ICA

Record Book

CPTED Certification

January 2020

Table of Contents

1. Introduction 5

2. Experience Details (record book entries) 7

2.1 BSc Security Science 7

2.2 Final Study Project – ECU 8

2.3 CPTED article written for national magazine “{Name}” 9

2.4 {Name} Risk Assessment of {Name} Project 10

2.5 {Name} University External Risk Assessment Project 11

2.6 City of {Name} development of CPTED Policy and Guidelines Project 12

2.7 {Name} Group 13

2.8 {Name} Courts 14

3. Signature Page \* (See Appendix H for scans of signed pages) 15

4. Competency Unit #01 – Define scope of the task/project 16

4.1 Identify task 16

4.2 Establish terms of reference 16

4.3 Gather preliminary back ground information 16

4.4 Develop strategies 16

5. Competency Unit #02 – Work as part of a multidisciplinary team 17

5.1 Establish role within the team 17

5.2 Build credibility with other team members 17

5.3 Contribute to team effectiveness 17

5.4 Maintain an effective team reporting procedure 17

5.5 Provide back-up support 17

6. Competency Unit #03 – Undertake research in the nominated environment 18

6.1 Review relevant literature 18

6.2 Undertake collection of primary data 18

6.3 Review data 18

6.4 Analyse nature and dimensions of specific issues 18

6.5 Identify trends and projections 18

6.6 Prepare an existing conditions report 18

7. Competency Unit #04 – Read and interpret plans and drawings 19

7.1 Identify types of drawings and their functions 19

7.2 Recognise commonly used symbols and abbreviations 19

7.3 Locate and identify key features on a site plan 19

7.4 Recognise amendments 19

8. Competency Unit #05 – Read and interpret plans and drawings – *Advanced* (for ICCP-Advanced only) 20

8.1 Identified required plans, drawings and specifications 20

8.2 Read and interpret specifications 20

8.3 Locate and identify related spaces and intended use 20

8.4 Locate and identify existing strategies 20

8.5 Recognise design deficiencies 20

8.6 Identify design alternatives and/or treatments 21

9. Competency Unit #06 – Apply knowledge of regulatory processes 22

9.1 Access information relating to the machinery of government 22

9.2 Apply a knowledge of organisational functions 22

9.3 Apply a knowledge of protocols 23

9.4 Apply a knowledge of legislation and regulations 23

9.5 Apply a knowledge of CPTED ordinances 23

10. Competency Unit #07 – Analyze and assess conditions 24

10.1 Identify socio-economic conditions 24

10.2 Identify likely victims and targets of specific crimes 24

10.3 Identify possible crime facilitators 24

10.4 Identify existing controls and strategies 24

10.5 Analyse relationships between factors 24

10.6 Assess crime risk 24

11. Competency Unit #08 – Compile written report 25

11.1 Assemble information 25

11.2 Determine report format 25

11.3 Identify annexures 25

11.4 Compile report 25

11.5 Respond to queries 25

12. Competency Unit #09 – Assess CPTED options 26

12.1 Identify treatment options 26

12.2 Compare identified issues and treatment options 26

12.3 Consider implementation factors 26

12.4 Consider cost-benefit relationships 26

12.5 Select options 26

13. Competency Unit #10 – Apply CPTED Principles in a Specialist Setting (for ICCP-Advanced only) 27

13.1 Identifying challenges not normally found in the more common application of CPTED principles 27

13.2 Assess concerns and issues that need to be addressed 27

13.3 Develop strategies for dealing with identified issues 27

13.4 Consider the scope and scale of the project and how it might relate to implementation strategies 27

13.5 Consider implementation issues 28

13.6 Select options 28

13.7 Consider the issue of environmental sensitivity 28

13.8 Consider available security technology and how it relates to CPTED principles 28

14. Competency Unit #11 – Prepare Crime Prevention Plan (for ICCP-Advanced only) 29

14.1 Confirm acceptance of proposed crime prevention strategies 29

14.2 Prioritise implementation strategies 29

14.3 Develop crime prevention plan 29

14.4 Communicate crime prevention plan 29

Appendices

1. Attachment 1 (Degree and Final Project)
2. Attachment 2 (Article)
3. Attachment 3 (Power Project)
4. Attachment 4 (University Project)
5. Attachment 5 (City of XXX Project)
6. Attachment 6 (NAMEXX Group)
7. Attachment 7 (Court Project)
8. Attachment 8 (Signature pages)

# Introduction

This document details {NAME}’s “Record Book” of CPTED experience submitted to the International CPTED Association.

NOTE: this document is designed to be reviewed in its electronic form. If printing out this document, please note that each of the documents in the Appendix (embedded documents) will need to be printed out separately.

