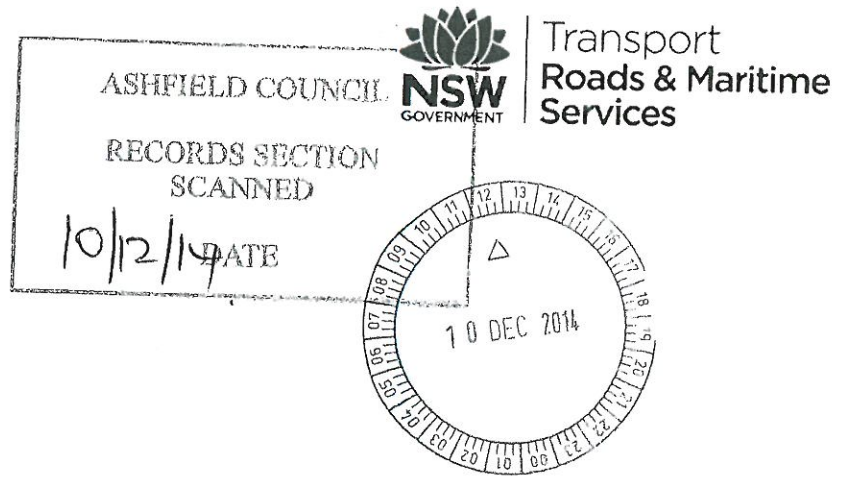


1 December 2014

Our Ref: SYD14/01353 (A8025711)
Your Ref: 2014.242.1

The General Manager
Ashfield Council
PO Box 1145
Ashfield NSW 1800



Attention: Shakeeb Mushtaq

**ALTERATION AND ADDITION FOR RETAIL AND RESIDENTIAL DEVELOPMENT
168 LIVERPOOL ROAD, ASHFIELD**

Dear Sir/Madam,

I refer to your letter dated 20 October 2014 (Council Ref: 2014.242.1) with regard to the abovementioned development proposal, which was referred to Roads and Maritime under State Environmental Planning Policy 2007 (Infrastructure) for comment.

Roads and Maritime has reviewed the subject application and provides the following comments to Council for its consideration:

1. All construction activity associated with the proposed development is to be contained on site as no construction zones will be permitted on Liverpool Road in the vicinity of the site.
2. A Road Occupancy Licence should be obtained from Transport Management Centre for any works that may impact on traffic flows on Liverpool Road construction activities.
3. A Construction Traffic Management Plan detailing construction vehicle routes, number of trucks, hours of operation, access arrangements and traffic control should be submitted to Roads and Maritime for determination prior to the issue of a construction certificate.
4. The swept path of the longest vehicle (to service the site) entering and exiting the subject site, as well as manoeuvrability through the site, shall be in accordance with AUSTROADS. In this regard, a plan shall be submitted to Council for approval, which shows that the proposed development complies with this requirement.
5. Should the post development storm water discharge from the subject site into the Roads and Maritime system exceed the pre-development discharge, detailed design plans and hydraulic calculations of any charges are to be submitted to Roads and Maritime for approval, prior to the commencement of works.

Details should be forwarded to:

Sydney Asset Management
Roads and Maritime Services
PO BOX 973 Parramatta CBD 2124

6. The layout of the proposed car parking areas associated with the subject development (including, driveways, grades, turn paths, sight distance requirements, aisle widths, aisle lengths, and parking bay dimensions) should be in accordance with AS 2890.1- 2004.
7. The proposed development should be designed such that road traffic noise from adjacent public roads is mitigated by durable materials, in accordance with EPA criteria for new land use developments (The Environmental Criteria for Road Traffic Noise, May 1999). Roads and Maritime's Environmental Noise Management Manual provides practical advice in selecting noise mitigation treatments.
8. The developer is to submit design drawings and documents relating to the excavation of the site and support structures to Roads and Maritime for assessment, in accordance with Technical Direction GTD2012/001.

The developer is to submit all documentation at least six (6) weeks prior to commencement of construction and is to meet the full cost of the assessment by Roads and Maritime.

The report and any enquiries should be forwarded to:

Project Engineer, External Works
Sydney Asset Management
Roads and Maritime Services
PO Box 973 Parramatta CBD 2124.

