



NSW Police Force

Standard Operating Procedures

NSWPF response to Development Applications

Youth and Crime Prevention Command
Capability, Performance and Youth

NSWPF response to Development Applications

These Standard Operating Procedures are in place to aid response from Police Area Commands (PACs) and Police Districts (PDs) to prescribed local council Development Applications (DAs). The procedures outlined will assist Crime Prevention Officers (CPOs) to create relevant crime risk assessments and recommendations to council on behalf of their PAC/PD.

Essential Summary

This document will set out the Standard Operational Procedures for responding to DAs by local councils. Information supplied will include:

- Understanding the role of police within the Environmental Planning and Assessment Act 1979
- Creation of the Memorandum of Understanding (MOU) between the PAC/PD and local council concerning DAs
- Clear procedures for responding to DAs

Document Control Sheet

Document Properties

Title	NSWPF response to Development Applications
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Message

Crime and harm prevention is the priority for the New South Wales Police Force. Our efforts are increasingly focused on 'proactive partnership policing', where we work together on solutions to contribute to safer, cohesive and more resilient communities. This requires effective engagement and strong collaborative partnerships with NSW communities, government agencies and organisations.

Supplying concise and timely crime risk assessments to local councils on developments is one such service which will contribute to safeguarding and strengthening communities, businesses, assets and infrastructure to build resilience and protection, and deter crime.

Assistant Commissioner Joseph CASSAR APM
Capability, Performance and Youth Command

1. Purpose

This document has been created to guide a consistent approach by NSWPF PACs/PDs in responding to DAs and fulfilling requirements under the Environmental Planning and Assessment Act 1979.

Scope

This document is designed to assist CPOs, Crime Managers and Commanders in the process of providing comment on DAs on behalf of their PAC/PD, in line with a MOU with their relevant local council(s). This document, in conjunction with the attached MOU and review templates, should be utilised to ensure the NSWPF response is consistent with legislative requirements and the prescribed role of CPOs in the field.

2. Procedures

2.1. Context

NSWPF has a responsibility to reduce crime, and the opportunities for crime, throughout the state and promote a safer NSW. A key feature of this, as outlined in the NSWPF Crime Prevention Strategy, is safeguarding and strengthening communities, businesses, assets and infrastructure to build resilience and protection, and deter crime.

Section 4.15 of the Environmental Planning and Assessment Act 1979 governs local councils' requirements in the evaluation of developments, with subsection (b) stipulating the consideration of the environmental impacts on both natural and built environments, and social and economic impacts in the locality before approving developments.

NSWPF is often requested to supply an assessment on any current crime in the locality of a prescribed proposed development, any perceived crime risks likely with the introduction of the proposed development, and recommendations on Crime Prevention Through Environmental Design (CPTED) principles that may be implemented by the applicant. As the numbers of DAs continue to rise across the state, responding to DAs places an increasingly large burden on CPOs and highlights the need for clear guidance on the role of the CPO in this process.

These Standard Operating Procedures will endeavour to clarify the role of the NSWPF in responding to DAs on behalf of their PAC/PD and to ensure a consolidated and consistent response from NSWPF on the crime risk rather than design attributes of a development.

2.2. Memorandum of Understanding (MOU)

2.2.1 MOU template

Appendix 1 is the Office of General Counsel (OGC) approved MOU template to be used by PACs and PDs to formalise their relationship concerning responses to DAs with local council(s). The MOU stipulates and formalises requirements on both parties including:

- Types and forms of developments that the council *may* refer for comment;
- Reporting and timing procedures for prescribed development applications;
- Formalises information exchange practices and requirements;
- Confidentiality clauses; and
- Subpoena and Government Information (Public Access) Act 2009.

2.2.2 Formalisation of MOU

Each PAC and PD is required to have a current MOU in place with their local council(s). PACs/PDs with MOUs signed before 2018 are required to use the revised MOU template (Annexure A) to formalise a new arrangement with their local council(s).

Those PACs/PDs with MOUs signed in 2018 or later are required to review these MOUs to ensure consistency with the revised MOU template and inclusion of the updated legislation and, if required, formalise a new arrangement with their local council(s).

MOUs are to be signed by the OGC on behalf of the NSWPF and the relevant delegate from the local council. Signed MOUs are to be scanned and stored on the NSWPF Records Management System (RMS) by the PAC/PD.

