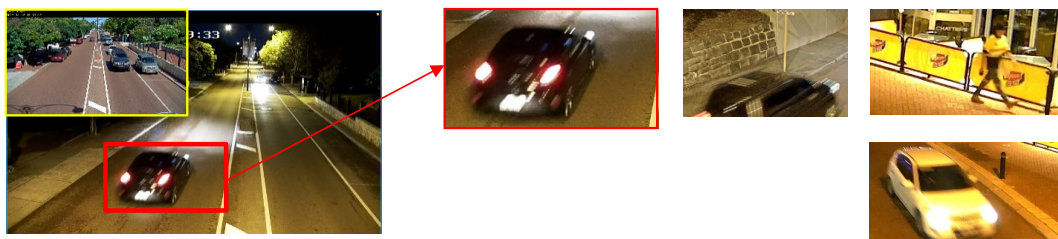
■   **Unacceptable**

Whilst most camera images look good through the day (insert), it is during lowlight or harsh light conditions when the failings of the camera and its ability to produce acceptable imaging is demonstrated.

Camera manufacturers frequently used techniques which involve extending the time that the shutter remains open to enable the camera to produce images in low light conditions. The resultant effect is that background remains crisp and in focus, whilst moving targets become nothing more than a blur. This renders the camera unsuitable for producing night-time images where any detail is required on a moving target to provide identification or trying to resolve what has happened.

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1.2.8   Lack of Resolution

Simply put, resolution refers to the number of pixels on the target. The greater the amount of pixels on a subject, the greater the ability to define detail (in a perfect world).

The problem is that the clarity of the image may be affected by other conditions as such resolution or detail on target may be caused by (*main ones*):
Poor dynamic range (1) – Edge Detail being compromised due to light,
Lens Selection (2) – trying to cover too much in one picture.

Poor Dynamic Range

Unacceptable   *Acceptable*

Lens Selection - Same Camera/ Different Lens Adjustment

The wider the cameras view, the less detail is captured

PPM refers to Horizontal Pixels Per Meter on the target.

At each level this image is the approximate outcome you can expect at further-most point in the picture. e.g. at the furthermost point of each levels colour.

The more you try to cover the lower the quality of the picture at distance.

Resolution - Pixels on target for IDENTIFICATION under ANZPAA Guidelines

Note: Cameras and imaging devices produce differing results depending on the amount of light available.

When installing Video Surveillance systems, the outcomes related for the imaging device should be based on night-time or harsh light reproduction and not solely on daytime imaging.

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CCD-Alliance Pty Ltd   **Appendix 1**

1.2.8.1   Integral Infrared Illumination and IR Cameras

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light.

Infra-Red (IR) Cameras or IR illuminators – where used cameras are to provide an image that does not produce graininess in the target area. IR cameras shall also utilise adaptive power technologies that removes blooming / hotspots within the images.
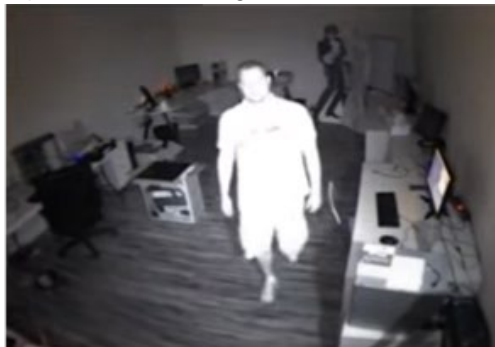
| *Acceptable* | *Not Acceptable* |

1.2.9   Incorrect Positioning and Adjustment

1.2.9.1   Entries

The position of scheduled identification cameras should be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height. When entry cameras are too high all you will see is heads or hats.
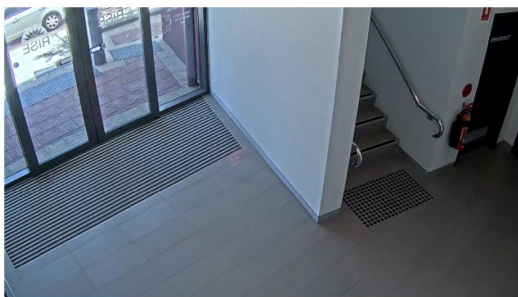
Too High for ID - Unacceptable   *Acceptable*
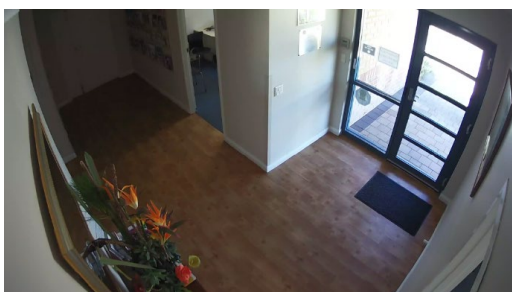
▪ **Unacceptable - Too High**   ▪ **Acceptable**

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1.2.9.2   Mounting Height

Mounting heights of Video Surveillance infrastructure should be low enough as to provide recognition or Identification of an event.

Views looking at Walls or Lights provide no benefit except to reduce resolution on the target and in the case of lighting, may affect the cameras ability to produce acceptable pictures.

- **Field of view too wide, looking at walls**
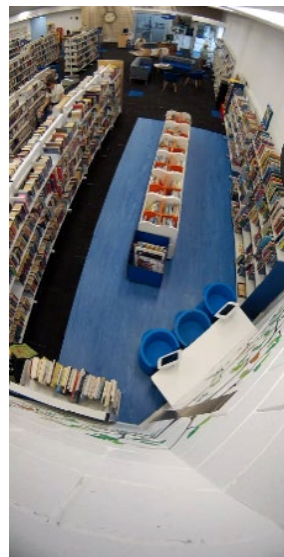
- **Unacceptable - Too**

1.2.9.3   Looking at Sky or Lights

Looking at Lights or the sky is unproductive. Apart from wasting the possible additional surveillance of a target or area, the cameras also have to cater for the flair and dynamic range of lighting as well as darker scenes away from the lights.

Unless there is a special requirement, it is bad practice to set cameras up in this way.
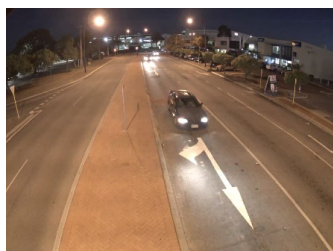
- **Looking at sky and street lights**

- **Unacceptable - Sky filling 50% of**

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1.2.9.4   Alignment

Although not technically incorrect, straightening of images wherever possible ensures a better viewing experience.
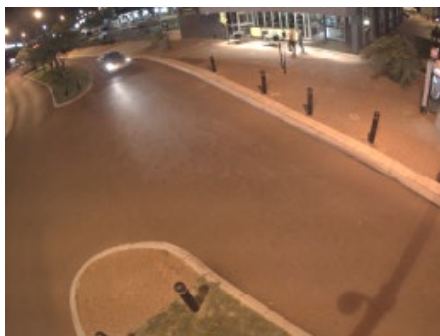
- **Image not straight**
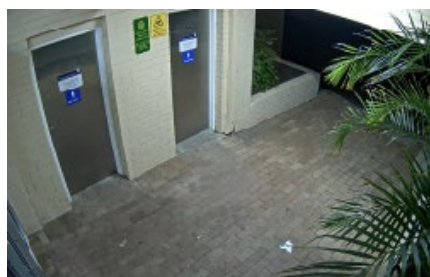
- **Image not straight**

1.2.9.5   Environmental Conditions

1.2.9.5.1   Landscaping and Obstructions

Installation of Video Surveillance infrastructure should take in to account the environment in which it is being installed.

Landscaping presents ongoing challengers to the ongoing effectiveness of any imaging system. Remedial maintenance programs should be put in place to ensure ongoing outcomes or the cameras should be relocated to a different location

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Shire of Northam Video Surveillance Desktop Screenshot Review

Number	IP Address	Device Type	MAC/Serial Number	Recorder	Camera Resolution	Frame Rate	VMS Camera Number	Property	Location	Camera Manufacturer	Camera Type	Image Quality Outcome Req	Activity in Surveillance Area	Purpose for Camera	Target Area of Coverage	Maintenance Requirements	Sample Image Day	Sample Image Night	Install Location
1	CCTV LAN: 10.2.2.1 ViewPC LAN: 10.2.3.1	Server	not listed	n/a	n/a	n/a	n/a	Northam Police Station	7 Gairdner St, Northam	IBM	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
32	10.2.2.53	PTZ Camera	ACCC80029983	Avigilon	1280 x 720	25/30		Sound Shell Pole Bernard Park Car Park	Bernard Park in Minson Av, Northam	AXIS - P5534-E	PTZ	Recognition with additional 2nd camera ID on toilet block	People walking through the park	This area is in the town centre...	Toilet Block ID to left of screen, Camera location viewing block is inhibited by pole	Cherry Picker			
33	10.2.2.54	Fixed Camera	00:40:8C:F4:87:05	Avigilon	2592 x 1944	25/30		Red Rooster Pole WEST	Intersection Fitzgerald St / Ensign Dale Pce, Northam	AXIS - P1357E	Fixed	Add Camera Recognition at Intersection, Additional PTZ Different Location for Hotel	Vehicles and people movement	This site is the town centre...	Crossing Recognition Colour Make and Vehicle Type	Cherry Picker			
34	10.2.2.55	Fixed Camera	00:40:8C:F4:87:04	Avigilon	2592 x 1944	25/30		Red Rooster Pole EAST	Intersection Fitzgerald St / Ensign Dale Pce, Northam	AXIS - P1357E	Fixed	Situational Awareness	Vehicles and people movement	This site is the town centre...	Situational Awareness. Clear view down to the Hotel (top right corner)	Cherry Picker			
35	10.2.2.56	Fixed Camera	00:40:8C:e8:4a:c2	Avigilon	1280 x 960	25/30		Ensign Dale Place Red Rooster Pole	Intersection Fitzgerald St / Ensign Dale Pce, Northam	AXIS - Q1604-E	Fixed	Recognition at Liquor barrons / Bottleshop Entry	Vehicles and people movement	This site is the town centre...	Bottleshop Entry	Cherry Picker			
36	10.2.2.57	PTZ Camera	00:40:8c:f5:5c:25	Avigilon	1920 x 1080	25/30		PTZ Red Rooster Pole	Intersection Fitzgerald St / Ensign Dale Pce, Northam	AXIS - Q6035-E	PTZ	PTZ to supplement Fixed Cameras, Additional Situational awareness Camera required for roundabout	Vehicles and people movement	This site is the town centre...	Target view PTZ	Cherry Picker			
37	10.2.2.202	Fixed Camera	not listed	Avigilon	2688 x 1520	25/30		Sound Shell Pole Fixed	Bernard Park in Minson Av, Northam	DAHUA - BULLET	Fixed	Classification	Vehicles and people movement	This area is the main park in Northam...	General View OK	Cherry Picker			
	10.2.2.53	PTZ Camera	ACCC80029983	Avigilon				Sound Shell Pole PTZ	Bernard Park in Minson Av, Northam	Axis - P5534-E	PTZ		People movement	This area is the main park in Northam...		Cherry Picker			
38	10.2.2.203	Fixed Camera	ac:cc:8e:26:45:43	Avigilon	1920 x 1080	50/60		Beaurepairs Solar Pole	Intersection Peel Tce / Fitzgerald St, Northam	AXIS - Q1635-E	Fixed	Classification at Intersection	Vehicles and people movement	a) To get an idea who is heading into town on foot...	Intersection	Cherry Picker			
39	10.2.2.204	PTZ Camera	00408CF5E280	Avigilon	1280 x 720	25/30		Ford intersection PTZ Beaurepairs Solar Pole	Intersection Peel Tce / Fitzgerald St, Northam	AXIS - P5534-E	PTZ	Movement of traffic.		This site is a main entry into the town centre...	Whole Intersection. Zoom is usually on number plate in the red square.	Cherry Picker			
40	10.2.2.205	Fixed Camera	ACCC8264541	Avigilon	1920 x 1080	50/60		Beaurepairs Solar Pole	Intersection Peel Tce / Fitzgerald St, Northam	AXIS - Q1635-E	Fixed			This site is a main entry into the town centre...		Cherry Picker	Device Disconnected	Device Disconnected	