Telephone 8848 2114
Fax 8849 2766

If it is necessary to excavate below the level of the base of the footings of the adjoining roadways, the person acting on the consent shall ensure that the owner/s of the roadway is/are given at least seven (7) days notice of the intention to excavate below the base of the footings. The notice is to include complete details of the work.

9. All works/regulatory signposting associated with the proposed development are to be at no cost to Roads and Maritime.

Any inquiries can be directed to Jana Jegathesan by telephone on 8849 2313.

Yours sincerely



Pahee Rathan
Senior Land Use Planner
Network and Safety Management



Ashfield Local Area Command

14 Victoria Street,

Ashfield NSW 2131

Telephone 02 9797 4099

Facsimile 02 9797 4011

29 October 2014

Shakeeb Mushtaq
Specialist Planner
Ashfield Council
260 Liverpool Road
Ashfield NSW 2131



**RE: Development Application DA2014.242.1
3 retail tenancies and 100 residential apartments
168 Liverpool Road Ashfield**

Thank you for the opportunity to comment on DA2014.242.1 at 168 Liverpool Road Ashfield.

As the Crime Prevention Officer for the Ashfield Local Area Command, I have reviewed the proposal using the submitted documentation and have conducted a site visit. However, Police request to be accompanied on a site visit before completion of the development to complete a final risk assessment taking into account the building layout.

Ashfield Police require a written response in relation to these recommendations outlining which measures the developer will be implementing.

Ashfield Police require a written response in relation to the recommendations outlining which measure the developer WILL NOT implement and the reasons why.

The principles of Crime Prevention Through Environmental Design (CPTED) need to be taken into consideration when reviewing the safety and security of the facility. Crime Prevention through Environmental Design (CPTED) is a crime prevention strategy that focuses on the planning, design and structure of cities and neighbourhoods. It reduces opportunities for crime by using design and place management principles that reduce the likelihood of essential crime ingredients from intersecting in time and space.

Predatory offenders often make cost-benefit assessments of potential victims and locations before committing crime. CPTED aims to create the reality (or perception) that the costs of committing crime are greater than the likely benefits. This is achieved by creating social and environmental conditions that:

- Maximise risk to offenders (increasing the likelihood of detection, challenge and apprehension)
- Maximise the effort required to commit crime (increasing the time, energy and resources required to commit crime)
- Minimise the actual and perceived benefits of crime (removing, minimising or concealing crime attractors and rewards), and
- Minimise excuse-making opportunities (removing conditions that encourage/facilitate rationalisation of inappropriate behaviour).

CPTED employs a number of key principles surveillance, access control, territorial reinforcement and space/activity management.

The following is a list of recommendations that Police have made for the developer to consider. It may improve safety for occupiers and their property.

1. It is recommended that the basement car park be painted the colour 'white'. This measure will increase lux levels and light reflection.
2. It is recommended that internal car park structures such as concrete columns, solid internal walls, and service rooms contain portholes (cut outs). This measure will open sightlines, increase natural surveillance and assist with light distribution.
3. It is recommended that residential parking is separate to commercial and visitor parking with either a bollard gate or roller door. This will increase security and reduce unauthorised persons accessing restricted areas of the building.
4. It is recommended that if storage units will be located in the vicinity of the car spaces that they will be fully enclosed and non-visible. This measure will deter potential offenders from breaking in as they are unable to see what contents (reward) is inside the storage unit.
5. It is recommended that the site be treated with anti-graffiti paint to deter graffiti offenders targeting the building and its perimeter. This will preserve the building and increase a sense of maintenance and ownership of the site.
6. We recommend the use of signage throughout this site to direct people to where they are meant to be, particularly staff only areas. This will reduce excuse making and loitering opportunities for potential offenders.
7. It is recommended that CCTV cameras, producing good quality images, be installed at the entrance to the lobby and letter boxes at eye level as this may deter stealing and will increase the likelihood of identifying offenders.
8. It is recommended that CCTV cameras, producing good quality images, are installed in the car park entry/exits to capture any vehicle numberplate.
9. It is recommended that vegetation be trimmed to prevent hiding spots for offenders.
10. It is recommended that in addition to existing lighting, sensor spot lights be strategically placed in high pedestrian areas to increase natural surveillance and enhance feelings of personal safety.
11. It is recommended that garbage bins are secured so they cannot be used as a ladder to enter the buildings.
12. It is recommended that all access points to the building (this would include lifts and stairwells) should be restricted to residents only through a security system and CCTV surveillance is present. Visitors to the residential complex should be provided with access via the intercom.
13. It is recommended that place conditions of Entry and Height Stickers are placed at entry/exit doorways to the lobby. This will assist in obtaining an accurate description of any offender's height.
14. It is recommended that secure letter boxes be installed which can only be accessed from a secure area (see Figure 1.)