MOUs are to be reviewed every two years by the PAC/PD, in conjunction with the OGC and updated if required.

2.3. Response Process

2.3.1 Determination to review

As per Clause 7 of the MOU template, the PAC/PD has the discretion to determine whether it will respond to a DA referred by council. This determination should be made at the sole discretion of the Commander and provided in writing to the council.

2.3.2 DA review template

Appendix 2 is the review template to streamline the response to the DA process and ensure consistency across PACs/PDs. The DA review is to contain the actual and perceived crime risks and to stipulate any recommendations applicable to the proposed development. The DA review should be conducted in line with the Crime Risk Assessment – General Use resource at **Appendix 3**.

Prior to completing review, the CPO should:

- (a) Ensure the DA is one that complies with the requirements included in Schedule 3 of the current MOU
- (b) Conduct a site visit to establish context for completing the crime risk assessment, if required

When completing review template, the CPO should:

- (a) Report on the current use of space and the proposed development (Section 2) (*such as is there conflict in space usage/intended usage?*)
- (b) Report on the crime risks and issues that are currently impacting the local area, will be introduced or exacerbated by the proposed development and any issues that will impact the policing of that space (Section 3). This information can be gathered from public sources (such as BOCSAR) as well as from the intelligence officers from the PAC/PD. CPOs are not to disclose statistics based on PAC/PD intelligence data but to refer in more general terms to crime risks and issues in the area based on this intelligence
- (c) Summarise the findings and report recommendations (Section 4) (*such as recommending the applicant complete a formal CPTED report, traffic management plan, security plan, etc.*)
- (d) Ensure that any guidance text or examples are removed from the review template before it is finalised

The DA review is to be signed by the Commander of the PAC/PD and provided to the local council within the required timeframe, ideally within 14 days or as per the agreed MOU with council.

The local council may publish the review provided by the PAC/PD unless it is clearly identified as being confidential or sensitive in nature as per Clause 22 of the MOU template.

2.3.3 Record-keeping

The CPO should create, as a matter of best practice, a COPS event for the DA response and a copy of the response should be uploaded onto iView and linked to this COPS event.

The signed DA review is to be scanned and stored on RMS by the PAC/PD. Any such reviews are subject to Government Information (Public Access) Act 2009 and can be subpoenaed, along with involved officers for appeals in the Land and Environment Court.

The CPO is also required to record the DA review in 'Summary of DAs' spreadsheet (**Appendix 4**). This spreadsheet may assist in the completion of reporting requirements, including the quarterly COMPASS reports by the Youth and Crime Prevention Portfolio Holder for the PAC/PD on 'community engagement'. The Youth and Crime Prevention Command may also request access to this spreadsheet.

Appendix 1

MEMORANDUM OF UNDERSTANDING
REGARDING THE REVIEW OF DEVELOPMENT APPLICATIONS
WHICH ARE REFERRED TO A POLICE AREA COMMAND/POLICE DISTRICT OF THE NSW POLICE FORCE
BY A LOCAL COUNCIL

THIS MEMORANDUM OF UNDERSTANDING (MoU) is entered into between the NSW Police Force (as represented through the Police Area Command/Police District specified below) and the Local Council specified below:

Police Area Command/Police District: <[insert]> (PAC/PD)

Local Council: <[insert]> (Council)

Introduction

- A. The purpose of this MoU is to facilitate the implementation of *Crime Prevention Through Environmental Design (CPTED)* principles in the review and assessment of Development Applications (DAs) submitted by the Council to the PAC/PD, for review and comment by the PAC/PD.
- B. The CPTED principles put into practical effect the theory propounded by respected criminologists that effective environmental design can be used to reduce crime.
- C. This MoU accords with the recommendation of the Department of Urban Affairs and Planning, as it was then constituted, in its 2001 guidelines: *Crime Prevention and the Assessment of Development Applications – Guidelines under section 4.15 of the Environmental Planning and Assessment Act 1979*.

