

# **Papatoetoe Central Main Street Society Inc.**

## **CCTV and Financial Expenditure Report**



1<sup>st</sup> July 2015 to 30<sup>th</sup> Jun 2016

**Prepared for: Auckland Council**

**Prepared by: Rana Judge**

Interim Manager

Papatoetoe Central Main Street Society

4<sup>th</sup> Nov 2016

Attn: Ayr Jones

**Re: CCTV and Financial Report**

Please find attached the Yearly Report for the period from 1<sup>st</sup> July 2015 to 30<sup>th</sup> Jun 2016.

The report is made on the availability of data and information that has been provided to the author of this report.

The following report was completed as per the funding agreement with Auckland Council. For any recommendations or amendments regarding the reports please advise us and we will address those issues and adjust the report accordingly.

Regards

**Rana Judge**  
Interim Manager  
Papatoetoe Central Main Street Society

## **CCTV Monitoring /Crime Prevention Report**

In today's climate with modern technology CCTV monitoring is a very valuable tool. If this tool is used wisely and smartly, it provides a great opportunity to monitor and prevent crime and other anti-social behaviour from occurring in the Town Centre.

- **CCTV System**

From April 2016 our CCTV system has been monitored by Otara Town Centre. Based on their report the system was not working efficiently causing technical difficulties in running the system such as lagging/slow. However with the installation of the new Digi Fort server and being on fiber optic things have improved dramatically. The Police NPT and DCC have given excellent feedback on their ability to make arrests based on our CCTV coverage which means the Town Centre is a lot safer for the Public.

- **Current Opportunities**

After analysing the situation council decided to speed up the system by putting fibre optics in Papatoetoe and Otara library and also upgraded the server to Digi Fort which is the best server in the current market. Now all our camera's are touring and we've got real-time feed from the system. There are still some places which are not covered by the current system and this will be remedied by putting in 4 new camera's and lowering down 3 existing cameras.

- **CCTV Monthly/Yearly Report**

We are unable to provide a CCTV report for the Papatoetoe Main Street Society for the period 1 July 2015 up to 30 April 2016 due to lack of information being supplied to us. However from 1 May onward the figures are included in our report. Our CCTV system which is now monitored by Otara Business Association is now working very effectively and we can supply monthly CCTV reports to the Council with no issues at all.

## CCTV Report for April to June 2016

Type of incidents	April	May	June	Cumulative totals
Behaviour - drink/drug related	1	3	4	8
Behaviour - street based work related incidents requiring action	2	1		3
Behaviour - bylaw breaches/nuisance	12	24	37	73
Behaviour - disorder/fighting	0	2	4	6
Crime - drugs/solvent offences (supply/purchase)	0	1	2	3
Crime - shoplifting	4	6	11	21
Crime - auto crime	1	3	3	7
Crime - robbery	2	3	2	7
Crime - burglary	0	1	2	3
Crime - damage/graffiti	6	11	9	26
Emergencies/medical/fire	1	0		1
Other - property (dumping/abandoned/lost/found)	1	4	6	11
Other - people (lost/found/suspicious/distressed)	0	0		0
<b>Total Incidents</b>	<b>30</b>	<b>59</b>	<b>80</b>	<b>169</b>
Technical - emergency service call outs	0	0		0
Technical - system faults	4	5	3	12
Technical - camera outages	30	30	30	90
Technical - number of requests for footage made by Police	2	4	5	11
Technical - number of downloaded incidents provided to Police	1	1	1	4
Technical - number of downloaded incidents to others	0	0		0
<b>Key info for reporting stats</b>				
				<b>Grand Totals</b>
No. of calls made to Police from monitoring centre	0	0	0	<b>0</b>
Number of requests for footage made by Police	2	4	5	<b>11</b>
Number of downloaded incidents provided to Police	1	2	1	<b>4</b>
Number of downloaded incidents provided to other parties	0	0	0	<b>0</b>
Total number of incidents logged	30	59	80	<b>169</b>

