

I hereby give notice of an Ordinary meeting of the

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 21 May 2018
Time	10.00am
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai

Open Agenda

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wiltle, Deputy Mayor Peter Wethey

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, Parks Officer, Financial Services
Manager, Governance Advisor (Minute-taker)

Jason Marris
General Manager Governance, Strategy and Democracy

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Mangawhai Community Park Governance Committee

Monday 21 May 2018, Mangawhai

1 Opening

1.1 Present

1.2 Apologies

1.3 Confirmation of Agenda

The Committee to confirm the Agenda.

1.4 Conflict of Interest Declaration

Committee Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a Committee Member and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before the Committee.

1.5 Deputations and Presentations

2 Confirmation of Minutes

2.1 Mangawhai Community Park Governance Committee minutes 19 February 2018

Administration Manager 1611.04

Recommended

That the minutes of the meeting of Mangawhai Community Park Governance Committee held on 19 February 2018 be confirmed as a true and correct record.

Mangawhai Community Park Governance Committee

meeting held

Date	Monday 19 February 2018
Time	Meeting opened at 10.00 am Meeting closed at 11.42 am
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai
Status	Unconfirmed

Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wittle, Councillor Peter Wethey

Staff and Associates:

Key Relationships Manager Community, Community Planner, Parks Officer, Administration Assistant
(Minute-taker)

Linda Osborne
Administration Manager

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Unconfirmed

Minutes of the Mangawhai Community Park Governance Committee
Monday 19 February 2018, Mangawhai
1 Opening
1.1 Present

Councillor Anna Curnow (Chair), Deputy Mayor Wethey, Messrs Maurice Langdon and Jim Wintle

In Attendance

Name	Designation	Item(s)
Darlene Lang	Key Relationships Manager Community	All
Hamish Watson	Parks Officer	All
Lisa Hong	Administration Assistant	All (Minute-taker)

Adjournments

Nil.

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Nil.

Name	Conflict
Jim	Trustee of the Pioneer Village Trust

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes
2.1 Mangawhai Community Park Governance Committee minutes 27 November 2017

Administration Manager 1611.04

Amendments: Minor spelling corrections.

Moved Curnow/Wethey

That the minutes of the Mangawhai Community Park Governance Committee meeting held on 27 November 2017, as amended, be confirmed as a true and correct record.

Carried

3 Operational

3.1 Mangawhai Community Park Master Plan Operations Update: November 2017 to January 2018

Key Relationships Manager Community 4702.13.06

Moved Curnow/Langdon

That the Mangawhai Community Park Governance Committee receives the Key Relationships Manager Community's report 'Mangawhai Community Park Master Plan Operations Update: November 2017 to January 2018' dated 13 February 2018, Attachments 1 to 4, and the tabled survey results and maps, and the information contained therein.

Carried

[Secretarial Note: Budget assigned to engineering investigation (\$15,000) were re-assigned to tracks. The Committee asked Council officers for reports on security, vision-planning for future of Mangawhai recreation and Pioneer Trust's Licence to Occupy.]

4 Closure

The meeting closed at 11.42am.

Confirmed

Chair

Kaipara District Council
Dargaville

3 Operational

File number: 4702.13.06 **Approved for agenda**

Report to: Mangawhai Community Park Governance Committee

Meeting date: **21 May 2018**

Subject: **Mangawhai Community Park Master Plan Operations Update: February 2018 to April 2018**

Date of report: 08 May 2018

From: Curt Martin, General Manager Infrastructure

Report purpose **Decision** **Information**

Assessment of significance **Significant** **Non-significant**

Summary

The Mangawhai Community Park Governance Committee (MCPGC) is the body which oversees the implementation of the Mangawhai Community Park Master Plan (the Plan) for the Mangawhai Community Park (MCP). The revised MCP 2015/2025 Work Programme was adopted in June 2016 and amended in May 2017.

A summary of activities, operations and maintenance work carried out over the months of February 2018 to April 2018 is reported below.

Recommendation

That the Mangawhai Community Park Governance Committee receives the General Manager Infrastructure's report 'Mangawhai Community Park Master Plan Operations Update: February 2018 to April 2018' dated 08 May 2018.

Reason for the recommendation

To keep the MCPGC up-to-date on progress of the work programme and relevant information regarding the ongoing operations and works at MCP.

Reason for the report

To report on the Mangawhai Community Park Master Plan (the Plan) operations, providing an update for the February 2018 to April 2018 period.

Background

The Plan was developed after public consultation and feedback and adopted by Council on 25 November 2014.

The Vision for the Park is: Mangawhai Community Park will be a visible, predominantly natural, public space at the entrance to Mangawhai Heads, used (freely) by the community for recreation and enjoyment of the outdoor environment.

The following is a summary of activities, operations and maintenance work carried out over the months of February 2018 to April 2018

- The second terrace of pavers at the Pioneer Village is completed with work continuing on the paths and steps around this area;

- Working through getting compliance for the buildings at the Pioneer Village, a report from Haines Haulage for the relocation of the buildings is required now;
- An Agreement with FENZ has been signed and finalised;
- The Mangawhai Museum's Deed of Surrender is still being negotiated. Location of potential Arts building has now been provided by the Museum so this will be progressed now;
- Work has begun on the tracks with designs completed but will need to be reviewed once trees are removed from the Fire Station site and stumps removed from behind St Johns to confirm the contour of the land;
- The Plan Review Update consultation has been completed. There were 170 surveys received. The majority of the respondents were 35 or older with a very small portion in the 24 and under age group. Survey results (**Attachment 1**) and comments (**Attachment 2**) are attached. This information will give the Committee direction for the next stage of the Plan;
- As a part of Council's audit process the playground at MAZ was independently audited along with Council's other playgrounds - there have been a few issues identified that have been passed on to the MAZ Committee to be rectified under their LTO;
- A planting plan (**Attachment 3**) has been proposed for the MCP - this needs to be reviewed in conjunction with the Mangawhai Community Park Master Plan and CPTED guidelines (**Attachment 4**);
- A request for a change to the LTO for the Pioneer Village has been received to include the land area also. They are currently still operating off a Development Agreement for Licence to Occupy and this will need to be discussed when they apply for a Licence to Occupy; and
- No further investigation has been done at this stage regarding the possibility of sports fields up on the top area.

Mangawhai Community Park Operations Update

A capital budget of \$100,000 per annum was approved in the Long Term Plan (LTP) 2015/2025 for the development of the Park from financial contributions (Reserves).