Applicability

- 1. The Council will consider CPTED principles when assessing all DAs, in accordance with the relevant legislative guidelines, particularly section 4.15 of the *Environmental Planning and Assessment Act 1979* (NSW).
- 2. Although the Council may consider the referral to the PAC/PD of, or a joint review between the Council and the PAC/PD of, any DAs of the types listed in **Schedule 3** (and may consult with the PAC/PD during that consideration process), the Council retains the sole discretion as regards to which DAs will be:
 - a. referred to the PAC/PD for review; or
 - b. requested to be jointly reviewed by the PAC/PD and the Council.
- 3. The types of DAs listed in **Schedule 3** are indicative only, and the Council may refer any other type of DAs to the PAC/PD (particularly in the event that the Council and/or the PAC/PD hold any concerns with respect to any evolving trend in crime patterns, or potential crime patterns).

Contact Details

- 4. The name and details of the contact persons for each of the parties to this MoU, and the email address for DAs to be sent by the Council to the PAC/PD, are as specified in **Schedule 1** and **Schedule 2** respectively.

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5. The Council and the PAC/PD may from time to time provide each other with updated contact details, reflecting any changes to their respective contact details specified in **Schedules 1 and 2** of this MoU.

Procedure

6. Where the Council wishes to provide a DA to the PAC/PD for review and comment, the Council will provide a copy of the applicable DA to the PAC/PD via the email address specified in **Schedule 1** (as updated from time to time in accordance with clause 5), or if no email address is listed, to the PAC/PD's Crime Prevention Officer.
7. The PAC/PD will determine, at its sole discretion, whether to review or comment upon a DA referred to it by the Council.
8. If the PAC/PD elects to review or comment upon a referred DA, the PAC/PD will notify the Council that it will provide a response within an agreed period of time (the **Agreed Time Frame**), which ideally should be no more than 14 days after the PAC/PD's receipt of a referred DA.
9. For the avoidance of doubt, the PAC/PD acknowledges that it may not be possible for the Council to take account of a PAC/PD's response, which is received outside the Agreed Time Frame.
10. Where the Council considers it appropriate, the PAC/PD may be invited to a pre-DA conference and any other meeting, organised and attended by the Council relating to the reviewing of a DA by the Council.
11. Where the PAC/PD seeks clarification or requests a meeting with the Council to either view plans or seek clarification of aspects of the referred DA, this should normally be arranged by the PAC/PD telephoning the relevant the Council representative within the Agreed Time Frame.
12. Unless otherwise agreed, all comments or suggestions which are to be submitted by the PAC/PD on a referred DA are to be in writing, sent by email and received within the Agreed Time Frame.
13. The PAC/PD acknowledges that:
 - a. the Council cannot guarantee that comments or suggestions which are provided verbally by representative(s) of the PAC/PD will be taken into account; and
 - b. it may not be possible for the Council to provide written acknowledgment of the receipt of verbal comments or suggestions.
14. All written comments or suggestions of the PAC/PD:
 - a. should be marked to the attention of the Council's representative(s) specified in **Schedule 1**;
 - b. should quote the relevant DA number; and
 - c. can be provided electronically to the Council in a manner agreed between the PAC/PD and the Council.
15. The Council will endeavour to take into account the comments or suggestions of the PAC/PD in the process of determining the DA.

Exchange of Information

16. Given the obvious benefit to both the Council and the PAC/PD, the parties will endeavour to arrange for discussions to take place between representatives of the parties at least every six to twelve months (or more frequently should the circumstances require), with the view to discussing any emerging issues or trends that may have an impact on the consideration of DAs either generally or specifically, in the context of crime prevention.
17. Where relevant and appropriate and subject to any applicable laws, the PAC/PD may make available to the Council, any crime related (de-identified) information that may be helpful to the Council in the processing of DAs.

Term

18. This MoU commences on the date on which it is countersigned the Council and continues until it is either:
- a. superseded by a subsequent Memorandum of Understanding (relating to the same subject matter) between the parties; or
 - b. terminated at the written request of one of the parties, provided that such termination should, where reasonably possible, only occur after prior consultation with the other party.

