



Public Agenda Briefing Forum

9 April 2024

Our Vision



Connected Communities, Valuing Nature and Creating our Future Together

Core Values

Service: We demonstrate a 'can do' attitude, we listen, we understand, and we go above and beyond when we serve others.

Professionalism: We look, speak, act & do what it takes to show others we are reliable, respectful and competent.

Quality: We think clearly, plan mindfully, act decisively, measure carefully and review regularly everything we do.

Aspirational Values

Courage: We make brave decisions and take calculated risks to lead us to a bold and bright future. We show courage in our pursuit for the protection of the environment, for the well being of our people and to support the economy.

Diversity: We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

Innovation: We believe in a workplace where you're safe to try new things—where we can push the boundaries of the norm and learn from things that don't always go according to plan. We strive for a just and blameless culture that respects people as individuals and paves the way to genuine learning and improvement.

Our simple guiding principle will be to ensure everything we do will make the City of Kalamunda socially, environmentally and economically sustainable.

kalamunda.wa.gov.au



Acknowledgement of Traditional Owners

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their Elders' past, present and future and respect their continuing culture and the contribution they make to the life of this City and this Region.

Emergency Procedures

Please view the position of Exits, Fire Extinguishers and Outdoor Assembly Area as displaced on the wall of the Council Chambers.

In case of an emergency follow the instructions given by City Staff.

Please remain at the assembly point until advised it is safe to leave.

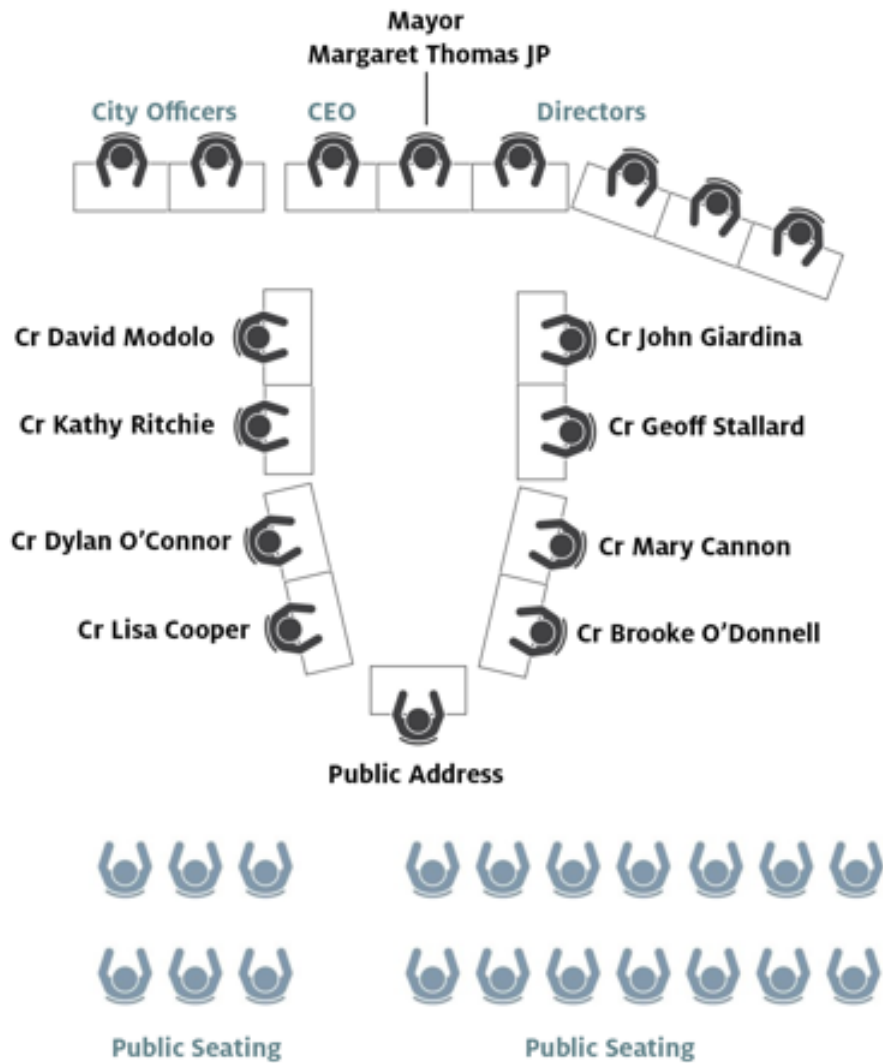
Webcasting Notice

Please note that tonight's meeting, other than the confidential sessions, are being recorded and will be placed on Council's website.