Please direct any queries to:

{Email address here}

{Name} is a Senior Security Professional with global engineering consultancy based in {Company Name} located in the {Location}. {Name} has a Bachelor of Science Degree in Security Science from {Name} University and has provided security solutions for many Clients with major assets in {Location} including: {Name} Customs Service, Department of Justice, {Name} Ports, The City of {Name}, Department of Transport, {Name} Port Authority, State Library of {Location}, {Name} business unit and the Department of Defence. {Name} is involved in all aspects of security and security technologies, but has a particular interest in Crime Prevention Through Environmental Design (CPTED).

This document details {Name} CPTED experience derived from studies while at {Name} University, and work conducted whilst with global engineering consultancy, {Name}.

{Company email address here}

Examples of {Name} experience/projects included in this document include:

* Bachelor of Science Degree in Security Science (Appendix A).
* Final Study Project conducted for {Name} University (as part of the Security Science Degree).
* CPTED article written for national magazine “{Name}” (Appendix B).
* {Name} Power Risk Assessment of Transmission Substations Project (Appendix C).
* {Name} University External Risk Assessment (of 4 main campuses) Project (Appendix D).
* City of {Name} development of CPTED Policy and Guidelines Project (Appendix E).
* {Name} Group (Building & Property developers) CPTED advice and design of a pedestrian access way (Appendix F).
* {Name} Courts – Electronic security, access control, fire systems and CPTED advice (Appendix G), (NOTE: CPTED advice is detailed in the article in Appendix B).

NOTE:

* Further details of the above projects listed in Section 2 “Experience Details”, and Sections 4 to 14.
* Example documentation from the above projects is included in Appendices (embedded documents).
* The documentation submitted within this Record Book are selected examples from an extensive range of projects completed by {Name} whilst at {Name}. Some documentation may have been edited or appear incomplete, which is intentional for security purposes.
* Documentation contains Client security information, which is CONFIDENTIAL and should be treated as such.
* Sponsor signatures by {Name}, Manager – {Company Name}. {Name} is the Manager of {Name}’s Security Stream in the {Location}, and was the Job Manager on the projects detailed in this record book.

# Experience Details (record book entries)

The following tables detail the information requested by ICA for each record book entry.

Further detail on each record book entry/project, and how each project relates to the required knowledge and skills for each unit, is detailed in sections 4 to 14.

## BSc Security Science

(See Appendix A for scan of degree)

|  |  |
| --- | --- |
| Position held | Student |
| Employer/Client name, phone, address | University {Name}  {Location} |
| Time / duration of experience | 3 years full {Name} e (from 2000 – 2003) |
| Relationship to Client | Student |
| Description of experience | * CPTED studies as part of Physical Security Unit * CPTED assignments * CPTED Final Project |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date {date} |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date {date} |

## Final Study Project – ECU

(Appendix A, and as detailed in article in Appendix B)

|  |  |
| --- | --- |
| Position held | Student |
| Employer/Client name, phone, address | {Name} Shopping Centre  {Location, address, phone} |
| Time / duration of experience | 4 weeks (late 2002) |
| Relationship to Client | Student Project |
| Description of experience | * Data collection * Working with clients * Taking lux levels * Research * Remote monitoring from control room * Further description below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date: |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date: |

**Description of experience**

This project tested the ability of {explanation} at the {Name} Shopping Centre. Further details of the project can be found in the draft copy of the project (See appendix A) and the article written for {Name} Magazine (See Appendix B).

Further details of experience gained from this project are listed throughout Sections 4 – 14.

## CPTED article written for national magazine “{Name}”

(See Appendix B for scan of article)

|  |  |
| --- | --- |
| Position held | Security Consultant |
| Employer/Client name, phone, address | {Name} Magazine  Publisher:  Level 3  {Address & Phone} |
| Time / duration of experience | Published October/November 2004 |
| Relationship to Client | Security Consultant / Author |
| Description of experience | See Below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

The article details two projects I have undertaken; firstly a {explanation} at the {Name} Shopping Centre. This project was conducted as my {explanation}. The second project mentioned in the article is the {explanation} in {Location}.

(See Appendix B for scan of this article).

Further details of experience gained from these projects are listed throughout Sections 4 to 14.

## {Name} Risk Assessment of {Name} Project

(See Appendix C for example reports and spreadsheets)

|  |  |
| --- | --- |
| Position held | Team leader/member |
| Employer/Client name, phone, address | {Name} Corporation  {Location & Phone} |
| Time / duration of experience | 13 months (December 2004 to January 2006) |
| Relationship to Client | Security Consultant |
| Description of experience | See below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

This project involved {explanation} in {Name}. CPTED issues were common, and CPTED recommendations were among the first recommendations implemented by {Name} (See Appendix C for documentation related to this project).