- **Security and Safety**

After analysing the situation in Papatoetoe, we feel that there is a potential gap which must be filled in order to tighten our security. Papatoetoe Main Street is looking towards setting up Community Network Safety Meetings held every month collaborating with Businesses, Community Leaders, Wardens, Crime Patrollers, Council and the Police. Normally, it is a big task to set up such meetings and systems which sometimes results in time effort and funds to encourage and convince members to attend these meetings even though this plays a major role in the security and safety in the Main Street Society. Therefore in the future we are looking at putting in efforts and funding towards Community Network Safety Meetings and we will update the Local Board with the outcomes.

- **Financial Report**

A majority of the funding we receive throughout the year mainly contributes towards wages and a part of the funding goes towards business improvements. As wages are our biggest expense in the past there has been a shortfall which we have had to make up for from our funds. A small percentage of the funds contribute towards the economic development and security and safety in the Town Centre. As Work and Income pay \$11.01 hourly we also pay the remaining amount to bring the wage up to the minimum wage which is \$15.25. Due to this gap between the wages it contributes towards the difficulty in our financial situation. We would appreciate it when negotiating with WINZ in future it could be raised that the minimum wage has changed numerous times but is not reflected in the funding we are receiving. Therefore our costs are growing with each increase

<b>WINZ PAY</b>	Per hour		11.01
	1x Ambassador 30hrs week		\$330.43
	Minimum wage \$15.25 x 30hrs		457.50
	Holiday Pay		36.60
	ACC Levy		2.65
<b>PBA PAY</b>	1x Ambassador 30hrs week		\$496.75
	<b>Total Variance per Ambassador p/wk</b>		\$166.32
	5 x Ambassadors	Per week	831.60
	5 x Ambassadors	Per Month	3326.40
	5 x Ambassadors	Per Annum	39916.80

to make up for the WINZ shortfall.

<b>Income</b>	-	
Targeted Rate		\$100,692.00
MCC Grant		
Winz Grant		\$68,702.40
Local Board Bulk Funding		\$98,334.00
Total Income		<b><u>\$267,728.40</u></b>
<b>Less Expenses</b>		
<b>Liability</b>	-	
Accident Compensation Levy		\$400.00
Indemnity Insurance		\$0.00
Public Liability Insurance		\$600.00
Kiwi Savers		\$1,380.08
<b>Fee and Charges</b>	-	
Audit Fee		\$2,500.00
Accounting Fees		\$3,020.00
Legal Fee		\$30,000.00
Accounts Zero Licence Fee		\$759.00
Bank Fee		\$150.00
<b>General Expenses</b>	-	
Ambassadors Uniforms		\$2,500.00
Ambassadors Kitchen Expenses		\$1,950.00
Boardroom Expenses		\$1,500.00
AGM Expenses		\$1,850.00
Rent		\$0.00
General and Misc Expenses		\$2,500.00
P.O. Box		\$150.00
Computer Costs		\$3,000.00
Repaire & Maintenance		\$500.00
Stationary		\$270.00
Telephone & Tolls		\$2,200.00
<b>Economic Development</b>	-	
Promotions/Marketing/Advertising		\$34,600.00
CCTV Upgrade		\$0.00
Christmas decoration		\$10,000.00
Strategic Plan		\$15,000.00
<b>Crime Prevention/Wages</b>	-	
CCTV Monotoring		\$5,000.00
TCM Wages		\$36,396.00
Wages & Salary		\$95,160.00
TCM Holiday pay		\$11,000.00
Holiday Pay Ambassadors		\$7,612.80
Total Expenses		<b><u>\$269,997.88</u></b>
<b>Accrued Surplus Fund</b>		<b><u>-\$2,269.48</u></b>

- **Accountability**

## **CRIME PREVENTION**

- a) Operating and Monitoring CCTV Systems
- b) Crime Prevention activities
- c) Ambassador Programme
- d) Public Education programmes to reduce crime in the Town Centre

