



NSW Police Force

Farm Security Assessment

Title

NSW Police Force Farm Security Assessment

Subject

Assessment of farm security

Command responsible

Rural Crime Prevention Team

Available to

Unrestricted

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Five

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Welcome to the NSW Police Force Farm Security Assessment

Disclaimer

The NSW Police Force Farm Security Assessment is designed to help primary producers assess the security of their properties. It covers potential areas of vulnerability, and makes suggestions for adapting and improving on-farm security to reduce the risk of rural crime.

You can complete the Farm Security Assessment yourself, or you can ask your local NSW Police Force Rural Crime Investigator or Crime Prevention Officer to undertake the Assessment with you. If you answer 'No' to any of the questions you can review the suggested treatment options later in this booklet.

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

- It is not possible to make a rural property totally secure.
- Recommendations are based upon information provided to, and observations made by NSW Police, at the time this document was prepared.
- The Assessment is a confidential document and is for use by the person/organisation referred to on page 2 of the Assessment
- The contents of the Assessment are not to be copied or circulated otherwise than for the purposes of the person/organisation for whom the Assessment was undertaken.

After completing the assessment, if any anomalies are detected, report to Police.

NSW Police Force believes the recommendations contained within this document can enhance the safety and security of the rural community. However, NSW Police Force cannot guarantee that all risks will be identified, or that the areas evaluated will be free from criminal activity, even if the recommendations are followed.

NSW Police Force would like to thank you for your interest in improving the security of your property. Should you need any further information on this Farm Security Assessment, we encourage you to contact your local NSW Police Force Rural Crime Investigator (www.police.nsw.gov.au).

NSW Police Force Farm Security Assessment

COPS Event No. (Police Use Only)

Date

Time

Name

Address (Street)

Suburb/Town

Postcode

Telephone No

No.	Question	Yes	No	N/A	Comment
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RMB Number / Property Name

1	Is the RMB number and property name clearly visible from the road?				
2	Are these visible at night?				

Fences and Gates

3	Are boundary fences and gates in good condition?				
4	Are gates securely fitted and can they be locked?				

Warning Signs

5	Are there warning signs displayed on the boundary fences and gates on the property?				
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Landscaping

6	Are trees and bushes around the homestead trimmed to reduce concealment opportunities?				
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Lighting

7	Is there security lighting (eg: sensor lights) installed around the homestead and sheds?				
8	Do you have light timers inside the homestead or sheds?				

No.	Question	Yes	No	N/A	Comment
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Power Board and Letterbox

9	Is the power board enclosed within a secure cabinet?				
10	Is the cabinet fitted with an approved lockset and kept locked?				
11	Is the letterbox fitted with an approved lockset and kept locked?				

Intruder Alarm System / Surveillance Camera

12	Is an alarm system and/or surveillance camera installed and operating?				
13	Is the alarm system and/or surveillance camera monitored by a security company and/or back to a smartphone or computer?				
14	Does the alarm system and/or surveillance camera cover the sheds, garages and other storage facilities?				

Doors

15	Are the external doors and door frames on the homestead and sheds of solid construction?				
16	Are these doors fitted with quality locksets to restrict access?				
17	Are external door hinges mounted so they cannot be removed?				
18	Can visitors be seen before access is allowed?				
19	Are keys removed from locks at all times?				
20	Are security/screen doors installed?				
21	Are sliding doors fitted with suitable locksets?				
22	Can you restrict people from getting under the homestead?				

Windows

23	Are external windows to the homestead and sheds solidly constructed?				
24	Can windows be secured?				
25	Are unused windows permanently closed and secured?				

No.	Question	Yes	No	N/A	Comment
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Valuables Control (Keys, Computers and Safes)

26	Do you have a computer? Is it password protected?				
27	Are all keys securely stored out of view when not in use?				
28	Is your jewellery, cash and other valuables securely stored?				
29	Do you have a safe?				
30	Is the safe securely anchored to prevent easy removal?				

Safe Keeping of Firearms

31	Are you licensed to own a firearm?				
32	Does your firearm storage comply with the minimum requirements set for each licence category?				
33	Have you locked away all tools that could be used to open the firearm storage?				

Telephones

34	Are telephones pre-programmed with emergency contact numbers?				
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Property Identification

35	Do you record details of personal, household and farm items?				
36	Is your property permanently marked or engraved for easy identification?				
37	Is your property photographed for easy identification?				
38	Are your property lists and photographs stored securely?				
39	Are your personal, household and farm items adequately insured?				