The following is a summary of work carried out over the last 10 months within the Park:

Description	Budget	Actual
Complete landscaping around village and create heritage gardens, paths and steps.	\$65,000	\$51,500
Power installation to site.	\$10,000	\$13,500
Implement planting programme.	\$5,000	\$0
Engineering investigation into service lanes.	\$15,000	\$0
Remove exotics.	\$5,000	\$0
Total	\$100,000	\$65,000

Factors to consider

Community views

The Plan was developed using a public process and reflects the views of the community and other stakeholders at the time of its development. The Plan was adopted in November 2014.

Policy implications

The financial budgets are set within the LTP and respective Annual Plans.

The funding received is from financial contributions received by Council through development, such as subdivisions.

Financial implications

It is the General Manager Infrastructure's responsibility to ensure all operations are conducted within budget.

Legal/delegation implications

There are no known delegation issues. MCPGC has delegated authority from Council to govern Mangawhai Community Park in accordance with its Terms of Reference.

Assessment of significance

This is not a significant activity on Mangawhai Community Park and as such is not considered to be significant in terms of Council's Significance and Engagement Policy.

Next step

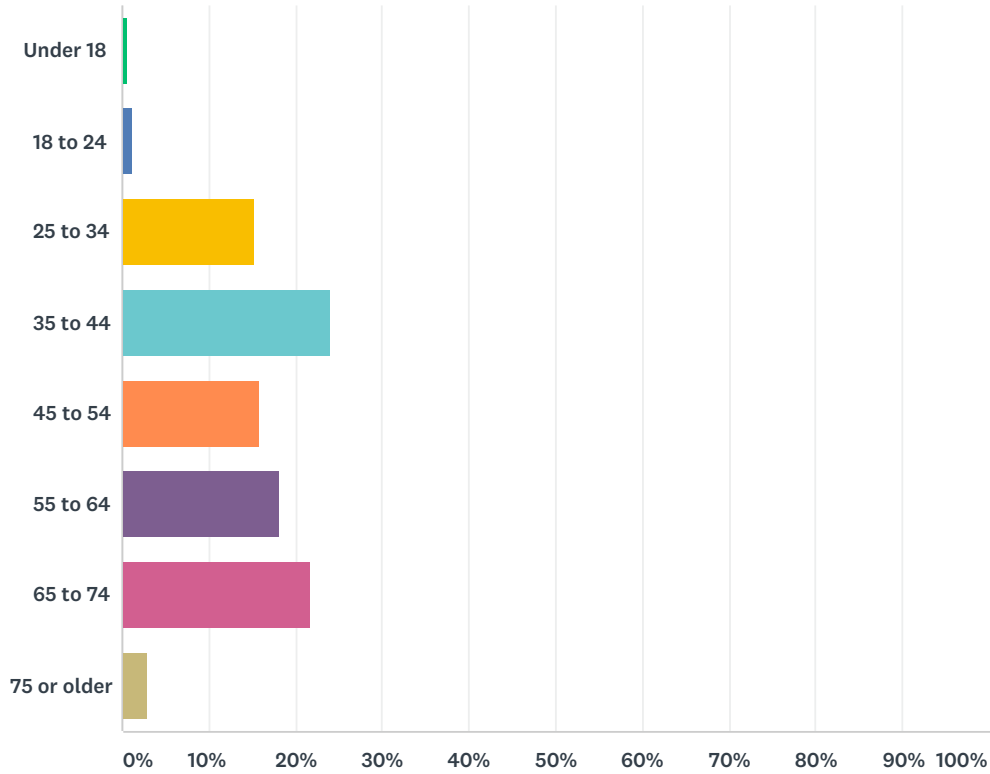
Continue to implement the Works Programme.

Attachments

- 1 Survey results
- 2 Survey comments
- 3 Planting plan
- 4 CPTED guidelines

Q1 What is your age?

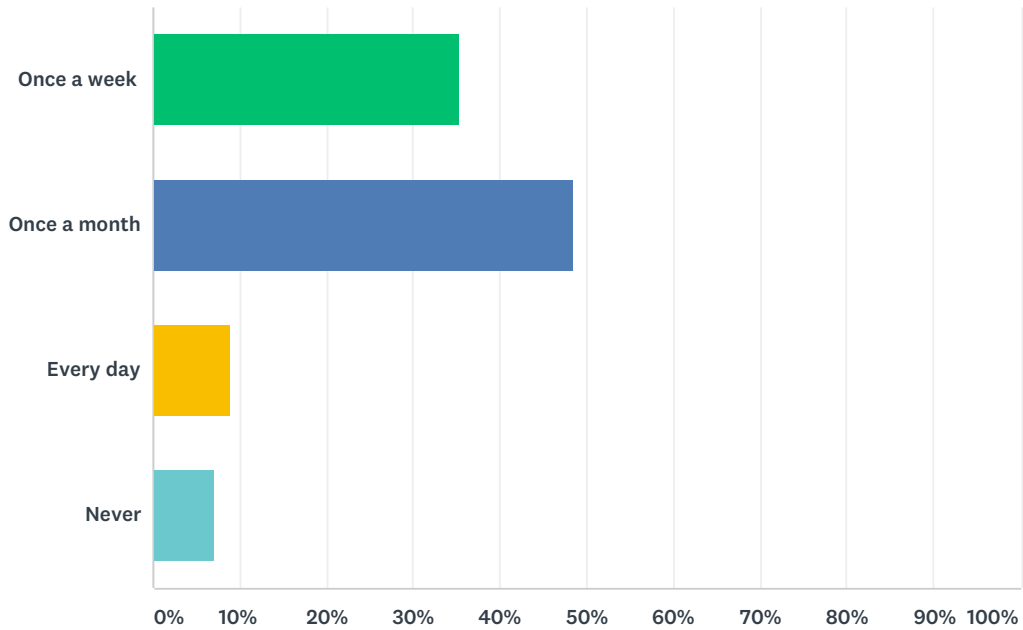
Answered: 170 Skipped: 0



ANSWER CHOICES	RESPONSES
Under 18	0.59% 1
18 to 24	1.18% 2
25 to 34	15.29% 26
35 to 44	24.12% 41
45 to 54	15.88% 27
55 to 64	18.24% 31
65 to 74	21.76% 37
75 or older	2.94% 5
TOTAL	170

Q2 How often do you use the park?