Confidentiality

19. The parties understand that in the absence of any overriding legislative authority, they are required to comply with the relevant provisions of the *Privacy and Personal Information Protection Act 1998* (NSW) and any other applicable legislation governing the subject matter of this MoU.
20. The parties will ensure that the information exchanged or provided by the other party under this MoU will only be used for the purposes specified herein.
21. Subject to clauses 19, 20 and 22, the each party acknowledges that the other party may from time to time publish or disclose to third parties information disclosed by the other party under this MoU, including in the case of the Council, to DA applicants and in reports issued by the Council relating to the relevant DA.
22. Where the PAC/PD designates, identifies or labels (whether orally or in writing) certain information (or certain portions of information) as being confidential or sensitive, or where certain information (or certain portions of information) is clearly confidential or sensitive, the Council must:
- a. keep all such information howsoever obtained confidential and respect the privacy of any individual to whom the information relates; and
 - b. not provide such information to any third party,
unless:
 - c. the PAC/PD has provided its prior written consent for the information to be disclosed; or
 - d. the Council is required by applicable law to disclose the information (in which case the Council will, where permitted, provide prompt written notice to the PAC/PD).

Subpoena and Court Orders

23. A party served with a subpoena, notice to produce, discovery order or a summons to produce documents (**Court Order**) relating to any material, document or information disseminated under this MoU (the **MoU Documents**), will:
- a. notify the other party of the Court Order and the MoU Documents they intend to produce, in sufficient time to enable the other Party to object to their production if necessary; and
 - b. in the situation where the other party objects to their production in accordance with this clause, produce the objected information in a separate, sealed envelope into Court and notify the Court that the other party objects to their production and intends making an application to resist production.

Government Information (Public Access) Act 2009

24. The party served (the **party served**) with a valid application for access to information under the *Government Information (Public Access) Act 2009* (NSW) (the **GIPA Act**) will:

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- a. where the documents requested relate more closely to the functions of another agency transfer the access application to the other agency within 10 working days of receipt. Pursuant to s.44 of the GIPA Act this may be agency or applicant initiated;
- b. consult with the other party pursuant to s.54 of the GIPA Act where the other party may reasonably be expected to have concerns about disclosure; and
- c. if an objection is received to disclosure, the party served may:
 - a. refuse access to the information; or
 - b. inform the objecting party that release is being considered and provide rights of review in accordance with s. 54(6) of the GIPA Act.

Non-legally binding arrangement:

25. The parties expressly acknowledge that given the subject matter herein, this MoU is not intended to:
- a. create any contractual relations or other legally enforceable obligations between them;
 - b. be enforceable in any court, mediation or arbitration; or
 - c. be a substitute for any legislation or to be construed as overriding any provision in legislation that is inconsistent with this MoU.

Notices

26. Any notice in writing pursuant to this MoU is to be given to the receiving party's representative(s) specified in the applicable schedule herein, or such other representative(s) subsequently notified, in writing (including by email), to the other party.

Entire arrangements

27. The arrangements and understandings contained in this MoU supersede all previous arrangements and understandings in relation to the same or similar subject matter whether or not such previous arrangements or understandings were recorded or reduced to writing and signed by the agencies that are party to this MoU.

MoU Execution Page

Signed by the parties:

[execution block for Council to be inserted]

NSW Police Force:

Signed on behalf of the NSW Police Force (as represented through the Police Area Command/Police District specified on page one) by Sally Webb, General Counsel, as delegate of the Commissioner of Police.

.....
Signature of delegate

Date:

.....
Name of witness

.....
Signature of witness

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Schedule 1

(The Council contacts)

The name and contact details of the Council representative(s) to whom written PAC/PD comments and suggestions and any notices under this MoU are to be forwarded are as follows:

Position Name:

Mailing Address:

Email address:

Fax number:

Telephone:

Schedule 2

(The Police Area Command/Police District contacts)

Email address for DAs to be sent:

Email address:

The name and contact details of the Police Area Command/Police District representative(s) to whom all DAs or any notices under this MoU are to be forwarded are as follows:

Position Name:

Mailing Address:

Email address:

Fax number:

Telephone:

Schedule 3

(The indicative types of DAs)

The following is a non-exhaustive list of the types of DAs that may be provided by the Council to the PAC/PD under this MoU:

- a. multiple units, townhouse, villa developments (with 5 or more dwellings);
- b. mixed use developments (with 5 or more dwellings);
- c. new or upgraded commercial/retail development (major work);
- d. new industrial complexes with multiple Industrial units (multiple industrial works);
- e. new or upgraded schools (major works);
- f. railway stations;
- g. large sports and community facilities;
- h. clubs/hotels (including, without limitation, extended trading hours, gaming rooms etc);
- i. service station convenience stores;
- j. hospitals;
- k. unusual developments (including, without limitation, arcades, brothels, amusement centres, tattoo/body modification parlours, upgrades to department of housing properties);
- l. construction of underpasses and overpasses;
- m. construction of community facilities (including, without limitation, public toilets, amenity blocks etc);

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- n. applications for change of business hours for certain businesses (eg, late trading food outlets etc);
- o. community events; and
- p. any other DA types that the Council deems necessary.

