

Security of Premises

Addressing security issues quickly and employing some basic risk management principles, can reduce the risk of crime for the business, staff, volunteers and visitors. This section provides important security advice and information however it is not intended to replace privately contracted security advice.

The main aim of building security is to:

- Prevent the building being targeted by offenders
- Reduce the impact that crime can have on the business
- Reduce the rewards for the offender
- Increase the effort required to access the premises
- Increase the likelihood of an offender being identified and caught
- Assist police in the apprehension process of any offender/s.

Your level of security should depend on:

- The type of activities carried out at your property
- The nature of the services or activities
- The period of time that the premises is not occupied
- The location of the premises
- The history of offences at the premises.

Prevention

Basic Security Tips

1. Make sure laneways and other external areas are well lit. Lighting should be in good working order and regularly inspected.
2. Prune all trees and shrubs around your building to enable clear visibility. Ensure that this is maintained.
3. Clear all building perimeters including fences of rubbish and potential climbing aids.
4. Maintain well built and adequately secured boundary gates and fences.
5. Fully secure all external doors and windows with good quality locking devices. Make sure they are regularly maintained. All doors should be of solid construction and well fitted.
6. Fasten steel door jamb strengtheners to door frames.
7. If padlocks are required to secure fixtures or items, confirm that selected locks meet or exceed the requirements of Standards Australia and are appropriate for their intended use. Standards Australia endorsement will be visible on product packaging.
8. Consider installation of security bars, screens, grills or roller shutters to vulnerable windows and/or skylights, subject to Fire Brigade approvals.
9. Consider installation of bollards, heavy planters or large rocks to act as ram raid barriers.
10. Consider installation of a monitored security alarm system.
11. Prominently display any signs indicating the presence of a security system, the continual surveillance of the premises and any other security measures present.

12. Provide a 'No Cash on Premises' sign near entrance.
13. Consider installing electronic sensors to advise staff/volunteers when visitors/customers are entering and leaving the premises.
14. Install a quality surveillance camera which will act not only as a deterrent but will assist police in identifying offenders.
15. Minimise posters and notices on windows (where possible) to ensure visibility to and from the street is maintained.
16. In a retail situation such as an opportunity shop ideally, stand alone shelves within the store should be no more than 1.6 metres high thereby enabling clear visibility throughout the floor area by staff.
17. Secure and register all property of value including details of make, model, serial number, description etc.
18. Clearly and permanently mark all property with your business name or a driver's licence number, preceded by the letter V if the licence is Victorian, NSW for New South Wales etc.
19. Never leave large amounts of cash on premises overnight. Banking should be conducted during working hours.
20. If a safe is present on site, ensure that it is located in a secure position and affixed to a solid object. Seek advice from a specialist safe supplier and locksmith and look for a safe which meets European standards.
21. Ensure all staff understand and obey lock-up procedures.
22. Advise local police and any security provider of emergency after hours contacts for the business.
23. Key/ Access Card Control
 - Must be maintained at all times to ensure internal security
 - Utilise security keys/cards that cannot be copied without authorisation
 - Maintain a formal key/card register, ensuring that their issue and return is monitored
 - When not in use keys/cards should be kept in a lockable steel cabinet located in a secure area
 - Keys/ cards should be restricted to a minimum number of people and retrieved from ex-staff/volunteers.