Shire of Northam Video Surveillance Desktop Screenshot Review

Number	IP Address	Device Type	MAC/ Serial Number	Recorder	Camera Resolution	Frame Rate	VMS Camera Number	Property	Location	Camera Manufacturer	Camera Type	Image Quality Outcome Req	Activity in Surveillance Area	Purpose for Camera	Target Area of Coverage	Maintenance Requirements	Sample Image Day	Sample Image Night	Install Location
41	10.2.2.11	Fixed Camera	C42F9042A733	Avigilon	1920 x 1080	50/60		Suspension Bridge Entry	Broome Tce, Northam	HIKVISION - DS-2CD4A25FWD-IZ	Fixed		People movement	This area is the main gateway for people moving through the Northam community who are not in a vehicle, from the high school and the north side of Northam to enter the CBD. This is a very popular walkway and this area attracts a high volume of anti-social behaviours. This location is an area that community members do not feel safe when alone. Our main goals here are: a) To get an idea who is heading into town on foot. b) To cover anti-social behaviour that around the bridge entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people crossing the bridge (from town) and an overview of events in this area. e) Provide overview cover of public park area on either side of the bridge (spill-out area from bridge where anti-social behaviour/attacks have occurred). Mostly needed at night.	Path - Entry to bridge.	Cherry Picker			
42	10.2.2.12	Fixed Camera	C42F9042A719	Avigilon	1920 x 1080	50/60		Suspension Bridge Camera	Broome Tce, Northam	HIKVISION - DS-2CD4A25FWD-IZ	Fixed		Facial Identification	This area is the main gateway for people moving through the Northam community who are not in a vehicle, from the high school and the north side of Northam to enter the CBD. This is a very popular walkway and this area attracts a high volume of anti-social behaviours. This location is an area that community members do not feel safe when alone. Our main goals here are: a) To get an idea who is heading into town on foot. b) To cover anti-social behaviour that around the bridge entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people crossing the bridge (from town) and an overview of events in this area. e) Provide overview cover of public park area on either side of the bridge (spill-out area from bridge where anti-social behaviour/attacks have occurred).		Cherry Picker			
43	10.2.2.13	Fixed Camera	C42F9042A5A7	Avigilon	1920 x 1080	50/60		Hampton Street Intersection Suspension Bridge	Broome Tce, Northam	HIKVISION - DS-2CD4A25FWD-IZ	Fixed		People movement	This area is the main gateway for people moving through the Northam community who are not in a vehicle, from the high school and the north side of Northam to enter the CBD. This is a very popular walkway and this area attracts a high volume of anti-social behaviours. This location is an area that community members do not feel safe when alone. Our main goals here are: a) To get an idea who is heading into town on foot. b) To cover anti-social behaviour that around the bridge entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people crossing the bridge (from town) and an overview of events in this area. e) Provide overview cover of public park area on either side of the bridge (spill-out area from bridge where anti-social behaviour/attacks have occurred).	Situational Awareness	Cherry Picker			
44	10.2.2.14	PTZ Camera	BCAD283538D6	Avigilon	1920 x 1080	25/30		Suspension Bridge PTZ	Broome Tce, Northam	HIKVISION - DS-2DF7286-a	PTZ		People movement	This area is the main gateway for people moving through the Northam community who are not in a vehicle, from the high school and the north side of Northam to enter the CBD. This is a very popular walkway and this area attracts a high volume of anti-social behaviours. This location is an area that community members do not feel safe when alone. Our main goals here are: a) To get an idea who is heading into town on foot. b) To cover anti-social behaviour that around the bridge entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people crossing the bridge (from town) and an overview of events in this area. e) Provide overview cover of public park area on either side of the bridge (spill-out area from bridge where anti-social behaviour/attacks have occurred).	Walking across the bridge	Cherry Picker			
45	10.2.2.15	Fixed Camera	1868CB0F5DD5	Avigilon	3072 x 2048	25/30		Northam Hospital Newcastle Rd South	Intersection Hutt St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A65F-IZ	Fixed		Traffic at intersection. Police indicating that pan to the right of this with a fixed camera would be beneficial. The Hospital is an area of anti-social behaviour and stolen vehicles.	The Police have identified this area as a location that is historically prone to large scale anti-social behaviour (i.e. riots). This location is at the northern gateway into the Northam community and is in close proximity to the Northam Regional Hospital, another location that has a significant attraction to members of the community, which has been a target for anti-social behaviour and criminal offences (i.e. damage) and drug use. Our main goals here are: a) To monitor this area which has been identified as a specific hot spot for Northam in terms of historic anti-social behaviour including significant riots. b) To cover anti-social behaviour that around the regional hospital and school zone. c) To encourage a feeling of safety for community members accessing the hospital and the school as a large volume of community members use these facilities.	Intersection.	Cherry Picker			
46	10.2.2.16	Fixed Camera	1868CB0F5DD4	Avigilon	3072 x 2048	25/30		Northam Hospital Newcastle Rd Nth	Intersection Hutt St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A65F-IZ	Fixed		Vehicles entering the town	The Police have identified this area as a location that is historically prone to large scale anti-social behaviour (i.e. riots). This location is at the northern gateway into the Northam community and is in close proximity to the Northam Regional Hospital, another location that has a significant attraction to members of the community, which has been a target for anti-social behaviour and criminal offences (i.e. damage) and drug use. Our main goals here are: a) To monitor this area which has been identified as a specific hot spot for Northam in terms of historic anti-social behaviour including significant riots. b) To cover anti-social behaviour that around the regional hospital and school zone. c) To encourage a feeling of safety for community members accessing the hospital and the school as a large volume of community members use these facilities.	Pinpoint and identification of numberplate	Cherry Picker		Not Recording at Night	
47	10.2.2.17	Fixed Camera	1868CB0F5DDA	Avigilon	3072 x 2048	25/30		Northam Hospital Robinson St	Intersection Hutt St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A65F-IZ	Fixed			The Police have identified this area as a location that is historically prone to large scale anti-social behaviour (i.e. riots). This location is at the northern gateway into the Northam community and is in close proximity to the Northam Regional Hospital, another location that has a significant attraction to members of the community, which has been a target for anti-social behaviour and criminal offences (i.e. damage) and drug use. Our main goals here are: a) To monitor this area which has been identified as a specific hot spot for Northam in terms of historic anti-social behaviour including significant riots. b) To cover anti-social behaviour that around the regional hospital and school zone. c) To encourage a feeling of safety for community members accessing the hospital and the school as a large volume of community members use these facilities.		Cherry Picker			
48	10.2.2.18	PTZ Camera	54C415218F93	Avigilon	1920 x 1080	50/60		Northam Hospital Hutt St PTZ	Intersection Hutt St / Newcastle Rd, Northam	HIKVISION - DS-2CD42SFWD-IZ	PTZ			The Police have identified this area as a location that is historically prone to large scale anti-social behaviour (i.e. riots). This location is at the northern gateway into the Northam community and is in close proximity to the Northam Regional Hospital, another location that has a significant attraction to members of the community, which has been a target for anti-social behaviour and criminal offences (i.e. damage) and drug use. Our main goals here are: a) To monitor this area which has been identified as a specific hot spot for Northam in terms of historic anti-social behaviour including significant riots. b) To cover anti-social behaviour that around the regional hospital and school zone. c) To encourage a feeling of safety for community members...		Cherry Picker			
49	10.2.2.19	Fixed Camera	C42F9042A73S	Avigilon	1920 x 1080	50/60		Peel Terrace / Chidlow St (opposite McDonalds)	Intersection Peel Tce / Chidlow St, Northam	HIKVISION - DS-2CD42SFWD-IZ	Fixed		Error	People movement around the youth precinct and McDonalds. Also, vehicle entry to town.	This site has been highlighted by Police as a trouble spot for hoons and anti-social behaviour (especially at night) given its proximity to a local McDonalds Restaurant and the town's only 24/7 Fuel Station. The road is the main entry road from York/Narrogin and is another area the Police would benefit from identification of vehicles through ANPR. The area is isolated from the main town and quite a distance from the Police station. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around McDonalds and the 24 hour service station that is a meeting place throughout the night. It will also assist police in identifying those who are actively moving throughout the community, particularly when requiring food or fuel at all hours of the day and night. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police) d) To encourage a feeling of safety for community members accessing the area as it neighbours the sporting hub of Northam and a large volume of community members use or would like the opportunity to use these...	Situational Awareness	Cherry Picker			

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Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review

