

SECURITY CHECKLIST.



See how well you are applying safety and security precautions in your business.

Engineering Controls

- Access to an outside phone line.
- Emergency numbers listed on the phone.
- Bright external and working indoor lights.
- Unobstructed view through windows.
- Cash register in clear view of staff.
- Time-access or drop safe.
- Security cameras and mirrors.
- Height markers on exit doors.
- Sprinklers and smoke alarms.
- Regularly checked fire fighting equipment.

Protecting Transactions & Goods

- Signs indicating bag inspections, receipt requirements for exchanges, and prosecution of thieves.
- Staff trained on dealing with theft.
- High-risk goods monitored or secured.
- Expensive items in locked display cabinets.
- Electronic barcodes, shop ID stickers, or ink tags on goods.
- Price tags secured against removal or switching
- Monitoring of customers with bags, loose clothing, prams, or trolleys.
- Controlled fitting rooms.
- Price tags and items checked at point-of-sale
- Credit cards checked for tampering and expiry dates.
- Supporting ID verified for credit card transactions.
- No multiple payWave/PayPass transactions.
- Safe banking procedures for deposits.
- Escort for delivery personnel, suppliers, and visitors on premises.

Protecting your Business

- Customer entry restricted to one door at night.
- Other entrances kept locked.
- Electronic sensors at entrances.
- Clear view across premises for staff.
- Security mirrors to cover hidden areas.
- Closed-circuit cameras installed.
- List of high-risk clients visible to staff.
- Good relationship with local police.

Administrative Controls

- Emergency procedures.
- Open and close procedures.
- Cash control and late-night cash procedures.
- No cash kept on site.
- Signs indicating "no cash/no drugs kept on premises".
- No staff working alone.
- Personal belongings kept out of customers' view.

Security Control Plan

- Emergency and/or security plan.
- Floor plan showing emergency exits and equipment.
- Incident Report Form accessible to staff.
- Regular staff training on security plans.



WA Police Force website
Emergency
Police Assistance
Crime Stoppers

wa.gov.au/police
000 for life threatening situations
131 444 when police attendance is required
www.crimestopperswa.com.au

CPTED FEATURES.



Crime Prevention Through Environmental Design (CPTED)



You can use the design of your business environment to help reduce crime.

There are three fundamental ways you can apply environmental design:

Natural Access Control

- Plant bushes in front of a blank wall to prevent graffiti.
- Use gates, doors, and signs to separate public and staff areas.

Natural Surveillance

- Position offices and lunchrooms to overlook public areas.
- Enhance visibility by trimming plants and removing clutter, enabling easier detection of suspicious activity.
- Ensure external structures like walls or sheds do not obstruct views of critical areas, such as rear entrances.

Territorial Reinforcement

- Clearly mark areas with signs, colours, and different surfaces to show ownership.
- Ensure entrances indicate transitions from public to private spaces.
- Maintain premises regularly and remove graffiti and rubbish to show care for your business.



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LOCKS & LIGHTING.



Effective security reduces the opportunity for crime, as well as associated repair and insurance costs.



Security measures apply at three levels - perimeter, exterior and interior.

Consider applying some or all of these suggestions to your business.

Interior

- Use sufficient lighting to reduce dark spots inside the store.
- Replace glass with laminated glass or security film.
- Install security mirrors for better visibility.
- Mark "no-go" areas with signs, coloured flooring, and natural boundaries.
- Install intruder alarms (Australian Standard 2201), cameras, or CCTV.

Perimeter

- Trim trees and shrubs for clear views.
- Maintain fences and gates as deterrents.
- Use signs, landscaping, and motion-activated lights as barriers.

- Install bollards to prevent vehicle ram raids.
- Secure ladders, tools, and cars.
- Lock or chain rubbish bins away from buildings to prevent arson.

Exterior

- Install solid wood, metal, or security doors with double cylinder deadlocks that meet fire regulations.
- Lock all doors and windows when leaving.
- Control key distribution to staff.
- Regularly test locks to ensure they work.



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ALARMS & CCTV.



Security alarms and CCTV offer essential protection, deterring intrusions and ensuring surveillance.



