

Residential House and Unit Complex Assessment

FOR POLICE, HOME OWNERS, RENTERS, BODY CORPORATES AND DEVELOPERS

Residential House and Unit Complex Assessment

FOR POLICE, HOME OWNERS, RENTERS, BODY CORPORATES AND DEVELOPERS



Title

NSW Police Force Residential House and Unit Complex Assessment

Subject

Assessment of Residential Houses and Unit Complexes

Command Responsible

Commissioner's Inspectorate

Available to

Unrestricted

Publication date

July 2007

Version

One

Publication Number

0000178

ISBN

1 876320 47 8

Copyright of this publication is vested in the Commissioner of Police © 2007

Title

NSW Police Force Residential House and Unit Complex Assessment

Subject

Assessment of Residential Houses and Unit Complexes

Command Responsible

Commissioner's Inspectorate

Available to

Unrestricted

Publication date

July 2007

Version

One

Publication Number

0000178

ISBN

1 876320 47 8

Copyright of this publication is vested in the Commissioner of Police © 2007

Welcome to the NSW Police Force Residential Security Assessment

Disclaimer

This security assessment is designed to help home owners, renters, body corporate and developers to assess the security of their individual homes and buildings. It covers potential areas of vulnerability, and provides suggestions for adapting your security to reduce the risk of crime against our homes.

NSW Police Force has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

- It is not possible to make areas evaluated by NSW Police Force absolutely safe for the community and their property.
- Recommendations are based upon information provided to, and observations made by NSW Police Force at the time the document was prepared.
- The evaluation/report is a confidential document and is for use by the person/organisation referred to at the start of this document.
- The contents of this evaluation/report are not to be copied or circulated otherwise than for the purposes of the person/organisation referred to at the start of this assessment.

NSW Police Force hopes that by using the recommendations contained within the document, criminal activity will be reduced and the safety of the community will be increased. However it does not guarantee that all risks have been identified, or that the area evaluated will be free from criminal activity if its recommendations are followed.

Welcome to the NSW Police Force Residential Security Assessment

Disclaimer

This security assessment is designed to help home owners, renters, body corporate and developers to assess the security of their individual homes and buildings. It covers potential areas of vulnerability, and provides suggestions for adapting your security to reduce the risk of crime against our homes.

NSW Police Force has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

- It is not possible to make areas evaluated by NSW Police Force absolutely safe for the community and their property.
- Recommendations are based upon information provided to, and observations made by NSW Police Force at the time the document was prepared.
- The evaluation/report is a confidential document and is for use by the person/organisation referred to at the start of this document.
- The contents of this evaluation/report are not to be copied or circulated otherwise than for the purposes of the person/organisation referred to at the start of this assessment.

NSW Police Force hopes that by using the recommendations contained within the document, criminal activity will be reduced and the safety of the community will be increased. However it does not guarantee that all risks have been identified, or that the area evaluated will be free from criminal activity if its recommendations are followed.

NSW Police Force Residential House and Unit Complex Assessment

COPS Event No.	
Date	Time
Name of person (other than police) conducting the assessment	
Building Name	Estate Name
Address	
Suburb/Town	Postcode
Telephone	Facsimile
Body Corporate	
Estate Manager	

Complete each question in the Security Assessment. If the answer to any question is 'No', we suggest you review the suggested treatments in this booklet. You can also contact your Crime Prevention Officer for more information or assistance.

For a mixed zoning development or an estate that includes an estate manager's office and/or security office refer to the business security assessment combined with this residential house and unit complex security assessment.

This document endeavours to cater for owners, renters, body corporate and developers alike, if a question does not apply to your individual situation then non applicable (N/A) can be written next to the question.

No.	Question	Yes	No
1. STREET NUMBER			
1.1	Is the street number clearly visible from the street?		
1.2	Is the street number visible at night?		
2. SIGNAGE			
2.1	Is there directional signage located at the entry to the estate/complex clearly indicating location of estate managers office, building names and unit numbers?		
2.2	Are warning signs displayed?		
2.3	Are warning signs appropriate?		

NSW Police Force Residential House and Unit Complex Assessment

COPS Event No.	
Date	Time
Name of person (other than police) conducting the assessment	
Building Name	Estate Name
Address	
Suburb/Town	Postcode
Telephone	Facsimile
Body Corporate	
Estate Manager	

Complete each question in the Security Assessment. If the answer to any question is 'No', we suggest you review the suggested treatments in this booklet. You can also contact your Crime Prevention Officer for more information or assistance.

For a mixed zoning development or an estate that includes an estate manager's office and/or security office refer to the business security assessment combined with this residential house and unit complex security assessment.

This document endeavours to cater for owners, renters, body corporate and developers alike, if a question does not apply to your individual situation then non applicable (N/A) can be written next to the question.

No.	Question	Yes	No
1. STREET NUMBER			
1.1	Is the street number clearly visible from the street?		
1.2	Is the street number visible at night?		
2. SIGNAGE			
2.1	Is there directional signage located at the entry to the estate/complex clearly indicating location of estate managers office, building names and unit numbers?		
2.2	Are warning signs displayed?		
2.3	Are warning signs appropriate?		

No.	Question	Yes	No
2.4	Are the signs clearly visible?		
2.5	Does signage placement ensure that it does not provide places for persons to hide behind?		

3. BUILDING DESIGN

3.1	Does the orientation of buildings allow for easy natural surveillance between the street, neighbouring property and the buildings?		
3.2	Are floors, walls and ceilings of solid construction?		
3.3	Have adequate steps been taken to ensure that persons can not utilise the design of the premises to climb structures from the outside?		
3.4	Have entry/exit points to the estate and/ or buildings been limited?		
3.5	Are any alcoves or recesses monitored by CCTV?		
3.6	Are garbage bays adequately locked to restrict unauthorised entry?		
3.7	Do you have a 'Rapid Removal' policy for graffiti?		
3.8	Have graffiti resistant materials been utilised in the design of the building/s?		

4. FENCES AND GATES

4.1	Are perimeter fences erected around the property?		
4.2	Are they able to restrict access?		
4.3	Are gates fitted?		
4.4	Are fences and gates in good condition?		
4.5	Are fences constructed of the appropriate materials?		
4.6	Can gates be secured?		
4.7	If the estate complex is a gated one do local Ambulance, Fire Brigade and Police have keys/swipe cards etc for access in an emergency?		

5. LANDSCAPING

5.1	Can people see your home clearly from the street?		
5.2	Is landscaping regularly maintained?		
5.3	Could a person be seen hiding in your yard?		

No.	Question	Yes	No
2.4	Are the signs clearly visible?		
2.5	Does signage placement ensure that it does not provide places for persons to hide behind?		

3. BUILDING DESIGN

3.1	Does the orientation of buildings allow for easy natural surveillance between the street, neighbouring property and the buildings?		
3.2	Are floors, walls and ceilings of solid construction?		
3.3	Have adequate steps been taken to ensure that persons can not utilise the design of the premises to climb structures from the outside?		
3.4	Have entry/exit points to the estate and/ or buildings been limited?		
3.5	Are any alcoves or recesses monitored by CCTV?		
3.6	Are garbage bays adequately locked to restrict unauthorised entry?		
3.7	Do you have a 'Rapid Removal' policy for graffiti?		
3.8	Have graffiti resistant materials been utilised in the design of the building/s?		