{Applicant Name} was team leader/member (as part of a team of 6) who inspected the sites, conducted the risk assessments and wrote up the 135 site reports.

Further details of experience gained from this project are listed throughout Sections 4 – 14.

## {Name} University External Risk Assessment Project

(See Appendix D for example reports and drawings)

|  |  |
| --- | --- |
| Position held | Project leader |
| Employer/Client name, phone, address | {Name} University  {Address & Phone} |
| Time / duration of experience | 4 months (October 2014 to January 2015) |
| Relationship to Client | Security Consultant |
| Description of experience | See below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

This project involved external site assessments of {explanation} located in {Name}, {Name}, {Name} and {Name}. Many CPTED issues were identified, and due to the university environment, many CPTED measures to reduce risk were {explanation} (See Appendix D for documentation related to this project).

Further details of experience gained from this project are listed throughout Sections 4 – 14.

## City of {Name} development of CPTED Policy and Guidelines Project

(See Appendix E for Policy and Guidelines, Demonstration Project report and drawings)

|  |  |
| --- | --- |
| Position held | Project Leader / team leader |
| Employer/Client name, phone, address | {Name}  {Address & phone} |
| Time / duration of experience | 4 months (October 2005 to January 2006) |
| Relationship to Client | Security Consultant |
| Description of experience | See below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

This project involved:

* Research into existing CPTED Policy and Guideline documents
* On-site collection of photos that demonstrate CPTED issues in the City of {Name} (to be included in {explanation} document)
* Development of a CPTED Policy and Guidelines (tailored to City of {Name}
* PowerPoint presentation to educate members of council in CPTED strategies
* Demonstration project where strategies listed in the Policy and Guideline document would be {explanation} ({Name}).

(See Appendix E for documentation related to this project).

Further details of experience gained from this project are listed throughout Sections 4 – 14.

## {Name} Group

(Building & Property developers) CPTED advice and design of a pedestrian access way

(See Appendix F for drawings)

|  |  |
| --- | --- |
| Position held | Team member |
| Employer/Client name, phone, address | {Name} Group  {Address & Phone} |
| Time / duration of experience | 4 weeks (late 2005) |
| Relationship to Client | Security Consultant |
| Description of experience | See below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

The {Name} Group approached {Name} for CPTED advice in the design of a PAW (public access way). The council had specified that the {explanation}. {Name} provided design sketches that included Natural Surveillance, Natural Access Control and Territorial Reinforcement measures. Council subsequently accepted the design.

(See Appendix F for documentation related to this project).

Further details of experience gained from this project are listed throughout Sections 4 – 14.

## {Name} Courts

Electronic security, access control, fire systems and CPTED advice

(See Appendix G for specification and example drawing)

|  |  |
| --- | --- |
| Position held | Team member |
| Employer/Client name, phone, address | {Name} Court of {Name}  {Address & Phone} |
| Time / duration of experience | 5 weeks (late 2004) |
| Relationship to Client | Security Consultant |
| Description of experience | See below |
| Dated signature of candidate  (Scan of signed page in Appendix H) | {Name}  Date |
| Dated signature of Sponsor  (Scan of signed page in Appendix H) | {Name}  Date |

**Description of experience**

The {Name} Courts were undergoing a refurbishment of their ground floor offices. {NAME} provided architectural services and technical specifications and drawings for {explanation}. During this project, {Name} compiled the technical specification for electronic security, access control and fire systems. {Name} also co-ordinated the {explanation} {NAME} drafting staff. {Name} worked with the Client and {NAME} architects to incorporate CPTED strategies into the design of the circular (Judge’s) interview rooms.

(See Appendix G for documentation related to this project).

(See article in Appendix B for details of CPTED advice provided by {Name} during this project).

Further details of experience gained from this project are listed throughout Sections 4 – 14.

# Signature Page \* (See Appendix H for scans of signed pages)

ICA Certification Record Book

Signature Documentation Page

Applicants Name: {Name}

The following are affirmations that the preceding descriptions of the candidates work are accurate and that they meet ICA accreditation program competencies as set out by the competencies descriptions as provided to the signatory by the candidate.