Security Alarms

- Install a monitored alarm system compliant with Australian Standards (AS2201) by a licensed installer. Include a duress facility for emergencies.
- Regularly test the system to ensure it's working properly.
- Train staff on using the alarm system and ensure they know the security company's contact info.
- Always activate the alarm daily.

CCTV (Closed Circuit TV)

- CCTV enhances security and helps identify criminal behaviour.
- Use a licensed installer.
- Position cameras to cover entrances, cashier areas, high-cost items, and poorly surveilled spots.
- Install TV screens for staff to monitor footage.
- Train staff on system use, monitoring, and recording.
- Ensure the system is on and recording daily.
- Include casual CCTV monitoring in staff duties.

- Place equipment away from counters to prevent tampering.
- Retain footage for at least 30 days.
- Regularly test the system for functionality and quality.
- Display signage at entrances indicating CCTV use and monitoring.
- Register your CCTV system on the State CCTV register, Cam Map WA.
www.wa.gov.au/service/security/law-enforcement/register-cam-map-wa



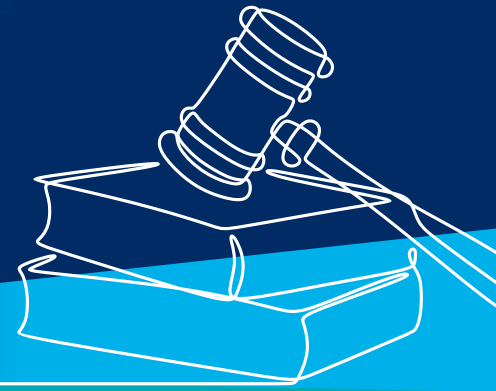
Cam-Map WA is a public database of voluntarily registered CCTV systems in Western Australia, operated by the Western Australia Police Force.



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YOUR RIGHTS AS A CITIZEN.



Criminal Investigation Act 2006 - Sect 24-25



SCAN THE QR CODE
for more information

24. Prevention of offences and violence

- (1) Any person (the citizen) may use any force that is reasonably necessary in the circumstances to prevent -
 - (a) the continuance of an act being done by a person in his or her presence -
 - (i) that involves the use of violence against a person; or
 - (ii) that the citizen reasonable suspects will cause a person to use violence against another person; or
 - (iii) that the citizen reasonably suspects will cause a person to fear violence will be used by a person against another person; or
 - (b) an act by a person that the citizen reasonably suspects is just about to be done in his or her presence that is likely -
 - (i) to involve the use of violence against a person; or
 - (ii) to cause a person to use violence against another person; or
 - (iii) to cause a person to fear violence will be used by a person against another person; or
 - (c) any other breach of the peace by a person; or
 - (d) the commission of an offence; or
 - (e) the doing of any act that the citizen reasonably suspects will be done in the course of committing an offence.
- (2) Subsection (1) does not authorise the entry of any place or vehicle.
- (3) If a person reasonably suspects that the unlawful killing of a person is occurring in a place or vehicle, the person, without a warrant, may enter it in order to prevent the unlawful killing.

25. Citizen's arrest

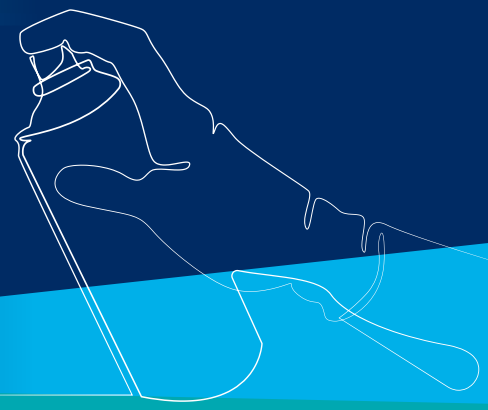
- (1) In this section - arrestable offence means an offence the statutory penalty for which is or includes imprisonment.
- (2) Any person may arrest another person (the suspect) if he or she reasonably suspects that the suspect has committed or is committing an arrestable offence.
- (3) Any person may arrest another person (the suspect) who is doing or about to do an act that the person is entitled to prevent under section 24(1)(a), (b) or (c).
- (4) A person is not entitled, by reason only of subsection (2) or (3) to enter a place or vehicle where the person suspects the suspect is.
- (5) A person who arrests a suspect under subsection (2) or (3) must as soon as practicable -
 - (a) arrange for a police officer to attend; or
 - (b) take the suspect and anything relevant to the offence to a police officer.
- (6) For the purpose of complying with subsection (5), a person may detain the suspect until the police officer attends or until the suspect is taken to a police officer.
- (7) When a police officer attends or the suspect is taken to a police officer -
 - (a) the officer may arrest the suspect if, under section 128 or an arrest warrant, the officer is authorised to arrest the suspect; but
 - (b) if the officer does not arrest the suspect, the suspect ceases to be under arrest.