Sheds, Garages and other Storage Facilities

40	Are your sheds, garages and other storage facilities locked when you are absent?				
41	Are shed windows and doors fitted with quality locksets?				
42	Are the sheds, garages and storage facilities within sight of the homestead?				

No.	Question	Yes	No	N/A	Comment
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Farm Machinery, Tools and Equipment

43	Are farm machinery, equipment and tools stored securely when not in use?				
44	Have you marked or engraved equipment for easy identification?				
45	Do you remove keys from farm equipment when unattended?				
46	Do you maintain an inventory of all farm machinery and tools?				

Shearing Sheds

47	Do you maintain an inventory of all shearing equipment?				
48	Do you lock away shearing equipment when not in use?				
49	Do you maintain an inventory of all stored wool bales?				
50	Can the shearing shed be securely locked when not in use?				

Grain, Hay and Seed

51	Do you store grain, hay and seed in secure bins or sheds?				
52	Can these bins or sheds be locked when not in use?				
53	Do you secure loading equipment such as augers?				
54	Do you secure loaded trucks when unattended?				

Chemicals and Fertilisers

55	Are chemicals, fertilisers and other dangerous goods stored within locked storage areas?				
56	Do you record descriptions, type, batch numbers, expiry dates of chemicals and fertilizers?				

No.	Question	Yes	No	N/A	Comment
Fuel					
57	Are fuel tanks secured in place and locked to restrict unauthorised use?				
58	Are fuel tanks located within sight of the homestead?				
59	Do you dip fuel tanks regularly to check levels?				
Water Tanks					
60	Are water tanks and pumps secured to restrict tampering and theft?				
Stockyards and Loading Ramps					
61	Do you lock stockyard gates and loading ramps?				
62	Are stockyards positioned where they can be seen from the homestead?				
Livestock and Dogs					
63	Do you earmark, ear-tag, brand and electronically (NLIS) identify your stock?				
64	Is your earmark, ear-tag, brand and NLIS device registered with your Local Land Services?				
65	Do you maintain records of your livestock including sales, purchases, deaths and rations?				
66	Do you keep receipts and other paper work regarding livestock sales and purchases?				
67	Do you check livestock on a regular basis?				
68	Do you have a dog?				
69	Is your dog microchipped?				
Timber					
70	Do you maintain an inventory of your valuable timber?				
71	Have you marked timber for identification purposes?				

Suggested Treatments

RMB Number/Property Name

- The RMB number and property name should be prominently displayed at the front of the property.
- Consider painting the RMB number or Global Positioning System (GPS) reading on boundary fence posts to assist emergency services and others to locate the property in emergency situations.

Fences and Gates

- Fences define the property boundaries and restrict access to the property. Regularly check the condition of boundary fences and gates. Pay attention to slack wiring and investigate the cause. Repair damaged fences as soon as possible. Contact the police if the fences appear to have been deliberately cut or tampered with.
- Mount gates at entrances to the property and other high-risk areas securely to strong posts, and lock with heavy-duty chains and padlocks when not in use.
- Gates should be engraved or permanently marked with a piece of information that is unique to you. Fencing materials should be securely locked away when not in use.

Warning Signs

- Warning signs should be displayed on perimeter fence lines and gates to clearly indicate the boundaries of your property to illegal hunters/shooters, intruders and others. Signs such as “Private Property, No Trespassing”, “Please Shut the Gate, No Trespassing” and “No Hunting Without Permission” may assist in the prosecution of trespassers if detected.
- Consider displaying warning signs on internal gates and other structures such as sheds within your property, for example “Beware of the Dog” and “Monitored by Security Alarms / Cameras”. Be careful using warning signs that suggest a security response that does not exist as thieves often look for cues to confirm if these really do exist.

Landscaping

- Trees and shrubs around the homestead and sheds should be trimmed to reduce hiding places and to increase visibility to and from the main residence.
- Overhanging branches should be trimmed to prevent people using them to access other parts of the homestead, e.g. using a tree to get on the roof or an upper level of the homestead.

Lighting

- Security lighting should be installed around the homestead and sheds.
- Consider installing sensor style lights, which activate automatically when movement is detected within range.
- Consider using light timers to automatically turn lights on/off when not at home.

Power Board and Letterbox

- The power board should be housed within a secure, solidly made cabinet to restrict tampering with the power supply.
- The cabinet should be secured with a lockset approved by your electricity authority.
- The mailbox should be of solid construction and secured with an approved lock to restrict unauthorised access and theft.