4. FENCES AND GATES

4.1	Are perimeter fences erected around the property?		
4.2	Are they able to restrict access?		
4.3	Are gates fitted?		
4.4	Are fences and gates in good condition?		
4.5	Are fences constructed of the appropriate materials?		
4.6	Can gates be secured?		
4.7	If the estate complex is a gated one do local Ambulance, Fire Brigade and Police have keys/swipe cards etc for access in an emergency?		

5. LANDSCAPING

5.1	Can people see your home clearly from the street?		
5.2	Is landscaping regularly maintained?		
5.3	Could a person be seen hiding in your yard?		

No.	Question	Yes	No
-----	----------	-----	----

6. SECURITY LIGHTING

6.1	Is there security lighting installed?		
6.2	Is the security lighting operating?		
6.3	Are entry and exit points adequately lit?		
6.4	Is lighting positioned in a way to reduce opportunities for vandalism?		
6.5	Is the lighting sufficient to support images obtained from CCTV footage?		
6.6	Are light switches for all lights located in a secure area within the premises?		
6.7	Do you have light timers?		

7. POWER BOARD & LETTERBOX

7.1	Is the power board enclosed in a cabinet or room?		
7.2	Is the cabinet or room fitted with a lock set approved by the local authority?		
7.3	Is this cabinet or room kept locked?		
7.4	Is the letter box fitted with an appropriate lock set and kept locked?		

8. GARAGE AND GARDEN SHED

8.1	Can the garage be locked?		
8.2	Does the garage door have an additional lock set?		
8.3	Is the garden shed anchored to the ground?		
8.4	Is the garden shed locked?		
8.5	Are tools, gardening equipment, ladders, etc. locked away when not in use?		
8.6	Are windows within the garage fitted with window lock sets?		

No.	Question	Yes	No
-----	----------	-----	----

6. SECURITY LIGHTING

6.1	Is there security lighting installed?		
6.2	Is the security lighting operating?		
6.3	Are entry and exit points adequately lit?		
6.4	Is lighting positioned in a way to reduce opportunities for vandalism?		
6.5	Is the lighting sufficient to support images obtained from CCTV footage?		
6.6	Are light switches for all lights located in a secure area within the premises?		
6.7	Do you have light timers?		

7. POWER BOARD & LETTERBOX

7.1	Is the power board enclosed in a cabinet or room?		
7.2	Is the cabinet or room fitted with a lock set approved by the local authority?		
7.3	Is this cabinet or room kept locked?		
7.4	Is the letter box fitted with an appropriate lock set and kept locked?		

8. GARAGE AND GARDEN SHED

8.1	Can the garage be locked?		
8.2	Does the garage door have an additional lock set?		
8.3	Is the garden shed anchored to the ground?		
8.4	Is the garden shed locked?		
8.5	Are tools, gardening equipment, ladders, etc. locked away when not in use?		
8.6	Are windows within the garage fitted with window lock sets?		

No.	Question	Yes	No
-----	----------	-----	----

9. BALCONY

9.1	Is your balcony designed so as not to act as a natural ladder?		
9.2	Has your balcony been adequately designed so as not to allow hand and foot holds to potential offenders trying to scale up the outside of the building?		
9.3	Are railings designed so that they can not be used as foot or hand grips by offenders?		
9.4	Does your balcony have a sensor light to automatically activate when motion is detected?		
9.5	Are sliding doors and windows adjacent to balconies re-enforced with adequate locks etc to restrict unauthorised access?		
9.6	Even if you are not on ground level are your balcony doors and neighbouring windows kept locked when not at home and at night?		

10. DOORS AND FIRE EXITS

10.1	Are the external doors of solid construction?		
10.2	Are door frames of solid construction?		
10.3	Are these doors fitted with quality lock sets to restrict access when not in use?		
10.4	Are locks in good working order?		
10.5	Is a peep hole (door viewer) installed?		
10.6	Are keys removed from locks when no person is at home?		
10.7	Is a security/screen door installed?		
10.8	Are sliding doors fitted with suitable lock sets?		
10.9	Are entry/exit points clearly identified?		
10.10	Are all fire exit doors self-closing?		
10.11	Are fire exit doors used appropriately?		
10.12	Are all exit doors free from obstructions and/or rubbish?		
10.13	Are at-risk doors locked at all times?		
10.14	Are external door hinges mounted so they cannot be removed?		

No.	Question	Yes	No
-----	----------	-----	----

9. BALCONY

9.1	Is your balcony designed so as not to act as a natural ladder?		
9.2	Has your balcony been adequately designed so as not to allow hand and foot holds to potential offenders trying to scale up the outside of the building?		
9.3	Are railings designed so that they can not be used as foot or hand grips by offenders?		
9.4	Does your balcony have a sensor light to automatically activate when motion is detected?		
9.5	Are sliding doors and windows adjacent to balconies re-enforced with adequate locks etc to restrict unauthorised access?		
9.6	Even if you are not on ground level are your balcony doors and neighbouring windows kept locked when not at home and at night?		

10. DOORS AND FIRE EXITS

10.1	Are the external doors of solid construction?		
10.2	Are door frames of solid construction?		
10.3	Are these doors fitted with quality lock sets to restrict access when not in use?		
10.4	Are locks in good working order?		
10.5	Is a peep hole (door viewer) installed?		
10.6	Are keys removed from locks when no person is at home?		
10.7	Is a security/screen door installed?		
10.8	Are sliding doors fitted with suitable lock sets?		
10.9	Are entry/exit points clearly identified?		
10.10	Are all fire exit doors self-closing?		
10.11	Are fire exit doors used appropriately?		
10.12	Are all exit doors free from obstructions and/or rubbish?		
10.13	Are at-risk doors locked at all times?		
10.14	Are external door hinges mounted so they cannot be removed?		

No.	Question	Yes	No
-----	----------	-----	----

11. WINDOWS

11.1	Are external windows solidly constructed?		
11.2	Are these windows fitted with quality lock sets?		
11.3	Are unused windows permanently closed & secured?		
11.4	Are windows able to be locked in a partially open position		
11.5	Are skylights suitably secured?		
11.6	Are keys removed from locks when no persons are home?		

12. PROPERTY IDENTIFICATION

12.1	Have you recorded details of your household items?		
12.2	Is your property engraved for easy identification?		
12.3	Is your property photographed for easy identification?		
12.4	Do you have insurance?		
12.5	Are your property list & photographs adequately secured?		

13. TELEPHONE

13.1	Can telephone lines be easily tampered with		
13.2	Are your telephones pre-programmed with emergency contact numbers?		

14. SAFES

14.1	Are your valuables such as jewellery, cash and documents secured?		
14.2	Do you have a safe installed?		
14.3	Is the safe securely anchored?		
14.4	Is the safe out of view?		
14.5	Are safe keys adequately secured?		
14.6	Are keys out of view when your home is not occupied?		

No.	Question	Yes	No
-----	----------	-----	----

11. WINDOWS

11.1	Are external windows solidly constructed?		
11.2	Are these windows fitted with quality lock sets?		
11.3	Are unused windows permanently closed & secured?		
11.4	Are windows able to be locked in a partially open position		
11.5	Are skylights suitably secured?		
11.6	Are keys removed from locks when no persons are home?		