Number	IP Address	Device Type	MAC/ Serial Number	Recorder	Camera Resolution	Frame Rate	VMS Camera Number	Property	Location	Camera Manufacturer	Camera Type	Image Quality Outcome Req	Activity in Surveillance Area	Purpose for Camera	Target Area of Coverage	Maintenance Requirements	Sample Image Day	Sample Image Night	Install Location
50	10.2.2.20	Fixed Camera	C42F9042A734	Avigilon	1920 x 1080	50/60		Peel Terrace West (opposite McDonalds)	Intersection Peel Tce / Chidlow St, Northam	HIKVISION - DS-2CD4A25FWD-IZ	Fixed		People and traffic movement around McDonalds and the Servo.	This site has been highlighted by Police as a trouble spot for hoons and anti-social behaviour (especially at night) given its proximity to a local McDonalds Restaurant and the town's only 24/7 Fuel Station. The road is the main entry road from York/Narrogin and is another area the Police would benefit from identification of vehicles through ANPR. The area is isolated from the main town and quite a distance from the Police station. Currently it is inaccessible for CCTV due to the topography of the land however we believe that a small mast on the roof of the nearby Recreation centre will be able to provide a signal to the proposed tower at Mt Ommaney. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around McDonalds and the 24 hour service station that is a meeting place throughout the night. It will also assist police in identifying those who are actively moving throughout the community, particularly when requiring food or fuel at all hours of the day and night. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police) d) To encourage a feeling of safety for community members accessing the area as it neighbours the sporting hub of Northam and a large volume of community members use or would like the opportunity to use these facilities.	Wide view of road and McDonalds.	Cherry Picker			
51	10.2.2.21	Fixed Camera	C42F9042A725	Avigilon	1920 x 1080	25/30		Peel Terrace East (opposite McDonalds)	Intersection Peel Tce / Chidlow St, Northam	HIKVISION - DS-2DF7286-a	Fixed		Vehicl entry in to town	This site has been highlighted by Police as a trouble spot for hoons and anti-social behaviour (especially at night) given its proximity to a local McDonalds Restaurant and the town's only 24/7 Fuel Station. The road is the main entry road from York/Narrogin and is another area the Police would benefit from identification of vehicles through ANPR. The area is isolated from the main town and quite a distance from the Police station. Currently it is inaccessible for CCTV due to the topography of the land however we believe that a small mast on the roof of the nearby Recreation centre will be able to provide a signal to the proposed tower at Mt Ommaney. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around McDonalds and the 24 hour service station that is a meeting place throughout the night. It will also assist police in identifying those who are actively moving throughout the community, particularly when requiring food or fuel at all hours of the day and night. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police) d) To encourage a feeling of safety for community members accessing the area as it neighbours the sporting hub of Northam and a large volume of community members use or would like the opportunity to use these facilities.	Identification of vehicles coming in to town	Cherry Picker			
52	10.2.2.22	PTZ Camera	54C415218F97	Avigilon	1920 x 1080	50/60		Peel Terrace PTZ (opposite McDonalds)	Intersection Peel Tce / Chidlow St, Northam	HIKVISION - DS-2CD4A25FWD-IZHS8	PTZ		Situational Awareness	This site has been highlighted by Police as a trouble spot for hoons and anti-social behaviour (especially at night) given its proximity to a local McDonalds Restaurant and the town's only 24/7 Fuel Station. The road is the main entry road from York/Narrogin and is another area the Police would benefit from identification of vehicles through ANPR. The area is isolated from the main town and quite a distance from the Police station. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around McDonalds and the 24 hour service station that is a meeting place throughout the night. It will also assist police in identifying those who are actively moving throughout the community, particularly when requiring food or fuel at all hours of the day and night. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police) d) To encourage a feeling of safety for community members accessing the area as it neighbours the sporting hub of Northam and a large volume of community members use or would like the opportunity to use these facilities.	Situational Awareness	Cherry Picker			
53	10.2.2.100	Fixed Camera	1B08CB482ACD	Avigilon	1920 x 1080	50/60		Riverside Hotel Newcastle Rd North	Intersection Fitzgerald St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A25FWD-IZHS8	Fixed		Classification at Intersection	This site is the main entry into the town centre used by travellers from Perth and many surrounding areas. Northam has a problem with drugs being brought in from other areas. It has a hotel at this location which attracts a high volume of antisocial behaviour. Young people who are engaging in high risk behaviours will usually pass this location also. Opportunity for Automatic Number Plate Recognition (ANPR) of vehicles entering and leaving towards the bridge. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around the hotel. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police). d) To assist wider Police strategies in identification of cross boundary offenders from the metropolitan area or adjacent Wheatbelt Police sub-districts.	Intersection and entry to bridge.	Cherry Picker			
54	10.2.2.101	Fixed Camera	1B08CB482ACC	Avigilon	1920 x 1080	50/60		Riverside Hotel Wellington St East	Intersection Fitzgerald St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A25FWD-IZHS8	Fixed			This site is the main entry into the town centre used by travellers from Perth and many surrounding areas. Northam has a problem with drugs being brought in from other areas. It has a hotel at this location which attracts a high volume of antisocial behaviour. Young people who are engaging in high risk behaviours will usually pass this location also. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around the hotel. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police). d) To assist wider Police strategies in identification of cross boundary offenders from the metropolitan area or adjacent Wheatbelt Police sub-districts.	General View OK	Cherry Picker			
55	10.2.2.102	Fixed Camera	1B08CB482ACE	Avigilon	1920 x 1080	50/60		Riverside Hotel Gairdner St South	Intersection Fitzgerald St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A25FWD-IZHS8	Fixed		Vehicle movement	This site is the main entry into the town centre used by travellers from Perth and many surrounding areas. Northam has a problem with drugs being brought in from other areas. It has a hotel at this location which attracts a high volume of antisocial behaviour. Young people who are engaging in high risk behaviours will usually pass this location also. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around the hotel. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police). d) To assist wider Police strategies in identification of cross boundary offenders from the metropolitan area or adjacent Wheatbelt Police sub-districts.	Roundabout	Cherry Picker			
56	10.2.2.103	Fixed Camera	1B08CB482AC8	Avigilon	1920 x 1080	50/60		Riverside Hotel Wellington St West	Intersection Fitzgerald St / Newcastle Rd, Northam	HIKVISION - DS-2CD4A25FWD-IZHS8	Fixed		Antisocial behaviour	This site is the main entry into the town centre used by travellers from Perth and many surrounding areas. Northam has a problem with drugs being brought in from other areas. It has a hotel at this location which attracts a high volume of antisocial behaviour. Young people who are engaging in high risk behaviours will usually pass this location also. Opportunity for Automatic Number Plate Recognition (ANPR) of vehicles entering and leaving towards the bridge. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around the hotel. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police). d) To assist wider Police strategies in identification of cross boundary offenders from the metropolitan area or adjacent Wheatbelt Police sub-districts.	Police say this camera is useless. Not used. Suggest angling it towards to park to the left as that is an area of antisocial behaviour.	Cherry Picker			
57	10.2.2.104	PTZ Camera	54C415218F92	Avigilon	1920 x 1080	25/30		Riverside Hotel PTZ	Intersection Fitzgerald St / Newcastle Rd, Northam	HIKVISION - DS-2DF7286-a	PTZ		Vehicle movement	This site is the main entry into the town centre used by travellers from Perth and many surrounding areas. Northam has a problem with drugs being brought in from other areas. It has a hotel at this location which attracts a high volume of antisocial behaviour. Young people who are engaging in high risk behaviours will usually pass this location also. Opportunity for Automatic Number Plate Recognition (ANPR) of vehicles entering and leaving towards the bridge. Our main goals here are: a) To get an idea who is heading into town. b) To cover anti-social behaviour that around the hotel. c) Attempt to identify vehicles entering town (which will compliment other existing cameras and assist Police). d) To assist wider Police strategies in identification of cross boundary offenders from the metropolitan area or adjacent Wheatbelt Police sub-districts.	Entry to bridge. Intersection.	Cherry Picker			

Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review

Number	IP Address	Device Type	MAC/ Serial Number	Recorder	Camera Resolution	Frame Rate	VMS Camera Number	Property	Location	Camera Manufacturer	Camera Type	Image Quality Outcome Req	Activity in Surveillance Area	Purpose for Camera	Target Area of Coverage	Maintenance Requirements	Sample Image Day	Sample Image Night	Install Location
58	10.2.2.S1	PTZ Camera	54C415232215	Avigilon	1920 x 1080	25/30		Main St PTZ Avon Mall	Avon Mall in Minson Av, Northam	HIKVISION - DS-2DF7286-a	PTZ		This is a very useful camera. They often need it covering more than one view though. Ideally they need the PTZ facing the Boulevard entrance, a fixed looking across the grass and one in the opposite direction to the current view in addition to this view.	The Avon Mall is the main public mall of Northam and is a frequent trouble spot for anti-social behaviour. These two cameras need to be upgraded to a high resolution system. Our main goals here: a) To get an idea who is heading into the CBD on foot. b) To cover anti-social behaviour around the entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people and an overview of events in this area. e) Provide overview cover of the mall.	Situational Awareness and recognition of both cars and people.	Ladder			
59	10.2.2.S2	PTZ Camera	54C41S32FA3A	Avigilon	1920 x 1080	25/30		Minson Ave PTZ Avon Mall	Avon Mall in Minson Av, Northam	HIKVISION - DS-2DF7286-a	PTZ		This is a useful camera. A second fixed camera in the opposite direction would also be very well used.	The Avon Mall is the main public mall of Northam and is a frequent trouble spot for anti-social behaviour. These two cameras need to be upgraded to a high resolution system. Our main goals here: a) To get an idea who is heading into the CBD on foot. b) To cover anti-social behaviour around the entry to the CBD. c) To encourage a feeling of safety for community members accessing the CBD by foot. d) Provide ID Level shots of people and an overview of events in this area. e) Provide overview cover of the mall.	Situational Awareness	Ladder			

WALGA

1.0 Video Surveillance Systems (CCTV) Hardware, Systems and Networks

Scope of Services

The purpose of this category is to provide information relating to Video Surveillance Systems (VSS) AS/NZS 62676:2020:

- Local Government/Stakeholders shall understand that

  o Video Surveillance Infrastructure is not just including Image Capture and Recording, but now may include/incorporate Intruder Detection Systems and Access Control Systems.
  o The WA CCTV State Strategy is Defunct effective 2019.
  o AS/NZS 62676:2020 has replaced AS4806:2006 effective April 2020.
  o Video Surveillance Systems (VSS) replaces previous Closed-Circuit Television (CCTV) Terminology.
  o Stakeholders should undergo training to provide understanding of CCTV Technology and Methodology in Local Government.
  o Tender Documentation should be Detailed and Specific to the use, application and outcomes related to the proposed infrastructure and incorporate all aspects listed below.

- Video Surveillance Systems (VSS) now include a whole-of-system approach that outcomes based and agnostic to product. This includes:
  o **Video Surveillance System's are now Graded** (based on Risk and Functionality). Completed in conjunction with ISO31000:2009.
  o **Outcome based design for each Image location** (24/7) regardless of Motion, Lighting, Environmental Conditions.
  o **Interoperability** – Non-Manufacturer Specific allowing ease of migration between Equipment and Systems without loss of functionality
  o **VSS Functionality** – Common Interconnections, Storage, Archiving and backup, Alarm Related Information, System Logs, Backups and Restoral, Failure Notifications, Image handling, and PSU Monitoring, Image Buffer Times, Monitoring of interconnections, Tamper Detection, Authorisation codes, Time Synchronisation, Data Authentication, Data labelling and Authentication.
  o **Whole of System Approach includes** – Imaging Outcomes, Recording, Image Storage and Export, Lighting, Interconnections, Image Handling Equipment, Image Presentation, Video Performance, Data Transmission (including security), Communications Latency, Redundancy, Control Room Configurations, Test planning, Pre-Installation Documentation, System Installation and Commissioning, Final Documentation and Maintenance
  o **Transmission of Information** – Web Services Framework, IP Configuration, Device Discovery, Device Management, Device IO, Display Devices, Imaging and Media, Real Time Streaming, Event Handling, PTZ Control, Video Analytics, Video Analytic Devices, Recording Search and Control and Data Security

