



Expression of Interest

May 2023



Business CCTV Rebate Program

Submissions open until funding pool exhausted.

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1.0 Introduction

Closed-circuit television (CCTV) installed at office premises can help keep staff, equipment and premises secure. They also deter potential offenders from criminal activity and help detect, investigate, and prosecute offenders. CCTV can also increase people's perceptions of safety and their use of public places. Installing surveillance cameras on office premises thwarts anti-social elements and ensures the community's safety.

The City of Busselton CCTV Rebate Program is providing rebates of 30 per cent (up to a maximum of \$500) off the cost of new or upgraded closed-circuit television (CCTV) installations for businesses in the City. The installation must include an approved public angle field of view overlooking the road, car park, footpath, front verge, or any other applicable public area.

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2.0 Background and Objectives

The City has developed a rebate program (total rebate pool of \$20,000) to increase the number of CCTV systems in business locations within the City.

The CCTV rebate intends to encourage businesses to install an effective CCTV system and create a partnership between the applicant and WA Police's Cam-Map WA program to address crime and safety problems through visual surveillance. Cam-Map WA is a comprehensive database of all voluntarily registered CCTV systems across Western Australia.

Rebate applications will be limited to one per business.

Before installing or upgrading your CCTV system, applicants should review the Terms and Conditions (below) to verify that the desired setup will be eligible for a rebate through this program.

Rebates will be offered to successful applicants on terms and conditions as negotiated by the City of Busselton. All decisions resulting from the process will be made at the final discretion of the Chief Executive Officer of the City of Busselton.

3.0 Cam-Map WA

Cam-Map WA is a comprehensive database of all voluntarily registered CCTV systems across Western Australia.

This publicly accessed platform allows owners and operators of CCTV systems to self-register onto a secure database operated by the Western Australia Police Force.

Accurate knowledge of the locations of CCTV systems will assist WA Police to investigate incidents in order to improve community safety. Registration and more details can be found at:

<https://cam-mapwa.police.wa.gov.au/>

<https://www.police.wa.gov.au/Your-Safety/State-CCTV-Register>

4.0 Terms and Conditions

1. CCTV must be installed by a registered business with a Security Agent Licence Number.
2. CCTV must be installed at a business property within the City of Busselton.
3. Residential / home based businesses are not eligible for the Business CCTV Rebate.
4. This rebate is only applicable to systems installed/upgraded on or after 15th May 2023.
5. The CCTV Rebate is applicable to either new installed systems or upgrades to improve the quality of an existing system (providing this adds or improves a public facing camera).
6. One application per property will be considered.

7. At least one camera must have a sufficient view of a public space, such as the road, car park, footpath, front verge, park, reserve, or any other applicable public area.
8. Applicants must provide high quality screenshots showing the field of view of their camera system once installed.
9. The CCTV system must be a fixed camera and installed in accordance with the Surveillance Devices Act 1998 and Privacy Act 1988.
10. Applicants must consent connecting to WA Police Force for the location and fields of view of the CCTV system.
11. The operator of the CCTV must register their system with the WA Police Force State CCTV Register (<https://wastatecctvregister.police.wa.gov.au>) and submit their confirmation email as part of their rebate application.
12. The operator of the CCTV system must agree to provide footage to WA Police Force when requested. Failure to do so may result in the City retrieving any rebate payments it has made to the applicant.
13. The City provides no guarantee that a rebate can be provided to all applicants if the allocated budget is fully expended prior to the processing of your application.
14. Applicants must maintain the CCTV system in working order for a minimum of 12 months. Failure to do so may result in the City retrieving rebate payments it has made to the applicant.
15. The City will rebate 30% of the total cost of a new or improved CCTV system, up to a maximum of \$500 per project.
16. Applicants must not have a current outstanding debt with the City.
17. Allocating funding to a project remains the discretion of the City.
18. The City reserves the right to cancel the rebate arrangements at any time if any of the above conditions have not been met to the satisfaction of the City. The City will not be liable for any cost incurred by the applicant.

5.0 Expression of Interest Process and Methodology

The City of Busselton invites interest from businesses wishing to install or upgrade CCTV to their business premise.

To assist the City with the evaluation process, proponents may be requested to clarify information provided in the submission or to provide additional information.

All proponents will receive a written response advising of the outcome of their Eoi proposal and authority to proceed with installation.

6.0 Timeframe

The timeframe for the above process is as follows:

Expression of Interest advertising	1 May – 30 June 2023 then ongoing as required
Closing date for Expressions of Interest	Ongoing until funding pool exhausted
Assessment of proposals received	Within 10 working days of receiving proposal
Rebate process to preferred proponents	Within 30 days of demonstrated completion of installation and registration process.

7.0 Lodging Your Submission

Funding commitment will be allocated to submissions that fulfil required criteria on a first come, first served basis until funding pool is exhausted. Applications received after application exhausted will be notified, and held on waitlist if future funding pools are released.