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTACHMENT No.** | **CANDIDATE’S SIGNATURE** | **SPONSOR’S NAME** | **SPONSOR’S SIGNATURE** |
| Attachment #1 | \*{Name} |  | \*{Name} |
| Attachment #2 | \*{Name} |  | \*{Name} |
| Attachment #3 | \*{Name} |  | \*{Name} |
| Attachment #4 | \*{Name} |  | \*{Name} |
| Attachment #5 | \*{Name} |  | \*{Name} |
| Attachment #6 | \*{Name} |  | \*{Name} |
| Attachment #7 | \*{Name} |  | \*{Name} |

# Competency Unit #01 – Define scope of the task/project

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identify task

* Final Project – See Appendix A – Doc 2 – Sections 4.1.2 to 4.1.5.
* {Name} Proposal – See Appendix C – Doc 3 – Section 4 “Methodology”.
* {Name} University – See Appendix D – Doc 1 – Section 4 “Project Understanding and Methodology”.
* City of {Name} – See Appendix E – Doc 1 – Section 4 “Respondent’s Offer”.

## Establish terms of reference

* City of {Name} – See Appendix E – Doc 2 – Part 2.
* {Name} – See Appendix C – Doc 1 – Section 8.

## Gather preliminary back ground information

* Final Project – See Appendix A – Doc 2 – Sections 2.0 to 3.0.
* {Name} – See Appendix C – Doc 2.
* {Name} – See Appendix C – Doc 5.
* {Name} University – See Appendix D – Doc 2 – Section 3.1 “Luminaires” and Section 5.6 “Crime Statistics”.

## Develop strategies

* City of {Name} – See Appendix E – Doc 4 – Section 7 “Recommendations”.
* {Name} – See Appendix C – Doc 5 – Section 3.
* Final Project – See Appendix A – Doc 2 – Section 5.9 “Recommendations”.

# Competency Unit #02 – Work as part of a multidisciplinary team

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Establish role within the team

* {Name} – See Appendix C – Doc 3 – Section 4.1 “Overview”.
* {Name} University – See Appendix D – Doc 1 – Section 3 “Relevant experience of key personnel” and Section 4.2 “Proposed Methodology”.
* City of {Name} – See Appendix E – Doc 1 – Section 4.3.

## Build credibility with other team members

* {Name} University – See Appendix D – Doc 3. (This presentation was used to communicate {explanation}).

## Contribute to team effectiveness

* {Name} – See Appendix C – Doc 4 - Job Progress.

(This spreadsheet was created to keep track of which team members (6 of) were elected to {explanation}).

* {Name} University – See Appendix D – Doc 3. (This presentation was used to communicate the importance of CPTED theory/concepts to other {NAME} team members involved in the subsequent {Name} project).

## Maintain an effective team reporting procedure

* {Name} – See Appendix C – Doc 4 - Job Progress.

(This spreadsheet was created to {explanation}).

## Provide back-up support

* {Name} – See Appendix C – Doc 2 Incident History spreadsheet. (This spreadsheet collected {Name}’s Incident History data sourced from 5 years’ worth of records). Compiling this data provided {explanation}).
* {Name} – See Appendix C – Doc 4 - Job Progress. (This spreadsheet {explanation}).

# Competency Unit #03 – Undertake research in the nominated environment

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Review relevant literature

* Final Project – See Appendix A – Doc 2 – Sections 2.0 “Review of Literature”.
* City of {Name} – See Appendix E – Doc 1 – Section 4.2 “Intended Methodology”. (The Client requested the consultant {Name} to compile and review existing guidelines, policies and relevant documents, in the development of the {Name} Guidelines).

## Undertake collection of primary data

* Final Project – See Appendix A – Doc 2 – Sections 5.1 “Light level results”, and Section 5.3 “Headcount results”.
* City of {Name} – See Appendix E – Doc 1 – Section 4.2 “Intended Methodology”. (The Client requested the consultant {Name} to compile {explanation}).

## Review data

* Final Project – See Appendix A – Doc 2 – Section 5.0 “Results and Interpretations”.
* {Name} – See Appendix C – Doc 5 – Sections 1.6, 2 & 3.

## Analyse nature and dimensions of specific issues

* Final Project – See Appendix A – Doc 2.
* City of {Name} – See Appendix E – Doc 4.

## Identify trends and projections

* Final Project – See Appendix A – Doc 2 – Sections 5.3 and 5.4.

## Prepare an existing conditions report

* {Name} – See Appendix C – Doc 5.
* {Name} University – See Appendix D – Doc 2.
* City of {Name} – See Appendix E – Doc 4.

# Competency Unit #04 – Read and interpret plans and drawings

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identify types of drawings and their functions

* {Name} University – See Appendix D – Doc 2.

(This report includes a number of drawings including: maps of the {Name} Campus (eg. Figure 9) and design drawings for proposed development (eg. Figure 13). Maps of the campus were used to {explanation}. The design drawings were used for the early identification of {explanation}

* {Name} Group – See Appendix F.