1

WALGA

Competencies	Qualifications / Certifications and Technical Standards	Legal/regulatory compliance	Metadata
Knowledge and experience such as: • Comprehensive Working Knowledge and experience in implementing the recommendations contained in the listed standards for Video Surveillance, Security and Access Control Standards. • Sound Working Knowledge and experience in application of Security Based Risk Assessments and in particular Risk management guidelines: • Compliance with Legislation with respect to State and National Licensing Requirements. • Sound working Knowledge of Open Network Industry Forum (ONVIF) and its Application within the Australian Standards for Video Surveillance Systems.	**Mandated:** **Risk Assessments** • Persons Completing Risk Assessments as defined in AS/NZS 62676:2020 should be certified competent in application Risk Management Guidelines. **Security, Access, and Video Surveillance System Consulting & Installation** • Company to Hold current WA Security Agents License. • ALL Persons Consulting to Hold Class 2 WA Security Consultants License. • All Persons Installing Equipment to hold Class 2 WA Security Installers License.	**Working knowledge and ability to inform and guide compliance to the following Australian Standards and Legislative Requirements for delivery of services within this category:** ***Risk Management*** • ISO31000:2018 Risk Management Guidelines • HB167:2006 Security Risk Management ***AS/NZS 2201.1:2007 Intruder alarm systems Client's premises - Design, installation, commissioning and maintenance.*** • AS 2201.2:2004 Intruder alarm systems— Monitoring centres. • AS 2201.3:1991 Intruder alarm systems— Detection devices for internal use • AS 2201.4:1990 Intruder alarm systems— Wire-free systems installed in client's premises. • AS/NZS 2201.5:2008 Intruder alarm systems—Alarm transmission systems plus AS 2201.4-1990/Amdt 1-1990. *NOTE: Updated Standards are to be released through 2022-2023. Local Government should check versions prior to tendering.*	**Metadata** • Closed Circuit Television • CCTV • Video Surveillance Systems • VSS • Risk Management • Risk Management Guidelines • Security Licensing • Security Agent • Security Consultant • Security installer

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• Understanding of how companies that appear on Banned Entity List are affected in relation to ONVIF Certification. • Experience with working with public utilities and services. E.g., Main Roads WA, Public Transport Authority, Power and Gas Utilities and Local Government. • Coordination and management of the Sub-Contractors if required. • Management day to day on-site security and Workplace Health and Safety Principles. • Determine the location and type of underground services. • Knowledge and experience in communications infrastructure and suitability for Installation environments. • Ensure consistency in design and support the vision of the Local Government Security Policy and Guidelines.	**Australian Communications and Media Authority** • All Persons Installing or relocating Cabling Infrastructure shall be hold Australian Communications and Media Authority Licenses E.G Open Registration with Endorsements. **Insurances** • Persons providing services to Local Government shall have in addition to Products/Public Liability insurances, Errors and Omissions Extensions for works being completed or Professional Indemnity Insurance **Desirable:** • Company is a member of a recognised Industry Association. • Certification works by a professional consultant or engineer in the relevant discipline who has appropriate experience and	***AS/NZS 62676 series Video Surveillance Systems for use in Security Applications*** • AS/NZS 62676-1-1 Video System Requirements. • AS/NZS 62676-1-2 Video Transmission – General Video Transmission – Requirements. • AS/NZS 62676-2-1 Video Transmission Protocols – General Requirements. • AS/NZS 62676-2-2 Video Transmission Protocols – IP Interoperability implementation based on HTTP and REST services. • AS/NZS IEC 62676.2.31:2020 Video surveillance systems for use in security applications Live streaming and control based on web services. • AS/NZS IEC 62676.2.32:2020 Video surveillance systems for use in security applications Recording control and replay based on web services. • AS/NZS 62676-3 Analog and Digital Video Interfaces. AS/NZS 62676-4 Application guidelines • AS/NZS 62676-5 Data specifications and image quality performance for camera devices.	

3

• Experience in applying industry standards and guidelines. • Experience in the use of software such as Autodesk or similar. • Experience in the use of CCTV 3D Design software. • Experience in Generating relevant Training Materials including - Creation of Training Materials, Providing Onsite Training, Providing Video Record of Training.	competence in the relevant field. • Consultants have demonstrated experience as having acted as an Integrator or has been involved in installing similar systems. • Contractor to show ongoing CPD for Installation and Technical Staff for maintain currency with latest developments within industry. • Contractors Consultants and Commissioning staff to have sound knowledge of Wired and Wireless Networks utilising Layer 2/3 topographies and an understanding of Cyber Security risk mitigation. • Contractors Staff to be Manufacturer Certified in the Design and Implementation of Technical Solutions. Certificated to be Requested Showing Completion. Refresher training maximum time of 48 months separation.	***Access Control*** • AS/NZS IEC 60839.11.1:2019 Alarm and electronic security systems Electronic access control systems - System and components requirements. • AS/NZS IEC 60839.11.2:2019 Alarm and electronic security systems Electronic access control systems - Application guidelines. • AS/NZS IEC 60839.11.31:2020 Alarm and electronic security systems Electronic access control systems - Core interoperability protocol based on Webservices. ***Other Standards*** • The Building Code of Australia (BCA). • The Local Electricity Supply Authority Regulations. • Workplace Health and Safety Electrical Safety Office Workers' Compensation Regulator - Work health and safety (WHS) and Electrical Safety (ES) laws. • AS/ACIFS009 Installation requirements for customer cabling. • AS/NZS 4801 – OHS Management	

4

Member Engagement

Specific services requested under this Contract may include, but are not limited to:

- Assistance in Determining Required outcomes for all aspects of the Proposed System.

- Administration and supervision of Asset and Risk Assessment Process.

- Assistance with determining Grade of System to be installed.

- Assistance with Confirmation of Information Technology requirements.

- Formulation of Procurement Documents and Technical Specification based around Outcomes Based Design

- Consultation with Local Government Stakeholders, Other Stakeholders, Community Groups regarding desires outcomes.

- Assessment of Local Government outcomes against Intruder Detection, Access, and Video Surveillance System (formerly CCTV) Standards.

- Assistance with determining suitability of Equipment and/or Tender Responses to ensure Required Outcomes are met.

- Assessment of Environmental, Landscaping, and other conditions which may impact continued ability to maintain required outcomes.

- Provide necessary direction and clarification of the scope and monitor the execution of the works as specified on site.

- Documenting compliance with Grant funding applications.

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Shire of Northam
2022-2026

Shire of Northam
Heritage, Commerce and Lifestyle

Community Safety & Crime Prevention Plan

INTRODUCTION

The Shire of Northam's vision for the future is to be a vibrant growing community that is safe, caring, and inclusive. Over recent years the Shire has experienced significant growth with a number of new private and public developments, offering the community several new and improved experiences including shopping, dining, entertainment, culture, play and relaxation. With more on offer than ever, one of the Shire's biggest challenges remains its perception of safety.

The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes. Community safety and crime prevention is a complex issue with multiple social and environmental drivers impacting on both actual crime rates and perceived crime. Many aspects of community safety and crime prevention fall outside the control of the Shire of Northam. Therefore, the Shire works in partnership with government, stakeholders, and the community to deliver initiatives of the Shire of Northam Community Safety and Crime Prevention Plan. A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety.

PURPOSE OF THE PLAN

The Shire of Northam Community Safety and Crime Prevention Plan 2022 – 2026 is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. This plan replaces the Shire of Northam Community Safety Plan 2017 – 2021.

The Community Safety and Crime Prevention Plan considers the perception of crime as well as the actual crime. A safe community is one where community members are able to

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pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The Community Safety and Crime Prevention Plan relates to the following strategic direction identified within the Shire of Northam's Strategic Community Plan 2017 – 2027.

SAFETY & SECURITY: A community without fear of crime or antisocial behaviour.
OUTCOME: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

OBJECTIVES:

- Plan and implement strategies to address crime and safety within the Shire of Northam
- Increase community participation in identifying and reporting of crime
- Increase community awareness and understanding of how to prevent crime and improve community safety
- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
- Inform community of long term crime trends and comparisons

KEY INDICATOR OF SUCCESS: A continuous downward trend in crime and antisocial behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys.

THE SHIRE'S ROLE IN COMMUNITY SAFETY AND CRIME PREVENTION

Local government has an important role to play in ensuring residents feel safe to live a quality life. The Shire of Northam provides direct service delivery and support within a range of areas relating to the community's safety, such as:

- Emergency management
- Ranger services
- Environmental health
- Road safety
- Risk management
- Community health
- Crime prevention

The Shire of Northam coordinates a Community Safety Committee that includes representatives from the Shire of Northam, WA Police, state government agencies, youth service providers, key stakeholder groups and community representatives. Members of the committee share a commitment to improving the actual and perceived safety of the community. This committee is a formally appointed committee of Council.

DEVELOPING THE PLAN

To develop the actions in this plan the Shire engaged in a process of building a picture of the Shire of Northam to understand the key crime and safety issues. This involved the analysis of crime statistics, community and stakeholder engagement, and research, including best practice in local government.

CRIME STATISTICS

The following WA Police Statistics show the reported offences across the Shire of Northam over the past 5 years.

Type of Offence	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Homicide	0	1	2	0	0
Sexual Offence	27	32	32	123	41
Assault (family)	166	136	122	167	166
Assault (non-family)	90	123	102	99	105
Threatening Behaviour (family)	15	22	23	39	28
Threatening Behaviour (non-family)	43	43	27	36	29
Deprivation of Liberty	3	5	1	3	1
Robbery	7	4	3	1	2
Dwelling Burglary	244	85	115	95	66
Non-Dwelling Burglary	73	55	49	56	25
Motor Vehicle Theft	25	19	35	14	18
Stealing	411	358	331	283	236
Property Damage	383	304	238	242	211
Arson	19	8	5	12	7
Drug Offences	323	257	225	180	192
Graffiti	28	7	22	17	4
Fraud & Related Offences	176	55	62	64	71
Breach of Violence Restraining Orders	159	60	111	117	74
Total Offences	**2022**	**1573**	**1520**	**1548**	**1276**

The statistics show an overall downward trend in crime over the past 5 years.

The most problematic crime categories within the Shire are assaults (predominantly family related), burglaries, stealing, property damage and drug offences.

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COMMUNITY ENGAGEMENT

In May 2021 the Shire conducted the biennial Community Perceptions Survey to gauge the opinions of the community about issues that they perceive to be affecting them. The results of this survey identified safety and crime prevention as the highest community priority.

Markyt Shire of Northam Community Scorecard – priorities identified by the Shire of Northam Community (in order)

To obtain a clearer picture of the community's safety and crime prevention concerns a more detailed and specific community safety survey was subsequently undertaken during August and September 2021. The survey measured how safe people feel in the Shire of