All in attendance and those addressing Council should refrain from making offensive/defamatory statements as there may be legal implications.

Council takes all care when maintaining privacy, however members of the public gallery and those addressing Council should be aware that you may be recorded.

Council Chambers Seating Plan



INFORMATION FOR THE PUBLIC ATTENDING PUBLIC AGENDA BRIEFING

Agenda Briefing Forums will involve Elected Members, employees as determined by the Chief Executive Officer and external advisors (where appropriate) and will be open to the public. **The Briefing Session will be held at the City of Kalamunda commencing at 6.30pm.**

PROCEDURES FOR AGENDA BRIEFING FORUMS

The following procedures will apply to all Agenda Briefing Forums that are conducted by the City:

- a) Agenda Briefing Forums will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995* (WA).
- b) Dates and times for Agenda Briefing Forums will be set more than one (1) week in advance where practicable, and appropriate notice given to the public.
- c) The Chief Executive Officer will ensure timely written notice and an agenda for each Agenda Briefing Forum will be provided to all Elected Members, members of the public and external advisors (where appropriate).
- d) Ordinarily, the Mayor is to be the Presiding Member at Agenda Briefing Forums. However, should Elected Members wish to rotate the role of Presiding Member for a particular meeting, those Elected Members present may select, by consensus, a Presiding Member for the relevant Agenda Briefing Forum from amongst themselves to preside at that Agenda Briefing Forum.
- e) Relevant employees of the City will be available to make a presentation or respond to questions on matters listed on the agenda for the Agenda Briefing Forum.
- f) All Elected Members will be given a fair and equal opportunity to participate in the Agenda Briefing Forum.
- g) The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.
- h) Elected Members, employees and relevant consultants shall disclose their interests on any matters listed for the Agenda Briefing Forum. When disclosing an interest the following is required:
 - i. Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *City's Code of Conduct*.
 - ii. Elected Members disclosing a financial interest will not participate in that part of the forum relating to the matter to which their interest applies and shall depart the room.

- iii. Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered, however there is no legislative requirement to do so.
- i) Notes shall be kept of all Agenda Briefing Forums
- j) At any Agenda Briefing Forum, Elected Members may foreshadow a request to the Chief Executive Officer for the Chief Executive Officer to prepare a report on a matter they feel is appropriate to be raised and which is to be presented at a future Agenda Briefing Forum.
- k) Requests of this nature may not be accepted by the Chief Executive Officer at forums, but instead, Elected Members wishing to formalise such a foreshadowed request, shall submit a Notice of Motion to that effect to the Chief Executive Officer in accordance with the *City's Standing Orders Local Law 2015 (City's Standing Orders)*

PROCEDURES FOR PUBLIC QUESTION TIME

Questions Asked Verbally

Members of the public are invited to ask questions at Agenda Briefing Forums.

- a) Questions asked at an Agenda Briefing Forum must relate to a matter contained on the agenda.
- b) A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and full address.
- c) Public question time will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- d) Statements are not to precede the asking of a question during public question time. Statements should be made during public submissions.
- e) Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- f) Public question time will be allocated a minimum of 30 minutes. Public question time is declared closed following the expiration of the allocated 30 minute time period, or earlier if there are no further questions.
- g) The Presiding Member may extend public question time in intervals of 10 minutes, but the total time allocated for public question time is not to exceed 50 minutes in total.
- h) Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or to be defamatory to any particular Elected Member or City employee.

- i) The Presiding Member shall decide whether to:
 - i. accept or reject any question and his/her decision shall be final;
 - ii. nominate a City employee to respond to the question (who make take such question on notice in which case, provision of a response shall be in accordance with the City's Standing Orders); or
 - iii. take a question on notice (in which case, a written response will be provided as soon as possible and included in the agenda of the next Ordinary Council Meeting).

- j) Where an Elected Member is of the opinion that a member of the public is:
 - i. asking a question at an Agenda Briefing Forum that is not relevant to a matter listed on the agenda; or
 - ii. making a statement during public question time,they may bring it to the attention of the Presiding Member who will make a ruling.