Appendix 2

Development Application Review

WEBCOPS Event No: E

RMS Reference:

DA Reference No:

Council:

Developer/Applicant:

Private Certifier:

Property address:

Proposed development/use of space:

1. Introduction

In line with section 4.15 of the New South Wales Planning & Assessment Act 1979 and the New South Wales Planning Guidelines, the below report has been conducted on Development Application*****.

2.1 Current environment

Within this section the current land/space usage needs to be explained in detail. This may be the details of what structure/s currently exist/s or what current use/activity is undertaken within this space. It should also document the local surrounding activity to highlight what the current activities/developments/users are, as the new development may differ and not be suited/juxtapose the current use (this can cause crime/issues).

For example: residential, retail, commercial, industrial, recreation, transport, education, religious and anything else you deem relevant.

2.2 Proposed development

Within this section the current proposed development needs to be explained and detailed. In the previous section you have detailed the current use, now is the opportunity to explain what development is proposed and the activities that it will bring into the space. This helps to identify if there is any conflict (opposing, unwanted or overuse) with the current use of space and the proposed development.

3. Crime risks and identified issues

Within this section you are to identify the crime risks and issues that are currently impacting the local area, will be introduced or exacerbated by the proposed development, and any issues that will impact the policing of that space.

3.1. Current/trending crimes that impact the local area that should be considered within the design and building process.

3.2. Crimes that the current proposed development application will introduce or facilitate within this space.

3.3. Developments can introduce or facilitate certain issues that are not necessarily a crime, but impact on the ability to police a space. This section allows you to detail what issues you have with the proposed development, for example homelessness, population density, other proposed developments in the surrounding space, traffic, traffic flow, parking, public transport, affordable housing, schools, religious building/groups, emergency management and anything else your command identifies.

4. Recommendations

This section allows you to provide feedback and recommendations to council for the specific development application. When considering your feedback and recommendations, it is important that they are achievable and supported by the issues identified. Keep in mind that council may not always be able to implement what you recommend as a condition on the application, however, it is important that the police express their concerns.

Due to the nature of the development, identified crime risks and issues, we recommend the following:

- The development applicant submits a crime risk assessment report.
- The development applicant submits a Crime Prevention Through Environmental Design report.
- The development applicant submits a traffic management plan
- The development applicant submits a security plan
- The development applicant provides a Closed Circuit Television plan
- Any other recommendation identified by the command

If you intend to request that the development application be **rejected** by council, you will need to outline in detail the reasons you want the application rejected and include all possible recommendations that you would want imposed if the application is to be approved.

Disclaimer

The New South Wales Police Force has a vital interest in ensuring the safety of members of the community and their property. By using the recommendations contained in this assessment, any person who does so acknowledges that:

- It is not possible to make all areas evaluated by the NSWPF entirely safe for members of the community or the security of their property.
- It is based upon the information provided to the NSWPF at the time the assessment was made.
- This assessment is a confidential document and is for use of the consent authority unless otherwise agreed.
- The contents of this assessment are not to be copied or circulated otherwise than for the purposes of the consent authority, unless otherwise agreed.

The NSW Police Force hopes that by using the recommendations contained in this assessment, criminal activity will be reduced and the safety of members of the community and the security of their property will increase. However, it does not guarantee that all risks have been identified, or that the area assessed will be free from criminal activity if its recommendations are followed.

Should you have any questions in relation to the evaluation contact (Rank, Name), Crime Prevention Officer, (Name) PAC/PD, Phone (Number).

