# Handbook



Working with farmers to prevent crime on your property.

# Welcome to the NSW Police Force and NSW Farmers Tackling Rural Crime Workshop.

It's hard enough working on the land at the best of times without also having to deal with the threat of trespassers, illegal hunting, livestock theft, equipment and property theft and other preventable crimes.

As rural crime is costly, preventing it is an integral step to building a long-term prosperous agricultural, pastoral and aquaculture industry and vibrant regional community.

That's why the NSW Police Force is working with NSW Farmers' Association to help improve the ways rural industries assess the security of their property to reduce the risk of rural crime. The Tackling Rural Crime Workshops will help farmers detect and prevent the major security risks facing their business, property and family. This includes options to increase security infrastructure, ways to improve asset protection and surveillance to reduce trespass and new ways to report rural crime.

The Workshops provide a unique opportunity to strengthen community engagement between farmers and the NSW Police Force Rural Crime Prevention Team. Farmers will come away from the Workshops better equipped to report any criminal activity, with the intention of ultimately reducing crime.

#### Disclaimer

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 suggested recommendations contained within this handbook, 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 the NSW Police Force, at the time this handbook was prepared.

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, NSW Government and NSW Farmers' Association would like to thank you for your interest in improving the security of your property.



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Lighting •

Warning Signs

Intruder Alarm System/ Surveillance Camera

Power Board and Letterbox

Shearing sheds

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Roadside Mail Box Number/ Property Name

# Suggested treatments

Farm Machinery, Tools and Equipment

Property Identification

Sheds, Garages

Storage Facilities



The following pages feature a number of recommended actions that farmers and land owners can take to help limit and prevent potential crime on their property as well as assisting Police in cases of theft or emergency.

If you would like to discuss how any of these measures might be implemented on your property, please contact your local NSW Police Force Crime Prevention Officer or Crime Investigator (www.police.nsw.gov.au).

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#### Roadside Mail Box Number (RMB)/ 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

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] The alarm system and/or surveillance camera should be manufactured and installed to Australian Standard (AS 2201).

company of intruders.

- 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

Doc	rs		Valu	uables Control (Keys, Computers & Safes)
	External doors and frames sho solid construction.	ould be of		Where possible, secure computers to desk surfaces and permanently mark
	These doors should be fitted w locksets, which comply with th Code of Australia (Fire Regula Australian Standard (AS 4145) Consider having a peephole (d	e Building tions) and ).		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.
	installed in the front door of yo monitor people at the door.			Spare keys should not be hidden outside the home but left with trusted friends or neighbours.
	Keys should be removed from prevent intruders entering or l home.	eaving the		Keys should not be left in locks or in view, as thieves may use them to gain entry to your homestead, sheds or vehicles.
	Consider installing metal secur doors. These should be design installed to Australian Standar (AS 5039).	ied and		Try to limit the amount of cash kept at home as it is often targeted by thieves and is often not covered by insurance.
	Consider installing patio bolts sliding doors.	on		Jewellery, cash and other valuables should not be left out in plain sight.
	Access points under the home should be secured.	stead		Consider installing a safe to securely store jewellery, cash and other valuable documents.
Win	dows			The safe should be well concealed, fixed
	External windows and frames of solid construction. Window frames should be anc the building to prevent easy re	hored to		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.
	Windows should be fitted with locksets and kept locked when	not in use.		Try to avoid leaving the property unattended at the same times and on
	Some styles of windows can be a partially open position. Furth on these items can be obtained insurance company or locksmi Skylights should be kept locked	er advice d from your th.		the same days each week. Cancel deliveries while away. Notify Police, trusted friends and neighbours on how to contact you during your absence.
	particularly at night. Glass doors and windows show re-enforced to restrict unauthor			
	access via these areas. The existing glass can be re-en- internally with a shatter resista film or replaced with laminated	ant adhesive		
	Consider installing metal secur or shutters on windows. (Caut can trap occupants in an emer	ion: These		
	as a fire if not properly installe	ed.)		

