

Community and Small Business CCTV Fund Program Guidelines



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1. About the Community and Small Business CCTV Fund

The NSW Government established the Community and Small Business CCTV Fund (**the Fund**) to support community organisations and small businesses in NSW. The Fund commenced in July 2019 and is available for a period of four years.

The Department of Communities and Justice (DCJ) is responsible for the management and administration of the Fund and the NSW Police Force (NSWPF) is a key partner in its ongoing implementation.

The Fund provides up to \$5,000 (excl. GST) towards the supply and installation of CCTV systems at the premises of eligible organisations, to assist in improving security and reducing the likelihood of crime impacting these organisations.

The CCTV systems installed under the Fund are required to be registered under the NSW Police Force (NSWPF) *CCTV Register*. This allows the NSWPF to access data, when a crime occurs, to support identification of offenders and their subsequent prosecution.



2. Eligibility

Organisations that meet the following criteria are encouraged to apply:

- A small business with turnover of less than \$2 million or less than 20 employees; OR
- An incorporated not-for-profit community organisation; AND
- Operating from premises within one of the Local Government Areas (LGAs) listed below:



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

3. What the Fund covers

	
Installation of new CCTV systems to either community organisations or a small business	Any costs incurred prior to funding approval i.e. the Fund does NOT provide rebates, cheques or other reimbursements to applicants
Upgrades or replacement of existing CCTV systems that comply with the <i>CCTV Fund Minimum Technical Standards</i>	Activities already funded by other government grants schemes
	Non-premise based monitoring equipment such as mobile phones
	Commercial or profit-making use of CCTV systems
	Recurrent operational, repair and maintenance costs associated with installed CCTV systems

If applicants are advised by a company that they should make any payment directly to them, or that you will be reimbursed, they must notify DCJ immediately at: CCTV@dcj.nsw.gov.au or 02 8688 8666

4. Eligibility criteria explained

Category		
Community Organisation	<p>Incorporated not-for-profit community organisations</p> <p>Incorporated not-for-profit bodies/organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading</p> <p>Charities; organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status</p> <p>cooperatives; companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends)</p> <p>Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC)</p> <p>Associations (under the <i>Associations Incorporation Act 2009</i> NSW)</p> <p>Local Aboriginal Land Councils</p> <p>Religious organisations</p> <p>Organisations established under an Act of Parliament</p>	<p>Individuals or groups of individuals</p> <p>Unincorporated organisations</p> <p>For-profit commercial organisations other than small business</p> <p>NSW Councils</p> <p>NSW Government or Australian Government agencies and their entities (including public trusts, NSW schools, Area Health Services and public hospitals)</p> <p>An eligible organisation that applies on behalf of another eligible organisation</p>
Small Business	<p>Owner operated business (including franchises) located in main street style suburban and retail shopping precincts in eligible LGAs</p> <p>A business that has an Australian Business Number (ABN)</p> <p>An active GST role with turnover less than \$2 million per annum OR employs less than 20 full time equivalent (FTE) people</p>	<p>Home based businesses</p> <p>Commercial units within larger industrial parks and retail shopping complexes</p> <p>An eligible organisation that applies under another legal name and ABN</p>

Organisations that are unsure of their eligibility are encouraged to enquire via email on cctv@dcj.nsw.gov.au

5. How to apply

- Applicants must complete the *CCTV Fund Application Form*, available on the CCTV Fund [webpage](#) and send it via email on cctv@dcj.nsw.gov.au.
- All applicants will be notified once their application is received within five (5) working days.

6. Undertaking Agreement

When applying for this Fund, organisations must acknowledge that should they be successful, they will be required to enter into an *Undertaking Agreement* regarding future access requests by the NSW Police Force to collect data from the installed system.

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

The Undertaking Agreement will only be sent to you if you are successful.

7. CCTV Fund Minimum Technical Standards

The Fund provides CCTV systems that adhere to specific CCTV Fund Minimum Technical Standards. These standards broadly include system components, such as:

- Camera locations and lighting;
- Preference for installation of digital CCTV systems;
- Display resolution of captured footage;
- Compression quality;
- Data storage requirements; and
- On-going system maintenance.

CCTV Fund Minimum Technical Standards can be found on the CCTV Fund webpage.

8. Application receipt to approval

The figure above presents the key stages between *application* to *installation* under the Fund.



Once a completed application is received:

- DCJ will determine an applicant's eligibility.
- A *CCTV Fund Panel*, including representatives from DCJ and NSWPF, will assess and thereafter approve/reject the application.
- Applicants will be contacted in case additional details to support their application are required.
- Following the CCTV Fund Panel's approval, DCJ will nominate a CCTV supplier to complete installation of the appropriate CCTV system at the successful applicant's premises.
- Applicants are advised via email about the outcome of their application.

DCJ reserves the right to change the application and assessment process if it considers this appropriate to achieve the Fund's objectives.

9. Application approval to installation

Applicants that are successful will be contacted by DCJ and asked to enter into a *Deed of Agreement* which sets out the contractual terms and conditions between DCJ and the Applicant.

The Deed of Agreement can be found on the CCTV Fund webpage. An organisation may wish to seek legal advice for this document.

- The Deed of Agreement includes the obligations on both Applicants (Fund recipients) and DCJ regarding the supply and installation of a CCTV system at their premise.
- The CCTV system installation will only commence once the Deed of Agreement has been signed by the Applicant (Fund recipient) and DCJ.
- Once the CCTV system has been installed the details of the CCTV system will be added to the NSWPF *CCTV Register*.

Applicants must note that DCJ makes all payments directly to the DCJ supplier. No funds are paid directly to successful applicants.

10. Obligations for successful applicants

10.1. General obligations

If the organisation or the funded project changes, the successful applicant must notify DCJ in writing immediately and seek approval of the project variation or arrange for the return of funds.

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

- general mismanagement or misappropriation of assets;
- variations in the layout or operation of installed CCTV or updating the NSWPF register; or
- undue delays in allowing the installation of the project at premises.

10.2. Ongoing management and maintenance of CCTV system

Successful applicants will be provided with appropriate information, training and ongoing system maintenance by the Supplier at the time of installation. However, each applicant will be responsible for the ongoing management and maintenance of the CCTV systems installed at their premises.

Successful applicants are encouraged to refer to the detailed terms of compliance layed out in the *Deed of Agreement*.

10.3. NSW Police Force Data Agreement

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

10.4. Media responsibilities

Organisations must not make any public announcement in respect of the Fund without the Department's prior approval in writing.

Organisations must notify DCJ immediately if approached with any media opportunities associated with the Fund such as interviews or articles, via the email cctv@dcj.nsw.gov.au

11. Other Legislative Compliance under the Fund

11.1. Legislative compliance

The installation and management of CCTV systems must comply with all applicable laws and regulations. This includes (but not limited to) the *Workplace Surveillance Act 2005 (NSW)*, the *Surveillance Devices Act 2007 (NSW)* in relation to workplace installations.

11.2. Government Information (Public Access) Act 2009

Documents in the possession of DCJ are subject to the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act).

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

12. Privacy policy

DCJ will collect and store information applicants have provided to enable the processing of the application.

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

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

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

13. Contact us

Email: cctv@dcj.nsw.gov.au

Phone: (02) 8688 8666

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