12. PROPERTY IDENTIFICATION

12.1	Have you recorded details of your household items?		
12.2	Is your property engraved for easy identification?		
12.3	Is your property photographed for easy identification?		
12.4	Do you have insurance?		
12.5	Are your property list & photographs adequately secured?		

13. TELEPHONE

13.1	Can telephone lines be easily tampered with		
13.2	Are your telephones pre-programmed with emergency contact numbers?		

14. SAFES

14.1	Are your valuables such as jewellery, cash and documents secured?		
14.2	Do you have a safe installed?		
14.3	Is the safe securely anchored?		
14.4	Is the safe out of view?		
14.5	Are safe keys adequately secured?		
14.6	Are keys out of view when your home is not occupied?		

No.	Question	Yes	No
15. CARPARK			
15.1	Are there security car parking facilities available?		
15.2	Do residents have individual secured garage spaces?		
15.3	Are individual garages fitted with additional lock sets to restrict access and theft of property?		
15.4	Are the walls of the individual garages covered so that persons can not see in?		
15.5	Is access to residential car park restricted to residents only?		
15.6	Is the restricted access controlled via a code, proximity card or remote control system?		
15.7	When swipe cards or remote controllers go missing are they immediately bumped from the system so they can not be used?		
15.8	Are all doors kept closed and locked?		
15.9	Is 'Park Smarter' signage displayed within this area to warn motorists to secure their vehicle and property?		
15.10	Does a CCTV system monitor the car park facility?		
15.11	Are residents supplied with additional storage facilities so that items are not left in areas where they can be seen or easily removed?		
15.12	Are Windows in garages and storage areas fitted with quality lock sets?		
15.13	Is the car park well lit?		
15.14	Are bicycle racks positioned are from areas visible from the street?		

16. SURVEILLANCE SYSTEM

16.1	Do you have CCTV equipment installed?		
16.2	Is footage recorded appropriately?		
16.3	Is footage kept for a minimum of 14 days?		
16.4	Are cameras monitored?		
16.5	Is the property free of dummy cameras?		
16.6	Are the cameras placed in suitable locations to positively identify an individual from recorded images?		

No.	Question	Yes	No
15. CARPARK			
15.1	Are there security car parking facilities available?		
15.2	Do residents have individual secured garage spaces?		
15.3	Are individual garages fitted with additional lock sets to restrict access and theft of property?		
15.4	Are the walls of the individual garages covered so that persons can not see in?		
15.5	Is access to residential car park restricted to residents only?		
15.6	Is the restricted access controlled via a code, proximity card or remote control system?		
15.7	When swipe cards or remote controllers go missing are they immediately bumped from the system so they can not be used?		
15.8	Are all doors kept closed and locked?		
15.9	Is 'Park Smarter' signage displayed within this area to warn motorists to secure their vehicle and property?		
15.10	Does a CCTV system monitor the car park facility?		
15.11	Are residents supplied with additional storage facilities so that items are not left in areas where they can be seen or easily removed?		
15.12	Are Windows in garages and storage areas fitted with quality lock sets?		
15.13	Is the car park well lit?		
15.14	Are bicycle racks positioned are from areas visible from the street?		

16. SURVEILLANCE SYSTEM

16.1	Do you have CCTV equipment installed?		
16.2	Is footage recorded appropriately?		
16.3	Is footage kept for a minimum of 14 days?		
16.4	Are cameras monitored?		
16.5	Is the property free of dummy cameras?		
16.6	Are the cameras placed in suitable locations to positively identify an individual from recorded images?		

No.	Question	Yes	No
16.7	Are cameras positioned on all entries and exits, including fire exits?		
16.8	Do you store the CCTV images in accordance with the evidential needs of the police?		
16.9	Does the camera system need upgrading?		
16.10	Are staff trained in the appropriate use of the system?		
16.11	Are there procedures in place to ensure that the recording system is checked regularly to confirm camera operation and quality of recording?		

17. INTRUDER ALARM SYSTEMS

17.1	Is an intruder alarm system installed?		
17.2	Is the intruder alarm monitored?		
17.3	Does the alarm have a duress facility?		
17.4	Does the system work?		
17.5	Do you use the system?		
17.6	Does the intruder alarm system cover the garage?		
17.7	Do you check the system on a regular basis?		
17.8	Does the alarm system need upgrading?		
17.9	Have LEDs (Light Emitting Diodes) been deactivated?		

18. KEY AND VALUABLE CONTROL

18.1	Are all spare keys secured?		
18.2	Are keys to the safe adequately secured?		
18.3	Have you supplied police with a current emergency contact list?		
18.4	Do you maintain a key register for contractors and other visitors to the property or complex??		
18.5	Are these keys returned after hours to be secured by the estate manager etc?		

No.	Question	Yes	No
16.7	Are cameras positioned on all entries and exits, including fire exits?		
16.8	Do you store the CCTV images in accordance with the evidential needs of the police?		
16.9	Does the camera system need upgrading?		
16.10	Are staff trained in the appropriate use of the system?		
16.11	Are there procedures in place to ensure that the recording system is checked regularly to confirm camera operation and quality of recording?		

17. INTRUDER ALARM SYSTEMS

17.1	Is an intruder alarm system installed?		
17.2	Is the intruder alarm monitored?		
17.3	Does the alarm have a duress facility?		
17.4	Does the system work?		
17.5	Do you use the system?		
17.6	Does the intruder alarm system cover the garage?		
17.7	Do you check the system on a regular basis?		
17.8	Does the alarm system need upgrading?		
17.9	Have LEDs (Light Emitting Diodes) been deactivated?		

18. KEY AND VALUABLE CONTROL

18.1	Are all spare keys secured?		
18.2	Are keys to the safe adequately secured?		
18.3	Have you supplied police with a current emergency contact list?		
18.4	Do you maintain a key register for contractors and other visitors to the property or complex??		
18.5	Are these keys returned after hours to be secured by the estate manager etc?		

No.	Question	Yes	No
19. FIRE SAFETY			
19.1	Do you have smoke detectors installed within foyers areas and garages of unit blocks to comply with the Building Code of Australia?		
19.2	Do you have a smoke detector installed in your unit or home?		
19.3	Are gutters kept clean?		
19.4	Is there a site plan displayed in a prominent position?		
19.5	Are waste bins stored in a secure place after hours? Eg. Are they locked away from the buildings?		

20. WATERFRONT PROPERTIES

20.1	Are you able to restrict access to your property from the water?		
20.2	Do you have adequate lighting of your waterfront areas?		
20.3	Is your private property clearly identifiable and separate from the public space?		
20.4	If you have boats on or near your property are they adequately secured?		
20.5	Does your waterfront landscaping enable you to have clear sight lines from the water?		
20.6	Can you identify your property address form the water?		

No.	Question	Yes	No
19. FIRE SAFETY			
19.1	Do you have smoke detectors installed within foyers areas and garages of unit blocks to comply with the Building Code of Australia?		
19.2	Do you have a smoke detector installed in your unit or home?		
19.3	Are gutters kept clean?		
19.4	Is there a site plan displayed in a prominent position?		
19.5	Are waste bins stored in a secure place after hours? Eg. Are they locked away from the buildings?		