The first page is a survey drawing showing the location/layout of subdivided lots and the location of the PAW (pedestrian access way).

The fifth drawing is a concept design drawing produced by {NAME} to communicate CPTED design elements to council.

## Recognise commonly used symbols and abbreviations

* {Name} Court – See Appendix G – Doc 2. (This drawing includes many symbols and abbreviations used in security – See Legend on drawing).

## Locate and identify key features on a site plan

* {Name} Court – See Appendix G – Doc 2. (Key features on this site plan include: North Point (top left), Legend (centre right), Title Block (bottom), Notes, and Drawing Scale (right bottom).

## Recognise amendments

* {Name} Court – See Appendix G – Doc 2. (This drawing includes three Revision Clouds, which highlight amendments made from the previous drawing).

# Competency Unit #05 – Read and interpret plans and drawings – *Advanced* (for ICCP-Advanced only)

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identified required plans, drawings and specifications

* {Name} University - Appendix D – Doc 2 – Figures 9, 11 and 13. (These Campus Map/drawings were sourced early in the project so they could {explanation}. These drawings were also instrumental in determining requirements such as: {explanation}).
* {Name} University - Appendix D – Doc 2 – Section 5.4 and subsequent recommendations. (This section required identification of lighting specifications, and an assessment of which would best suit the campus requirements).

## Read and interpret specifications

* {Name} – See Appendix C – Doc 6. {NAME} ({Name}) reviewed {Name}’s Signage Standard (specification) for compliance with Australian Standards.
* {Name} Court – See Appendix G – Doc 1. (A major element of {Name}’s work at {NAME} involves not only reading and interpreting specifications, but also {explanation}. These technical skills are valuable when {explanation}).

## Locate and identify related spaces and intended use

* City of {Name} – See Appendix E – Doc 4 – Section 5.2 (including table).
* {Name} University – See Appendix D – Doc 2 – Figure 9.

(This drawing shows a map of the {Name} Campus with Safer Walkways and Suggested Parking).

## Locate and identify existing strategies

* Final Project – See Appendix A – Doc 2 – Section 2.0.
* City of {Name} – See Appendix E – Doc 5 – Slides 8, 9 & 10. (These slides point out good examples of Natural Surveillance and Territorial Reinforcement currently employed in {Name}).

## Recognise design deficiencies

* City of {Name} – See Appendix E – Doc 4.
* {Name} – See Appendix C – Doc 5.

## Identify design alternatives and/or treatments

* City of {Name} – See Appendix E – Doc 4 – Section 7 “Recommendations”.
* {Name} Group – See Appendix F. (The first drawing in the Appendix is what was submitted to council by the {Name} Group, to apply for approval to locate a pedestrian access way in their subdivision. This was {explanation}. The subsequent concept drawings in Appendix F, which include CPTED strategies, were designed by {NAME} (with {Name} as a team member). This design was accepted by council).

# Competency Unit #06 – Apply knowledge of regulatory processes

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Access information relating to the machinery of government

* City of {Name} – See Appendix E – Doc 3. (This document is the City of {Name}’s “Town Planning Scheme No.2”. This document needed to be reviewed as part of the development of the CPTED Policy and Guidelines document (See appendix E – Doc 2), so the {explanation}.
* {Name} – See Appendix C – Doc 6. {NAME} ({Name}) reviewed {Name}’s Signage Standard (specification) for compliance with {explanation}.
* {Name} Group – See Appendix F. (The first drawing in the Appendix is what was submitted to council by the {Name} Group, to apply for approval to {explanation}. This was declined by council. The subsequent concept drawings in appendix F, which include {explanation}. This design was {explanation}.

## Apply a knowledge of organisational functions

* City of {Name} – See Appendix E – Doc 2. (During the development of these guidelines, {Name} was required to liaise with a number of various organisations that perform {explanation}. These included:

|  |  |  |
| --- | --- | --- |
| **Contact** | **Organisation** | **Function** |
| Dr {Name} | Office of Crime Prevention | State-wide CPTED policy development. {Name} wanted to ensure that the guideline did not clash with CPTED policy now being developed for {location}. |
| {Name} | City of {Name} | Coordinator ({Name}) Community Safety & Security. {Name}’s main interest was actual crime reduction in the City of {Name} (by whatever means). |
| {Name} | City of {Name} | Planning Officer. {Name}’s main interest was ensuring council could adopt the CPTED guidelines, without it {explanation}. |
| {Name} | City of {Name} | Strategy Unit. {Name}’s interest was in how the City of {Name} guidelines compared with the City of {Name}’s “Safer Design Guidelines”. |
| {Name} | GHD | Senior Urban Designer. {Name} was instrumental in ensuring that the guidelines were {explanation}. |

## Apply a knowledge of protocols

* City of {Name} – See Appendix E – Doc 2.
* City of {Name} – See Appendix E – Doc 3. (This document is the City of {Name}’s “Town Planning Scheme No.2”. This document needed to be reviewed as part of the development of the CPTED Policy and Guidelines document (See appendix E – Doc 2), so the two documents could be linked, thereby ensuring the CPTED Policy and Guidelines document was adopted by council.