- k) Questions and any responses will be summarised and included in the minutes of the next Ordinary Council Meeting.

- l) It is not intended that question time should be used as a means to obtain information that would not otherwise be made available if the information was sought from the City's records under Section 5.94 of the *Local Government Act 1995* (WA) (**LG Act**) or the *Freedom of Information Act 1992* (**FOI Act**).

- m) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

Questions in Writing

- a) Questions must relate to a matter contained in the Agenda Briefing Forum agenda.

- b) The City will accept a maximum of five written questions per member of the public. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.

- c) Questions lodged by the close of business on the working day immediately prior to the scheduled Agenda Briefing Forum will be responded to, where possible, at the Agenda Briefing Forum. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.

- d) The Presiding Member shall decide to accept or reject any written question and his/her decision shall be final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be

published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.

- e) The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- f) Written questions unable to be responded to at the Agenda Briefing Forum will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Ordinary Council Meeting.
- g) A person who submits written questions may also ask questions at an Agenda Briefing Forum and questions asked verbally may be different to those submitted in writing.
- h) Questions and any response will be summarised and included in the minutes of the meeting.
- i) It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of LG Act or the FOI Act.
- j) Where the response to a question(s) would require a substantial commitment of the City's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the City and may refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

Questions of Clarification

Members of the public may ask questions of clarification at Agenda Briefing Forums.

- a) Questions of clarification asked at an Agenda Briefing Forum must relate to a matter contained on the agenda.
- b) Questions of clarification will be limited to two (2) minutes per member of the public, with a limit of two (2) verbal questions per member of the public.
- c) The period at which members of the public may ask questions of clarification must follow the presentation of reports.
- d) Statements are not to precede the asking of a question of clarification. Statements should be made during public submissions.
- e) The period for questions of clarification will be allocated a minimum of 15 minutes. This time is declared closed following the expiration of the allocated 15 minute time period, or earlier if there are no further questions. The Presiding Member may extend public question time in intervals of 5 minutes, but the total time allocated for public question time is not to exceed 30 minutes in total.

- f) Questions of clarification will otherwise be governed by the same requirements and procedures as set out above from 5.1(i) to 5.1(n).

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1. Official Opening

2. Attendance, Apologies and Leave of Absence

3. Declarations of Interest

3.1. Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

3.2. Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

4. Announcements by the Member Presiding Without Discussion

5. Public Question Time

Public questions will be allowed and received following the presentation of the report.

6. Public Statement Time

Public statements will be allowed and received following the presentation of the report.

7. Public Submissions Received in Writing

8. Petitions Received

9. Confidential Items Announced But Not Discussed

10. Reports to Council

10.1. Development Services Reports

No reports presented.

10.2. Asset Services Reports

No reports presented.

10.3. Corporate Services Reports

No reports presented.

10.4. Community Engagement Reports

10.4.1. Review of Policy 15 - Closed Circuit Television (CCTV) Surveillance


Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items

Directorate	Community Engagement
Business Unit	Community Health & Safety
File Reference	
Applicant	N/A
Owner	N/A

Attachments	1. CCT V- Surveillance- Service-15 (current) [10.4.1.1 - 3 pages]
	2. CCT V- Surveillance- Service Policy (revised 2024) [10.4.1.2 - 2 pages]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
 Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of

natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy - 1.2.1 Facilitate a safe community environment.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to note the amendments to the Closed-Circuit Television (CCTV) Surveillance – Service Policy 15: (Policy) as outlined in Attachment 1.
2. The amendments to the Policy were made following a review in 2024. The CCTV – Surveillance – Service Policy -15: provides direction to the City of Kalamunda (City) on how to determine the type, location, and function of CCTV infrastructure within the district and provides guidance through a risk-based priority of specific actions focused across three areas being operation, expanding infrastructure and funding.

The Policy supports with the City's CCTV Strategy 2022-2027 which has been developed as an informing strategy to align existing and new CCTV systems to achieve a key objective of the Kalamunda Advancing Strategic Community Plan; to provide a safe and healthy environment for the community to enjoy.

The Policy also provides an assessment criterion which allows the City to prioritise the location for its CCTV installation and maintain its maintenance program.