20. WATERFRONT PROPERTIES

20.1	Are you able to restrict access to your property from the water?		
20.2	Do you have adequate lighting of your waterfront areas?		
20.3	Is your private property clearly identifiable and separate from the public space?		
20.4	If you have boats on or near your property are they adequately secured?		
20.5	Does your waterfront landscaping enable you to have clear sight lines from the water?		
20.6	Can you identify your property address form the water?		

Suggested Treatments

If you answered 'No' to any of the questions in the Residential House and Unit Complex Security Assessment, we suggest you consider making some changes. These changes will help reduce the risk to you, your home, the homes of your tenants and your staff. If you need advice or assistance, please contact your local NSW Police Crime Prevention Officer.

1. Street/Unit number

The street number must be prominently displayed at the front of your unit block to comply with the Local Government Act, 1973 Section 124 Order 8.



The individual unit number must also be prominently displayed at the front of the unit to comply with Local Government Act, 1973, Section 124, Order 8.

Signs should be posted in the foyer areas on each level to advise emergency services and visitors of the direction to individual units.

Failure to comply with any such order is an offence under Section 628 of the Act. Offences committed under Section 628 of the Act attract a maximum penalty of 50 penalty units (currently \$5500) for an individual and 100 penalty units (currently \$11000) for a corporation.

The number should be in contrasting colours to building materials and be a minimum height of 120 mm.

The number could also be painted on the street kerb outside the block or home to assist emergency services & visitors to locate your residence.

2. Signage

Effective directional signs should be considered to provide guidance to visitors in locating entry/exit points, fire exits and units, etc.

It can also assist in controlling activities and movements throughout the premises and grounds

Warning signs can be displayed around the perimeter of your unit block and property to warn intruders of what security treatments have been implemented to reduce opportunities for crime.

Warning: Trespassers will be prosecuted.

Warning: This property is under electronic surveillance.

Be careful of using warning signs that suggest a security treatment that does not exist. Thieves look for other cues to confirm if security treatments really do exist.

It is important that signs do not provide places for persons to hide behind. Signs need to be well lit in front with care taken to eliminate unnecessary side shadows. The ground behind the sign can be built up to prevent people from standing behind it.

An alternative is to raise the sign high enough off the ground



Suggested Treatments

If you answered 'No' to any of the questions in the Residential House and Unit Complex Security Assessment, we suggest you consider making some changes. These changes will help reduce the risk to you, your home, the homes of your tenants and your staff. If you need advice or assistance, please contact your local NSW Police Crime Prevention Officer.

1. Street/Unit number

The street number must be prominently displayed at the front of your unit block to comply with the Local Government Act, 1973 Section 124 Order 8.



The individual unit number must also be prominently displayed at the front of the unit to comply with Local Government Act, 1973, Section 124, Order 8.

Signs should be posted in the foyer areas on each level to advise emergency services and visitors of the direction to individual units.

Failure to comply with any such order is an offence under Section 628 of the Act. Offences committed under Section 628 of the Act attract a maximum penalty of 50 penalty units (currently \$5500) for an individual and 100 penalty units (currently \$11000) for a corporation.

The number should be in contrasting colours to building materials and be a minimum height of 120 mm.

The number could also be painted on the street kerb outside the block or home to assist emergency services & visitors to locate your residence.

2. Signage

Effective directional signs should be considered to provide guidance to visitors in locating entry/exit points, fire exits and units, etc.

It can also assist in controlling activities and movements throughout the premises and grounds

Warning signs can be displayed around the perimeter of your unit block and property to warn intruders of what security treatments have been implemented to reduce opportunities for crime.

Warning: Trespassers will be prosecuted.

Warning: This property is under electronic surveillance.

Be careful of using warning signs that suggest a security treatment that does not exist. Thieves look for other cues to confirm if security treatments really do exist.

It is important that signs do not provide places for persons to hide behind. Signs need to be well lit in front with care taken to eliminate unnecessary side shadows. The ground behind the sign can be built up to prevent people from standing behind it.

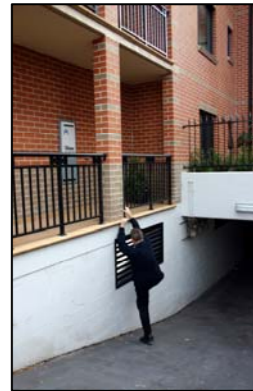
An alternative is to raise the sign high enough off the ground



that a person's feet would be visible if they were hiding behind it. Another solution for pre-existing signs is to plant thick hedges around the sign's base.

Ensure there is a site plan at the entry to the unit complex or estate as this will minimise excuse making opportunities and it will also assist emergency services in locating individual buildings and units in times of emergencies.

3. Building Design



Building sight lines should be kept as simple as possible. Maintain clear sightlines between the street, neighbouring property & the buildings. Complex building shapes create hiding places, which reduce both natural surveillance and the effectiveness of surveillance systems

Floors, walls & ceilings should be of solid construction to restrict unauthorised entry.

Natural Ladders - Ensure building design, trees or nearby structures do not help criminals to climb onto balconies, rooftops, ledges and windows

Where exterior structures are present, they should be detached from main building, and situated where they do not act as a climbing aid.

Limit the number of entry/exit points to restrict unauthorised access.

Recesses create congregation points, which are a focal point for crime and anti-social behaviour, potentially leading to littering, graffiti, vandalism, arson and drug dealing. These areas should be monitored via CCTV.

Where possible, buildings should be orientated to maximise natural and formal surveillance opportunities.

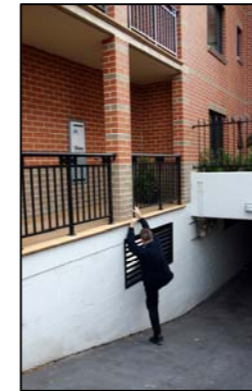
Wheelie' bins or other items should be locked away so they cannot be used as a climbing aid. Ensure that all garbage bins are adequately secured and any garbage bays are kept locked to reduce the risk of unauthorised entry. Garbage bays are at risk areas as they can be areas of entrapment.

The act and outcome of graffiti can reward offenders. The display of one's handy work to others can be a strong motivation to repeat the behaviour. The longer 'tags' are left on display, the greater the reward. Rapid Removal has proven to be a successful long-term graffiti management strategy. Many authorities and private organisations successfully employ rapid removal policies.

Easily damaged building materials may be less expensive to purchase initially, but their susceptibility to vandalism can make them a costly proposition in the long term, particularly in at-risk areas.



3. Building Design



that a person's feet would be visible if they were hiding behind it. Another solution for pre-existing signs is to plant thick hedges around the sign's base.

Ensure there is a site plan at the entry to the unit complex or estate as this will minimise excuse making opportunities and it will also assist emergency services in locating individual buildings and units in times of emergencies.

Building sight lines should be kept as simple as possible. Maintain clear sightlines between the street, neighbouring property & the buildings. Complex building shapes create hiding places, which reduce both natural surveillance and the effectiveness of surveillance systems

Floors, walls & ceilings should be of solid construction to restrict unauthorised entry.

