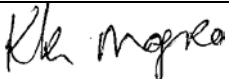
		<h2 style="text-align: center;"><u>Internal Procedure</u></h2> <h3 style="text-align: center;">Seed funding towards purchase of CCTV for Business premises</h3>
Version No:	1	
First Approved:	7 August 2018	
Review Frequency:	Dependent on Budget allocation	
Last Reviewed:	New	
Next Review:	As required	
File:	INP201828558	
Policies Related:	nil	
Applicable Legislation:	Local Government Act 1999	
Department:	Community Development & Engagement	
Responsible Officer:	Manager Community Development & Engagement	
CEO Approval:		

1. PURPOSE

The purpose of Council's CCTV funding program is to support business activation by investing in public safety measures and introducing a new seed funding scheme for shopfront owners to purchase CCTV systems. This document provides business owners in the Walkerville community with the procedure on how to apply for Council funding towards the purchase of CCTV equipment for their business premises.

Council shall provide business owners a maximum of \$200 towards the purchase of CCTV equipment for their business premises until funds are exhausted. CCTV seed funding is a Council initiative as part of the 2018/19 Annual Business Plan and Budget process.

Council has not made a decision to extend CCTV seed funding beyond the 2018/19 financial year.

2. SCOPE

CCTV seed funding only applies and is available to shopfront business owners within the Town of Walkerville. Business owners must correctly fill out and submit an application form for Council approval.

3. DEFINITION

CCTV (closed-circuit television) is a TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes.

Council will not offer any advice on a particular system to purchase. For further information on CCTV systems please visit www.police.sa.gov.au or contact your local police station.

4. PROCEDURE

Council has budgeted a total of \$5000 for the 2018/19 financial year for shopfront business owners within the City of Walkerville to assist with purchasing CCTV equipment. When these funds are exhausted, no more funding will be available.

A one off seed funding amount of \$200 will be offered to shopfront businesses within the Town of Walkerville.

Shopfront businesses can only make one application per business address.

Home based businesses will be reviewed and assessed on merit.

Business owners who wish to install CCTV equipment at their shopfront business premises must complete an application form, which can be downloaded from council's website <http://www.walkerville.sa.gov.au>

The application must be assessed and authorised by the Manager Community Development & Engagement.

This assessment will include but not be limited to:

- Business address,
- A receipt for the CCTV equipment that has been purchased and installed by a suitably qualified and appropriately licenced contractor
- The understanding that the business owner must indemnify council in respect of any claim that may rise from such injury, damage or loss when installing the CCTV equipment.
- Sight assessment of the installed CCTV system by an authorised Council Officer.

5. REVIEW OF DECISION

Request for review of decision can be made by following the Request for Service and General Complaint Handling Policy, available on Council's website.

APPLICATION FOR GRANT FUNDING TOWARDS THE PURCHASE OF CCTV EQUIPMENT FOR BUSINESS PREMISES

Council is committed in providing an incentive to local businessowners to assist with preventing crime in the Town of Walkerville



Personal Details

Name:	
Address:	
Phone:	
Email:	

CCTV Details

Type of CCTV system:	
Receipt for purchase and installation of CCTV system attached <input type="checkbox"/>	
N.B (A sight assessment of the installed CCTV system may be required)	

Business Address: (where CCTV is installed)	
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PLEASE READ THE FOLLOWING DISCLAIMER AND SIGN BELOW

I acknowledge that the council is not liable for any injury, damage or loss resulting from the installation of a CCTV system and that the applicant indemnifies and holds harmless the council in respect of any claim that may arise from such injury, damage or loss. Council will not cover any ongoing costs for management of the CCTV system.

I HAVE READ AND UNDERSTAND THE ABOVE DISCLAIMER

Name (please print)	Date
Signature	

OFFICE USE ONLY	ASSESSMENT
Receipt received <input type="checkbox"/>	Sight Assessment completed <input type="checkbox"/> Assessed by (staff member)
Payment received <input type="checkbox"/>	Signature Date
Receipt No	Accepted (please circle) Y N