

Annual CCTV Request Process

Application guidelines

Council's Annual CCTV Request Process is a funding initiative to help Western Bay of Plenty residents, Community Boards and Ward Forums with the purchase and installation of new CCTV cameras. It was established to support the Western Bay of Plenty community by installing additional CCTV cameras as a way to provide a safer environment for the community and to protect Council's assets and infrastructure.

Applications open Monday, 27 September 2021 and close 5pm Friday, 15 October 2021.

How much can I apply for?

The total amount available in 2021 is \$50,000.

You may apply for any amount, noting that we are expecting a number of applicants and expect the total amount to be shared amongst different applicants, depending on the suitability of their applications. The amount applied for should include GST.

Generally CCTV cameras cost between \$3000 and \$7000 but additional installation costs may be incurred depending on location and accessibility.

1. What we DO fund

The Annual CCTV Request Process will only fund CCTV cameras that meet the relevant criteria set out in Council's CCTV Management Plan and noted below. Additional cameras to the surveillance network must also meet the following criteria prior to installation and operation:

- The camera meets the purpose of Council's CCTV Management Plan (and will not operate outside of the purpose); and
- The Privacy Act 2020 must be adhered to at all times; and
- The location and position of the camera does not view private spaces (unless the camera is equipped to use Privacy Enhancing Technology to block the view of those areas, and the owners of those spaces must be consulted prior to installation); and
- Justification on whether the footage from the proposed camera should be live monitored, or recorded for access when required.
- Installation costs of the camera are considered reasonable and can be met by the existing budget and meet Council's procurement guidelines; and
- Operational costs of the camera can reasonably be met by the existing budget; and
- The installation of the camera does not have a negative impact on the wider surveillance network in any way; and
- The type of camera is appropriate for the location and to meet the purpose of Council's CCTV Management Plan.

Additional considerations:

- Where cameras have been requested, installations will be prioritised by the amount of criminal activity in that area.
- Existing cameras may be moved from one location to another to improve operational efficiency, and do not need to meet the above criteria.
- Cameras may be monitored on a live 24-7 basis in areas of interest.
- Areas deemed to be of high criminal activity as assessed by NZ Police.
- NZ Police will be consulted on the final position of new cameras, where these are being installed for community safety purposes.

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2. What we DON'T fund

- CCTV cameras that will breach the Privacy Act 2020 or other New Zealand legislation.
- Applications that don't meet the criteria of Council's CCTV Management Plan.
- CCTV cameras to monitor private property and/or land.

3. How are decisions made?

Applications will be assessed by the CCTV Working Party who will make a final decision on the application.

Applications can only be considered if they meet the criteria set out on Page 1. If they do, priority will be given to initiatives and projects that:

- contribute to safer communities and are in areas deemed to be of high criminal activity.

4. How do we make an application

- **Applications open Monday, 27 September 2021.**
- **Applications close at 5pm Friday, 15 October 2021.**
- A 2021 Annual CCTV Request Application Form must be completed and supporting documentation supplied.
- The Application Form can be found on our website www.westernbay.govt.nz/CCTV
- Applications that do not use this form cannot be considered.
- Please return this completed form to us via email alison.cave@westernbay.govt.nz or drop it off to one of our library and service centres at Waihī Beach, Katikati, Ōmokoroa, Barkes Corner or Te Puke.

5. Application processing and decision-making

- Applications will be assessed by the CCTV Working Party who will make a final decision on the application.
- You will be notified on the outcome of your application once it has been considered.
- The CCTV Asset Manager will respond to all applicants within two weeks of Council's decision, whether successful or unsuccessful with their application.
- Applicants have the responsibility to obtain any permits or licences, etc., needed to undertake these activities. Costs associated with these should be mentioned in your application. Applications may be declined depending on the cost of permits or licences.

6. For more information please contact

If you require any assistance in completing this form or have any questions, please contact:

Alison Cave

Property and Services Officer

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