Intruder Alarm System / Surveillance Camera

- An alarm system and/or surveillance camera/s may enhance the security of the homestead. Research has shown that monitored alarm systems are more effective as they alert you or your security company of intruders.
- The alarm system and/or surveillance camera should be manufactured and installed to Australian Standard (AS 2201).
- The system should be designed to provide maximum coverage of the home, garage and storage facilities.
- Remember to regularly check the battery and test the system / camera.

Doors

- External doors and frames should be of solid construction.
- These doors should be fitted with quality locksets, which comply with the Building Code of Australia (Fire Regulations) and Australian Standard (AS 4145).
- Consider having a peephole (door viewer) installed in the front door of your home to monitor people at the door.
- Keys should be removed from locks to prevent intruders entering or leaving the home.
- Consider installing metal security/screen doors. These should be designed and installed to Australian Standard (AS 5039).
- Consider installing patio bolts on sliding doors.
- Access points under the homestead should be secured.

Windows

- External windows and frames should be of solid construction.
- Window frames should be anchored to the building to prevent easy removal.
- Windows should be fitted with quality locksets and kept locked when not in use.
- Some styles of windows can be locked in a partially open position. Further advice on these items can be obtained from your insurance company or locksmith.
- Skylights should be kept locked, particularly at night.
- Glass doors and windows should be re-enforced to restrict unauthorised access via these areas.
- The existing glass can be re-enforced internally with a shatter resistant adhesive film or replaced with laminated glass.
- Consider installing metal security grilles or shutters on windows. (Caution: These can trap occupants in an emergency such as a fire if not properly installed.)

Valuables Control (Keys, Computers and Safes)

- Where possible, secure computers to desk surfaces and permanently mark or engrave the hardware with an identification number unique to you. Back up files on discs and protect these from theft, fire, flood or PC failure by storing in a secure location.
- Spare keys should not be hidden outside the home but left with trusted friends or neighbours.
- Keys should not be left in locks or in view, as thieves may use them to gain entry to your homestead, sheds or vehicles.
- Try to limit the amount of cash kept at home as it is often targeted by thieves and is often not covered by insurance.
- Jewellery, cash and other valuables should not be left out in plain sight.
- Consider installing a safe to securely store jewellery, cash and other valuable documents.
- The safe should be well concealed, fixed to the floor or embedded in foundations.
- The safe should not be left open for convenience. The key to the safe should be stored out of sight in a separate room.
- Try to avoid leaving the property unattended at the same times and on the same days each week.
- Cancel deliveries while away.
- Notify Police, trusted friends and neighbours as to where you may be contacted during your absence.

Safe Keeping of Firearms

- When firearms are stored at residential premises, it is a requirement that the firearms are stored at premises:
 - that are the principle place of residence of a person, or
 - where a person is residing while the firearms are stored at the location
- If you (or the person storing your firearms) is going to be away from the safe storage location for a lengthy time:
 - Store your firearms with a dealer or a club;
 - Store your firearms with another licence holder;
 - Don't post information on social media about your absence.

- If you store firearms in a building or structure separate from the residence, it is a requirement that the building or structure be easily observed from the residence.
- Other security measures such as security alarms, cameras and security lights may assist in reducing your risk of theft. Ensure the residence/shed/garage where your firearms safe keeping facilities are located:
 - Is of solid structure with sturdy lockable doors and windows, with locks which meet Australian Standards;
 - Has the doors and windows locked at night and when you (or the person storing the firearms on your behalf) are not at the location;
 - Has no tools (e.g. angle grinders, crowbars, screwdrivers, shovels, bolt cutters, etc) lying around the residence or near the safe keeping facilities which could be used to gain access to the firearms, or assist in removing the safe storage facilities from the premises.
- Always return your firearms to their safe keeping facilities immediately after use. Lock ammunition in a container kept separate to the firearms.
- Keep your firearms and firearms parts within the safe keeping facilities and ensure those facilities are locked at all times.
- Ensure no unauthorised person knows where the keys to the safe keeping facilities are kept, or the safe combination details.
- The keys or the combination details to your safe keeping facilities must not be kept in a place where they could be easily found.
- Check your firearms regularly to ensure that they are safely stored within their facilities. Do not allow access to your firearms by unauthorised persons.
- Check that the information provided on the registration papers for your firearms is correct (e.g. correct serial number, make, model, actuation etc).
- Don't advertise the fact that you have firearms:
 - On social media (e.g. posting photos of your firearms on Facebook);
 - By openly discussing your ownership with others or in public places (e.g. Pubs, nightclubs, etc);
 - By openly showing your firearms to others.
- When you travel, place your firearms in a locked compartment in your vehicle and ensure they are not visible to others. While travelling always keep ammunition in a locked container separate to the firearms.
- If you travel regularly and for long distances:
 - Have a lockable container secured to or within your vehicle;
 - Keep your firearms within a locked receptacle at the location you are staying;
 - If it is a regular property or location you stay, ensure that safe keeping facilities are installed while you are at the location.
 - Never keep firearms in view within a vehicle and always keep the vehicle locked.