Natural Ladders - Ensure building design, trees or nearby structures do not help criminals to climb onto balconies, rooftops, ledges and windows

Where exterior structures are present, they should be detached from main building, and situated where they do not act as a climbing aid.

Limit the number of entry/exit points to restrict unauthorised access.

Recesses create congregation points, which are a focal point for crime and anti-social behaviour, potentially leading to littering, graffiti, vandalism, arson and drug dealing. These areas should be monitored via CCTV.

Where possible, buildings should be orientated to maximise natural and formal surveillance opportunities.

Wheelie' bins or other items should be locked away so they cannot be used as a climbing aid. Ensure that all garbage bins are adequately secured and any garbage bays are kept locked to reduce the risk of unauthorised entry. Garbage bays are at risk areas as they can be areas of entrapment.

The act and outcome of graffiti can reward offenders. The display of one's handy work to others can be a strong motivation to repeat the behaviour. The longer 'tags' are left on display, the greater the reward. Rapid Removal has proven to be a successful long-term graffiti management strategy. Many authorities and private organisations successfully employ rapid removal policies.

Easily damaged building materials may be less expensive to purchase initially, but their susceptibility to vandalism can make them a costly proposition in the long term, particularly in at-risk areas.



4. Fences & Gates



Install quality security fences around the perimeter to clearly define the property boundaries and restrict access.

Fences and gates should be constructed to meet your needs and requirements.

Front fences should be of open-style (visually permeable) construction to increase visibility onto the property.

Consider the use of self-closing gates and lock sets.

Fences and gates should be regularly maintained to maximise their effectiveness and ensure their good working order.

5. Landscaping



Trees & shrubs should be trimmed to reduce concealment opportunities and increase visibility to and from the street.

Overhanging branches should be trimmed to prevent people using them to access other parts of the property, e.g. using a tree to get to an upper level of the house.

6. Lighting



The objective of security lighting is to deny criminals the advantage of being able to operate unobserved.

Note: however, that if an area cannot be overlooked or viewed AT NIGHT, then lighting will only help a criminal see what they are doing, not deter them.

Light fixtures are a frequent target of vandalism. The damage and theft of a fixture can leave an area vulnerable to thieves and dangerous to walk through. Therefore, the proper selection and installation of fixtures is critical. They should be mounted as high as possible and still provide the illumination required. Fixtures should not be hanging or projecting to provide footholds for scaling a wall. They should be flush mounted or recessed whenever possible and covered with an impact resistant material.

It is important to be aware of the line of sight between the light fixtures location and objects that may cast a shadow. Careful placement will avoid dark corners behind doors, trash cans, etc.

Ensure that light levels are appropriate for the users, activities and tasks of an area. Higher lighting levels may be required for vulnerable areas.



4. Fences & Gates



Install quality security fences around the perimeter to clearly define the property boundaries and restrict access.

Fences and gates should be constructed to meet your needs and requirements.

Front fences should be of open-style (visually permeable) construction to increase visibility onto the property.

Consider the use of self-closing gates and lock sets.

Fences and gates should be regularly maintained to maximise their effectiveness and ensure their good working order.

5. Landscaping



Trees & shrubs should be trimmed to reduce concealment opportunities and increase visibility to and from the street.

Overhanging branches should be trimmed to prevent people using them to access other parts of the property, e.g. using a tree to get to an upper level of the house.

6. Lighting



The objective of security lighting is to deny criminals the advantage of being able to operate unobserved.

Note: however, that if an area cannot be overlooked or viewed AT NIGHT, then lighting will only help a criminal see what they are doing, not deter them.

Light fixtures are a frequent target of vandalism. The damage and theft of a fixture can leave an area vulnerable to thieves and dangerous to walk through. Therefore, the proper selection and installation of fixtures is critical. They should be mounted as high as possible and still provide the illumination required. Fixtures should not be hanging or projecting to provide footholds for scaling a wall. They should be flush mounted or recessed whenever possible and covered with an impact resistant material.

It is important to be aware of the line of sight between the light fixtures location and objects that may cast a shadow. Careful placement will avoid dark corners behind doors, trash cans, etc.

Ensure that light levels are appropriate for the users, activities and tasks of an area. Higher lighting levels may be required for vulnerable areas.



Preferred external lighting should be of a 'white light' source. Note that low or high pressure sodium 'orange' lighting is not compatible with quality surveillance systems.

All lighting sources should be compatible with requirements of any surveillance system installed.

Ensure lighting controls are clearly labelled.

Consider the use of sensor lighting to enable the lights to be activated automatically when movement is detected within that area.

Consider using light timers to turn lights on/off when residents are not at home.

Timer globes are also available.



Preferred external lighting should be of a 'white light' source. Note that low or high pressure sodium 'orange' lighting is not compatible with quality surveillance systems.

All lighting sources should be compatible with requirements of any surveillance system installed.

Ensure lighting controls are clearly labelled.

Consider the use of sensor lighting to enable the lights to be activated automatically when movement is detected within that area.

Consider using light timers to turn lights on/off when residents are not at home.

Timer globes are also available.



7. Powerboard & Letterbox



The power board should be housed within a cupboard or metal cabinet and secured with an approved electricity authority lock to restrict un-authorized tampering with the power supply.

7. Powerboard & Letterbox



The power board should be housed within a cupboard or metal cabinet and secured with an approved electricity authority lock to restrict un-authorized tampering with the power supply.

8. Garage & Storage Areas



Access to the garage areas should be strictly controlled by access control measures such as quality doors and lock sets to restrict unauthorised access. These areas should be kept locked at all times to restrict unauthorised access.

The roller, tilt or panel-lift doors to individual garages should be secured with additional lock sets in the form of hasp and staple or padlocks or orb bolts. The walls to these facilities should be of solid construction or re-enforced with heavy gauge expanded metal screens securely anchored to the walls, floor and ceiling to restrict unauthorised access.

Access to storage areas should also be strictly controlled by access control measures, such as quality doors and lock sets.

These areas should be closed and locked to restrict unauthorised access and theft of property.

Windows within garages and storage areas should also be fitted with quality lock sets to restrict access.

Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to your properties.

The garden shed should be anchored to the ground and kept locked to restrict unauthorised access.

8. Garage & Storage Areas



Access to the garage areas should be strictly controlled by access control measures such as quality doors and lock sets to restrict unauthorised access. These areas should be kept locked at all times to restrict unauthorised access.

The roller, tilt or panel-lift doors to individual garages should be secured with additional lock sets in the form of hasp and staple or padlocks or orb bolts. The walls to these facilities should be of solid construction or re-enforced with heavy gauge expanded metal screens securely anchored to the walls, floor and ceiling to restrict unauthorised access.

Access to storage areas should also be strictly controlled by access control measures, such as quality doors and lock sets.

These areas should be closed and locked to restrict unauthorised access and theft of property.

Windows within garages and storage areas should also be fitted with quality lock sets to restrict access.

Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to your properties.

The garden shed should be anchored to the ground and kept locked to restrict unauthorised access.

9. Balconies



Balconies have been used by intruders as natural ladders, scaling the sides of the building to access units.