Northam and asked for input regarding what could be done to make the Shire of Northam safer. The survey was promoted through a variety of channels including the Shire website, social media and community facilities. A total of 119 responses to the Community Safety and Crime Prevention Survey were received and are summarised below.
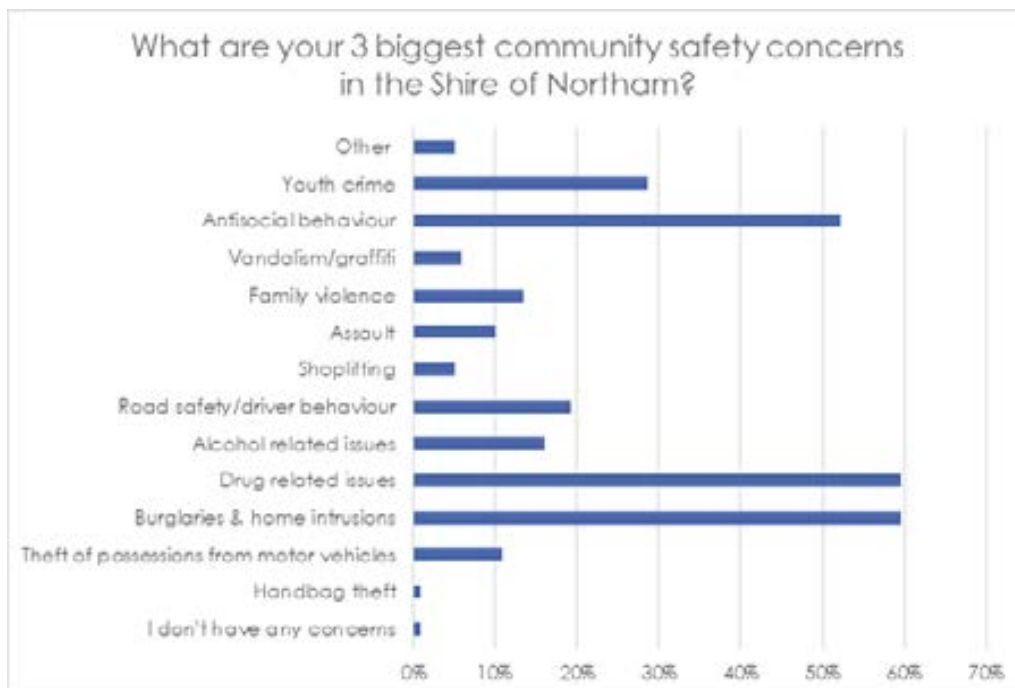
The top three community safety concerns were identified as
•   Burglaries & home intrusions
•   Drug related issues
•   Antisocial behaviour
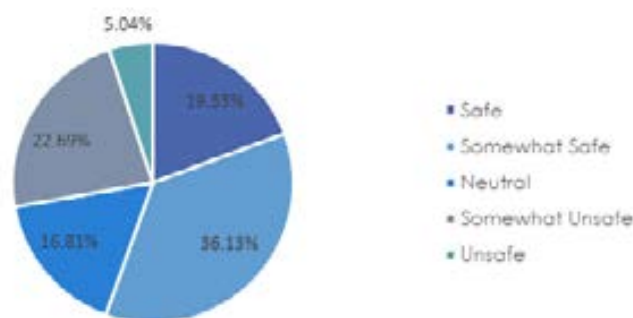
More people feel safe or somewhat safe, than feel unsafe.

The places where people feel most unsafe are:
•   Poorly lit streets at night
•   Shopping centre carparks & entries
•   Northam CBD

To improve community safety the top suggestions were:
• More police patrols
• Increased lighting
• Increased CCTV

The survey also tried to gauge how safe children and youth, and the elderly and vulnerable feel within the Shire. The responses indicate that these groups feel slightly more unsafe than the general population. For children and youth their biggest safety concerns as seen below are verbal and emotional bullying, physical violence and fights, and intimidation. For the elderly and vulnerable the biggest concerns are burglaries and home intrusions, and robberies.

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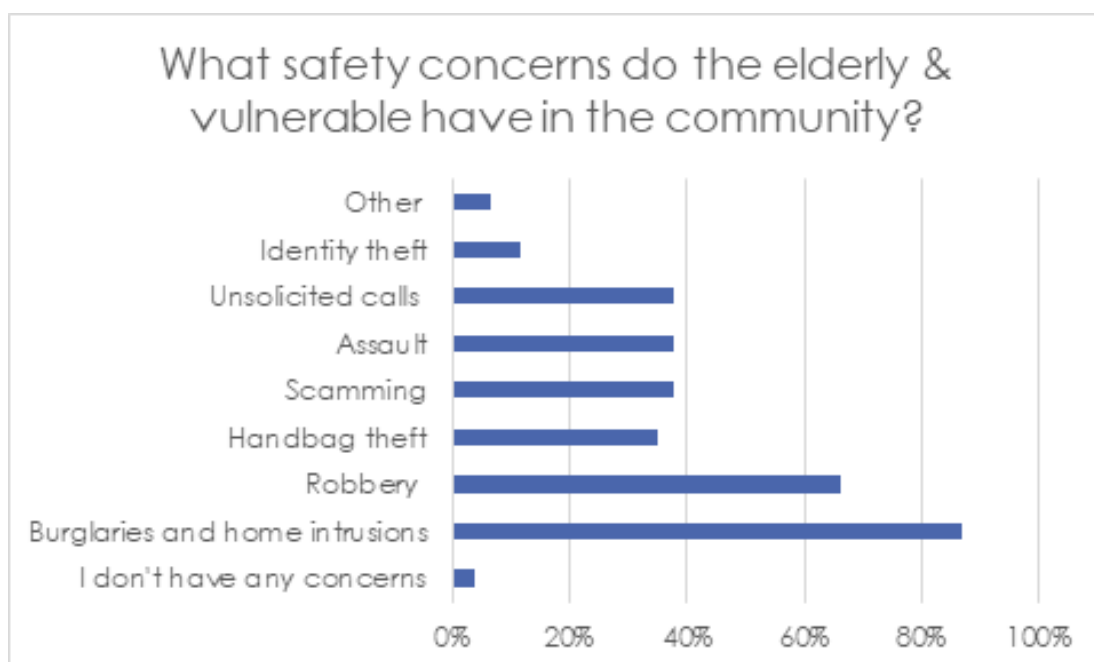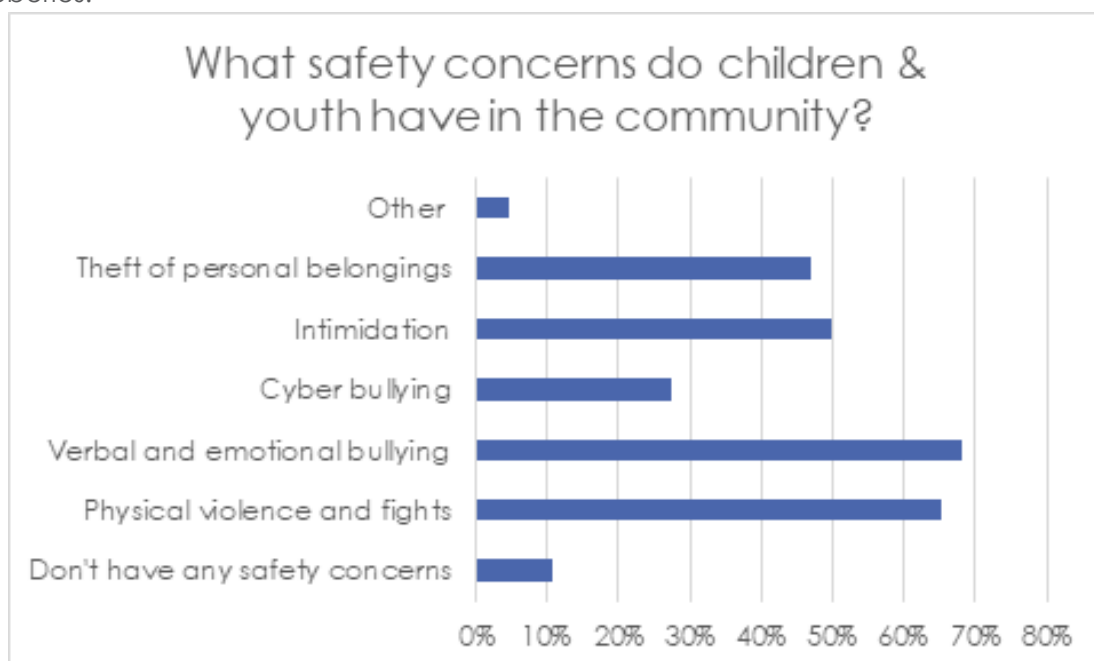
UNDERSTANDING THE PLAN

To reach our vision, the plan will concentrate on four focus areas:

1. **Building Partnerships & Internal Capacity**
   This includes the governance and functioning of the committee, maintaining relationships with the Police and key stakeholders.

2. **Safer Places & Spaces**
   This includes Crime Prevention Through Environmental Design (CPTED), infrastructure such as CCTV, lighting, footpaths, and improving the perception of crime in an area.

3. **Community Education & Awarenss**
   This area is about the key messaging and increasing community engagement in community safety, such as reporting of crime and target hardening.

4. **Addressing or Combatting Anti-social Behaviour**
   This area focuses on reducing antisocial behaviour and youth crime and supporting initiatives that help reduce drug and alcohol use in the community.

A series of objectives sit under each of the focus areas. These objectives have been developed based upon the data and consultation. Each objective has a series of actions describing the approach the shire will take in pracitcal terms to achieve the objective.

The Community Safety & Crime Prevention Action Plan is summarised on the following page.

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AIM: To reduce crime and antisocial behaviour, and concern about these issues in the Shire of Northam.

FOCUS AREA	BUILDING PARTNERSHIPS & INTERNAL CAPACITY	SAFER PLACES & SPACES	COMMUNITY EDUCATION & AWARENESS	ANTISOCIAL BEHAVIOUR

COMMUNITY ISSUES

	BUILDING PARTNERSHIPS & INTERNAL CAPACITY	SAFER PLACES & SPACES	COMMUNITY EDUCATION & AWARENESS	ANTISOCIAL BEHAVIOUR
Alcohol & Other Drugs	X	X	X	X
Antisocial Behaviour	X	X	X	X
Vandalism & Graffiti	X	X	X	X
Assault	X	X	X	X
Road Safety/Driver Behaviour	X		X	
Burglary	X	X	X	
Shoplifting	X	X	X	
Family & Domestic Violence	X		X	X
Perception of Crime	X	X	X	

OBJECTIVES

BUILDING PARTNERSHIPS & INTERNAL CAPACITY	SAFER PLACES & SPACES	COMMUNITY EDUCATION & AWARENESS	ANTISOCIAL BEHAVIOUR
1.1 Work with WA Police Force & key stakeholders to share knowledge resources, plan & implement community safety & crime prevention initiatives.	2.1 Reduce opportunities for crime 2.2 Improve the perception of crime in the Shire of Northam	3.1 Encourage community participation & awareness 3.2 Increase awareness of home safety 3.3 Educate the community on scams, identity theft, cyber bullying & online criminal behaviour 3.4 Improve road safety on Shire of Northam roads	4.1 Support youth engagement to reduce crime and antisocial behaviour 4.2 Improve community wellbeing

ACTION PLAN

1. **BUILDING PARTNERSHIPS & INTERNAL CAPACITY**

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
1.1: Work with WA Police Force & key stakeholders to share knowledge, resources, plan & implement community safety & crime prevention initiatives	Committee to maintain representation from Shire of Northam Elected Members, Staff, Northam and Wundowie Police and the most relevant representation in the area of crime prevention and community safety.	Shire of Northam Office of the CEO & Community Development	Shire of Northam Council All of Community Safety Committee
	Yearly schedule of committee meetings is established in advance ensuring the Community Safety Committee meets at least 4 times per year (quarterly) to monitor the implementation of the Community Safety & Crime Prevention Plan 2022 – 2026.	Shire of Northam Community Development	All of Community Safety Committee
	The committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.	Shire of Northam Community Development Northam & Wundowie Police	All of Community Safety Committee WALGA Crime Statistics
	Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).	Shire of Northam Community Development	All of Community Safety Committee
	Where no key networking or advisory group exists, identify the key stakeholders for the area of concern and establish working groups or partnerships to initiate action.	Shire of Northam Community Development	All of Community Safety Committee
	Support and enable Council Plan Objectives, 1: Play our role in promoting a safe and crime free community 2: Provide accessible and safe public spaces.	Shire of Northam Community Development	Shire of Northam Council All of community Visitors to the Shire of Northam

