

## Security Audit Checklist

- Is your business number clearly visible from the street?
- Are all the doors solid and secured against a potential break-in?
- Are your boundary walls, fences and gates regularly inspected to ensure that they have not been damaged?
- Have you considered security screens for the most at risk windows?
- Is external lighting adequate?
- Is your meter box locked to protect power supply?
- Are movement sensors installed to the front, side and rear lighting?
- Are trees and shrubs trimmed to eliminate hiding places and to enable clear visibility?
- Are the building perimeters clear of rubbish and potential climbing aids?
- Are gates locked when not in use?
- Do you limit the number of people with keys to your property and are keys recorded when issued or returned?
- Have you recorded serial numbers of your property?
- Have you ensured that no cash is left on the premise overnight except in a secure safe?
- Is your cash register locked or attended at all times?
- Do you have a quality CCTV system?

# Shire of NORTHAM



Shire of Northam  
*Heritage. Commerce and Lifestyle*

An initiative of the Shire of Northam  
Community Safety Committee.

This information is designed to assist  
business owners with assessing the security  
of their business.

For more information about Council's  
community safety and crime prevention  
initiatives:

Telephone: 9622 6100

Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

Website: [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

## Business Support



NORTHAM  
CHAMBER OF COMMERCE  
*Working for local business*

The Northam Chamber of Commerce is a  
representative body whose goal is to further  
the interests of, provide information to and  
advocate for local business.

Email: [info@northamchamber.com.au](mailto:info@northamchamber.com.au)

**Preventing crime is everybody's business**



# BUSINESS SECURITY

**Information and tips to help improve  
the security of your business.**

# BUSINESS SECURITY

Information and tips to help improve the security of your business

This information is designed to assist business owners with assessing the security of their business.

Identifying the potential areas of vulnerability and knowing how to improve your current security will reduce the risk of crime against your business.

There are four principles to consider when 'Designing Out Crime' in your business:

## Territorial Reinforcement

Territorial reinforcement is the use of physical features that strongly define private ownership such as fencing, signage, structures and surface materials.

People usually protect territory that they feel is their own and have a certain respect for the territory of others. Identifying intruders is much easier in well-defined space.

An area that looks protected gives the impression that greater effort is required to commit a crime.



## Access Control

Access control involves the use of design features that deny offenders access to your business, reduce their escape opportunities and guide legitimate users through the environment.

- Secure access against offenders with gates and fencing. Where fencing is required for security it should be no less than two metres in height.
- Consider locking all of your gates and fences when they are not in use.
- Semi-permeable fencing and lighting will prevent offenders from being concealed if they do gain access to your fenced area.
- Incorporate window security screens and window barring where openings are susceptible to break-in and concealed crime exit.
- Install barriers to restrict customers from accessing private areas.
- Install a lockable meter box with a reading window. This will prevent potential thieves from switching off your power supply along with all security devices that operate on it.
- Install solid doors that are not easily penetrated.
- Install a lockable cash register or store your cash box in a locked draw at all times, and do not leave cash on your premise over night. 'No Cash Left on Premise' official police posters are available from the Shire of Northam.

## Management and Maintenance

Even well designed locations will not remain safe if they are not effectively maintained.

Active management and maintenance is required to ensure the continued use of the space for the purpose intended and increased feelings of safety for users.

Some management and maintenance principals to consider:

- Rubbish and equipment that is stored near building perimeters can be used as potential tools to aid criminal activity. Remove all rubbish and unnecessary equipment.
- Offenders use trees and shrubs for concealment. Keeping them trimmed back will eliminate hiding places and enable clear visibility.
- Mark your property to make ownership clear. This deters theft and assists police to return your property to you. In WA, it is common to mark your property with your drivers licence number near the serial number. You should also keep a property register (a list recording descriptions of your property and serial numbers). Lists are available for download at [www.nhw.wa.gov.au](http://www.nhw.wa.gov.au).
- Train maintenance staff to identify and report potential problems.
- A well maintained business will appear to be a business that is not an easy target.

## Surveillance

Monitoring of activities around your business will aid in the detection of illegitimate users. Surveillance can be natural (e.g. observers), organised (e.g. security patrols) or mechanical (e.g. security cameras).

Some surveillance principles to consider are:

### Concealment Reduction

- Eliminate opportunities for concealment by keeping trees and shrubs near doors and windows trimmed.
- Corner mirrors can increase lines of sight on blind corners.
- Building entrances and windows should be oriented toward the street to enhance opportunities for natural surveillance.

### Lighting

- Building entrances and exits should be well lit.
- Natural surveillance in car parks can be enhanced with lighting.
- Consider potential areas of concealment when designing the placement of lighting.
- Particular attention should be given to pathways, driveways and common external spaces.
- Light motion sensors will draw attention to intruders and deter them from attempting to break in to your business by triggering the lights and compromising concealment.

### Security Cameras

- It is really important to get a quality CCTV system or the footage may not aid the successful prosecution of offenders. Check out the 'ANZPAA Police Recommendations for CCTV' to ensure that you get a system to fit your purpose.
- Each camera should have a set goal (e.g. face identification of people entering the business, intrusion detection through the front window).
- Restrict the ability to delete footage from the recording system.