## Apply a knowledge of legislation and regulations

See Appendices:

* {Name} – See Appendix C – Doc 6. ({NAME} ({Name}) reviewed {Name}’s Signage Standard (specification) for compliance with Australian Standards).
* City of {Name} – See Appendix E – Doc 2. ({Location} is currently developing strategies for the introduction of CPTED legislation and regulations. The Office of Crime Prevention and the Department of Planning and Infrastructure are currently developing a “Designing Out Crime Planning Guidelines Outline”. This document sets out {explanation}. As part of the City of {Name} CPTED Policy and Guidelines project, {Name} was required to liaise with the Office of Crime Prevention to {explanation}, so that the City of {Name}’s CPTED Policy and Guidelines did not clash with upcoming State strategies).

## Apply a knowledge of CPTED ordinances

* City of {Name} – See Appendix E – Doc 2.
* City of {Name} – See Appendix E – Doc 3. (This document is the City of {Name}’s “Town Planning Scheme No.2”. This document needed to be reviewed as part of {explanation} (See appendix E – Doc 2), so the two documents could be {explanation}.

# Competency Unit #07 – Analyze and assess conditions

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identify socio-economic conditions

* {Name} – See Appendix C – Doc 5 – Section 1.2 “Relevant Area Details”.
* City of {Name} – See Appendix E – Doc 4 – Section 3.
* {Name} University – See Appendix D – Doc 2 – Section 5.6.

## Identify likely victims and targets of specific crimes

* City of {Name} – See Appendix E – Doc 4 – Sections: 3.2, 4.3 (photos), 5.2 (including table), and 7.3.
* {Name} University – See Appendix D – Doc 2 – Section 2 “Potential High Risk Areas”.

## Identify possible crime facilitators

* {Name} University – See Appendix D – Doc 2 – Section 2 “Potential High Risk Areas”.
* City of {Name} – See Appendix E – Doc 4 – Section 5.2 (including table).

## Identify existing controls and strategies

* {Name} – See Appendix C – Doc 5 – Section 1.3 “Existing Security Measures”.
* City of {Name} – See Appendix E. {Name} have an existing strategy for the prompt removal of graffiti – See: http://www.{Name} .{website}

## Analyse relationships between factors

* Final Project – See Appendix A – Doc 2 – Section 5.0 “Results and Interpretations”.
* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4.

## Assess crime risk

* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4.

# Competency Unit #08 – Compile written report

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Assemble information

* {Name} – See Appendix C – Docs 1, 5 & 6.
* {Name} University – See Appendix D – Doc 2.
* City of {Name} – See Appendix E – Docs 2 & 4.

## Determine report format

* {Name} – See Appendix C – Docs 1, 5 & 6.
* {Name} University – See Appendix D – Doc 2.
* City of {Name} – See Appendix E – Docs 4.

## Identify annexures

* {Name} – See Appendix C – Doc 1 – Appendices A, B & C.
* City of {Name} – See Appendix E – Doc 1 – Appendix D.
* City of {Name} – See Appendix E – Doc 2 – Appendices A, B & C.

## Compile report

* {Name} – See Appendix C – Docs 1, 5 & 6.
* {Name} University – See Appendix D – Doc 2.
* City of {Name} – See Appendix E – Docs 4.

## Respond to queries

City of {Name} – See Appendix E – Doc 6. (These emails are a sample of the type of queries that are dealt with by {Name} at {NAME} on a daily basis).

# Competency Unit #09 – Assess CPTED options

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identify treatment options

* {Name} – See Appendix C – Doc 1 – Sections 5, 6, 7, 8, 9, & 10.
* {Name} – See Appendix C – Doc 5 – Section 3.
* City of {Name} – See Appendix E – Doc 4 – Section 7, and (Doc 4 Appendix) A & C.

## Compare identified issues and treatment options

* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4. (These sections allow a comparison between identified issues (current risks), {explanation} (residual risk).