The balcony needs to be designed to reduce the opportunities for scaling by either creating an overhang to make it uncomfortable for the intruder to lean out from the building or

By having railings designed so as not to be able to obtain a hand grip from the lower balcony.

Consideration should be given to having sensor lighting installed on the balcony to automatically activate lighting when movement is detected.

Sliding doors and windows from balconies also need to be re-enforced to restrict unauthorised access via these areas.

10. Doors and Fire Exits



External doors and frames should be of solid construction.

These doors should be fitted with quality single cylinder dead lock sets which comply with the Building Code of Australia (fire regulations) and Australia/New Zealand Standards Lock Sets, AS:4145 to enable occupants to escape in emergency situations such as fires.

NB: A single cylinder dead lock set is keyed on the outside and fitted with a turn snib or handle on the inside to enable occupants to escape in an emergency such as a fire.

Doors and hardware must conform to use and location requirements. The use of hinges with non-removable pins and strike plate covers reduce the potential for forced break-ins. Wire glass openings should be used for visibility in fire rated doors along main egress routes.

Consider having a peephole (door viewer) installed in the front door of the unit to monitor people.

Locks should be checked and maintained on a regular basis to ensure they are in good working order.

Keys should be removed from locks while you are absent to prevent thieves entering or leaving your home.

Security/screen doors can be used to provide additional protection. Security/screen doors should be designed and installed to the Australian Standards.

Sliding balcony doors are often used by intruders to gain access to units by lifting the sliding panel from the track.

With this in mind the door should be re-enforced by having a block fitted to the head (top) of the door to prevent the sliding panel being lifted from the track.

This door should then have an auxiliary patio bolt installed to



9. Balconies



Balconies have been used by intruders as natural ladders, scaling the sides of the building to access units.

The balcony needs to be designed to reduce the opportunities for scaling by either creating an overhang to make it uncomfortable for the intruder to lean out from the building or

By having railings designed so as not to be able to obtain a hand grip from the lower balcony.

Consideration should be given to having sensor lighting installed on the balcony to automatically activate lighting when movement is detected.

Sliding doors and windows from balconies also need to be re-enforced to restrict unauthorised access via these areas.

10. Doors and Fire Exits



External doors and frames should be of solid construction.

These doors should be fitted with quality single cylinder dead lock sets which comply with the Building Code of Australia (fire regulations) and Australia/New Zealand Standards Lock Sets, AS:4145 to enable occupants to escape in emergency situations such as fires.

NB: A single cylinder dead lock set is keyed on the outside and fitted with a turn snib or handle on the inside to enable occupants to escape in an emergency such as a fire.

Doors and hardware must conform to use and location requirements. The use of hinges with non-removable pins and strike plate covers reduce the potential for forced break-ins. Wire glass openings should be used for visibility in fire rated doors along main egress routes.

Consider having a peephole (door viewer) installed in the front door of the unit to monitor people.

Locks should be checked and maintained on a regular basis to ensure they are in good working order.

Keys should be removed from locks while you are absent to prevent thieves entering or leaving your home.

Security/screen doors can be used to provide additional protection. Security/screen doors should be designed and installed to the Australian Standards.

Sliding balcony doors are often used by intruders to gain access to units by lifting the sliding panel from the track.

With this in mind the door should be re-enforced by having a block fitted to the head (top) of the door to prevent the sliding panel being lifted from the track.

This door should then have an auxiliary patio bolt installed to



restrict unauthorised access.

Under-house access points should be secured



Consideration should be given to the installation of a video/intercom system to the main entry doors to enable visitors to communicate with occupants prior to being admitted to the development. The door lock should incorporate an electronically operated locking device to enable occupants to release the door electronically once the visitor has been identified. Residents should be encouraged to keep the doors closed and not to release the lock to persons unknown

restrict unauthorised access.

Under-house access points should be secured



Consideration should be given to the installation of a video/intercom system to the main entry doors to enable visitors to communicate with occupants prior to being admitted to the development. The door lock should incorporate an electronically operated locking device to enable occupants to release the door electronically once the visitor has been identified. Residents should be encouraged to keep the doors closed and not to release the lock to persons unknown



Fire exit doors to any buildings should be re-enforced to restrict unauthorised access and comply with the Australian Building Code (fire regulations) and Standards Australia Lock Sets AS:4145.

These doors should be fitted with quality single cylinder dead lock sets which comply with the Building Code of Australia (fire regulations) and Australia/New Zealand Standards AS:4145 to enable occupants to escape in emergency situations such as fires.

NB: A single cylinder dead lock set is keyed on the outside and fitted with a turn snib or handle on the inside to enable occupants to escape in an emergency such as a fire.

As these doors generally open in an outward direction, hinge pins are exposed and may be easily removed. With this in mind the hinge pins should be replaced with either fixed pins or security butt hinges to prevent easy removal.



Fire exit doors to any buildings should be re-enforced to restrict unauthorised access and comply with the Australian Building Code (fire regulations) and Standards Australia Lock Sets AS:4145.

These doors should be fitted with quality single cylinder dead lock sets which comply with the Building Code of Australia (fire regulations) and Australia/New Zealand Standards AS:4145 to enable occupants to escape in emergency situations such as fires.

NB: A single cylinder dead lock set is keyed on the outside and fitted with a turn snib or handle on the inside to enable occupants to escape in an emergency such as a fire.

As these doors generally open in an outward direction, hinge pins are exposed and may be easily removed. With this in mind the hinge pins should be replaced with either fixed pins or security butt hinges to prevent easy removal.

11. Windows



Windows not only let in light and air but can also let in thieves if their design and placement is not carefully considered.

Windows and frames should be of solid construction.

Glass within windows can be reinforced by either having a shatter-resistant film adhered internally to the existing glass, or by replacing the existing glass with laminated glass, or by having quality metal security grilles or shutters installed to restrict access

11. Windows



Windows not only let in light and air but can also let in thieves if their design and placement is not carefully considered.

Windows and frames should be of solid construction.

Glass within windows can be reinforced by either having a shatter-resistant film adhered internally to the existing glass, or by replacing the existing glass with laminated glass, or by having quality metal security grilles or shutters installed to restrict access



Window frames should be anchored to the building to prevent easy removal.

It is recommended that all windows should be fitted with quality key-operated lock sets and kept locked when not in use.

Thieves may break glass to unlock windows. Don't leave keys in the locks.

Some styles of windows can be locked in a partially open position. Further advice on this item can be obtained from your insurance company or a locksmith.

Further information on lock sets can be obtained from Standards Australia, Phone 1300 654 646.

As sliding windows are used by intruders by lifting the sliding panel from with window to gain access to units these windows need to be re-enforced.

A block should be fitted to the head (top) of the window to prevent the sliding panel being lifted from the track.

Glass within doors and windows may also be reinforced to restrict unauthorised access via these areas. The existing glass can be reinforced internally with a shatter-resistant adhesive film to reduce attacks and restrict access.

If you have skylights to your unit, keep them suitably secured



Window frames should be anchored to the building to prevent easy removal.

It is recommended that all windows should be fitted with quality key-operated lock sets and kept locked when not in use.

Thieves may break glass to unlock windows. Don't leave keys in the locks.

Some styles of windows can be locked in a partially open position. Further advice on this item can be obtained from your insurance company or a locksmith.