2.   **SAFER PLACES & SPACES**

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.1: Reduce opportunities for crime	Attend at least one business focused meeting per year to promote measures businesses can take to improve their security and minimise crime related risk.	Shire of Northam Community Development Northam Chamber of Commerce	Business & shop owners/operators Northam Chamber of Commerce WA Police Force
	Promote the registration of private and business CCTV with the WA Police Cam-Map initiative.	Shire of Northam Community Development Northam Chamber of Commerce Northam & Wundowie Police	WA Police Force Shire of Northam Information Technology Northam Chamber of Commerce
	Embed Crime Prevention Through Environmental Design (CPTED) principles within planning and development process.	Shire of Northam Planning, Engineering & Parks & Gardens	Shire of Northam Development Services & Engineering Services Private Developers & Builders
	Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology solutions.	Shire of Northam ICT	Shire of Northam ICT & Building Maintenance
	Conduct lighting audit of Shire's priority public places and spaces (e.g. parks, carparks).	Shire of Northam Building Maintenance	Shire of Northam Engineering Services, Building Maintenance

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.2: Improve the community perception of crime in the Shire of Northam	Promote positive communications across relevant external platforms to address the negative perceptions.	Shire of Northam Community Development & Communications	Shire of Northam Communications Northam Advertiser Northam Town Team Community & Progress Associations Espin Capital (El Cabello Digital Billboard)
	Promote the importance of reporting graffiti, its cost to the community and aim to remove the graffiti within 5 days of it being reported or 3 days if it is offensive.	Shire of Northam Community Development, Communications & Parks & Gardens Northam & Wundowie Police	Shire of Northam Community Development, Communications & Media, Ranger Services and Parks & Gardens WA Police Force – local Police & Graffiti Team
	Facilitate and support targeted place activations and projects across the Shire based on intelligence from the Committee.	Shire of Northam Community Development & Events	All of Community Safety Committee
	Reduce the perception of crime in the area by maintaining tidy surroundings reducing litter, removing abandoned vehicles within 24 hours of them being reported, reporting abandoned shopping trolleys, regularly mowing grass and verges in public spaces, and educate private owners to do the same Removing graffiti within 5 days of it being reported Promote and encourage community participation in Clean Up Australia Day and Adopt a Spot Programs.	Shire of Northam Parks & Gardens, Ranger Services & Community Development	Shire of Northam Communications & Media, Events, Ranger Services and Parks & Gardens All Shire residents WA Police Force - Graffiti Team Northam Share & Care Avon Valley Environmental Society Local volunteer maintenance groups such as STRYKA, Bridgeley Northam Town Team Keep Australia Beautiful Clean Up Australia

3.   COMMUNITY EDUCATION & AWARENESS

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness	Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.	Shire of Northam Community Development & Communications	Shire of Northam Communications Northam Advertiser Espin Capital (El Cabello Digital Billboard) WA Police Force – local Police Crimestoppers WA
	Provide at least one community safety & crime prevention forum in the Spring each year with local police, Council and Committee members to listen to the community issues and concerns around safety & crime prevention, answer questions and inform them of the initiatives of the committee.	Shire of Northam Community Development Northam & Wundowie Police	All of Community Safety Committee Shire of Northam Council Residents and community members
	Actively promote the need for the reporting of crime and suspicious activity through Crimestoppers, calling 131 444 where assistance is required and other official channels rather than on social media or not at all.	Shire of Northam Community Development & Communications Northam & Wundowie Police	Shire of Northam Community Development, and Communications WA Police Force Crimestoppers WA
	Promote Crime Stoppers WA initiatives, such as Bikelinc and Dob in a Dealer.	Shire of Northam Community Development & Communications Northam & Wundowie Police	Shire of Northam Community Development, and Communications
	Promote positive perceptions of minority groups within the community to improve social cohesion.	Shire of Northam Community Development, & BKB Coordinator Nyoongar Cultural Advisory Committee	Aboriginal Elders and community Nyoongar Cultural Advisory Committee Bilya Koort Boodja Centre WA Police Force – local Police NACHA – Northam Multicultural Heritage Festival

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness (CONT.)	Promote the use of the Snap Send Solve App to report safety concerns.	Shire of Northam Community Development & Communications	Shire of Northam
	Support local Police to implement quarterly Coffee with a Cop sessions at venues throughout the Shire including those specifically targeting key groups (e.g. senior citizens).	Northam & Wundowie Police Northam Chamber of Commerce	Shire of Northam Community Development WA Police Force – local Police Northam Chamber of Commerce Senior Citizens Groups
	Promote the inclusion of specific community safety messaging at all Shire events	Shire of Northam Community Development & Events	Shire of Northam Events, and Communications
	Attend at least one community event or activity, such as the Northam Agricultural Show, Wundowie Iron Festival or Bilya Fesitival annually based on priority demographic audience to promote community safety and crime prevention initiatives.	Shire of Northam Community Development & Events	Shire of Northam Events, and Community Development Event Organisers & Community Groups WA Police Force – local Police
	Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety and crime prevention.	Shire of Northam Community Development & Communications	All of Community Safety Committee Community Service Providers Shire of Northam Community Development, and Communications

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.2: Increase awareness of home safety	Provide and promote up to date home safety and security information and online resources via the Shire of Northam website.	Shire of Northam Community Development & Communications	Shire of Northam Community Development, and Communications WA Police Force
	Develop initiatives in collaboration with local Police that increase home safety awareness and target hardening for vulnerable residents.	Shire of Northam Community Development Northam & Wundowie Police	Shire of Northam Community Development, and Seniors & Disability Services WA Police Force – local Police Senior Citizens Groups Disability Support Services Northam Share & Care WA Seniors Card Seniors Security Rebate Volunteer maintenance groups, e.g. STRYKA, Bridgeley
	Implement a "Get to Know Your Neighbour" campaign to encourage neighbourhood community connections to reduce the level of burglaries and increase awareness and support amongst neighbours.	Shire of Northam Community Development	Shire of Northam Community Development, and Events Residents and ratepayers

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLERS
3.3: Educate the community on scams, identity theft, cyber bullying & online criminal behaviour	Facilitate the promotion of services and tools that provide community education, particularly targeting the vulnerable on protecting themselves against scammers and identity theft.	Shire of Northam Library Services	Shire of Northam Community Development, Library, Seniors & Disability Services, and Communications WA Police Force Senior Citizens Groups Disability Support Services
	Include a cyber safety information stall at the Back to School event and workshop at the library to complement existing school based education on the subject.	Shire of Northam Recreation & Youth, & Library Department of Education	Shire of Northam Community Development All local primary schools and high schools Department of Education Northam PCYC Avon Community Services

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.4: Improve road safety on Shire of Northam roads	Support and enable initiatives of the Northam RoadWise Committee towards the aspirational goal of reducing killed and serious injury road crashes in the Shire of Northam.	Shire of Northam Engineering & Community Development RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services
	Partner with local Police, Northam RoadWise and relevant stakeholders to promote safe and considerate road use.	Shire of Northam Community Development, Communications & Engineering Northam & Wundowie Police RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services WA Police Force – local police
	Ensure road safety outcomes are accounted for in the Council Plan or Public Health Plan.	Shire of Northam Office of the CEO & Environmental Health	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Environmental Health
	Advocate for Safe System road safety improvements and traffic calming infrastructure.	Shire of Northam Engineering	Shire of Northam Engineering, Works, Technical Services, and Community Development RoadWise Committee Main Roads WA All road users within the Shire of Northam

4.   ANTISOCIAL BEHAVIOUR

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour	Support and promote initiatives to increase parental/carer responsibility for ensuring that their children do not participate in antisocial or criminal behaviour.	Shire of Northam Recreation & Youth Northam PCYC Northam & Wundowie Police	Shire of Northam Community Development, Recreation & Youth WA Police – local Police Department for Communities – Child Protection Department of Education Department of Justice – Youth Justice Northam PCYC WANSLEA Avon Community Services Northam Youth Wellbeing Plan Wheatbelt District Leadership Group
	Establish or partner with existing working groups comprising of appropriate staff and volunteers working with young people to develop practical initiatives to re-engage at risk youth and their families.	Shire of Northam Recreation & Youth Northam PCYC Bridgeley Youth Group	Shire of Northam Community Development, Recreation & Youth Wheatbelt District Leadership Group WA Police – local Police Department for Communities – Child Protection Department of Education Department of Justice – Youth Justice Northam PCYC WANSLEA Avon Community Services Northam Youth Wellbeing Plan

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour (CONT)	Partner with the Northam Chamber of Commerce to drive the "Keeping Kids in School" program.	Shire of Northam Community Development Northam Chamber of Commerce	Shire of Northam Community Development Northam Chamber of Commerce WA Police Force Retail outlets
	Integrate and align with the priority objectives within the Northam Youth Wellbeing Plan	Northam Youth Wellbeing Plan Representative Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services, and Community Development Northam Youth Wellbeing Plan Committee
	Identify and deliver collaborative youth diversionary initiatives across the Shire, such as: • Urban art projects that make young people feel a part of their community and contribute positively • Interagency coordination of school holiday activity programs for children and youth each school holidays.	Shire of Northam Recreation & Youth, & Community Development Northam PCYC	Shire of Northam Recreation & Youth Services, Community Development, and Events Northam PCYC Avon Community Services Northam Youth Wellbeing Plan Committee Local primary and secondary schools WA Police Force – Youth Crime Intervention Officers
	Establish partnerships to deliver and/or support early intervention initiatives.	Shire of Northam Recreation & Youth Northam PCYC Northam Youth Wellbeing Plan Representative	
	Promote the Department of Local Government, Sport & Cultural Industries Kids Sport Program and investigate additional measures to engage at risk children and youth in sport.	DLGSC Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services Department of Local Government, Sport & Cultural Industries
	Seek opportunities for young people in outlying communities to access transport to participate in youth events in Northam.	Shire of Northam Recreation & Youth, & Community Development	Shire of Northam Recreation & Youth Services, Community Development, and Events

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.2: Improve community wellbeing	Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health and suicide prevention, such as "Turn Up in Blue Day".	Shire of Northam Community Development Local Drug Action Group Holyoake	Shire of Northam Community Development Local Drug Action Group Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health
	Continue to provide & maintain secure sharps disposal units in public places and educate the community on safe removal and reporting of needles in public places (e.g. parks and playgrounds).	Shire of Northam Building Maintenance, Health & Community Development	Shire of Northam Building Maintenance Officer, Environmental Health, Community Development, and Communications
	Support and enable the Shire's Public Health Plan, including alcohol & other drug prevention, mental health & suicide prevention.	Shire of Northam Health & Community Development	Shire of Northam Environmental Health, and Community Development Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health Local Drug Action Group
	Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within Shire of Northam.	Shire of Northam Community Development	WA Police – Liquor Enforcement Unit Shire of Northam licensed venues
	Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption.	Shire of Northam Club Development Officer Holyoake	Shire of Northam Club Development Officer Good Sports Holyoake Dept. Local Government, Sport and Cultural Industries

REVIEWING THE PLAN & MONITORING PROGRESS

The Shire of Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the plan will be delivered in partnership with key stakeholders. The outcomes of actions within the plan will be reviewed and measured annually in line with Councils Corporate Business Plan.

It is to be noted that the plan is a living document and as such additional strategies may be added, and further stakeholders seconded to assist with the implementation of these strategies.