## Consider implementation factors

* {Name} – See Appendix C – Doc 1 – appendix C “Prioritisation of sites”). (Due to the large number of sites (approx. 135), consideration of security treatment implementation was necessary, in other words, “{explanation}?” Appendix C “Prioritisation of sites” prioritises sites for security treatment, based on the risk assessment information in Table 1 (same doc, pages 3 to 9).
* City of {Name} – See Appendix E – Doc 4 – Section 7.2 “Removal of graffiti”. (This section outlines the importance of {explanation} (graffiti removal) without first implementing other strategies that support the first strategy, are counterproductive).

## Consider cost-benefit relationships

* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4. (These sections (especially the table in Section 3) allow the Client to see which recommendations are aimed at {explanation}. If desired the Client can implement only recommendations aimed at priority 1 risks, only priority 1 & 2, or all recommendations. Budget cost information {explanation}).

## Select options

* {Name} – See Appendix C – Doc 1 - Sections 5, 6, 7, 8, 9, & 10. (These sections provide alternative measures such as {explanation}).
* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4. (These sections (especially the table in Section 3) allow the Client to see which recommendations are aimed at {explanation}. If desired the Client can implement only recommendations aimed at priority 1 risks, only priority 1 & 2, or all recommendations.

# Competency Unit #10 – Apply CPTED Principles in a Specialist Setting (for ICCP-Advanced only)

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Identifying challenges not normally found in the more common application of CPTED principles

* {Name} – See Appendix C – Doc 5. The transmission substations were a challenge {explanation}. CPTED can influence behaviour, and occasionally limit access, but it generally cannot physically stop an individual from doing (or accessing) something. For this reason, CPTED became an important supporting strategy, {explanation}.
* Article – See Appendix B. The second case study mentioned in the article was a challenge, because CPTED measures were taking the place of what was previously accomplished by physical security measures.

## Assess concerns and issues that need to be addressed

* City of {Name} – See Appendix E – Doc 2. City of {Name}’s Planning Department had a number of concerns with particular guideline suggestions that {explanation}. {NAME} arranged a compromise that was accepted by the Planning Department.
* Article – See Appendix B. The second case study mentioned in the article details concerns of staff members for their own safety. Concerns were addressed with a range of CPTED strategies.

## Develop strategies for dealing with identified issues

* City of {Name} – See Appendix E – Doc 4.
* {Name} University – See Appendix D – Doc 2.

## Consider the scope and scale of the project and how it might relate to implementation strategies

* {Name} – See Appendix C – Doc 1 – appendix C “Prioritisation of sites”). (Due to the large number of sites (approx. 135), consideration of security treatment implementation was necessary, in other words, “which sites should be treated first?” Appendix C “Prioritisation of sites” prioritises sites for security treatment, based on the risk assessment information in Table 1 (same doc, pages 3 to 9).
* City of {Name} – See Appendix E – Doc 4 – Section 7.2 “Removal of graffiti”. (This section outlines the importance of {explanation}) without first implementing other strategies that support the first strategy, are counterproductive).

## Consider implementation issues

* {Name} – See Appendix C – Doc 5 – Section 3. Notice in the Table in Section 3, that one CPTED strategy is in the priority 1 row, and another is in the priority 2 row. This implementation issue was important to ensure that CPTED strategies {explanation}.
* City of {Name} – See Appendix E – Doc 4 – Section 7.2 “Removal of graffiti”. (This section outlines the importance of {explanation}. Implementing one strategy (graffiti removal) without first implementing other strategies that support the first strategy, are counterproductive).

## Select options

* {Name} – See Appendix C – Doc 1 - Sections 5, 6, 7, 8, 9, & 10. (These sections provide alternative measures such as different fencing etc to give the Client some flexibility in security treatment options).
* {Name} – See Appendix C – Doc 5 – Sections 2, 3 & 4. (These sections (especially the table in Section 3) allow the Client to see which {explanation}. If desired the Client can implement only recommendations aimed at priority 1 risks, only priority 1 & 2, or all recommendations.

## Consider the issue of environmental sensitivity

* City of {Name} – See Appendix E – Doc 4 – Section 7.1 “Managing/changing the types of vegetation (and its location) around the park”.
* {Name} University – See Appendix D – Doc 2 – Section 5.3. Much of the vegetation at {Name} University was native bush that was {explanation}.

## Consider available security technology and how it relates to CPTED principles

* City of {Name} – See Appendix E – Doc 2:

Section 4.1.2 shows how CPTED can support technology such as security lighting.

Section 5.1.5 points out that security technology should ideally be {explanation}.

Section 5.3.1 figure 67 shows how CPTED can support CCTV.

* {Name} – See Appendix C – Doc 1 - Sections 5, 6, 7, 8, 9, & 10. (These sections provide many security treatments including technology).
* {Name} – See Appendix C – Doc 5 – Section 3. Notice in the Table in Section 3, that CPTED is used to support access control (new fence).