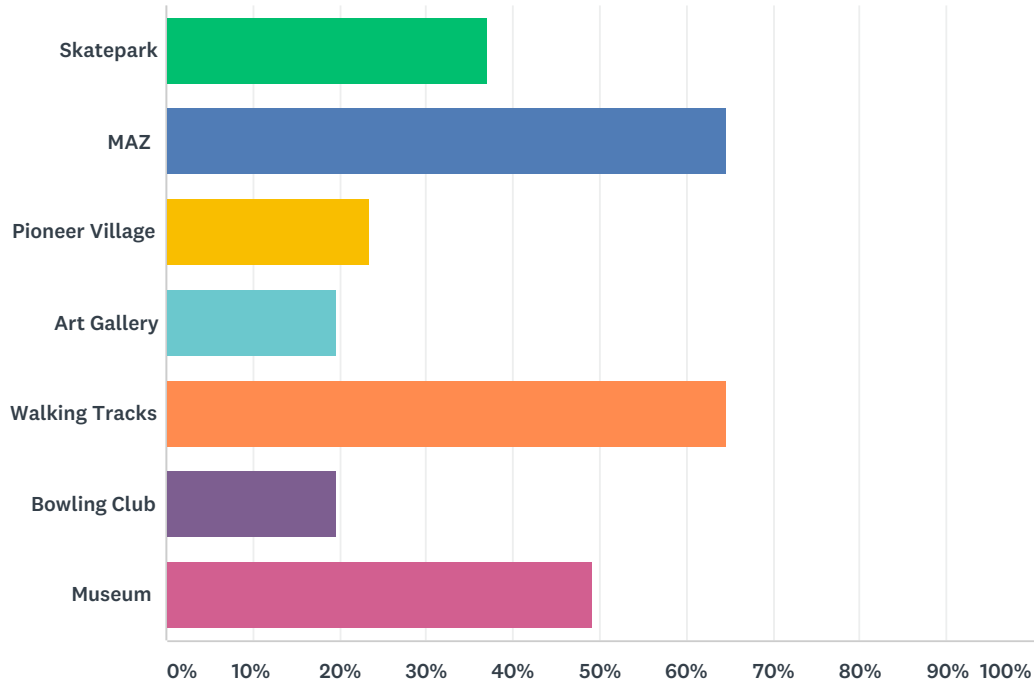
Answered: 167 Skipped: 3



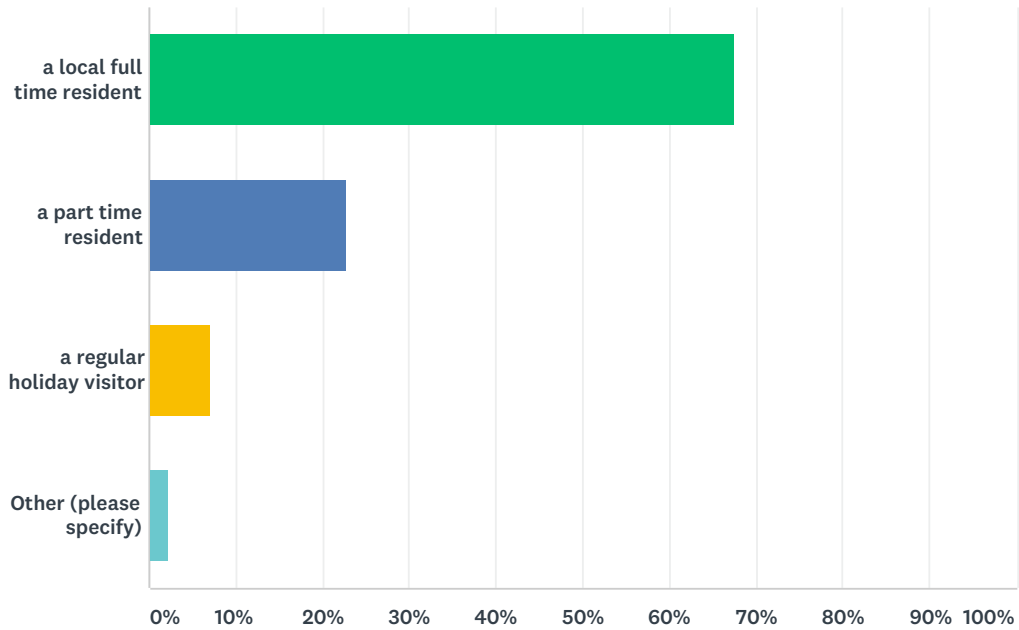
ANSWER CHOICES	RESPONSES	
Once a week	35.33%	59
Once a month	48.50%	81
Every day	8.98%	15
Never	7.19%	12
Total Respondents: 167		

Q3 What park facilities do you currently use?

Answered: 167 Skipped: 3



ANSWER CHOICES	RESPONSES
Skatepark	37.13% 62
MAZ	64.67% 108
Pioneer Village	23.35% 39
Art Gallery	19.76% 33
Walking Tracks	64.67% 108
Bowling Club	19.76% 33
Museum	49.10% 82
Total Respondents: 167	

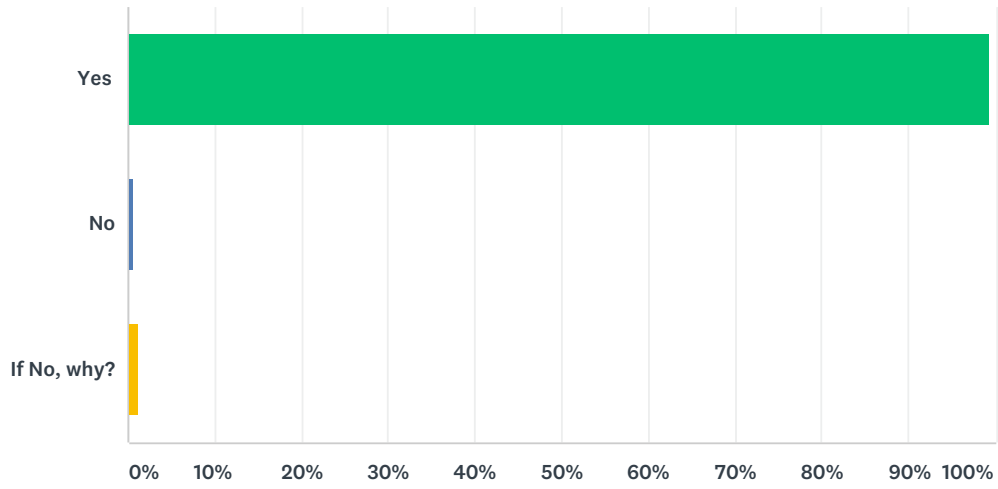


ANSWER CHOICES

RESPONSES

- a local full time resident
- a part time resident
- a regular holiday visitor
- Other (please specify)