All of the costs relating to these outcomes are reflected in our financial report as:

Ambassadors Uniforms	2500.00
Ambassadors Kitchen Expenses	1950.00
Security Costs	5000.00
Wages & Salary costs	128436.00
Holiday Pay provision	18620.00
Kiwi saver Contributions	1380.08
ACC Levy	400.00
Legal Cost	30,000.00
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	\$188286.08

## **ECONOMIC DEVELOPMENT**

- a) Administrative costs of the Business Association
- b) Promotion and Advertising of the Town Centre including branding
- c) Events and decorations in the Town Centre
- d) Co-ordination of activities by Businesses

All costs relating to these outcomes are reflected in our financial report as:

Christmas decoration	10,000.00
Business Insurance	600.00
Accounting Fees	3250.00
Audit Fees	2500.00
Licence Fees Xero	759.00
General Expenses Misc.	2500.00
Strategic Plan	15,000.00
Boardroom Expenses	1500.00
Post Office Box	150.00
Computer	3000.00
Telephone & Tolls	2200.00
Promotions & Marketing	34,600.00
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	\$76059.00

### **The Events and Promotion**

We have put so many efforts and resources to promote the town centre. The Following events and promotions took place in the last financial year:

- ANZAC promotion
- Spring Promotion
- Strawberry Day
- Christmas Day
- Fire Truck Muster
- Chinese New Year Promotion.

- **Confidence of Businesses**

Our approach for the safety of the Town Centre has been to have a highly improved strategy which has made a huge impact on businesses. Our Ambassadors have been highly trained with a new more practical uniform and a great internal induction which improves their visibility in the Town Centre. It is a relief to a lot of businesses in Papatoetoe as customers are now returning to do their shopping within the Town Centre as they now feel safe to do so. We have been working closely with the businesses, listening to their concerns and as a result the outcome has been very positive. With the help of the CCTV footage we have resolved most of the issues. We have recently with assistance of our CCTV experts done an audit of our System and locations of cameras and are endeavouring to obtain the necessary funding to make the suggested changes. The business owners are showing more confidence due to the security system improvements and other initiatives we are trying to put in place to improve safety in the Town Centre.

- **Economic growth**

Understanding how businesses are performing is a necessary component of running a business. This report is not based on assumptions or hearsay but factual information and marketing intelligence to how the businesses are performing against the competition. According to market analysis the Papatoetoe Town Centre is continuously growing. Last six months we have organised some events as Chinese New Year, Spring Promotions, Strawberry Day, Fire Truck Day and Christmas Celebrations etc. We have been using Social Media, Newspapers and Radio for the advertising and branding. Papatoetoe Business Association is looking to install an LED display sign which would help market and advertise the businesses aiding in the economic growth of the Town Centre.

- **Comments and Issues**

- I. Still need to work on building up data relevant to the BID.
- II. Our CCTV system which is now monitored by Otara Business Association is now working very effectively.
- III. At this stage, we are working closely with OBA and are trying to implement 24-hour monitoring for both Town Centres.
- IV. Recently after a meeting with Efeso Collins, and the Otara, Hunters Corner BIDs and Papatoetoe Central Mainstreet we discussed the importance of jointly fighting against crime. As a result, it was agreed by Papatoetoe Central Mainstreet Society and OBA to contribute 20 hours funding per week to enable 24-hour monitoring of both Town Centres.
- V. Because of overnight break-ins in both Otara and Papatoetoe businesses are negatively impacted and suffer real hardship, sometimes being forced to close down. Therefore it is very important for us to have a very effective night monitoring plan put in place which can support our businesses.

Finally, we hope the Local Board will consider these issues and provide us with the additional funding for overnight CCTV monitoring as explained above. This way we will be able to aid significantly the businesses in Papatoetoe who need assistance to provide safety and well-being for themselves and their customers.