Yours sincerely,
(Name)
Superintendent
Commander

NSW Police Force

Crime Risk Assessment

General Use

Version: 2.4 E&T:LCC:2019



NSW Police Force

Title

NSW Police Force

Subject

Crime Risk Assessment – General

Command Responsible

Leadership & Capability Command, Education & Training

Available to

Unrestricted

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Purpose of the Crime Risk Assessment document:

Part One of this Crime Risk Assessment document is designed to assist trained Crime Risk Assessors to assess and rate the level of risk to an existing location or a proposed site, and to determine a suggested timeframe to action the risk.

Part Two is designed to assist trained Crime Risk Assessors to apply the principles of Crime Prevention Through Environmental Design while completing a site visit or review of building plans. The survey of the site or review of building plans will enable the Crime Risk Assessors to identify those areas or conditions that contribute to crime enablers and to present suggested solutions that will either eliminate or reduce crime.

Where applicable, minimum security standards and building standards will be recommended to meet the requirements of Standards Australia, the Building Code of Australia and other related Federal, State and Local government legislation.

Disclaimer

The New South Wales Police Force (NSWPF) has a vital interest in ensuring the safety of members of the community and the security of their property. By using recommendations contained in this document, any person who does so acknowledges that it is not possible to make areas absolutely safe for the community their property secure.

The NSWPF hopes that by using recommendations contained within this document, criminal activity will be reduced and the safety of members of the community and their property secure will be increased. However it does not guarantee that the area assessed will be free from criminal activity if its recommendations are followed.

Customer Details:

WEBCOPS Event No: E.....

DA Reference No:

TRIM Reference:

Council

Developer/Applicant

.....

Private Certifier

Date of Risk Assessment:

Time Risk Assessment undertaken

Site Name

Address

Suburb/Town Postcode

Contact Name:

Contact Telephone: (Landline)

..... (Mobile)

..... (Email)

Introduction

Crime Prevention Through Environmental Design (CPTED) is a situational crime prevention strategy that focuses on the design, planning and structures of our cities and neighbourhoods. It aims to reduce opportunities for crime by employing design and place management principles that minimise the likelihood of essential crime ingredients from intersecting in time and space.

CPTED is widely recognised as an important crime prevention tool. But like any tool, it must suit the job and be used in the right way to be effective.

This assessment has been developed by the NSWPF to help planners, architects, crime prevention practitioners and design consultants to determine when, where and how to use CPTED. Based upon the International Risk Management Standard, AS/NZS/ISO:31000.2018, this assessment uses qualitative and quantitative measures of the physical and social environment to create a contextually adjustable approach to the analysis and treatment of crime opportunity.

Assessing and Reducing Crime Risk: A Practical Guide for Planners, Designers and Crime Prevention Professionals is an assessment kit comprising of two documents.

The first document 'Crime Risk Assessment' is an assessment instrument. It contains four parts:

- Part one establishes area context;
- Part two identifies situational crime opportunities;
- Part three explores the risk control measures to reduce opportunities for crime.
- Part four reassesses the site/location after the risk control measures have been developed and implemented to determine whether the measures implemented have reduced the level of risk.

The second document 'Companion to Crime Risk Assessment' (available electronically) contains instructions on how to use and interpret Part Two of the Crime Risk Assessment.

Crime Risk Assessment Process

Part One - Area Context.

1. Record the type of activity being undertaken or proposed (*land use, e.g. residential, retail, commercial, industrial recreation, transport, development,*).
2. Briefly describe the activity and surrounding area.
3. Record the names of the assessment team.
4. Record the nature of crime/issue in the area, assess & rate the level of risk (*Review the likelihood and consequence to determine the level of risk for each risk identified*).
5. Record the crime/issue method of operation (MO) in the area. (*This may be used later to determine the risk control measures which need to be implemented*).

Part Two – Site Opportunity

1. Use the survey to review the hazards for the development.

Part Three – Risk Control Plan

1. Use the information from the known crime method of operation (MO) in area and the site opportunity survey to develop risk control measures to reduce opportunities of crime.

Part Four- Monitor & Review

1. Re-assess each risk in the same manner you assessed the original risk to determine if you have reduced the level of risk after the risk control measures have been developed and implemented.
2. Develop new risk control measures to reduce opportunities for crime.

3. Repeat part Four as necessary.

Adapted from International Risk Management Standard, AS/NZS/ISO:31000.2018

Part One – Area Context

- 1. Record the type of activity being undertaken or proposed.** (land use, e.g. *Residential, retail, commercial, industrial recreation, transport, development, etc.*).