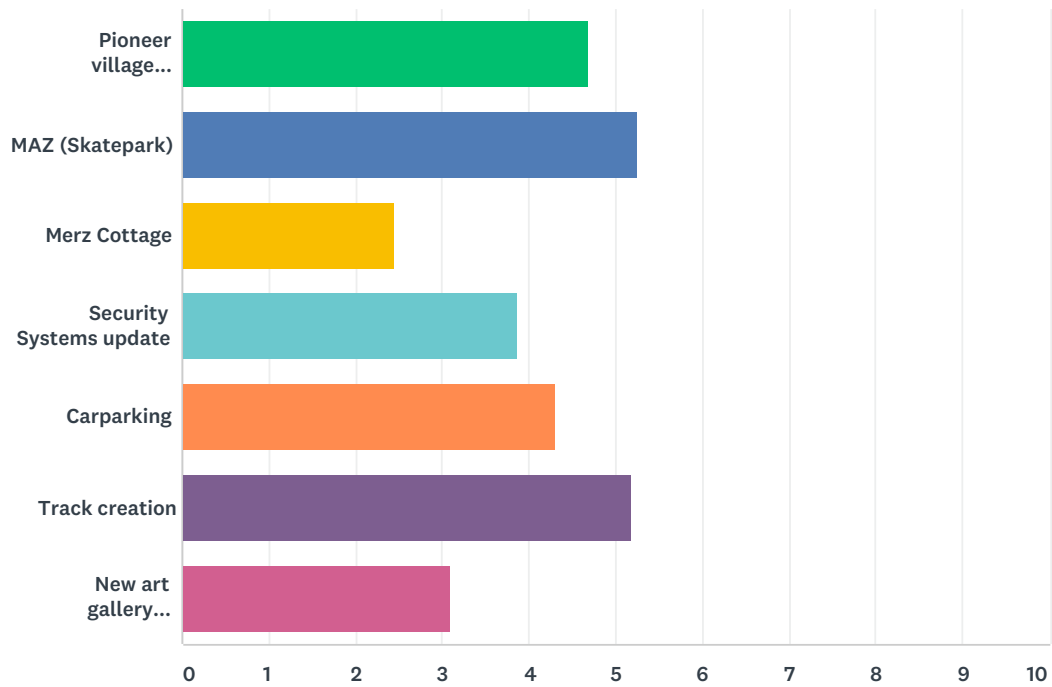
	67.66%	113
	22.75%	38
	7.19%	12
	2.40%	4
TOTAL		167



ANSWER CHOICES

- Yes
- No
- If No, why?

RESPONSES



1 2 3 4 5 6 7 TOTAL SCORE

Pioneer village completion

MAZ (Skatepark)

Merz Cottage

Security Systems update

Carparking

Track creation

New art gallery facility

Q7 Do you have any further comment about the Park?

Answered: 103 Skipped: 67

Q7 Do you have any further comment about the Park?

Answered: 103 Skipped: 67

#	RESPONSES	DATE
1	Great for my children and grand children to use. An important facility for them. Would like to see stuff for my age group too.	3/1/2018 10:19 AM
2	This land needs reserve status and no further development.	2/19/2018 2:06 PM
3	Keep it world class! Dream big! And get on with the building bike lanes to connect to the wider community... kids should be able to safely bike there at least from both community centres.. and beyond!	2/15/2018 9:47 AM
4	A priority for the Council to allocate funds from the reserve contribution fund to complete MAZ. The funds are there the Council just needs the courage to use them.	2/14/2018 2:38 PM
5	We would like walking tracks created from the Maz park down the the Pioneer Village/Museum to enable a safe environment for the woman with prams with a rolled metal service. Created Merz Hut before the history is lost forever. Like to see more buildings coming into the Pioneer Village with the opportunity of the buidlings to be rented on a regular basic. The main road and footpath down to Village is urgently required on the park side to enable the safety of pedestrians. An area where dogs are under control however can room free.	2/10/2018 10:07 AM
6	They need a pool	2/9/2018 2:43 PM
7	It's great	2/9/2018 10:22 AM
8	all entities are operational, how will KDC assist these groups (not for profit) to operate? Yes fundraising is essential, but as a council governed park there should be some requirement/commitment of a financial type to the park by KDC. If this won't happen, perhaps look at making it easier to implement fundraising activities (make it easier to hold events and actually HELP by working with these organisations re consents required, parking and traffic movements). There is currently no common standard upheld by KDC in respect to this.	2/9/2018 10:17 AM
9	Would be wounderfull to see a swimming pool of some kind. Thanks for all the hard work people from the community have put in.	2/9/2018 10:12 AM
10	Te Whai Trust/Community House should be number 1. Create a community house for community use with Te Whai Trust. Keep as much of the bush tracks as possible Track creation - and maintenance, pushchair friendly and dog friendly	2/8/2018 12:09 PM
11	Te Whai Trust would like to eventually have a permanent community centre. Carparking needs to be priority throughout the whole Mangawhai district Ongoing maintenance of tracks plus access for pushchairs New art gallery definitely important to add into Pioneer Village but has a premise that's working presently MAZ is an amazing facility that envy of other small communities All of these are important and cater to different areas of the community	2/8/2018 12:07 PM
12	Uses the Community Trust	2/8/2018 12:03 PM
13	Suggestions: - A mini bike park (Alexandra Central Otago has one) with roads for kids, traffic lights, giveways etc. Plus BMX track - Push chair friendly walks - Treehuts - Construction Play area (safe) - Water park like Auckland has - Orienteering tracks - Old tractor/digger for MAZ - Hopscootch on concrete - Big recycling bins (the ones where you put glass in one and plastic in the other) -Covered area for sport during the winter, as there is nothing to do when it rains We are happy to get involved, Mike & Libby Clews 021 797 712	2/8/2018 12:02 PM
14	I am a member of the Te Whai Community Trust and we are in need of premises for community centre at the moment we are using the Tara School Building.	2/8/2018 11:57 AM