Submissions by way of Pre Approval Form (page 19 of this document) are to be clearly marked ***‘Business CCTV Rebate Opportunity’*** and are to be received by the City, by one of the following means:

1. Placed in a sealed envelope and delivered by hand to the City of Busselton Administration Office, Southern Drive, Busselton WA 6280.
2. Placed in a sealed envelope and posted through the mail to:

Economic and Business Development Team
City of Busselton
Locked Bag No 1
BUSSELTON WA 6280, or
3. Or, emailed to: economicdevelopment@busselton.wa.gov.au

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8.0 Non-Conforming Submissions

Non-conforming/alternate may be rejected/considered at the absolute discretion of the CEO of the City of Busselton.

9.0 Enquiries

All enquiries, requests for further information regarding this opportunity should be directed to:

Economic and Business Development Team

City of Busselton

Phone: (08) 9781 0444

Email: economicdevelopment@busselton.wa.gov.au

APPENDIX A: General Conditions for Eol Proposals

This Eol process shall be subject to the following:

- All applications will remain valid for a minimum period of **60 (sixty) days** from receiving.
 - The City does not intend to hold a formal briefing
- The City may at any stage of the process and in its sole discretion:
 - decide not to proceed with this process and/or the Project;
 - change or vary the scope of Project or any part thereof;
 - change or vary the procedural arrangements under this Expression of Interest; or
 - extend the Closing Date.
- The City shall use its best endeavours to keep confidential information provided by applicants confidential. Applicants however acknowledge and accept that their proposals and documents and other information which form part of or are in relation to their application, may be disclosed by the City if required by law (whether under the *Freedom of Information Act 1992*, under a court order or otherwise).
- The City has used reasonable efforts in compiling this Eol. It will however not be liable to applicants for any inaccuracy or omission in this Eol or any additional information which may be provided or withheld.
- Applicants will be deemed to have:
 - satisfied themselves they have a full set of the Eol documents and all relevant attachments; and
 - examined and to be aware of all the risks; contingencies, relevant legislation and other requirements and circumstances having an effect on their proposal and/or relevant to the Project, which is obtainable by the making of reasonable enquires;
- Except as expressly and specifically permitted under this Expression of Interest or any subsequent agreement, no applicant shall have any claim for compensation of any kind whatsoever, as a result of participating in or responding to this Expression of Interest, and by submitting a proposal each Applicants shall be deemed to have acknowledged and agreed that it has no such claim(s).

APPENDIX B EOI – Business CCTV Rebate Pre Approval Form

How to apply for the Business CCTV Rebate

Step 1

Read the below Terms and Conditions to determine whether your proposed CCTV installation will be eligible for rebate, or how you can adjust it to become eligible. If you are unsure about any of the Terms and Conditions please contact the City.

Step 2

Seek quotes for the installation of your CCTV system from registered businesses who hold a Security Agent Licence Number. We recommend seeking multiple quotes to ensure the best value and request you endeavour to use businesses based in the City of Busselton.

Step 3

Review the '*pre-approval checklist*' before you complete your application to ensure you have everything you need to start the process.

Step 4

Complete the pre-approval form. Once submitted, your application will be assessed by the Community Safety team within 10 business days.

Step 5

When you receive pre-approval authority from the City you may proceed with the installation of your CCTV system as per your proposal.

Step 6

Once installation is complete and you have paid in full and registered your system with WA Cam Map, please provide:

- A copy of your receipt for payment
- Screenshots of the CCTV images
- Proof of your registration with Cam-MAP WA
- Your preferred method of receiving payment (Bank Transfer or Cheque)

Pre-application checklist

Before you proceed please ensure the following:

- ✓ Your proposal complies with the Terms and Conditions
- ✓ You have a formal quote for the proposed installation of CCTV (from a registered business with a Security Agent Licence Number)
- ✓ You have taken photos from the view of the proposed public facing camera to show the area which will be visible
- ✓ You intend to complete installation and make full payment within 12 weeks of pre approval.
- ✓ You are the owner of the property where CCTV is to be installed, or have received the owner's written consent.

CCTV Rebate Pre Approval Form

Proponent/s Owners Details:	Full name:		
	Business name:		
	ACN/ABN/Assoc. Registration No.:		
	Business Address:	No.: Suburb:	Street name: Postcode:
	Postal Address:		
	Phone numbers: (H)		(W)
	Email:		

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Installation Quote

Date of Quotation	
Total Cost of CCTV System	
Total Rebate Requested (30% of project cost up to \$500 max)	

Please attach / include a copy of a quote from a registered business with a Security Agent Licence Number. Please endeavour to use local businesses based in the City of Busselton.

Field of Vision Image

Please attach / include a high quality screenshot / image of intended public facing of public space, such as the road, car park, footpath, front verge, park, reserve, or any other applicable public area.

Cam Map

By signing this pre approval application you agree to registration with the [WA Police Force State CCTV Register](#)

Agreement to the Terms & General Conditions:

By lodging an EoI proposal, the applicant agrees to be bound by the City of Busselton's Terms and Conditions set out above.

Signed for and on behalf of Proponent:

Signature:		Date:
Name:		
Position:		

OFFICE USE ONLY

Date Received	
Date Assessed	
Approval / Non Approval for application	
Proponent Advised	
Installation / Registration Complete	
Rebate Paid	