3. It is recommended that Council note the amendments to the Policy and adopt the revised 2024 CCTV – Surveillance Service Policy 15: 2024.

BACKGROUND

4. The City's Community Safety team is responsible for ensuring the health, safety, and well-being of the community. This is achieved through the continued delivery of community safety programs, education, the provision of infrastructure, ongoing engagement, and the administration of local laws.

5. The City has an existing CCTV Policy document (Attachment 2) which included actions to be carried out and expected works be undertaken from the 18/19 to 21/22 budget years. These have successively been carried out and now there is a need to update and renew the existing CCTV Policy to ensure continued progression and improvement is achieved.
6. The City installs CCTV systems as a tool to improve community confidence and safety in public places, and to further support the protection of City facilities and assets.
7. CCTV also scored highly in the most recent community scorecard with the installation of CCTV as a key recommendation to address one of the top priorities being the perception of public safety.
8. Current daily use extends to local Police using CCTV for review and investigation purposes which assists with developing crime prevention strategies to ensure a safer community.
9. A key benefit of the current Policy has been improving and strengthening the procedures around who has access to the CCTV network and sharing of CCTV material with Police. In 2023 the City received 35 requests for footage from WAPOL and has received 10 requests this calendar year.
10. The City is continually reviewing its existing CCTV network by verifying camera requirements, identification of future needs and determining short, medium and long-term maintenance requirements to manage the network expansion and control costs. The entire CCTV Network has since been mapped and included into the City's Asset Management Register.

DETAILS AND ANALYSIS

11. The Strategy establishes three key principles for guiding the operations and establishment of CCTV within the City as follows:
 - a) Operations
 - b) Expanding
 - c) Funding.
12. Strategy One (Operations), establishes the important day-to-day roles and responsibilities, allocation of resources, managing cost and measuring performance.
13. Strategy Two (Expanding), sets out how the City will achieve CCTV system requirements and expand the CCTV network into the future.

14. Strategy Three (Funding) establishes the funding arrangements for the CCTV network and system expansion.
15. The below amendments have been applied to the Policy:
 - a) The Policy has been streamlined and modernised to ensure it remains relevant and effective.
 - b) Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of this Policy.
 - c) Improvement updates applied around Control of recorded material.

APPLICABLE LAW

16. *Surveillance Devices Act 1998*

Security and Related Activities (Control) Act 1996 Western Australian Closed Circuit Television Guidelines

APPLICABLE POLICY

17. Service Policy 15: Closed-Circuit Television (CCTV) Surveillance.

STAKEHOLDER ENGAGEMENT

18. The Policy has been prepared in consultation with the City's internal CCTV Working Group.

FINANCIAL CONSIDERATIONS

19. The installation and maintenance of CCTV systems will have financial implications for the City and will be managed through annual budget setting processes and external grant opportunities.

SUSTAINABILITY

20. CCTV systems have social benefits in improving perception of safety within a facility or public space. The City's CCTV Strategy also establishes an assessment criterion which ensures cameras are only installed where they are needed most and therefore reducing ongoing costs.

RISK MANAGEMENT

21.	Risk: The Policy is not reviewed and/or updated leading to inefficiencies in installing CCTV in the correct locations and undetected antisocial behaviour.		
	Consequence	Likelihood	Rating
	Possible	Significant	High
	Action/Strategy		
	Review and amend the Policy to ensure it supports the Strategy which will ensure cameras are placed in areas of highest need and support a strong maintenance and replacement program.		

22.	Risk: unlawful and antisocial behaviour is not detected as a result of CCTV not being installed and leading to an ineffective maintenance and replacement program.		
	Consequence	Likelihood	Rating
	Possible	Significant	High
	Action/Strategy		
	Review and amend the Policy to align and support the Strategy which will ensure cameras are placed in areas of highest need and further support a strong maintenance and replacement program.		

CONCLUSION

23. The Policy has been streamlined and modernised to ensure it remains relevant and effective and has further incorporated the use of mobile and temporary cameras.

Voting Requirements: Simple Majority

RECOMMENDATION

That Council

1. NOTE the amendments to Closed-Circuit Television CCTV- Service Policy 15.
2. ADOPT the Closed-Circuit Television CCTV- Service Policy 15: 2024/2026 Attachment 1.

10.5. Office of the CEO Reports

No reports presented.

11. Closure