15	it is looking really awesome, so well done so far.... my 3 kids arent skate boarders, so they are abit gutted the tennis court got put in where they use to scooter, and the concrete track around the play grounds are way to busy for scootering around.... we know u can scooter at the skate park but its normally filled with skaters which.....we went on a holiday to pahia and at thr school they have this awesome scooter track with jumos and dips and lots off different tracks so you dont just have to go around in the same loop.... my 3 kids loved it... and so easy to make..... if you go to paiha go see it at the school, its a real hit in the holiday, or it could be on thr school websight..... also a sound sheel or stage would be cool to have.....or a rugby post to kick goals...thanks	2/8/2018 9:36 AM
16	I think its a great park you all have done amazing. Would love to see more for little preschoolers like even a closed in partly shaded area for the slightly more "free" spirited ones whos parents just need a wee break from trying to keep them in one place. Perhaps it would also be a perfect place for a Mums and bubs friendly cafe lol. (Or parents and kids, not just Mums...) - hubby is also keen on the cricket pitch you have put in, perhaps some practice nets for batters and bowlers would be good since thats kinda been taken away from the Domain now	2/8/2018 8:35 AM
17	The lower fields of the Maz and mountain biking trails need some funds ! Everyone doing a fantastic job constructing all of these awesome local facilities !!!	2/7/2018 7:38 PM
18	I think it's an amazing asset to the community and I'm very thankful and appreciative for all those who have put in time, money, and labour into making it what it is ??????	2/7/2018 5:36 PM
19	1. There needs to be safer access way to the park for children, prams, bikes etc. The current pavement on the opposite side of the road (commercial side) is dangerous and too busy. A track/walkway could be formed starting near Info Centre and cut a path through existing forest to MAZ and then continue down to Museum. Possibility of some pedestrian crossings near Museum to allow foot traffic to cross to other side to join up with current walkway. 2. Current crossing point into MAZ needs to be a proper zebra crossing with orange beacons on poles. Vehicles go too fast along this stretch of road and kids trying to cross are at risk. 3. Would be great to see further planting around the MAZ playground & skatepark. Picnic areas with shade (perhaps trees planted with future shade in mind). 4. Recycling bins available rather than general waste bins 5. Pioneer's Village - can one of these buildings be utilised for public use such as a community theatre/cinema? The old church would be perfect for this and our town is currently lacking in such a service. 6. Love to see a dedicated Dog Park somewhere in the Mangawhai Park. Currently there are no good options for dogs to play/exercise/socialise with other dogs, other than at the beach which is not always ideal. A specific area dedicated just to dogs would be well utilised in this dog-friendly town. Long grass areas, space to run and chase a ball, exercise area, wetland that dogs can go into etc. Thank you and hope this is helpful :)	2/7/2018 1:54 PM
20	Me and my children love maz!	2/6/2018 11:16 AM
21	More sunshade for the parents please while the kids play	2/5/2018 2:07 PM
22	Love the walk ways! Also think the park is great for all of the kids	2/5/2018 9:19 AM
23	I should like to see the Fire Station next to the Ambulance Station. Some native bush retained. Easier access between sites within the Park.	2/4/2018 2:05 PM
24	We need safer,hard surfaced walking tracks for pushchairs. Safer access to the park. More parking. More money given to the worthwhile projects so they can complete. More green areas created with seating. More roads within the park for access.	2/4/2018 8:58 AM
25	A footpath along Molesworth Drive that can be used going from the bridge right around to the information centre.This would connect all the activities and eliminate crossing the road	2/3/2018 2:54 PM
26	I'd like to see more shade over picnic areas, waterbottle refill -current drinking fountain doesnt always work well.	2/3/2018 11:17 AM
27	Would be great to have more water fill stations, drink fountains as a feature. The Plastic free Mangawhai group and Love Kaipara group have gained some great momentum and can use this as leverage for putting Mangawhai on the map as a green holiday destination	2/1/2018 8:39 PM
28	I'd love to see a soundshell or the like. Something where the community could get together.	2/1/2018 8:30 PM
29	I would like to see a drink bottle refill station and zero waste facility.	2/1/2018 7:06 PM
30	The waste management at the park is archaic. Surely a community facility like this could look at waste and recycling. The current system if a few overflowing bins isn't good enough and isn't teaching out young ones anything good. Waste flies around and ends up in the estuary.	2/1/2018 5:10 PM

31	Would have been great to have FULL size public tennis courts for every one to use . Current court isn't full size, two courts would be great	2/1/2018 7:31 AM
32	No	2/1/2018 3:15 AM
33	I would like you to consider an area for motor cross.	1/31/2018 6:30 PM
34	Keep up the great work! How about a swimming pool complex.	1/31/2018 5:33 PM
35	More directional timing signs on tracks. Markers to show one is on a track and going the right way. When placing markers. Think like a visitor - where could they take a wrong turn and up miles away from their car. How do they get back to the main road?	1/31/2018 12:54 PM
36	lookout be maintained Gully near road and bowling club/MC Carpark be gradually filled and compacted by layer over next few years to become useful	1/31/2018 12:52 PM
37	Would like to see weed control included in the plan; could be done by volunteers; keen to see cycling access track through park to enable cyclists from village to Heads able to get off Molesworth Drive	1/30/2018 10:24 PM
38	More council funding from developer contributions please !	1/29/2018 10:17 PM
39	Need more activities for the kids besides just skating , bmx tracks ,bike trail ,a rope course ect	1/29/2018 12:40 PM
40	A bit sick of people taking their dogs to the playground.	1/29/2018 6:45 AM
41	Awesome facility	1/29/2018 6:33 AM
42	It is an amazing resource for the community. So great to have a place that caters so well for a variety of interests & outdoor activity	1/28/2018 10:23 PM
43	We are so lucky to have such incredible facilities in Mangawhai	1/28/2018 8:17 PM
44	It's fantastic	1/28/2018 3:10 PM
45	No	1/28/2018 1:50 PM
46	Finish the concreting of the skate park to stop sand erosion	1/28/2018 11:45 AM
47	An Outdoor Pool that includes Lap swimming.	1/28/2018 11:18 AM
48	It would be cool to set up an staging area to be used for fundraising events. Eg: Kids concerts in the park, outdoor movie nights. Etc	1/28/2018 11:14 AM
49	The pump track that has been built by the soccer field is (sorry to say) beyond a joke. It needs to be scrapped and started over before any more money is put towards it. Far to narrow and the corners and beyond a joke when it comes to how tight they are, no possible way to make any of them with any kind of speed.	1/28/2018 10:39 AM
50	I think it is a FANTASTIC attribute. A small movie theatre such as in Wanaka, would have been the ultimate.	1/28/2018 7:23 AM
51	Please dont put internal roads through park, this will take away from the natural beauty, and quite peaceful nature of what we have left. LESS IS MORE!	1/28/2018 7:21 AM
52	Looks like it might need sportsfields since the domain committee don't want sports there	1/28/2018 7:15 AM
53	Please don't exclude dog walkers from using the tracks - we get a lot of pleasure from this public space too	1/28/2018 12:22 AM
54	Its been fantastic to have the shade sails installed over the swing areas. Any chance they could be installed over the pirate ship and kids tunnel structures? The slides that come off them get dangerously hot during the day and the kids cant use them. Just a thought. Thank you for providing this wonderful park for our children! ☺ Regards, Helen Bennett	1/27/2018 10:05 PM
55	It's awesome	1/27/2018 9:48 PM
56	An awesome facility, very good minds behind its development, good people running it. Friends from outside Mangawhai are very jealous of our Park. Needs better security against vandalism.	1/27/2018 9:34 PM
57	It is an awesome facility	1/27/2018 9:25 PM
58	It's a great for everyone to enjoy, visitors, local, young and old	1/27/2018 9:25 PM
59	no	1/27/2018 9:19 PM