# Competency Unit #11 – Prepare Crime Prevention Plan (for ICCP-Advanced only)

The following sections direct the reviewer to examples of each criterion (in Appendices). Please also provide a brief explanation of how you acquired this competency through your work on the projects referred to below.

## Confirm acceptance of proposed crime prevention strategies

* Final Project – See Appendix A – Doc 2 – Section 5.9 “Recommendations”. Approximately a year after completion of the project, conversation with the then Operations Manager (Ian McLachlan) revealed that {explanation}. The strategy was successful.
* {Name} – See Appendix C – Doc 7. Many of the issues raised in this presentation revolve around Territorial Reinforcement (housekeeping). {Name} have accepted this strategy and commenced a clean-up of the (approx) 135 substations. Other recommendations yet to be actioned due to {explanation}/{Name} eframe.
* {Name} Group – See Appendix F. (The first drawing in the appendix is what was submitted to council by the {Name} Group, to apply for approval to locate a pedestrian access way in their subdivision. This was declined by council. The subsequent concept drawings in appendix F, which include CPTED strategies, were {explanation} {NAME} (with {Name} as a team member). Council accepted this design.

## Prioritise implementation strategies

* {Name} – See Appendix C – Doc 1 – appendix C “Prioritisation of sites”). (Due to the large number of sites (approx 135), consideration of security treatment implementation was necessary, in other words, “which sites should be treated first?” Appendix C “Prioritisation of sites” {explanation}, based on the risk assessment information in Table 1 (same doc, pages 3 to 9).
* {Name} – See Appendix C – Doc 5 – Section 3. Notice in the Table in Section 3, that one CPTED strategy is in the priority 1 row, and another is in the priority 2 row.
* City of {Name} – See Appendix E – Doc 4 – Section 7.2 “Removal of graffiti”. (This section outlines the importance of {explanation}).

## Develop crime prevention plan

* {Name} University – See Appendix D – Doc 2.
* City of {Name} – See Appendix E – Doc 2.
* City of {Name} – See Appendix E – Doc 4.

## Communicate crime prevention plan

* {Name} – See Appendix C – Doc 7.
* {Name} University – See Appendix D – Doc 3.
* City of {Name} – See Appendix E – Doc 5.

The above PowerPoint presentations were valuable in {Description}.

Attachment 1 (Degree and Final Project)

Double Click on Icon to Open Document

|  |  |  |
| --- | --- | --- |
| **Document #** | **Attachment** | **Type** |
| Doc 1 | [Insert object] | Degree |
| Doc 2 | [Insert object] | Final Project |

Attachment 2 (Article)

Attachment 3 [Workplace name]

Double Click on Icons to Open Documents

|  |  |  |
| --- | --- | --- |
| **Document #** | **Attachment** | Type/Name of document |
| Doc 1 | [Insert object] | {Name}Substation overview report |
| Doc 2 | [Insert object] | Incident History Spreadsheet |
| Doc 3 | [Insert object] | Proposal |
| Doc 4 | [Insert object] | Job Progress |
| Doc 5 | [Insert object] | Tate Street Report |
| Doc 6 | [Insert object] | Substation Signage |
| Doc 7 | [Insert object] | Substation Inspection Presentation |

Attachment 4 ({Name} University)

Double Click on Icons to Open Documents

|  |  |  |
| --- | --- | --- |
| **Document #** | **Attachment** | Type/Name of document |
| Doc 1 | [Insert object] | Proposal |
| Doc 2 | [Insert object] | External Assessment Report ({Name} ) |
| Doc 3 | [Insert object] | {Name} Presentation |

Attachment 5 (City of {Name})

Double Click on Icons to Open Documents

|  |  |  |
| --- | --- | --- |
| Document # | Attachment | Type/Name of document |
| Doc 1 | [Insert object] | City of {Name} Proposal |
| Doc 2 | [Insert object] | CPTED Policy and Guidelines |
| Doc 3 | [Insert object] | City of {Name} Town Planning Scheme No. 2 |
| Doc 4 | [Insert object] | Memorial Reserve |
| Doc 5 | [Insert object] | {Name} Presentation |
| Doc 6 | [Insert object: Scans of emails] | Emails |

Attachment 6 ({Name} Group)

{Image of project articles and drawings}

Attachment 7 ({Name} Court)

Double Click on Icons to Open Documents

|  |  |  |
| --- | --- | --- |
| **Document #** | **Attachment** | **Type/Name of document** |
| Doc 1 | [Insert object] | {Name} Court Specification |
| Doc 2 | [Insert object] | {Name} Court Drawing |

Attachment 8 (Signature pages)