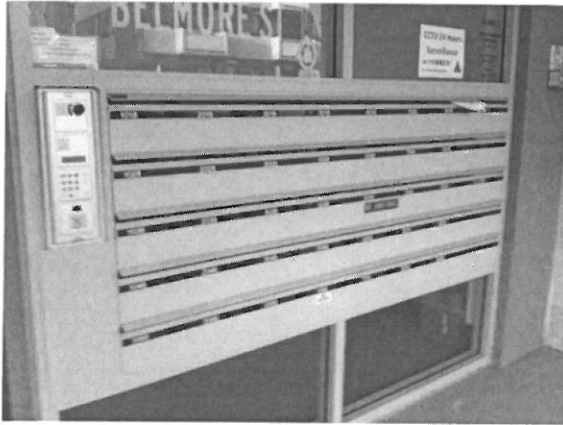


Figure 1. Secure letter boxes which can only be accessed from secure area.

Disclaimer:

In conclusion the New South Wales Police Force has a vital interest in ensuring the safety of the members of the community and the security of their property. By using the recommendations contained in this assessment, any person acknowledges that;

- It is not possible to make areas assessed by the NSWPF absolutely safe for members of the community or the security of their property.
- It is based upon information provided to the NSWPF at the time the assessment was undertaken.
- This assessment is a confidential document and is for the use by the organisation referred to on page one only.
- The contents of this assessment are not to be copied or circulated otherwise than for the purposes of the organisation referred to on page one.

The NSW Police Force hopes that by using the treatments recommended in this assessment, the likelihood of criminal activity will be reduced and the safety of members of the community and the security of their property increased. However it does not guarantee that all risks have been identified, or that the area assessed will be free from criminal activity if its treatments are followed.

Should you have any questions in relation to this report contact Constable Jost PREIS Crime Prevention Officer, Ashfield Local Area Command, Phone 02 9797 4099.

Attached to this response are Generic Treatment Options in Appendix A, according to the principles of Crime Prevention Through Environmental Design (CPTED) and are worth considering.

Yours in crime prevention,

Jost PREIS
Constable
Crime Prevention Officer

Ashfield Local Area Command

Crime Management Unit – Crime Prevention Officer

Ashfield Police Station, 14 Victoria Street Ashfield NSW 2131

Telephone 02 9797 4099 Facsimile 02 9797 4011 ENet 48099 EFax 48011 TTY 9211 3776 (Hearing/Speech impaired)

ABN 43 408 613 180

NSW POLICE FORCE RECRUITING NOW 1800 222 122

Appendix A: Generic Treatment Options

The following treatment options have been recommended to reduce opportunities for crime for the business.

Business Identification

Recommendations:

- The street number must be prominently displayed at the front of your business to comply with the Local Government Act, 1993 Section 124 (8).
- Failure to comply with any such order is an offence under Section 628 of the Act.
- Offences committed under Section 628 of the Act attract a maximum penalty of 50 penalty units (currently \$5500) for an individual and 100 penalty units (currently \$11000) for a corporation.
- The number should be in contrasting colours to building materials and be a minimum height of 120 mm.
- The business name should also be prominently displayed at the front of the business to assist in the identification of the premises.
- For businesses with rear access consideration should be given to having the business name displayed to assist in the identification of the business.