60	Stop starting multiple projects at a time and leaving a whole lot of unfinished projects! Put all funding and effort into one project to get it 100% completed then move onto the next	1/27/2018 5:27 PM
61	We are getting some very unsavoury people there lately. Our Kids have been picked on and told to Piss off by people holidaying here	1/27/2018 2:49 PM
62	Water feature	1/27/2018 2:06 PM
63	It's amazing!! My boys love it. So nice to have outdoor activities for them. We also love the walking tracks and outdoor fitness area. Nothing else like it around. So good for families and youth.	1/27/2018 11:01 AM
64	Volunteers are doing a fabulous job. The Park needs funds from The KDC Reserve Contribution Fund urgently	1/27/2018 10:05 AM
65	Some more shaded seating would be great, and keeping in mind our communities bigger, older kids	1/27/2018 9:54 AM
66	Love it - love it all.	1/27/2018 7:25 AM
67	No	1/27/2018 5:30 AM
68	It's amazing and we are so thankful and proud to have it in Mangawhai!	1/26/2018 11:40 AM
69	The skatepark needs priority to be finished. Skateboarding is now an Olympic sport and this would become a world class facility for a NZ team to train.	1/26/2018 9:42 AM
70	Need to be funded local and user pays	1/26/2018 9:28 AM
71	Keep up the great work!	1/23/2018 1:47 PM
72	There needs to have more shade areas for sitting under and having something to eat.	1/16/2018 5:59 PM
73	No thanks	1/16/2018 3:12 PM
74	utilizing the thermal water active underneath with a heated outdoor pool , enabling the older people to stay active year round thus creating a inclusive park .	1/16/2018 12:14 PM
75	Keep up the good work	1/11/2018 10:51 AM
76	It's awesome.	1/11/2018 10:50 AM
77	Awesome work thank you	1/11/2018 10:48 AM
78	I fully support the Arts facility in the park	1/11/2018 10:47 AM
79	Well done volunteers	1/11/2018 10:46 AM
80	I love the concept, if you are taking out trees - replace with natives.	1/11/2018 10:46 AM
81	Great project	1/11/2018 10:45 AM
82	Leave as many trees standing as possible	1/11/2018 10:43 AM
83	Shaded cover over sitting areas	1/11/2018 10:42 AM
84	Make the organisation structure clearer	1/11/2018 10:40 AM
85	Need for safer walking tracks. Reduction of hazards.	1/11/2018 10:40 AM
86	Fantastic facility - well worth developing.	1/11/2018 10:37 AM
87	Great work team	1/11/2018 10:36 AM
88	Hot springs would be lovely	1/11/2018 10:34 AM
89	I suggest there be a dedicated dog exercise area somewhere close to MAZ (in order to get dogs off our beaches where there is a major conflict with beach-goers)	1/11/2018 10:33 AM
90	Need fire station	1/11/2018 10:32 AM
91	Great work well done.	1/11/2018 10:31 AM
92	It's a fantastic local asset. Thank you.	1/11/2018 10:29 AM
93	Takes grandkids there	1/11/2018 10:27 AM
94	Nice Work.	1/11/2018 10:25 AM
95	Keep up the good work	1/11/2018 10:24 AM

96	Amazing. Great work	1/11/2018 10:24 AM
97	Great seeing the path develop over the years.	1/11/2018 10:22 AM
98	great facility	1/11/2018 10:21 AM
99	Go to MAZ/Museum for the coffee. A good job well done.	1/11/2018 10:19 AM
100	Any chance of an off the lead area for dogs, (like Sanders Reserve)	1/11/2018 10:18 AM
101	Road widening/centre island, footpaths	1/11/2018 10:12 AM
102	Needs to continue to grow and service the community. Needs to be a Major development in Long term plan.	1/5/2018 2:40 PM
103	We use the park weekly sometimes 4 times a week and believe we are the biggest organised user group to do so. 30 children from the Mangawhai Rayders Cycle club ride and maintain the trails around the park. As the local bike store we are frequently asked where the best place to ride mountain bikes is. We tell them Waitangi mountain bike park, Whangarei Mountainbike park or the town basin for family rides and then we recommend MAZ. Cycling is one of the biggest recreation activities and has turned Paihia, Rotorua and other small towns with pump tracks and trails into cycling paradise.	1/5/2018 10:36 AM

LEGEND



40 new large sized trees
See selection list



Existing seats



Existing barbecues

Existing Bike track.

New pedestrian path.

Low native
Planting.
Native planting
to screen.

Ambulance
Station.

Native
Planting

Fitness
area

Sand mound

Play ground

Carpark

Existing Pohutukawa
trees

Tennis
Court

Molesworth
Drive

DANIEL TOHILL
027 2895550

Plan scale @A3 1:500

MAZ

Optional tree species that are hardy and will do well in sand.

Botanical name:

Common name:

EXOTICS

Gleditsia triacanthos v. inermis. **Green honey locust.**
NOTES - Shade tree. Deciduous.

Albizzia julibrissin. **Silk tree.**
NOTES – Shade tree. Deciduous.

Agonis flexuosa **Willow myrtle.**
NOTES – Shade tree, Evergreen.

Jacaranda mimosaeifolia. **Jacaranda.**

Platanus orientalis **Plane tree autumn glory**
NOTES – Shade tree, autumn colour

Quercus afares – Q. suber **Evergreen oaks**
NOTES – Evergreen Oak

NATIVES: Some of these are not as wide spreading as the above exotic trees.
They should be planted in groups of 3 or more to create shaded areas.

Planchonella costata	Tawapou
Plagianthus betulinus regius	Ribbonwood
Hoheria populnea	Houhere, lacebark
Kunzea ericoides var. linearis	Kanuka
Sophora	Kowhai
Meryta sinclairii	Puka
Myrsine australis	Mapou

Note: The above are all faster growing natives that grow well in sand.
Slower growing natives e.g Pohutakawa – Puriri – Taraire – Rimu -
Rewarewa – totara – Tanekaha
Could be planted in conjunction with the slower growing species

National Guidelines for Crime Prevention
through Environmental Design in New Zealand

Part 1: Seven Qualities of Safer Places

N Z URBAN DESIGN PROTOCOL





Who should read this?

This document is primarily for planners and designers working for local authorities.