Further information on lock sets can be obtained from Standards Australia, Phone 1300 654 646.

As sliding windows are used by intruders by lifting the sliding panel from with window to gain access to units these windows need to be re-enforced.

A block should be fitted to the head (top) of the window to prevent the sliding panel being lifted from the track.

Glass within doors and windows may also be reinforced to restrict unauthorised access via these areas. The existing glass can be reinforced internally with a shatter-resistant adhesive film to reduce attacks and restrict access.

If you have skylights to your unit, keep them suitably secured



12. Property Identification

12. Property Identification

Ensure that you have adequate building and contents insurance to protect your property.

Record descriptions, model and serial numbers of business equipment for easy identification.

Engrave or etch your property with a traceable number, e.g. ABN (Australian Business Number) for identification.

Photograph and record the details of unique items to aid in their recovery if stolen.

For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box.

Back up property lists from computer in case the computer is lost or stolen.

When you sell your property, place a neat line through your engraving to show that it is no longer valid.

It is also a good idea to give the person a receipt to prove the sale of the item.

Ensure that you have adequate building and contents insurance to protect your property.

Record descriptions, model and serial numbers of business equipment for easy identification.

Engrave or etch your property with a traceable number, e.g. ABN (Australian Business Number) for identification.

Photograph and record the details of unique items to aid in their recovery if stolen.

For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box.

Back up property lists from computer in case the computer is lost or stolen.

When you sell your property, place a neat line through your engraving to show that it is no longer valid.

It is also a good idea to give the person a receipt to prove the sale of the item.



13. Telephone



Telephones should be pre-programmed with the emergency number '000' and your Local Area Command's number for quick reference by occupants. Telephone lines or boxes should be secured to avoid unlawful tampering.

14. Safes



For added security for valuables such as jewellery, cash and documents, consider installing a safe.

A safe designed and installed to the Australian & New Zealand Standards should be used to provide additional security to money and other valuables.

The safe should be well concealed, fixed to the floor or embedded in foundations. This can save your personal possessions from being stolen.

The safe should not be left open for convenience. The key to the safe should be stored out of sight in a separate room.

The safer should incorporate time delay facility to restrict access to the safe.

Try to limit the amount of cash kept at home, as it is often targeted by thieves and is often not covered by your insurance.

15. Car Parks



Access to the car park area should be restricted by roller, tilt or panel lift doors to restrict unauthorised access. These doors should be controlled by access control equipment such as key, code, card operated electronic lock sets. The doors should be kept closed and locked to restrict unauthorised access. When a key, card or remote is lost or stolen they should be immediately bumped from the system to ensure they can not be utilised by offenders.

Individual garages should be fitted with quality roller, tilt or panel lift doors. Roller, tilt and panel-lift doors can be secured with additional lock sets in the form of hasp and staple or padlocks. These garage areas should be locked to restrict access and theft of property.

Property stored within garages should be either covered or secured within cabinets to reduce opportunities of theft. Storage areas should be of solid construction, walls, floor and ceiling. Storage areas should also be fitted with a suitable lock

13. Telephone



Telephones should be pre-programmed with the emergency number '000' and your Local Area Command's number for quick reference by occupants. Telephone lines or boxes should be secured to avoid unlawful tampering.

14. Safes



For added security for valuables such as jewellery, cash and documents, consider installing a safe.

A safe designed and installed to the Australian & New Zealand Standards should be used to provide additional security to money and other valuables.

The safe should be well concealed, fixed to the floor or embedded in foundations. This can save your personal possessions from being stolen.

The safe should not be left open for convenience. The key to the safe should be stored out of sight in a separate room.

The safer should incorporate time delay facility to restrict access to the safe.

Try to limit the amount of cash kept at home, as it is often targeted by thieves and is often not covered by your insurance.

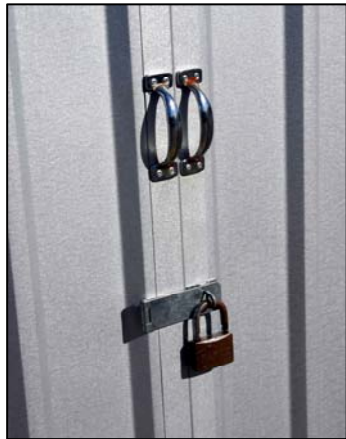
15. Car Parks



Access to the car park area should be restricted by roller, tilt or panel lift doors to restrict unauthorised access. These doors should be controlled by access control equipment such as key, code, card operated electronic lock sets. The doors should be kept closed and locked to restrict unauthorised access. When a key, card or remote is lost or stolen they should be immediately bumped from the system to ensure they can not be utilised by offenders.

Individual garages should be fitted with quality roller, tilt or panel lift doors. Roller, tilt and panel-lift doors can be secured with additional lock sets in the form of hasp and staple or padlocks. These garage areas should be locked to restrict access and theft of property.

Property stored within garages should be either covered or secured within cabinets to reduce opportunities of theft. Storage areas should be of solid construction, walls, floor and ceiling. Storage areas should also be fitted with a suitable lock



set, again to restrict access and theft.

Windows within garages and storage areas should also be fitted with quality lock sets to restrict access.

Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to your home

The car park should be well lit as per the Australian & New Zealand Lighting Standards.

The walls and ceilings to the car park should be painted a light colour to increase reflectivity within the car park.



Park Smarter signage can help to educate people to not leave valuable items visible in their cars and to ensure they secure their vehicles appropriately.

CCTV should monitor at risk areas.

Bicycle racks within unit complex car parks/ garages should not be in areas that are visible from the street or other public areas.

16. Surveillance System



A surveillance system should also be installed within the building to enhance the physical security of your building and assist in the identification of people involved in anti-social or criminal behaviour.

Cameras should be installed in and around the property to maximise surveillance opportunities. Digital or video technology should be used to record images from the cameras. Recording equipment should be installed in a secure area to avoid tampering. Videotapes need to be replaced quarterly to maintain quality images.

Installed surveillance equipment should be maintained in working order and regularly tested.

If the surveillance system is installed, use it. Staff should be trained in the correct use of the system.

Any surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.

Ensure that the requirements of the Surveillance and Privacy Act are adhered to.



set, again to restrict access and theft.

Windows within garages and storage areas should also be fitted with quality lock sets to restrict access.

Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to your home

The car park should be well lit as per the Australian & New Zealand Lighting Standards.

The walls and ceilings to the car park should be painted a light colour to increase reflectivity within the car park.



Park Smarter signage can help to educate people to not leave valuable items visible in their cars and to ensure they secure their vehicles appropriately.

CCTV should monitor at risk areas.

Bicycle racks within unit complex car parks/ garages should not be in areas that are visible from the street or other public areas.

16. Surveillance System



A surveillance system should also be installed within the building to enhance the physical security of your building and assist in the identification of people involved in anti-social or criminal behaviour.

Cameras should be installed in and around the property to maximise surveillance opportunities. Digital or video technology should be used to record images from the cameras. Recording equipment should be installed in a secure area to avoid tampering. Videotapes need to be replaced quarterly to maintain quality images.

Installed surveillance equipment should be maintained in working order and regularly tested.

If the surveillance system is installed, use it. Staff should be trained in the correct use of the system.

Any surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.