Signage

Recommendations:

- Warning signs should be strategically posted around the business to warn intruders of what security treatments have been implemented to reduce opportunities for crime.
- Warning, trespasser will be prosecuted. Warning, No large amounts of money kept on premises. Warning, These premises are under electronic surveillance.
- Directional signage should be posted at decision making points (eg. Entry/egress points) to provide guidance to visitors. This can also assist in access control and reduce excuse making opportunities by intruders.
- Height markers should be posted on entry/egress doors to assist in the assessing the height of offenders.

Landscaping

Recommendations:

- Trees & shrubs should be trimmed to reduce concealment opportunities and increase visibility to and from the business.
- Landscaping needs to be maintained on a regular basis to reduce concealment opportunities.
- Remove obstacles & rubbish from property boundaries, footpaths, driveways, car parks & buildings to restrict concealment & prevent offenders scaling your building.
- A zone of at least 1.5 metres in width on either side of a fence line should be kept free of vegetation to increase surveillance and restrict un-authorised by scaling fences.

Fences & Gates

Recommendations:

- Fences should be installed around the perimeter of the business to clearly define the property boundaries and restrict access to the property.
- Optically permeable (open design) should be considered to increase surveillance and reduce concealment opportunities.
- Fences and gates should be maintained in good condition and should be checked regularly to assist with the protection of your property.
- Gates of similar construction to the fence should be installed to control access to and from the property.
- Gates should be secured with quality locks which comply with the Australian Standards, Lock Sets, AS:4145 to restrict access.

Lighting

Recommendations:

- Lighting which complies with the Australian Standard should be installed in and around the business to increase surveillance opportunities during the hours of darkness.
- The emphasis should be on installing low glare/high uniformity lighting levels over all areas.
- The objective of lighting is to deny criminals the advantage of being able to operate unobserved however, if an area cannot be overlooked or viewed AT NIGHT, then lighting will only help a criminal see what they are doing, not deter them.
- The luminaires (light covers) should be designed to reduce opportunities for malicious damage (vandalism).
- Lighting needs to be checked on a regular basis to ensure that it is operating effectively.
- Lighting sources should be compatible with requirements of any surveillance system installed.
- A limited amount of internal lighting should be left on at night to enable patrolling police, security guards or passing people to monitor activities within the business.

Design

Recommendations:

- The building should be of solid construction and designed to clearly define the boundaries and control access to and from the business.
- The building should also be designed to maximise surveillance opportunities to and from the business and street.
- Limit the number of entry/egress points to the building.
- Fixed or removable bollards or barriers (e.g. garden beds) may be installed around the property to reduce the opportunities for vehicle ram raids attacks.
- The roof area should be re-enforced to restrict un-authorised access via this area.
- The under floor area should be re-enforced to restrict un-authorised access via this area.
- The counter should be designed to reduce the opportunity for assaults upon staff and unauthorized public access behind counters. Consideration should be given to the width, height and location of the counter.
- Partitions fitted with doors should be installed to restrict access behind the counter areas.
- Shelving within the business should be limited in height, or transparent, to increase natural visibility of the premises. Shelves should be positioned to maximise supervision from counter areas.
- Plant room area should be secured to restrict un-authorised access and tampering with equipment and comply with the Work, Health & Safety Act.
- The power board should be housed within a cupboard or metal cabinet and secured with an approved electricity authority lock to restrict un-authorised tampering with the power supply.
- The letterbox should be secured with quality lock sets to restrict unlawful access to your mail.

Doors

Recommendations:

- The doors and door-frames to these premises should be of solid construction.
- These doors should be fitted with locks with comply with the *Australian Standard – Mechanical Locksets for doors in buildings, AS:4145:1993*<http://www.standards.org.au> to restrict unauthorised access and the Building Code of Australia (fire regulations).
- This standard specifies the general design criteria, performance requirements, and procedures for testing mechanical lock sets and latch sets for their resistance to forced entry and efficiency under conditions of light to heavy usage.
- The standard covers lock sets for typical doorways, such a wooden, glass or metal hinged swinging doors or sliding doors in residential and business premises, including public buildings, warehouses and factories.
- Requirements for both the lock and associated furniture are included. Certain areas may require higher level of locking devices not referred to in this standard. (e.g. locking bars, electronic locking devices, detection devices, alarms).
- There are some doors within the premises which are designated as (fire) exits and must comply with the Building Code of Australia.
- This means that they provide egress to a road or open space, an internal or external stairway, a ramp, a fire isolated passageway, a doorway opening to a road or open space. In a required exit or path of travel to an exit, the unobstructed height throughout must not be less than 2m, except the unobstructed height of any doorway may be reduced to not less than 1980mm and the unobstructed width of each exit or path of travel to an exit, except for doorways must not be less than, 1m. (The width of the fire exit door dictates the width of egress path leading to it).
- The door in the required exit must be readily open-able without a key from the side that faces the person seeking egress, by a single hand downward action or pushing action on a single device which is located between 900mm and 1.2mm from the floor.