It should also be read by police and those involved in crime prevention activity (such as local crime and safety managers, chairs and co-ordinators of Safer Community Trusts) as well as architects, urban designers, engineers, planners and building managers involved in planning, designing and managing publicly accessible places.

Information on implementing Crime Prevention through Environmental Design can be found in the companion guide: *Part 2 – Implementation Guide*.

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■ Acknowledgements

On behalf of the Ministry of Justice, I would like to express our thanks to the project team for their hard work and dedication in developing the *National Guidelines for Crime Prevention through Environmental Design in New Zealand*.

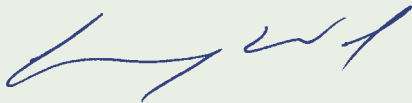
In particular we would like to recognise the direction and enthusiasm that Janine Monahan from the Ministry of Justice has given in overseeing the project. We are equally grateful to Project Manager Jennifer Laing from the Wellington City Council, whose contribution of time and energy has been formidable. We would like to acknowledge the Wellington City Council for their support and commitment.

Thanks to the Ministry for the Environment, New Zealand Police and all the workshop participants from Dunedin, Christchurch, Wellington and Auckland. Their involvement helped to focus the National Guidelines and to fine-tune these documents.

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We express our deep appreciation to the staff at Urban Perspectives Ltd, who co-ordinated the development of these guidelines and tirelessly reworked them as they passed through various stages of review.

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Jeremy Wood

Director, Crime Prevention Unit, Ministry of Justice

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NATIONAL TASKFORCE

Please refer to the glossary on page 37 for membership.

■ ■ Foreword

The Ministry of Justice is committed to creating a healthy, enjoyable and safe environment for New Zealand citizens and visitors.

Reducing crime and building safer communities is a priority for all New Zealanders. Research and practical examples show that crime and the fear of crime can be significantly reduced by implementing appropriate environmental design strategies in the community.

That is why I am pleased to introduce the *National Guidelines for Crime Prevention through Environmental Design in New Zealand* to local government, urban planners and designers, and the police and others involved in crime prevention.

The National Guidelines outline how urban planning, design and place management strategies can reduce the likelihood of crime and deliver numerous social and economic benefits in the long-term. Places that are safe and feel safe are vibrant – they attract people, activity and positive social interaction. Popular places are also better for business, with high pedestrian counts reflected in higher turnover, employment, profit and investment.

The National Guidelines were developed under the *National Taskforce for Community Violence Reduction*, led by Local Government New Zealand. The comprehensive membership of this group demonstrates the commitment of government and non-government organisations to work together to reduce crime. The National Taskforce and its work programme were established as part of the *Safer Communities Action Plan to Reduce Community Violence and Sexual Violence* released by the Ministry of Justice in June 2004.

The Ministry of Justice has drawn on the experience of many people and organisations in developing the National Guidelines. I thank these people for sharing their knowledge and experience in effective crime prevention through environmental design. Without their help and assistance, the National Guidelines would not have been possible.



Hon Mark Burton
Minister of Justice
Minister of Local Government

■ ■ Introduction

Crime and the fear of crime are real and important issues for people in New Zealand. They affect people's quality of life – people may avoid going out at night or stay away from particular areas because of their fear of crime. This in turn has important economic consequences as people choose to avoid certain retail and entertainment areas in favour of those that are safer or perceived as safer.

Although the role of law enforcement and punishment in tackling crime is widely recognised in our society, there is growing recognition of the significant role that crime prevention can play in managing and reducing New Zealand's crime problems.

Crime prevention takes many forms and New Zealand's local authorities approach crime prevention in different ways and with different emphasis. One of these approaches is Crime Prevention through Environmental Design (CPTED). CPTED provides a framework for incorporating crime prevention within quality urban design by focusing on reducing the opportunity to commit crime, therefore lessening the motivation to offend.

While many local authorities are already using CPTED concepts in their work, the National Guidelines for CPTED in New Zealand now provides all local authorities with an opportunity to introduce these concepts in ways that are appropriate to the New Zealand context. This document introduces seven qualities of safer places (qualities that will improve the urban environment while reducing crime and the fear of crime) it establishes the benefits of CPTED and it suggests possible organisations to involve and their roles. The Ministry of Justice hopes those involved will find the National Guidelines helpful in achieving safer places that all residents and visitors enjoy.



■ □ What is CPTED?

CPTED¹ is a crime prevention philosophy based on proper design and effective use of the built environment leading to a reduction in the incidence and fear of crime, as well as an improvement in quality of life. CPTED reduces criminal opportunity and fosters positive social interaction among legitimate users of space. The emphasis is on prevention rather than apprehension and punishment.

While crime occurs for many different reasons and cannot be prevented by well designed places alone, CPTED is an important tool with proven benefits. To be most effective, CPTED needs to be part of a broader crime prevention strategy that incorporates social, environmental and community development strategies.

There are four key overlapping CPTED principles. They are:

1. **Surveillance** – people are present and can see what is going on.
2. **Access management** – methods are used to attract people and vehicles to some places and restrict them from others.
3. **Territorial reinforcement** – clear boundaries encourage community ‘ownership’ of the space.
4. **Quality environments** – good quality, well maintained places attract people and support surveillance.

The CPTED approach to design

There are three approaches to managing the physical environment in ways that will reduce the opportunity for crime:

- **Natural** – the integration of security and behavioural concepts into how human and physical resources are designed and used (e.g. border definition, windows).
- **Organised** – the introduction of labour-intensive security (e.g. guards, police, security patrols).
- **Mechanical** – the introduction of capital or hardware-intensive security (e.g. locks, closed circuit television, lighting).

CPTED emphasises the employment of natural strategies where possible, so that crime prevention is integrated into design. More formal and expensive mechanical strategies are a last resort, when other options are unsuitable.

¹ Definitions of text highlighted in this document can be found in the glossary on pages 36 to 38.

■ ■ What are the National Guidelines?

CPTED's four principles of surveillance, access management, territorial reinforcement and quality environment form the foundations of the National Guidelines for CPTED in New Zealand.

The National Guidelines aim to:

- encourage local authorities to adopt, develop and implement their own crime reduction guidelines by providing them with a framework from which to start
- raise public awareness of crime prevention and safety and its link to the built environment
- promote the value of crime prevention design as a key component of good urban design
- achieve more attractive and vibrant public physical environments, which enhance public safety and reduce opportunities for criminal offending.

The National Guidelines define seven qualities that characterise well designed, safer places:

1. Access: Safe movement and connections

Places with well-defined routes, spaces and entrances that provide for convenient and safe movement without compromising security.

2. Surveillance and sightlines: See and be seen

Places where all publicly accessible spaces are overlooked, and clear sightlines and good lighting provide maximum visibility.