Any financial requirements for implementing the plan will be sought through Councils annual operating budget process with external funding for specific projects also to be pursued.

FURTHER INFORMATION

For further information regarding the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 please contact the Shire of Northam Community Development Officer on telephone (08) 6608 0234 or email records@northam.wa.gov.au

Concept Northam - Network Restructure

Northam Shire Office

Shire / Police Fibre Optic

Mall CCTV

Red Rooster Corner

Nind Street Corner

Soundshell Pole

Bernard Park Toilet block

Northam Visitor Center

Bridge CCTV

Fitzgerald St Fibre Optic and Power Reticulation

Beaurepairs Corner

Peel Tce Chidlow St E Pole

Northam Police Station

Mt Ommanney Pole

Recorded at Mt Ommanney

Mitchell Ave Yongah Hill Pole

Hospital Newcastle RD & Robinson St Pole

Mt Ommanney Links

Riverside Hotel

Point to Point to Northam Police Tower

7.3   Community Safety & Crime Prevention Plan Update

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To update the committee on the Community Safety and Crime Prevention Plan actions.

ATTACHMENTS

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A.   BACKGROUND / DETAILS

This Committee Report aligns with the four focus areas of the Community Safety & Crime Prevention Plan 2022 – 2026.

B.   CONSIDERATIONS

B.1   Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action 1.1.1: Advocate for greater visibility by Police and Youth Officers in known hotspots.
Priority Action 1.1.2: Provide a program to deliver youth diversionary initiatives across the Shire on an annual basis.
Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.
Priority Action 1.1.5: Provide communications to our community to promote safety and crime prevention information, services and programs.
Priority Action 1.1.6: Develop internal service level agreement for the

management and timely removal of graffiti on council owned assets.
Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

Performance Area: People.
Outcome 1: A safe community.
Objective 1.2: Provide accessible and safe public spaces.
Priority Action 1.2.2: Undertake lighting audits in priority areas.

Performance Area: People.
Outcome 2: A caring and inclusive community.
Objective 2.1: Actively engage with young people to understand and meet their needs.
Priority Action 2.1.3: Provide Youth Sport Support program of $10,000 per year to enable at risk youth to participate in multiple sports per year.

Performance Area: People.
Outcome 2: A caring and inclusive community.
Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.
Priority Action 2.2.1: Liaise with Department of Communities to understand local needs for short term crisis accommodation, counselling and support services.

B.2 Financial / Resource Implications
There is a 2023/2024 Council Budget allocation of $6,800 for Community Safety Initiatives

B.3 Legislative Compliance
Nil

B.4 Policy Implications
Nil

B.5 Stakeholder Engagement / Consultation
There has been ongoing engagement and consultation with stakeholders of the Community Safety & Crime Prevention Plan.

B.6   Risk Implications

Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Community Safety Initiatives run over budget	Possible (3) x Insignificant (1) = Low (3)	Check budget regularly and check expenditure. Apply for increased budget allocation if likely to require additional funds.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The Community Safety & Crime Prevention Plan is not deemed to improve safety.	Possible (3) x Medium (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

B.7   Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Focus Area 1: Building Partnerships & Internal Capacity
- Objective 1.1. Action 3: The Committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.
    - Shire of Northam crime statistics for July – October 2023 are provided in the attachment.
    - Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by the WA Local Government Association (WALGA) based on the figures received from the WA Police. Data excludes family and domestic assaults.
    - Assaults and disorderly conduct offences are down from the previous year to date. Transport offences have risen, however as updated by WA Police representatives at the previous Committee meeting, traffic policing has been a local focus recently, which may attribute to the increase.
    - An update is to provided in Item 7.6 from the Northam & Wundowie Police Stations.
- Objective 1.1. Action 4: Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
    - The Northam Community Wellbeing Plan meeting is scheduled for 29 November part of the process is to determine the focus of a new wellbeing plan, which may become a sub-group of this Committee.
    - The Northam Youth Engagement group held a meeting on 2 November 2023. An update will be provided in Item 7.6.

Focus Area 2: Safer Places & Spaces
- Objective 2.1 Action 4: Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology.
    - CCTV Needs Analysis to be presented at Item 7.2.

Focus Area 3: Community Education & Awareness
- Objective 3.1, Action 1: Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.
    - There have been no Community Safety Corner articles submitted to the Northam Advertiser since July due to lack of content and time capacity of Shire Officers to produce these. Shire Officers are

seeking input and collaboration from the members of the Committee to develop the Community Safety Corner each month, whether this be through volunteers or a designated roster. The Community Safety Corner article is designed to be an informative and positive news piece, between 300 – 400 words, that could cover a range of community safety and wellbeing topics.

Focus Area 4: Antisocial Behaviour
* Objective 4.2, Action 1: Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health & suicide prevention, such as Turn Up in Blue Day.
    o Turn Up in Blue Day 2023 was held on Thursday 12 October 2023 at Bernard Park Northam. The event was a successful collaboration of agencies led by Holyoake, raising awareness of mental health, and providing useful tools for all the community.

COMMITTEE DECISION

Minute No: CSC.112

That the Committee accepts the Community Safety & Crime Prevention Plan update as provided.

Moved: Cliff Simpson
Seconded: Elizabeth Hoek

CARRIED: 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Northam Police SSGT Martin Glynn queried how the Police can contribute to the Community Safety Corner newspaper column.

Presiding Chair Cr Julie Williams, responded to contact the Manager of Community Development & Tourism, Jaime Hawkins.

Ms Jaime Hawkins, confirmed that an email will be sent to Committee members to seek contributions.

The Chief Executive Officer suggested once the CCTV report is adopted an article should be included on CCTV.

Presiding Chair Cr Julie Williams stated that at Turn Up in Blue Day the fridge magnets were very popular and if resources allowed, more should be ordered.

Crime Category	Crime Type	Jul-23	Aug-23	Sep-23	Oct-23
Arson	Cause bushfire	0	1	0	2
Arson	Cause damage by fire	0	1	0	2
Arson	Other fire related offences	0	0	0	0
Assault	Non-family	7	3	10	8
Burglary	Dwelling	5	6	2	4
Burglary	Non-Dwelling	2	4	5	6
Deprivation of Liberty	Deprivation of Liberty	0	0	2	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0	0
Disorderly Conduct	Disorderly behaviour	1	5	7	2
Disorderly Conduct	Disorderly gathering	0	0	0	0
Drug Offences	Cultivate or manufacture drugs	1	1	1	0
Drug Offences	Drug dealing	1	0	4	0
Drug Offences	Drug possession	8	13	12	14
Drug Offences	Possession of drug paraphernalia	9	14	14	7
Drug Offences	Other drug offences	0	3	3	0
Graffiti	Graffiti	0	0	0	0
Homicide	Murder	0	0	0	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	0
Offences Against Animals	Offences Against Animals	0	0	0	0
Property Damage	Criminal Damage	11	9	8	9
Property Damage	Damage	6	8	14	10
Robbery	Business	0	0	0	0
Robbery	Non-business	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	1
Sexual Offences	Recent sexual offences	0	0	1	1
Stealing	From dwelling	8	2	5	5
Stealing	From motor vehicle (contents or parts)	2	10	2	7
Stealing	From retail premises or place (shoplift)	15	17	15	14
Stealing	From other premises or place	10	5	10	8
Stealing of Motor Vehicle	Stealing of Motor Vehicle	1	1	1	3
Transport Offences	Driving Causing Bodily Harm	1	0	0	1
Transport Offences	Drunk/Drug Driving	2	2	0	0
Transport Offences	Driver's Licence Offences	4	2	2	1
Transport Offences	Fail to stop or give way	0	0	1	0
Transport Offences	Unsafe Driving	2	1	3	5
Transport Offences	Vehicle licence offences	0	2	0	1
Transport Offences	Seatbelt/Helmet Offences	2	0	0	0
Transport Offences	Non-vehicle Offences	0	0	0	0
Transport Offences	Fail to Assist (Accident)	0	0	1	2
TOTAL (No. of counts)		**99**	**109**	**123**	**113**

Year to Date Comparison 2022 - 2023

OFFENCE CATEGORY	PREVIOUS YTD	CURRENT YTD	PERCENTAGE CHANGE
Arson	5	6	20.0%
Assault (excludes family)	44	28	-36.4%
Burglary	40	34	-15.0%
Deprivation of Liberty	1	2	100.0%
Disorderly Conduct	25	15	-40.0%
Drug Offences	100	105	5.0%
Graffiti	2	0	-100.0%
Homicide	0	0	0.0%
Liquor Offences	0	0	0.0%
Offences Against Animals	1	0	-100.0%
Property Damage	74	75	1.4%
Robbery	1	0	-100.0%
Sexual Offences	4	4	0.0%
Stealing	125	115	-8.0%
Stealing of Motor Vehicle	3	6	100.0%
Transport Offences	20	35	75.0%

DLGSC Regional Officer Emma Draper left meeting at11:54am.

7.4   Review of Community Safety Actions in Council Plan

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To seek input from the Committee on the Council Plan regarding:
- Targeted place activations and projects
- Hosting of a 'Community Safety and Crime Prevention Forum'.

To ensure priority actions and their outcomes continue to align with the community's need and are achievable within the Council Plan timeframes and budget.

ATTACHMENTS

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A. BACKGROUND / DETAILS

The Shire of Northam Council Plan was implemented in 2022, Outcome 1 within the plan addresses the aims and priority action in providing 'a safe community'.

These actions were aligned within the 'Community Safety & Crime Prevention Plan.'

Officers are seeking input from the Committee to deliver the following Council Plan priority actions in 2023/24:

1.1.3. Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

1.1.7. Provide an annual community safety and crime prevention forum.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.
Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

B.2 Financial / Resource Implications
There is a Council Budget allocation of $6,800 for Community Safety Plan Initiatives

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation
Community consultation was undertaken for the development of the Council Plan and the Community Safety & Crime Prevention Plan.

B.6 Risk Implications
Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing these actions will place pressure on the budget for community safety	Likely (4) x Medium (3) = High (12)	Committee to consider and prioritise actions.
Health & Safety	No identifying appropriate areas for targeted	Possible (3) x Minor (2)	Undertaking engagement

	activations or community need can reduce the successfulness of the overall outcome.		=Moderate (6)	at this committee will assist in positive and successful outcomes.
Reputation	N/A	N/A	N/A	
Service Interruption	N/A	N/A	N/A	
Compliance	N/A	N/A	N/A	
Property	N/A	N/A	N/A	
Environment	N/A	N/A	N/A	

B.7   Natural Environment Considerations
Nil

C.   OFFICER'S COMMENT

The above-mentioned actions were identified for inclusion in the Council Plan following community & stakeholder consultation. With a current budget of $6,800 and limited staff time and resources, Officers do not believe it is achievable to deliver on both actions in the current financial year. Input is sought from the Committee to identify the priorities and feasibility of hosting a Community Safety Forum in the future.

Action 1.1.3 was included in the plan based upon the premise that 'activation' of a place will encourage more people to be in and around that area and will increase passive surveillance of anti-social behaviour and could lead to a decrease in its occurrence.

Shire Officers seek the following input from the Committee:

- What are the top four areas/locations that are priority for activations?
  Examples: Bernard Park, Youth Precinct, Recreation Centre, Village Green, outer Northam, such as West Northam & Avonvale, and outlying communities like Wundowie & Bakers Hill.