Location

Type of Activity (residential, education, recreation, retail, commercial, transport, industrial)

- 2. Briefly describe the activity & surrounding area**

5. Assess & rate the level of risk (Review the likelihood and consequence to determine the level of risk for each risk identified).

(a) Measurement of Likelihood (What is the likelihood of an incident taking place?)

L1	Almost certain	Almost certain to happen at some stage.
L2	Likely	Likely to happen at some stage.
L3	Possible	Possibly will happen at some stage.
L4	Unlikely	Unlikely to happen at some stage.
L5	Rarely likely	Rarely likely to happen, only in exceptional circumstances.

(b) Measurement of Consequence (What could happen should an incident take place?)

C1	Insignificant	Very minor harm or injury to people, financial loss (<\$2000) or damage to property, reputation or operation.
C2	Minor	Minor harm or injury to people requiring on site medical treatment, financial loss (>\$2000) or damage to property, reputation or operation.
C3	Moderate	Some harm or injury to people requiring medical treatment, financial loss or damage to property (>\$10000), reputation or operation.
C4	Major	Serious harm or injury to people requiring hospitalisation, financial loss or damage to property (>\$25000), reputation or operation.
C5	Catastrophic	Death, serious harm or injury to people, significant financial loss or damage to property, reputation or loss of operation.

(c) Rate the level of risk (Check the likelihood & consequence to obtain the level of risk)

Likelihood	Consequence				
	Insignificant C1	Minor C2	Moderate C3	Major C4	Catastrophic C5
Almost Certain L1	High	High	Extreme	Extreme	Extreme
Likely L2	Moderate	High	High	Extreme	Extreme
Possible L3	Low	Moderate	High	Extreme	Extreme
Unlikely L4	Low	Low	Moderate	High	Extreme
Rare L5	Low	Low	Moderate	High	High

RISK	DEFINITION	SUGGESTED TIME FRAME
EXTREME	Situation is critical; action needs to be urgently taken; Site/Premises may need to be closed or work ceased until remedial action is taken.	NOW
HIGH	Actions need to be prioritised in planning; must be fixed as soon as possible.	WEEK/ FORTNIGHT
MODERATE	Actions need to be incorporated in planning; still important but can be scheduled to occur; may require short and long term solutions.	1 to 3 MONTHS
LOW	Actions can be managed by routine procedures/scheduled maintenance; if the solution is quick and easy then consider fixing today.	> 3 MONTHS or AS PER MAINTENANCE SCHEDULE

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Appendix 3

Part Two - Site Opportunity Survey

(Use the site opportunity survey to review the hazards for the development).

1. Surveillance

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
1	Building orientation to street.				
2	Building, frontage & set- backs.				
3	Building, windows, doors, balconies.				
4	Building, lobbies, foyers, elevators.				
5	Building, internal visibility (can you seen inside)				
6	Building, loading, delivery areas.				
7	Building, common areas.				
8	Grade separated areas (below ground, ground, above ground)				
9	Spatial gaps/vacant land.				
10	Public telephones				
11	Automatic teller machines				
Add ticks in each column & carry them forward to the next page					

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
Totals brought forward from previous page					
12	Transport shelters/stands				
13	Off street parking				
14	Underpasses/tunnels.				
15	Overpasses/bridges.				
16	Car park, internal obstructions				
17	Car park, configuration of bays, parallel vs herring-bone.				
18	Car park, ceiling height				
19	Fencing, permeability (visibility)				
20	Public toilets & locker rooms				
21	Park				
22	Playground				
23	Pedestrian & cycle ways, routes.				
24	Way finding				
Add ticks in each column & carry them forward to the next page					

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
Totals brought forward from previous page					
25	Vegetation, type & quality				
26	Vegetation, coverage & quantity				
27	Street furniture				
28	Bicycle parking				
29	Concealment/entrapment opportunity.				
Add ticks in each column & carry them forward to "8.Total Scores"					

2. Lighting

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
30	Lighting, type				
31	Lighting, brightness				
32	Lighting, distribution, reflection				
33	Lighting, colour rendition				
34	Lighting, vandal resistance				
35	Light, obstructions				
36	Lighting, signs & structures				
37	Mirrors, corridors, tunnels, fire exits				
38	Mirrors, ATMs & night safes.				
39	CCTV, type & use				
40	CCTV, coverage				
41	CCTV, vandal resistance				
42	Help phones, intercom & public address systems				
Add ticks in each column & carry them forward to "8.Total Scores"					