Windows

Recommendations:

- The windows and window-frames to these premises should be of solid construction.
- These windows should be fitted with locks with comply with the ***Australian Standard – Mechanical Locksets for windows in buildings, AS:4145:1993***<http://www.standards.org.au> to restrict unauthorised access.
- This standard specifies the general design criteria, performance requirements, and procedures for testing mechanical lock sets and latch sets for their resistance to forced entry and efficiency under conditions of light to heavy usage.
- The standard covers lock sets for typical windows, such a wooden, glass or metal hinged swinging windows or sliding windows in residential and business premises, including public buildings, warehouses and factories.
- Requirements for both the lock and associated furniture are included. Certain areas may require higher level of locking devices not referred to in this standard. (e.g. locking bars, electronic locking devices, detection devices, alarms).
- Glass within windows can be reinforced by either having a shatter-resistant film adhered internally to the existing glass, or by replacing the existing glass with laminated glass, or by having quality metal security grilles or shutters installed to restrict access.
- Display windows should be covered by no more than 15% of promotional materials to increase surveillance opportunities to and from the business.

Property Identification

Recommendations:

- Ensure that you have adequate building and contents insurance to protect your property.
- Record descriptions, model and serial numbers of business equipment for easy identification.
- Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box. Mark, engrave or etch your property with a traceable number, e.g. ABN (Australian Business Number) for identification.
- Photograph and record the details of unique items to aid in their recovery if stolen.
- For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen.
- This marking is only visible under an ultra-violet (black) light.
- When you sell your property, place a neat line through your engraving to show that it is no longer valid.
- It is also a good idea to give the person a receipt to prove the sale of the item.

Telephone

Recommendations:

- Telephones should be pre-programmed with the emergency number '000' and local Police number 131444 for quick reference by occupants.
- Telephone lines for businesses are being targeted by intruders to prevent the intruder alarm system contacting the security monitoring company or to interfere with the operation of the EPTOS systems. With this in mind telephone lines and boxes should be secured to restrict unlawful tampering with the systems.

Safe & Strongroom

Recommendations:

- A safe or strongroom which complies with the **Australian Standard Safes and Strongrooms, AS:3809:1998**<http://www.standards.org.au> should be installed within these premises to provide additional security to money and other valuables.
- This standard sets out the requirements for the classification and performance testing of secure storage units to intrusion resistance and removal. These requirements are based upon the need to ascertain the degree of resistance to differing forms of attack.
- There are five different types of security storage units ranging through from extra high security (strongrooms), high security (safe or strongroom) medium security (safe or strongroom) commercial security (safe or strongroom) or basic security (safe or strongroom).
- The safe should be anchored to the floor to prevent easy removal.
- The safe should also incorporate a drop-chute facility to enable staff to deposit money without having to open it.
- A time delay facility can also be incorporated into the safe to restrict access.
- The safe should be installed in an area away from public view where access is limited.
- The safe should be locked at all times when not in use to restrict access and theft of property.

Key & Valuable Control

Recommendations:

- A key control system and register should be established within your business.
- Keys should be tagged simply with a number rather than identifying the location of the lock for which the key operates.
- Duplicate keys should be stored within either a key cabinet or safe to restrict unauthorized access and tampering with keys.

- A Confidential Key Holder form should be provided to local police in order that they can access after hours emergency contacts.