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REDUCING VANDALISM.



Research shows that the presence of graffiti relates directly to people feeling unsafe within their own community.

Like many other crime types there are actions that can be taken to reduce the vulnerability of your premises when it comes to graffiti and vandalism. The three key elements are – **REPORT, REMOVE, PREVENT.**

Reporting

- If you witness an act of graffiti or vandalism occurring, call the Police on 131 444. Reporting to Police assists greatly in the apprehension and charging of offenders.
- Report online www.goodbyegrffiti.wa.gov.au - this will send a report to the asset owner for possible clean up and police where appropriate.

Removing

- To find out who is responsible for cleaning your graffiti, call your local council for advice.
- If you have to clean it yourself, information on how to clean graffiti is available at www.goodbyegrffiti.wa.gov.au/Remove Graffiti.
- Practice 'rapid removal' of graffiti. Research shows that the rapid removal of graffiti undermines the purpose of its placement, which is to leave a long-lasting and highly visible 'mark' or 'tag' to gain exposure.

Preventing Graffiti

To prevent graffiti from occurring on your property there are a number of methods that are recommended to 'target harden' your property.

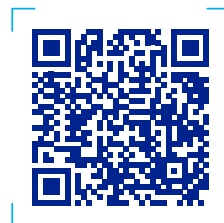
- Break up blank walls with urban art or similar designs.
- Install barriers like hedges, thorny plants, shrubs, or fencing to restrict access to graffiti targets.
- Remove "natural ladders" like wheelie bins and secure all access points, including doors, windows, and bins.
- Keep perimeter trees and shrubs trimmed for better visibility, and use motion-activated lighting and CCTV for night monitoring.

The Sale of Graffiti Implements

The sale of graffiti implements to any person under 18 years of age is illegal. Key things to consider regarding the sale and display of graffiti implements include:

- Know the legislation
- Know what 'restricted sale items' are; and
- Strongly consider locked storage displays for graffiti implements

Guides for download about the sale and storage of graffiti implements, including the current legislation and what constitutes a 'restricted sale item', can be found at the following link: www.goodbyegrffiti.wa.gov.au/Businesses.



SCAN THE QR CODE to report Graffiti on the Goodbye Graffiti website.



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INCIDENT REPORTING.



Business Watch aims to empower your business community to reduce crime opportunities.



The aim of Business Watch is to establish links among neighbouring small businesses and actively reduce and prevent crime through cooperation and education.

- Promote the sharing of information and communication among neighbouring businesses. Develop a communication network through social media or email to quickly disseminate information.
- Take the time to take down a few notes to assist with the re-telling of the story in case it later needs to be reported to police. Whether its information or an incident we should all take notes as soon as possible. If you have been a victim of crime, report it to Police immediately using the numbers below. To anonymously share information or report suspicious behaviour, contact Crime Stoppers or download the Eyes On The Street app
- All incidents should be reported as this may help Police understand what is happening in your store. Your information will help with the detection, apprehension and prosecution of an offender. Recording all incidents in your store can also identify areas for security improvement.
- **Robbery prevention** - Encourage crime-proofing of property.
- **Burglary prevention** - Adding security measures to impede criminal activity and detect criminal activity
- Develop signals to activate in adjacent businesses when someone needs help.
- When you start a Business Watch program within your shopping centre you take an important step toward a safer environment for yourself, your employees, your customers - and your community as a whole.

For more information contact Neighbourhood Watch WA info@nhw.wa.gov.au

**IF YOU SEE SOMETHING,
SAY SOMETHING!**



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