#### 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 length 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.

#### **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.
  - 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.

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- 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 flood lights 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 be 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 experting 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 experting 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.
Gra	in, Hay and Seed
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#### Chemicals, Fertilisers, Explosives and Security Sensitive Dangerous Substances

	Fertilisers, herbicides and pesticides		and secure with a cable lock and case
	should be stored in their original		hardened short hasp to reduce siphoning
	containers away from heat and exterior		or vandalism opportunities.
	walls separate to animal health products,		Fuel trailers should be parked away from
	stock feed, fuel and private dwellings.		the roadside when left unattended in a
	Dedicated storage areas should be kept		paddock during sowing or harvest. Trailer
	locked to prevent unauthorised access.		wheels should be clamped, and the body
	Reduce the quantity of chemicals stored,		chained and padlocked to a large tree or
	and comply with the manufacturers'		other firmly anchored object.
	specifications (i.e. storage/usage times).		Maintain accurate and up-to-date records
	Maintain a full inventory of all chemicals		of fuel usage and purchases, including
	kept on-farm including the product name;		quantities, delivery dates and times.
	manufacturers' name; a description of the		Tanks, vehicles and machinery should
	container/s; formulation type; quantities,		be fitted with lockable fuel caps to deter
	expiry dates and values. (Keep invoices		access or contamination.
	and receipts of all purchases).		Use a reputable fuel supplier and be
	Permanently mark chemical containers		present when deliveries are made.
	with your name or other information		Suspected fuel thefts should be reported
	unique to you.		to police.
	Post warning signs on storage facilities	Wa	ter
	identifying the class of dangerous goods.		Tanks should be dipped regularly to
	Report any loss, theft, attempted theft,		monitor water usage. Use enclosed tanks
	sabotage or any other security incident		to protect water from being contaminated,
	to the police.		
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Mobile fuel tanks should only be filled

when they are in use. Shield the hose

#### Livestock

- All livestock should be marked with approved permanent identifiers 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), Transported 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).

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#### 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.

# **NSW Police Force Rural Crime Forms**

**Farm Security** Assessment **Template** 

NSW Police Force Complete this template to help you to assess the security of your

To access the Farm Security Assessment online visit: <u>www.police.nsw.gov.au/</u> farmsecurityassessment



## **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		
Road	Roadside Mail Box (RMB)Number / Property Name						
1	Is the RMB number and property name clearly visible from the road?						
2	Are these visible at night?						
Fenc	es and Gates						
3	Are boundary fences and gates in good condition?						
4	Are gates securely fitted and can they be locked?						
Warn	ning Signs						
5	Are there warning signs displayed on the boundary fences and gates on the property?						
Land	Iscaping						
6	Are trees and bushes around the homestead trimmed to reduce concealment opportunities?						
Light	ting						

## Firearms Registry Safe Storage Assessment Tool

This template will assist you as a firearms owner to identify possible risks and determine if you are taking all reasonable precautions to ensure that your firearms are not stolen, ost or come into the unauthorised possession of another.

To access the Safe Storage Assessment tool online visit: <u>www.police.nsw.gov.au/</u> <u>firearms\_storage\_assessment</u>

Safe Stora Address		
	1. When my firearms are stored on land used for residential	
	purposes: - the premises are the principal place of residence of a person, or - where a person is residing while the firearms are stored at the location.	
	O True O Not True	
	<ol> <li>The address or addresses where my firearms are stored are not left vacant for long periods of time (e.g. weeks at a time).</li> </ol>	
	O True O Not True	
	<ol> <li>When my firearms are stored on land used for residential purposes and in a building or structure separate from the residence:         <ul> <li>the building or structure can be easily observed from the residence.</li> </ul> </li> </ol>	
	O True O Not True	
S	<ol> <li>The house/shed/garage where the safe keeping facilities are stored is locked and secured at night and when I am not at the location.</li> </ol>	
ĕ	O True O Not True	
qq	<ol> <li>The house/shed/garage where my firearms are stored is of solid construction with well fitted, lockable doors and windows.</li> </ol>	
6	O True O Mostly True O Not True	
orag	<ol> <li>The windows and doors to the house/shed/garage where my firearms are stored are fitted with quality deadlocks which meet Australian Standards.</li> </ol>	
Ste	O True O Mostly True O Not True	
Safe Storage Address	7. There are no tools (such as angle grinders, crowbars, screwdrivers, shovels, bolt cutters, etc) or items lying around the house/shed garage which could be used to open the door, or allow the safe keeping facilities to be removed from the premises.	

# **NSW Police Force Rural Crime Forms**

Stock Theft Template

NSW Police Force Use this template to capture critical information incident of stock theft to Police.