Property Identification

- Personal, household and farm valuables should be engraved or permanently marked with your driver's licence number, Local Land Services Property Identification Code (PIC) number or other piece of information that is unique to you. You should also mark a neat line through the engraving to show that it is no longer valid, when you sell your property.
- Consider marking items that cannot be engraved with an Ultra-Violet pen. (This marking is only visible under ultra-violet light).
- Keep a detailed inventory of all personal, household and farm valuables. This inventory should include complete descriptions of models, makes, serial numbers and replacement values.
- Stud stock, machinery, jewellery, antiques and other collectables should be photographed and/or videoed to assist with identification.
- Receipts should be kept to prove the legitimate purchase or sale of items.
- Computerised inventories should be backed up and a hard copy kept in case the computer is damaged, lost or stolen.
- The inventory, photographs and other documentation should be securely stored in a safe or safety deposit box.
- Personal, household and farm valuables should be appropriately insured

Sheds, Garages and other Storage Facilities

- Sheds, garages and other storage facilities should be built within sight of the homestead or a trusted neighbour's home.
- Sheds, garages and other storage facilities should be constructed from strong materials with heavy-duty roller doors, shutters or metal gates that can be locked when not in use.
- Use good quality chains and padlocks to secure entrances and consider fitting additional locksets (i.e. hasps, staples) to the doors and windows.
- Security lighting should be installed around sheds, garages and other storage facilities. Consider mounting timed spot or floodlights around the structures.
- Tools, equipment and ladders should be locked away to prevent them from being stolen or used to gain access to the homestead, sheds, garages or other storage facilities.
- Storage areas should be clean and well organised so that any theft is noticed as soon as possible.

Farm Machinery, Tools and Equipment

- Machinery, tools and equipment, including any removable parts, should be engraved or permanently marked in at least two places. Ideally, use an engraver or welder to mark large items with some form of information that identifies you as the owner, and to ensure the marking can be recognised even if offenders attempt to grind it off.
- Machinery, tools and other valuable farm equipment should be stored in the same secured area, preferably a locked shed or fenced enclosure that can padlocked.
- At times it may be necessary to leave machinery out in the paddock. Position the equipment where it can be seen from the homestead and out of sight of public areas.
- Equipment should be secured with heavy chains and case hardened locks (i.e. chain and lock equipment to trees or other strongly anchored objects; chain wheels to axles; chain steering wheel to frame).
- Keys should be removed and cab doors locked.
- Lockable fuel caps should be used to prevent theft or contamination of fuel.
- Consider disabling the equipment by removing the distributor cap, battery or rotor.
- When practical, remove hitches from trailers.
- Tools or other equipment should not be left unsecured in the cab or tray of vehicles.

Shearing Sheds

- Handpieces, combs & cutters, wool packs, stencils, earmark pliers, ear-tags, paint brands and other valuable shearing equipment should be regularly accounted for and securely locked away when not in use.
- Wool bales should be securely stored in a locked storage area and recorded on a ledger.
- Details such as model and serial numbers of all shearing shed shearing equipment including grinders and wool presses should be recorded in an inventory of all farm equipment.
- All external doors, windows and chutes should be designed so they can be locked, and the shed checked regularly.
- Use a reputable shearing contractor and carrier.

Telephones

- Pre-program the speed dial function of your telephone with the emergency number 000.
- Details of emergency telephone numbers such as the local Rural Fire Service, Police Station and Crime Stoppers should be kept close to the phone

Grain, Hay and Seed

- Grain, hay and seed should be stored in locked silos, bins or sheds.
- Augers and other loading equipment should be padlocked when not in use.
- Silos, bins and sheds should be well lit and visible from the homestead.
- Full or partially loaded trucks should not be left standing in paddocks overnight, unless the vehicle has been rendered inoperable.
- If possible, weigh loaded trucks before they leave the property, and follow the first load and a number of subsequent deliveries to the silo.