Cash Handling

Recommendations:

- As your business handles cash, you as a person conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable;
- the provision and maintenance of a work environment without risks to health and safety, and
- the provision and maintenance of safe systems of work, and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- As your business deals in cash, cash handling policy and procedures need to be developed to reduce opportunities for crime and ensure that management and staff are aware of their responsibilities in the event of such an event taking place.
- Staff should be trained in cash handling procedures to reduce the opportunities for crime.
- Where possible, limit the amount of cash the business deals with by installing electronic payment systems such as EFTPOS.
- Limit the amount of money carried in the cash drawer at any time (\$200.00 float) Lock cash drawers when not in use, and clear money from the cash drawer on a regular basis, e.g. to a safe.
- Avoid counting cash in view of the public.
- Use a minimum of two staff, or security services, when transferring money to financial institutions, or consider using a reputable security company especially when transferring large amounts of money.
- Avoid wearing uniform or identification when transferring money.
- Don't use conspicuous bank-bags when transferring money, as this can be a clear indication to the thief.

Intruder Alarm System

Recommendations:

- A Intruder Alarm System (IAS) which complies with the **Australian Standard – Systems Installed within Clients Premises, AS:2201**<http://www.standards.org.au> should be installed within the premises to enhance the physical security and detect unauthorised entry to the premises.
- This standard specifies the minimum requirements for intruder alarm equipment and installed systems.
- It shall apply to intruder alarm systems in private premises, commercial premises and special installations.
- The Intruder Alarm System (IAS) should be either monitored by a security company.
- Duress facility should be incorporated into the system to enable staff to activate the system manually in the event of an emergency, such as a robbery. **NB Duress devices should only be used when it is safe to do so.**
- The light emitting diodes (LEDs red lights) within the detectors should be deactivated, to avoid offenders being able to test the range of the system.
- The system should be checked and tested on a regular (at least monthly) basis to ensure that it is operating effectively.
- Staff should be trained in the correct use of the system.
- As a number of business premises have had telephone lines cut to prevent alarms being reported to the security monitoring company, a supplementary system such as Global Satellite

Mobile (GSM) or Radio Frequency (RF) systems should be used to transmit alarm signal by either mobile telephone or radio frequency.

Closed Circuit Television System (CCTV)

Recommendations:

- A Closed Circuit Television System (CCTV) which complies with **Australian Standard – Closed Circuit Television System (CCTV) AS:4806.1.2.3.4**. <http://www.standards.org.au> should be installed within these premises to receive, hold or process data for the identification of people involved in anti-social or criminal behaviour.
- The system is obliged to conform with Federal, State or Territory Privacy and Surveillance Legislation.
- Digital or analogue technology should be used to receive, store and process data.
- This system should consist of surveillance cameras strategically located in and around the premises to provide maximum surveillance coverage of the area, particularly areas which are difficult to supervise.
- A minimum of two cameras should be strategically mounted outside the business to monitor activity around these areas. These cameras should be positioned to watch one another to protect them from tampering.
- One or more cameras should be strategically mounted at entry/egress points to monitor activities around these areas.
- One or more cameras should be strategically mounted at the cashier's area to monitor activities around these areas.
- This equipment should be secured away from public access areas to restrict tampering with the equipment and data.
- Staff need to be trained in the operation of the system.

Work, Health and Safety (Act, 2011)

Recommendations:

- A **Person Conducting a Business or Undertaking (PCBU)** must ensure, so far as is reasonably practicable, the health and safety (**Work, Health & Safety, Act, 2011**):
- of workers engaged, or caused to be engaged by the person, and
- of workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- A **Person Conducting a Business or Undertaking (PCBU)** must ensure, so far as is reasonably practicable:
- the provision and maintenance of a work environment without risks to health and safety, and
- the provision and maintenance of safe plant and structures, and
- the provision and maintenance of safe systems of work, and
- the safe use, handling, and storage of plant, structures and substances, and
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Business Fire Safety

Recommendations:

- As the owner of the building you must ensure that an annual fire safety assessment of essential fire safety measures for your building is carried out each year.
- As the owner of the building you must ensure that a Fire Safety Schedule listing essential fire safety measures for your building is displayed near the entrance to your building to comply with the **Environmental Planning and Assessment Act, 1993**.
- As the owner of the building you must ensure that a Fire Statement is displayed near the entrance to your building to comply with the **Environmental Planning and Assessment Act, 1993**.
- As the owner of the building you must ensure that a copy of the Fire Safety Schedule and Fire Safety Statement is provided to your local Council and the Commissioner for Fire & Rescue NSW to comply with the **Environmental Planning and Assessment Act, 1993**.
- Failure to comply with these requirements can result in financial penalties against your building.