3. Territorial Reinforcement

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
43	Community guardians				
44	Formal guardians				
45	Clarity of ownership				
46	Place making, street art, animation				
47	Space transition, hierarchy of space, public, semi public/private, private				
48	Celebrated entries				
49	Signage, location markers.				
50	Vulnerability of night workers, patrons				
51	Street vendors, buskers				
52	Proximity to high risk groups, locations				
53	Area reputation				
Add ticks in each column & carry them forward to "8.Total Scores"					

4. Environmental Maintenance

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
54	Area image, positive, negative				
55	Property damage maliciously, vandalism, graffiti				
56	Rubbish				
57	Urban decay				
58	Lighting maintenance				
59	Landscape maintenance				
60	Other maintenance				
61	Robustness of structures, materials				
62	Rubbish bins.				
Add ticks in each column & carry them forward to "8.Total Scores"					

5. Space & Activity Management

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
63	Clarity of land use				
64	Conflicting activity				
65	Safe activities in unsafe area				
66	Unsafe activities in safe area				
67	Proximity to licensed premises				
68	Night activity & transport				
69	Street activity during darkness				
70	Street activity during daylight				
71	Functional vulnerability, mixed zone				
72	Crime displacement				
73	Neighbourhood edges, e.g. transition between residential & commercial				
Add ticks in each column & carry them forward to "8.Total Scores"					

6. Access Control

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
74	Street type, e.g. cul-de-sac, major road, lane way.				
75	Linking path ways.				
76	Building, number of entry/egress points				
77	Building, ease of access to side, rear				
78	Building, fire exit stairways, doors				
79	Building, dumpster, loading docks				
80	Building, natural ladders				
81	Garden storage shed				
82	Door, security, entry/egress system				
83	Window, glazing, protection.				
84	Window & skylight security, locks				
85	Car park, pedestrian access				
Add ticks in each column & carry them forward to the next page					

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
Totals brought forward from previous page					
86	Car park, vehicle access				
87	Car park, actual or symbolic barriers				
88	Car park, management of space				
89	Car park, recreational use				
90	Safe routes.				
91	Child play areas				
92	Short cuts, trespassing opportunities				
93	Defensive vegetation				
94	Cash carrying routes				
95	Reception, cashier, mail areas				
Add ticks in each column & carry them forward to "8.Total Scores"					

7. Design, Definition & Designation of Activity

No	Issue	Positive (+)	Needs Action (-)	N/A	Comments
96	The design, definition & purpose of space are in harmony				
97	Is it clear who is responsible for the space				
98	Spatial boundaries, borders re-enforce intended function				
99	Social, cultural norms accord with intended function.				
100	Legal & administrative requirements are re-enforced.				
Add ticks in each column & carry them forward to "8.Total Scores"					

8. Total Scores

No	Section	A Positive (+)	B Needs Action (-)	C Not Applicable	D Total Questions	E Total Questions Assessed	F %
1	Surveillance				29		
2	Lighting				13		
3	Territorial Reinforcement				11		
4	Environmental Maintenance				9		
5	Space & Activity Management				11		
6	Access Control				22		
7	Design/Definition/Designation				5		
Totals (The 'needs action' will need to be dealt with as a priority).					100		

- (a) For each section, deduct the total of column 'C' from the total shown in column 'D'; record the score in column 'E'
- (b) For each section, divide the total recorded in column 'B' by the total shown in column 'E'; multiply the result by 100 to obtain a percentage; record the percentage in column 'F'
- (c) For each section, compare the percentage recorded in column 'F' to the table below and record the Site Opportunity Assessment rating

Total number of 'Needs Action' features/conditions	Site Opportunity Assessment Rating	Individual and Total Site Opportunity Assessment Ratings			
0 – 25%	Low	Surveillance		Space and Activity Management	
26 – 50%	Moderate	Lighting		Access Control	
51 – 75%	High	Territorial Reinforcement		Design, Definition and Designation	
76 – 100%	Extreme	Environmental Maintenance		Total Rating	

Risk/Context directed CPTED Treatments