> You can find the form online at www.police.nsw.gov.au/stocktheft

STOCK THEFT TEMPLATE
This is an example only, to access the stock theft template online visit: www.police.nsw.gov.au/stocktheft
COPS EVENT NUMBER: (Provided by Police)
PROPERTY OWNER'S DETAILS
NAME:
ADDRESS:
EMAIL:
DATE OF BIRTH:
LANDLINE PHONE: MOBILE:
PROPERTY DETAILS
NAME / ADDRESS:
Latitude (-)         Longitude           GPS         COORDINATES:
TRADING NAME:
SIZE OF PROPERTY: PROPERTY IDENTIFICATION CODE (PIC):
MANAGER'S NAME:
ADDRESS:
LANDLINE PHONE: MOBILE:
STOCK DETAILS
TYPE OF STOCK: CATTLE SHEEP GOAT HORSE DOG OTHER:
BREED AGE SEX COLOUR
QUANTITY: VALUE:

NSW Police Force Fuel Theft Template

This template will assist you in monitoring your uel purchases and usage. It will also assist Police vhen investigating a report of fuel theft.

You can find the form online at <u>www.police.nsw.gov.au/fueltheft</u>

## FUEL THEFT TEMPLATE



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This is an example only, to access the fuel storage template online visit: www.police.nsw.gov.au/fueltheft

PROPERTY NAME:						
Contact Details:						
Fuel Company Used:						
Type of fuel storage:	Above ground	tank	Below ground tank	Other:		
Current security in place:						
Date Dipped Tank:		Quar	tity:	Litres	Cori	
			/		YES	NO
Date Fuel Ordered:		Quar	tity:		Litres	
Date Fuel Received:		Quar	tity.	Litres	Cori	
bate i dei neeen ea.		quui		210100	YES	NO
Date Dipped Tank		Quar	itity:	Litres	Cori YES	NO
Data Discard Taulu		0		Litres	Cori	
Date Dipped Tank:		Quar	iuity:	Litres	YES	NO
Date Fuel Ordered:		Quar	itity:		Litres	
Date Fuel Received:		Quar	itity:	Litres	Cori	
					YES	NO
Date Dipped Tank		Quar	itity:	Litres	YES	NO
Date Dipped Tank:		Quar	stity:	Litres	Cori	rect
Date Dipped Talk.		Quai	itity.	Littes	YES	NO
Date Fuel Ordered:		Quar	itity:		Litres	
Date Fuel Received:		Quar	itity:	Litres	Corr	
					YES	NO
Date Dipped Tank		Quar	itity:	Litres	YES	NO
Date Dipped Tank:		Quar	tity:	Litres	Cori	
bute Dipped Talk.		Quui	itity.	Littes	YES	NO
Date Fuel Ordered:		Quar	itity:		Litres	
Date Fuel Received:		Quar	itity:	Litres	Cori YES	NO
					YES	-
Dat <b>e</b> Dipped Tank		Quar	itity:	Litres	YES	NO
Date Dipped Tank:		Quar	tity:	Litres	Cori	
Bate Bipped Tulki		quui			YES	NO

Notes				
		Notes		
	16			

		- 21
		17
	N. N	

## How to Report Rural Crime

## Crime contacts

All Emergencies

Non-Emergency

131 444

Crime Stoppers 1800 333 000

Rural Crime Investigators The State-wide network of NSW Police Force rural crime specialists. To find your local investigator, go to <u>www.police.nsw.gov.au</u> and search '**rural crime**'.

NSW Police Community Portal

An online reporting option for non-emergency crime such as theft, vandalism and lost property (including firearms, chemicals and vehicles).

Go to www.police.nsw.gov.au/ community\_portal

## Crime campaigns



## Shut the Gate on Illegal Hunting

A joint initiative between the NSW Department of Primary Industries (DPI) and the NSW Police Force, highlighting issues around illegal hunting. It includes a smartphone app allowing hunters to easily request permission to hunt on private land and for landholders to quickly authorise or revoke permission. The 'Get Permission' app can be downloaded free from app stores.



## Operation Trident

A multi-agency operation to say 'no' to black market oysters supported by the NSW Police Force, NSW Farmers, the DPI and the NSW Food Authority. Report the illegal harvesting of oysters through Crime Stoppers.



# Wellbeing Resources

## Taking Care of Yourself and Your Family

DPI Rural Support Workers www.dpi.nsw.gov.au/about-us/rural-support/RRP

Rural Adversity Mental Health Coordinator Program www.ramhp.com.au

## Telephone Support Services

BeyondBlue Support Service 1300 224 636

NSW Mental Health Line 1800 011 511

Lifeline 13 11 14

Mensline 1300 789 978

Alcohol and Other Drugs Information Service 1800 422 599

WayAhead Mental Health Information Service 1300 794 991



Black Dog Institute www.blackdoginstitute.org.au

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Counselling Online www.counsellingonline.org.au

**Online Support Services** 

The Salvation Army www.salvos.org.au

Mindhealthconnect www.mindhealthconnect.org.au



# Protect your property and take the time to report all crime