Chemicals, Fertilisers, Explosives and Security Sensitive Dangerous Substances

- Fertilisers, herbicides and pesticides should be stored in their original containers away from heat and exterior walls separate to animal health products, stock feed, fuel and private dwellings.
- Dedicated storage areas should be kept locked to prevent unauthorised access.
- Reduce the quantity of chemicals stored, and comply with the manufacturers' specifications (i.e. storage/usage times).
- Maintain a full inventory of all chemicals kept on-farm including the product name; manufacturers' name; a description of the container/s; formulation type; quantities, expiry dates and values. (Keep invoices and receipts of all purchases).
- Permanently mark chemical containers with your name or other information unique to you.
- Post warning signs on storage facilities identifying the class of dangerous goods.
- Report any loss, theft, attempted theft, sabotage or any other security incident to the police.
- Notify police if someone tries to sell you agricultural chemicals at prices under the normal market value.

Fuel

- Above-ground fuel storage tanks should be positioned in sight of the homestead and other storage sheds. Tanks should be concealed from view from the road, or alternatively, consider installing underground tanks.
- Consider installing security lighting that illuminates the tank/s and surrounding area at night, and enclose the site with a security fence/gate that can be locked.
- Fuel tanks should be dipped daily and a flow meter installed to monitor fuel usage.
- The dispensing system including the pump outlets, nozzle, hose and valves should be locked when not in use.
- The control switch to electronically controlled pumps should be located in a secure building and the electricity turned off when not in use. Also consider installing an isolation switch in a hidden spot to immobilise the circuit.
- Mobile fuel tanks should only be filled when they are in use. Shield the hose and secure with a cable lock and case hardened short hasp to reduce siphoning or vandalism opportunities.
- Fuel trailers should be parked away from the roadside when left unattended in a paddock during sowing or harvest. Trailer wheels should be clamped, and the body chained and padlocked to a large tree or other firmly anchored object.
- Maintain accurate and up-to-date records of fuel usage and purchases, including quantities, delivery dates and times.
- Tanks, vehicles and machinery should be fitted with lockable fuel caps to deter access or contamination.
- Use a reputable fuel supplier and be present when deliveries are made.
- Suspected fuel thefts should be reported to police.

Water

- Tanks should be dipped regularly to monitor water usage. Use enclosed tanks to protect water from being contaminated, and lock taps and outlets to restrict unauthorised access to water.
- Irrigation pumps should be bolted to a concrete floor and enclosed in a secure, ventilated structure such as a locked pump-house or welded steel cage.
- Portable pumps should be chained to a tree or other fixed object.

Timber

- Valuable trees should be identified and marked with paint.
- Maintain a written or computerised record of valuable trees.
- Inform neighbours when someone will be harvesting timber on the property.
- Investigate unexplained chain saw noises.

Stockyards and Loading Ramps

- Stockyard gates and loading ramps should be padlocked to prevent others from using them without permission.
- Stockyards should be built in sight of the homestead and other storage sheds, rather than in remote locations or fronting onto roads or laneways.

Livestock

- All livestock should be marked with approved permanent identifier such as earmarks, brands, tattoos and National Livestock Identification System (NLIS) devices upon receipt or as soon after birth as practicable. Contact the relevant breed society and your Local Land Services for advice on registering brands and earmarks.
- Cattle must be identified with an approved permanent identifier (NLIS device) before leaving any property or before entering NSW from another state. Producers should check that all NLIS devices are still present and replace any that are lost. In addition, all movements of cattle, including those between properties, must be recorded on the NLIS Database.
- Sheep and goats born on or after 1 January 2006 must be identified with an approved permanent identifier (NLIS tag) before leaving their property of birth, and relevant information about the movements of sheep and goats must be recorded and retained for seven years by the person who consigned the stock and by the person who has bought or received the stock.
- Cattle, sheep, goats and horses must be accompanied by an approved movement document when transported by vehicle (road, rail, water or air) from their current location to another. Approved documents include the National Vendor Declaration (NVD), Transport Stock Statement (TSS), NSW Animal Health Statement or a Consignment Note approved by the Stock Transport Accreditation Committee. The 'owner of the stock' must correctly complete the stock transportation particulars on these documents and copies of the TSS must be retained for a minimum of two years. Contact your Local Land Services for advice on tagging or movement exemptions and documentation.
- Livestock identification devices (including tags, pliers and branding irons) should be securely locked away when not in use.
- Missing NLIS devices should be reported to police as soon as possible.
- Livestock should be regularly checked to ensure that suspected losses are recognised and reported to police as soon as possible.
- Maintain accurate and up-to-date records of individual stock identification numbers and stock totals including purchases, sales, deaths and rations.
- Valuable stock should be photographed and/or videoed.
- Stock should not be left in yards or holding paddocks adjacent to stockyards unless they are in sight of the homestead.
- Stock handling facilities (yards and race) should be kept locked and regularly checked for signs of unexplained activity (damaged gates, fresh manure and hoof marks).