Ensure that the requirements of the Surveillance and Privacy Act are adhered to.





Ensure that the cameras views are not obscured by temporary or permanent structures, signage or other impediments. This includes regular maintenance of vegetation to ensure it does not grow in front of the cameras.

17. Intruder Alarm System

A monitored intruder alarm system which has been designed and installed to the Australian & New Zealand Standards for Domestic Applications should be used to enhance the physical security of your home.



Research has shown that monitored intruder alarms systems are more effective in that they alert your security company of intrusions.

As a number of premises have had telephone lines cut to prevent alarms being reported to the security monitoring company, a supplementary system such as Global Satellite Mobile (GSM) or Radio Frequency (RF) systems should be used to transmit alarm signal by either mobile telephone or radio frequency.

The system should be designed to provide maximum coverage of the home and garage

Consideration should also be given to incorporating duress facility into the system to enable the activation of the system manually in the event of an emergency, such as a robbery. **NB Duress devices should only be used when it is safe to do so**

LEDs (red lights) within the detectors should be deactivated, to avoid offenders being able to test the range of the system. The system should be tested on a regular basis to ensure that it is operating effectively. If you have a system installed within your business, use it. Everyone should be trained in the correct use of the system.



Ensure that the cameras views are not obscured by temporary or permanent structures, signage or other impediments. This includes regular maintenance of vegetation to ensure it does not grow in front of the cameras.

17. Intruder Alarm System

A monitored intruder alarm system which has been designed and installed to the Australian & New Zealand Standards for Domestic Applications should be used to enhance the physical security of your home.



Research has shown that monitored intruder alarms systems are more effective in that they alert your security company of intrusions.

As a number of premises have had telephone lines cut to prevent alarms being reported to the security monitoring company, a supplementary system such as Global Satellite Mobile (GSM) or Radio Frequency (RF) systems should be used to transmit alarm signal by either mobile telephone or radio frequency.

The system should be designed to provide maximum coverage of the home and garage

Consideration should also be given to incorporating duress facility into the system to enable the activation of the system manually in the event of an emergency, such as a robbery. **NB Duress devices should only be used when it is safe to do so**

LEDs (red lights) within the detectors should be deactivated, to avoid offenders being able to test the range of the system. The system should be tested on a regular basis to ensure that it is operating effectively. If you have a system installed within your business, use it. Everyone should be trained in the correct use of the system.



18. Key Control & Valuable Control



Spare keys should not be hidden outside the home but left with trusted friends or neighbours.

Keys should not be left in locks or lying around or hung up on hooks in full view but should be kept in a safe location, as thieves may use them to gain entry to your home or steal your car.

Keys should be tagged simply with a number so as not to identify the location of the lock for which the key operates.

A key register should also be established to maintain records on the movements of keys within unit complexes or estates, especially when given to visiting contractors.

A key cabinet should be installed or key maintained in a safe to restrict unauthorised access and tampering with keys.

A BizKeys Confidential Key Holder form should be provided to local police in order that they can access after hours emergency contacts.



19. Fire Safety



In order to comply with the Building Code of Australia you now must have smoke detectors installed on all levels of your premises.

Ensure that fire exits are all identifiable by an appropriate fire exit sign.

Fire extinguishers must also be installed and regularly checked. Appropriate signage must be displayed above each extinguisher.

For more information on fire safety contact your local fire station.

20. Waterfront Properties



Consider installing security and/or sensor lighting between your property and the water

Keep trees and shrubs trimmed to reduce concealment opportunities and increase visibility of the waterfront from the property.

18. Key Control & Valuable Control



Spare keys should not be hidden outside the home but left with trusted friends or neighbours.

Keys should not be left in locks or lying around or hung up on hooks in full view but should be kept in a safe location, as thieves may use them to gain entry to your home or steal your car.

Keys should be tagged simply with a number so as not to identify the location of the lock for which the key operates.

A key register should also be established to maintain records on the movements of keys within unit complexes or estates, especially when given to visiting contractors.

A key cabinet should be installed or key maintained in a safe to restrict unauthorised access and tampering with keys.

A BizKeys Confidential Key Holder form should be provided to local police in order that they can access after hours emergency contacts.



19. Fire Safety



In order to comply with the Building Code of Australia you now must have smoke detectors installed on all levels of your premises.

Ensure that fire exits are all identifiable by an appropriate fire exit sign.

Fire extinguishers must also be installed and regularly checked. Appropriate signage must be displayed above each extinguisher.

For more information on fire safety contact your local fire station.

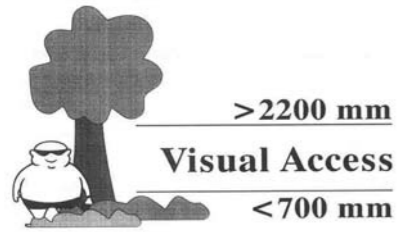
20. Waterfront Properties



Consider installing security and/or sensor lighting between your property and the water

Keep trees and shrubs trimmed to reduce concealment opportunities and increase visibility of the waterfront from the property.

Visual accessibility / sightlines

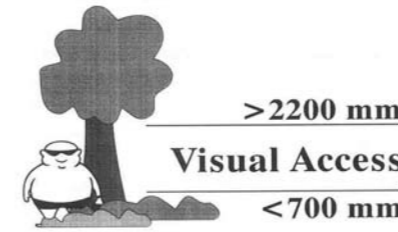


Create a visual barrier between your property and the water to identify where your property starts.

Ensure physical barriers such as a gate and padlock is erected at the beginning of your mooring, to prevent thieves gaining access to your boat, and it will also restrict those wanting to leave your home via the water.

Consider some type of identification marker, so you can establish from the water the identity of your property. For example the name of you home may be constructed as a sign on your waterfront property entry point.

Visual accessibility / sightlines



Create a visual barrier between your property and the water to identify where your property starts.

Ensure physical barriers such as a gate and padlock is erected at the beginning of your mooring, to prevent thieves gaining access to your boat, and it will also restrict those wanting to leave your home via the water.

Consider some type of identification marker, so you can establish from the water the identity of your property. For example the name of you home may be constructed as a sign on your waterfront property entry point.

Contact
Numbers



Gary Groves
A/Inspector
Manager
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9143
E-mail: grov1gar@police.nsw.gov.au

Tina Xanthos
A/Sergeant
Manager
Safer By Design
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9293
E-mail: xant1chr@police.nsw.gov.au

Beth Gaudin
Senior Constable
Project Officer
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9152
E-mail: gaud1bet@police.nsw.gov.au

Michelle Broms
Constable
Project Officer
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 8011
E-mail: brom1mic@police.nsw.gov.au

Contact
Numbers



Gary Groves
A/Inspector
Manager
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9143
E-mail: grov1gar@police.nsw.gov.au

Tina Xanthos
A/Sergeant
Manager
Safer By Design
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9293
E-mail: xant1chr@police.nsw.gov.au

Beth Gaudin
Senior Constable
Project Officer
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 9152
E-mail: gaud1bet@police.nsw.gov.au

Michelle Broms
Constable
Project Officer
Crime Prevention Team
Commissioner's Inspectorate

Phone: 8835 8011
E-mail: brom1mic@police.nsw.gov.au

