
Request for Proposal (Local Government General regulations 2021: Quotations)

Part B - Specification

Waste Management Facility – Security - CCTV

Closing Time and Date: 8/10/2025 2:00 PM

Method of Lodgement: Email

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1. PURPOSE

Katherine Town Council (Council) is seeking Proposals for the design, specification and installation of a Closed Circuit Television (CCTV) system to monitor and record key assets at the Waste management Facility on Novis Quarry Road, in line with Katherine Town Councils draft CCTV Management Policy.

Suitably qualified Respondents with proven capability, capacity, and sound financial and technical background to deliver the scope outlined in this *Request for Proposal* (RFP) are invited to participate in this RFP process.

2. BACKGROUND

The Katherine Town Council's active Waste Management Facility is owned and operated by Katherine Town Council.



The Waste Management Facility (WMF) is located at 40 Novis Quarry Road, Cossack NT, situated approx. 6km to the south of Katherine from the CBD's main road. The Parcel Label for the WMF is "8001" and the facility covers approximately 52 ha.

Katherine's Waste Management Facility was established in 1980 and over the past thirty years, around 10,000 tonnes per annum of waste has been placed in landfill.



The facility is bounded by Novus Quarry Road on the Western and Southern Sides, a Railway corridor on the Northern Side (running NW to SE) and the Victoria Highway on the Eastern Side. The WMF is fenced with differing types of fencing around most of the perimeter. Vegetation on the Western, Northern and Eastern side's obscure view from adjacent boundaries.

Three existing cameras are located at the weighbridge which are wired back to a PC and provide real time monitoring (no recording) in the office for the weighbridge.



Several thefts from within the facility have occurred over recent times. Evidence also suggests that on occasion the perpetrators have attempted to gain access to buildings (noticed by the damage seen after the event). Items to be stolen are vehicles and wheels from vehicles.

The facility is managed by the Manager for the Environmental and Municipal, Brett Kimpton, who is concerned for safety within the facility and the safety and wellbeing of the KTC staff as well as trying to maintain a service for the community (difficult to do when equipment goes missing).

A discussion with Brett around the possibility of situating a CCTV system and other deterrents such as lighting at the facility have led to the Project team seeking a proposal for additional security arrangements that will improve security and therefore providing a safer environment whilst reducing the risk of theft and damage to property.

The Katherine Town Council currently have a DMSS CCTV Network operating outside of the Waste Management Facility. The Katherine Town Council DMSS CCTV system currently use "VIP Vison" hardware.

There is a Star Link system set up and operating at the Waste Management Facility.

Mains electrical is reticulated to site

3. SCOPE OF SERVICES

3.1 In Scope

Council is seeking a proposal that covers the design, specification and installation of a functional CCTV system with appropriate lighting system for the Katherine Town Council's Waste Management Facility to monitor and record activity at key buildings. The proposed system must integrate with the existing Katherine Town Council DMSS CCTV network. The system must be installed and fully operational by end of 19 Dec 2025.

Buildings to be considered are:

- a) Office
- b) Weighbridge
- c) Green Demountable
- d) Tip Shop
- e) Dog Pound
- f) Machinery Shed

The proposal must be in accordance with all Australian, Territory and Local Regulatory Requirements.

The proposal must consider all services required to have a functional CCTV system. Note there is currently no mains electrical to the Tip Shop and Machinery Shed.

The solution shall not impact current digital systems in a negative manner.

The proposal shall include

- a) A Priced schedule
 - a. Design
 - b. Specification
 - c. Installation
 - d. Commissioning and testing
 - e. Training

The project aims to:

- b) Reduce the instance and severity of stolen equipment from the Waste Management Facility.
- c) Improve Safety at the Waste Management Facility.
- d) Improve protection available to critical equipment.

3.2 Out of Scope

The following is excluded from the deliverable of this project:

- a) Waste Management Facility Perimeter Fencing
- b) Other areas of the Waste Management Facility not included in the list of buildings to be considered

4. REQUIREMENTS

4.1 Licensing Requirements

Council places significant importance on a system's capability to manage different user role permissions, as it must comply with Government Acts and Regulations related to delegations and access to information. The following license numbers are required as part of the delivery of this Project. Flexibility of when these licenses can be applied will be favourable.

| Role Permissions | Number of Users |
|---|-----------------|
| Account Owner | 1 |
| System Administrator (or equivalent) <ul style="list-style-type: none">▪ Full access to all system features and settings. | 3 |
| Power User (or equivalent) <ul style="list-style-type: none">▪ Elevated access to advanced features and settings.▪ Some restrictions compared to a System Administrator. | X |
| Standard User (or equivalent) <ul style="list-style-type: none">▪ Access to most features needed for daily tasks. | X |
| Basic User (or equivalent) <ul style="list-style-type: none">▪ Access to essential features and functions.▪ Cannot perform administrative tasks or access advanced settings. | X |
| Read-Only User <ul style="list-style-type: none">▪ Can view certain data and reports but cannot make any changes. | X |
| Guest User <ul style="list-style-type: none">▪ Temporary access for external collaborators. | X |

5. SCHEDULES AND MILESTONES

Respondents should use the following project schedule to assess their capacity to meet the specifications outlined in Part B.

| Project Milestone | Estimated Due Date |
|----------------------------------|--------------------|
| Request for Proposal Open | 15-9-2025 |
| Request for Proposal Closed | 8-10-2025 |
| Evaluation of Proposals | 15-10-2025 |
| Contract Awarded | 17-10-2025 |
| Purchase Order Supplied | 31-10-2025 |
| Project Kick-off | 3-11-2025 |
| Detailed Design Complete | 14-11-2025 |
| Supply and Installation Complete | 12-12-2025 |
| System Testing | 15-12-2025 |
| User Acceptance Testing (UAT) | 17-12-2025 |
| Tailored Training Provided | 18-12-2025 |
| Final Review and Sign-off | 19-12-2025 |
| Go-Live | 19-12-2025 |
| Project Closed | 19-12-2025 |

6. PROJECT BUDGET

Whilst Council cannot disclose the actual budget for this project, it invites competitive bids with value-add inclusions.

7. CONTRACT TERM

Council is seeking to award the contract for a term agreed by both parties. The initial proposed contract length is to finish no later than 19th December 2025.

8. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

The Contractor must at all times in providing the solution:

- a) Hold and maintain necessary Authority requirements, consents, certificates, licenses, permits, and approvals, including conditions associated with these approvals.
- b) Ensure compliance with all applicable Australian laws, regulations, and standards.
- c) Guarantee that all employees, subcontractors, and agents adhere to relevant Acts, regulations, local laws, codes of practice, and standards applicable to the performance of the Specification under this Contract.

9. MEASURES AND KPIS

The Contractor must fulfil their contractual agreement including:

- a) Milestones must be completed by the agreed-upon dates to ensure the project stays on schedule.
- b) Any defects must be rectified as soon as practicable to maintain project quality and minimise disruptions.
- c) The design, configuration, and materials used must be fit for purpose, ensuring they meet the specified requirements.
- d) Ensure that end-users are adequately trained and tailored to the different types of staff involved.
- e) After the project is completed and the system goes into operations, the Contractor must offer continuous support and maintenance to ensure the system remains functional, up-to-date, and secure.

10. REPORTING

Prior to project commencement the Contractor must provide to council:

- a) Proposed project schedule;
- b) Certificates of Insurance.