- What types of activations would the Committee like to focus on within the program?
  Examples: public art, community gardens, play equipment, targeted activities based around sport and recreation, mental health and

wellbeing, and for specific groups or ages i.e., youth, early childhood development activities.

Officers also seek Committee input into whether an annual community safety forum is still required (Action 1.1.7) or would another method of information delivery be more suitable?

Previous attempts to hold a forum have been unsuccessful due to scheduling conflicts with other events, and collaboration with other agencies has not been successful due to competing priorities, resources and timing.

COMMITTEE DECISION:

Minute No: CSC.113

That the Committee suspend the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

Moved:	Attila Mencshelyi
Seconded:	Elizabeth Hoek

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.114

That the Committee resume the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

Moved:	Attila Mencshelyi
Seconded:	Elizabeth Hoek

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION: **Minute No: CSC.115**   **That the Community Safety Committee provides input at the February 2024 meeting on the priority areas/locations and targeted programs, and the feasibility of delivering a Community Safety & Crime Prevention Forum in future years to guide the Shire's approach to delivering on these initiatives.**   **Moved: Mr Cliff Simpson**   **Seconded: Ms Theresa Lee**   **CARRIED: 8/0**

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Youth Agency representative (PCYC) Ms Jane Atterby suggested that the Town Teams are very proactive and should be contacted.

Community representative Mrs Elizabeth Hoek suggested creating sub communities in townsite, e.g. Avonvale, and this can provide pride and ownership. She spoke of them being able to receive Quick Response Grants from the Shire.

Senior Ranger Ms Kellee Walters suggested focusing on pinpointing vulnerable members of the community, such as seniors. Safety Forum for seniors with buses from Wundowie etc. however avoid Seniors Week when a lot of other events are happening.

Northam Roadwise Committee representative, Mr Cliff Simpson informed the Committee about an event he previously organised with the Shire of York. It was a full day, one off event with RAC, Worksafe, Police, and businesses in the Shire of York which was very successful. He agreed with the activation of

suburbs and suggested to give it to residents, such as a street party with safety component.

Chief Executive Officer stated it was a good idea, however we need to be cognisant that public funds need to be administered appropriately.

Mr Cliff Simpson suggested giving it to Rotary, Lions, Men's Shed. Those groups that have the capacity to administer a community grant. He also highlighted that Road Safety Grants come out in January.

SSGT Martin Glynn said Police are happy to be involved with forum, noting it is hard to attract the community in the evenings.

Manager Community Development and Tourism Ms Jaime Hawkins called for the Committee to contact her before the meeting in February with ideas and suggestions.

7.5   2024 Meeting Schedule

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To determine the schedule of meetings of the Community Safety & Crime Prevention Plan for 2024.

ATTACHMENTS

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A.   BACKGROUND / DETAILS

The Shire of Northam Community Safety & Crime Prevention Plan 2022 - 2026 Objective 1.1, Action 2 is that a schedule of yearly meetings is established in advance, ensuring that the Committee meets at least 4 times per year.

Meetings generally take place on the third Tuesday of the relevant month, which was previously aligned to follow immediately after the Roadwise Committee meeting as a few members sat on both Committees. Due to a change in the way in which the Roadwise Program is being delivered by the WA Local Government Association, the Roadwise Committee has been disbanded. The Shire is currently considering becoming a Roadwise Council under the new approach.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action: Nil.

Performance Area: People.
Outcome 1: A safe community.
Objective 1.2: Provide accessible and safe public spaces.
Priority Action: Nil.

B.2 Financial / Resource Implications
There is a budget allocation of $6,800 for Community Safety Plan Initiatives.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications
Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action

Financial	There is a small cost associated with catering for committee meetings	Likely (4) x Insignificant (1) = Low (4)	There is budget provision for the community safety committee.
Health & Safety	N/A	N/A	N/A
Reputation	Meeting at an unsuitable time will result in failure to reach the quorum	Possible (3) x Medium (3) = Moderate (6)	Set meeting schedule with calendar reminders 1 year in advance. Publish meeting schedule. Review meeting schedule if required.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7   Natural Environment Considerations

Nil.

C.   OFFICER'S COMMENT

It is recommended that a quarterly meeting schedule be determined for 2024, with additional meetings to be held on an as needs basis. Officers will investigate meetings to be held outside Northam, as previously suggested by members of the Committee.

Meetings will be held on the third Tuesday of each month. Meetings would commence at 11am at the venue to be advised, with a light lunch to be provided, unless otherwise advised.

The proposed meeting schedule is as follows:
* 20 February 2024
* 21 May 2024
* 20 August 2024
* 19 November 2024

> **COMMITTEE DECISION:**
>
> **Minute No: CSC.116**
>
> **That the Community Safety Committee adopts the following meeting schedule for 2024:**
> - **20 February 2024**
> - **21 May 2024**
> - **20 August 2024**
> - **19 November 2024.**
>
> **Moved:**   **Ms Jane Atterby**
> **Seconded:**   **Ms Amanda Marshall**
>
>   **CARRIED: 8/0**

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION:

Question from Presiding Member, Cr Julie Williams asking if going to other locations in Shire of Northam is going to cause a problem for agencies to attend.

All agencies agreed that it would be difficult.

Presiding Member Cr Julie Williams sought clarification if additional meetings can be held. The Manager Community Development & Tourism responded they can however there is a requirement for the Shire to promote dates of meetings of Committees of Council that are open to the public.

Given the feedback from the agencies meetings will be kept in Northam.

7.6   Agency Updates

File Reference:	1.3.12.1
Reporting Officer:	Alison Quin (Community Development Administration Officer)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)

Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

ATTACHMENTS
NIL
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A. BACKGROUND / DETAILS

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety and crime prevention, as well as any other programs or activities relating to external groups/agencies.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan
Performance Area: People.
Outcome 1: A safe community.
Objective 1.1: Play our role in promoting a safe and crime free community.
Priority Action: Nil.

Performance Area: People.
Outcome 1: A safe community.
Objective 1.2: Provide accessible and safe public spaces.
Priority Action: Nil.

B.2 Financial / Resource Implications
Nil.

B.3 Legislative Compliance

Nil.

B.4   Policy Implications
Nil.

B.5   Stakeholder Engagement / Consultation
Nil.

B.6   Risk Implications
Refer to Risk Matrix here.

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7   Natural Environment Considerations
NIL.

C.   OFFICER'S COMMENT

The following update has been provided by Jessica Daniels from Holyoake who was an apology for this meeting:

- Older Adults Social Prescribing Event is organised to run on 11 December in Toodyay.
- Northam Local Drug Action Team meetings are not running for the remainder of the year due to capacity. These will commence in the New Year and activities will be organized in the first part of the year.
- Northam Community Wellbeing Plan meeting is 29 November. A new CWP is being developed, so this meeting is in person only.

- Yirra Koorl is our prevention newsletter, an edition was released in October, it can be viewed here: Yirra_Koorl_-_Email_Final.pdf (holyoake.org.au)
- Holyoake is in the process of looking at how we can further roll out naloxone in the Wheatbelt.

COMMITTEE DECISION:

Minute No: CSC.117

That the Committee suspend the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

Moved: **Elizabeth Hoek**
Seconded: **Attila Mencshelyi**

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.118

That the Committee resume the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

Moved: **Attila Mencshelyi**
Seconded: **Elizabeth Hoek**

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.119

That the Community Safety Committee endorses the following recommendation being presented to Council:

That Council receives the agency updates as provided.

Moved: Elizabeth Hoek
Seconded: Jane Atterby

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

Northam Roadwise Committee Mr Cliff Simpson

- WALGA Roadwise have made changes to work closer with local government.
- Northam will receive road safety support five days a quarter.
- Road inspection and policy may be a focus.

Northam Police SSGT Martin Glynn

- Business as usual. Busy time of year.
- Working on District outside Northam on coast.
- Targeting shoplifting and stealing motor vehicles.
- New District Superintendent Gene Pears starting soon.

Youth Agency Representative - PCYC Ms Jane Atterby

- Blue Light Events.
- Bakers Hill Silent Disco, Bakers Hill Christmas Fair, Carols on Fitzgerald Northam

- Blue Light Disco Northam Aquatic Centre Friday evening next year. Ages 10 and up.
- Night Hoops.
- Back to School Event Bernard Park 30 January 2024.
- Limited summer school holiday program working with Liz Osborne from Shire of Northam.
- 16 Days in WA BBQ on 11 November.

WA Country Health Service – Wheatbelt Ms Danielle MacTaggart

- Social economic pressure on families
- Masks are being worn in hospitals again due to spike in Covid cases.

Senior Ranger Ms Kellee Walters

- Swans nested. Two cygnets hatched, one died.
- Last year's cygnet attacked by dog.
- Increase in dogs roaming. No microchip, not sterilized. Owners not coming forward due to impound fee.
- Muresk Vet Nurse students offering free microchipping at Muresk on 12 December.
- Rangers are participating in community engagement with giveaways and responsible pet ownership information.

Department of Education Ms Amanda Marshall

- Visiting District High School with career paths for Year 10's.
- Transitioning Year 6 to Year 7.
- Back to School Packs. Schools now apply for amount and delivered to schools.

Acting Community Services Manager Mr David Emery

- Shire of Northam working with Police to engage children and promote positive behaviours. Events with PCYC & agencies Youth Drop in Zone over January School holidays.
- Markets, Shop Local day, Movie night, Australia Day preparations.

Northam Chamber of Commerce Ms Theresa Lee

- Working towards Carols on Fitgerald.
- Shop Local Campaign.
- Early stages of planning Wheatbelt Futures Forum 2024 in Northam.
- Held AGM Tuesday 14 November.
- Received letter from Mia Davies MLA regarding anti-social behaviour at Village Square Shopping Complex. Letter read to the Committee.

In response to the letter, Department of Communities (Housing Authority) representative Ms Christine Franks asked if power points are available for phone charging and can the Shire look at this.

The Chief Executive Officer responded that we would have to consider suitable locations as we may encounter pushback from the community. Can consider in consultation with Police.

Manager Community Development & Tourism will investigate if charging stations are still available at seating in the Avon Mall.

Deputy Presiding Member Cr Attila Mencshelyi

Share & Care are playing a leading role in 16 Days in WA.

Department of Communities – Housing Authority Christine Franks

Department of Communities 16 Days in WA working with Share & Care in Northam Boulevard Shopping Centre is the same day as PCYC.

PCYC's Ms Jane Atterby responded that they are happy to look at combining and will contact Share & Care and other agencies involved.
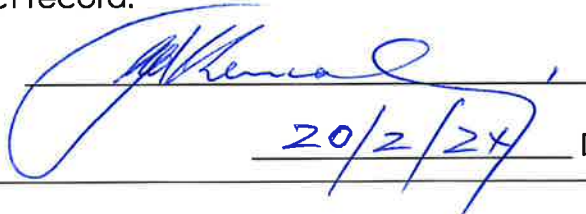
8   URGENT BUSINESS APPROVED BY DECISION

Nil.

Acting Executive Manager Community Services Dave Emery left meeting at 12.44pm

10   DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Julie Williams declared the meeting closed at 12.45pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday 21 November 2023 have been confirmed as true and correct record."

_____, _____ Presiding Member

_____20/2/24_____ Date