Emergency Planning

Recommendations:

- The **Person Conducting a Business or Undertaking (PCBU)** must ensure an emergency plan is prepared, maintained and implemented for the workplace by the person conducting a business or undertaking (PCBU – the new term that includes employers).
 - The emergency plan must provide:
 - emergency procedures including:
 - an effective response to an emergency,
 - evacuation procedures,
 - notifying emergency service organisations promptly,
 - medical treatment and assistance,
 - effective communication between the authorised person who coordinates the emergency response and all persons at the workplace.
 - testing of the emergency procedures, including the frequency of testing.
 - information, training and instruction to relevant workers in relation to implementing the emergency procedures.
 - **Australian Standard - Planning for emergencies in facilities, AS:3745**, should be developed and implemented by your organisation.
 - This Standard outlines the minimum requirements for the establishment, validation and implementation of an emergency plan for a facility to provide for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.
 - It includes the following:
 - (a) The formation, purpose, responsibility and training of the emergency planning committee.
 - (b) Emergency identification.
 - (c) The development of an emergency plan.
 - (d) The development of emergency response procedures.
 - (e) The establishment, authority and training of an emergency control organization.
 - (f) The testing and validation of emergency response procedures.
 - (g) Emergency related training.
 - This Standard does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the facility.
- NOTES:**
- 1 Guidance on planning and response for fire and smoke emergencies is given in Appendix A.
 - 2 Guidance on planning and response for bomb threat is given in Appendix B.
 - 3 Guidance on planning and response for civil disorder and illegal occupancy is given in Appendix C.
 - 4 The information and guidance in Appendices A, B and C is not comprehensive enough to adequately plan for fire and smoke emergencies, bomb threat, and civil disorder and illegal occupancy.
- This Standard applies to buildings, structures or workplaces occupied by people, with the exception of Class 1a buildings as defined in the Building Code of Australia, unless that dwelling is also used as a workplace.
 - This Standard does not attempt to over-ride legislative obligations in providing for the safety of occupants and visitors in facilities.

- It does, however, provide guidance for the planning and implementation of effective emergency planning committee (EPC) and emergency control organization (ECO) procedures, covering emergency situations up until the appropriate Emergency Service arrives to manage the situation, at which time, the ECO shall work in conjunction with that service.
- The emergencies referred to in this Standard do not exclusively represent the likely range of emergencies that may occur in a facility. The range of specific emergencies shall be identified for each facility.
- Further information in relation to planning for emergencies can be obtain from Emergency NSW <http://www.emergency.nsw.gov.au> or Emergency Management Australia (EMA).
- **Factors to consider when preparing an emergency plan**
- When preparing and maintaining an emergency plan, the PCBU must consider all relevant matters including:
 - the nature of the work being carried out at the workplace,
 - the nature of the hazards at the workplace,
 - the size and location of the workplace,
 - the number and composition of the workers and other persons at the workplace.
- The code of practice *Managing the work environment and facilities* provides more information about preparing and maintaining an emergency plan.
- Call Workcover NSW 13 10 50 or check out Workcover NSW website: www.workcover.nsw.gov.au for more information about emergency plans.

General Security

Recommendations:

- Some businesses may require on-site security to enhance physical security.
- Security services which comply with the **Australian Standard - Guard and patrol security services, AS/NZS 4421**, should be used to provide surveillance, access control and monitor security in and around the business.
- This Standard specifies the minimum requirements for the operation and management organization providing protective security services. Appendix A specifies the for custodial and escort officers.
NOTE: The term 'organization' is defined in Clause 1.3.
This Standard does not cover the full function, responsibilities or scope of Cash in Transit (CIT) operations. For this refer to current legislation and codes of practice.
- Sensitive materials, including confidential records, should be appropriately destroyed or secured, e.g. confidential records should be shredded or disposed of through security destruction services.
- Computer passwords should be changed regularly to restrict access and avoid misuse by past and present staff.