3. Layout: Clear and logical orientation

Places laid out to discourage crime, enhance perception of safety and help orientation and way-finding.

4. Activity mix: Eyes on the street

Places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times by promoting a compatible mix of uses and increased use of public spaces.

5. Sense of ownership: Showing a space is cared for

Places that promote a sense of ownership, respect, territorial responsibility and community.

6. Quality environments: Well designed, managed and maintained environments

Places that provide a quality environment and are designed with management and maintenance in mind to discourage crime and promote community safety in the present and the future.

7. Physical protection: Using active security measures

Places that include necessary, well designed security features and elements.

■□ The benefits

The purpose of the Local Government Act 2002 is to make local authorities responsible for promoting the social, economic, cultural and environmental wellbeing of their communities. This includes playing a part in reducing crime. Local authorities are also responsible under the Resource Management Act 1991 for the sustainable management of natural and physical resources. This means managing the use, development, and protection of natural and physical resources in a way (or at a rate) that enables people and communities to provide for their social, economic and cultural wellbeing, and for their health and safety while avoiding, remedying or mitigating adverse environmental effects. This responsibility includes public streets, public places (such as parks, playgrounds and public conveniences) and the interface between public and private development. The National Guidelines help local authorities to fulfil their statutory responsibilities.

SAFETY AND SECURITY ARE ESSENTIAL TO SUCCESSFUL COMMUNITIES

Successful communities are places where people live, work and enjoy life in the knowledge that they can do so safely. Places that are safe and feel safe are vibrant and attract people, activity and investment.

SAFE DESIGN ENHANCES THE QUALITY OF THE ENVIRONMENT

Safe design not only enhances public safety, it also adds to the attractiveness and use of the environment. Many safe design principles reinforce fundamental principles of good **urban design**. Safe design can improve the quality of the environment in many ways. The National Guidelines help local authorities to develop **urban design** action plans required of the signatories to the New Zealand Urban Design Protocol (2005).

PLANNING FOR SAFETY MAKES SENSE FINANCIALLY

Integrating safety at the outset of a development's design brings long-term social and economic benefits. Getting it right first time saves future costs of correcting or managing badly designed development. Safe popular places with high pedestrian counts are better for business, reflected in higher turnover, employment, profit, rents, capital values and rates.

INTEGRATED PLANNING MAKES A SIGNIFICANT CONTRIBUTION TO TACKLING CRIME

Good design alone cannot be expected to solve crime. However, considered positive planning, particularly when co-ordinated with other measures, can make a significant contribution to safety. Taking an integrated approach to each development, where professional disciplines and key stakeholders work together, is important.

■ Who should be involved?

Crime prevention is complex. CPTED and wider crime prevention solutions are likely to be more effective if central and local government work in partnership with local communities, businesses and service organisations. The nature and scale of partnerships to promote safety from crime will vary according to local circumstances. The key partners are local authorities and the police.

Key partners

ORGANISATION	ROLE
Local authorities	<p>Local authorities are responsible for the design and use of public spaces. They have a key role to implement CPTED. In most cases it is anticipated that the local authority will initiate, lead and facilitate the partnership with the police and other groups. Other roles include:</p> <ul style="list-style-type: none">▪ identifying community outcomes▪ initiating major works in public areas▪ managing public places and assets▪ fulfilling responsibilities under the Local Government Act 2002 and Resource Management Act 1991.
Police	<p>Police play a key role by:</p> <ul style="list-style-type: none">▪ sharing their knowledge of criminal behaviour, types and location of crimes▪ providing intelligence on hot-spot areas (such as identifying trends in criminal activity)▪ helping with crime prevention techniques.

Other partners to consider

ORGANISATION	ROLE
Business and shopping centre owners and managers, especially local hospitality operators	<p>Often crime hot-spots are in retail, business or entertainment areas. Businesses in these areas can play a role in helping to better understand why crime is occurring and how it could be prevented.</p> <p>Some solutions may need businesses to play a more active role in crime prevention, particularly if this involves improving the design of publicly accessible places on privately-owned land.</p>
Neighbourhood Support groups, residents' associations, community boards	<p>These groups can help with:</p> <ul style="list-style-type: none"> ▪ better understanding what is happening in the local neighbourhood from the perspective of residents ▪ identifying neighbourhood crime hot-spots and areas that trigger a fear of crime ▪ identifying options for improvement ▪ CPTED safety audits.
Urban designers, planners, architects and landscape architects in the private sector	<p>Urban designers, planners, architects and landscape architects can contribute specialist knowledge to help achieve CPTED, both in new development and redevelopment projects.</p>
Community agencies, groups or service providers	<p>These agencies and groups can provide:</p> <ul style="list-style-type: none"> ▪ a perspective on crime from different sectors within the community including vulnerable people (such as victims of crime, people with disabilities, young people, children, older people, women, schools and preschools) ▪ a perspective on the effectiveness of design options.
Other organisations that could have a useful role	<ul style="list-style-type: none"> ▪ Ministry of Justice Crime Prevention Unit ▪ Housing New Zealand ▪ Māori and Pacific Island community groups ▪ community patrols and Māori wardens ▪ local hospitality operators ▪ car park building owners ▪ private developers ▪ transport providers ▪ schools

■ The seven qualities for well-designed, safer places

The National Guidelines' seven qualities are not rules or universal solutions for every situation. Instead they focus attention on key issues to consider in relation to the needs of each local setting.

As the qualities overlap and reinforce each other, effective results can be achieved only when all qualities are considered together and applied appropriately to the local context. The seven qualities need to be considered throughout the planning and design process. It's particularly important that these are considered right from the early stages of a new development or redevelopment so that fundamental matters such as site layout and its relationship to the surrounding area are accounted for.

This section provides a summary of the key considerations associated with the seven qualities as well as an in-depth look at each quality. As the seven qualities overlap with one another, some of the considerations listed on the following pages may relate to more than one quality and not just to the quality in which they are listed.



■ □ Summary of key considerations

ACCESS: SAFE MOVEMENT AND CONNECTIONS

- Clear routes are provided for different modes of traffic.
- Movement safety is maximised especially after dark.
- Safe access is provided between key destinations and **entrapment spots** eliminated.
- All routes are necessary and lead to destinations that people want to reach.
- Multiple exit points are provided from **public spaces** and along pedestrian routes.
- Consequences of the number and type of connections are carefully considered.
- Routes do not provide potential offenders with ready and unnoticed access to potential targets.

SURVEILLANCE AND SIGHTLINES: SEE AND BE SEEN

- Good **visibility**, sightlines and casual **surveillance** are provided.
- Opportunities for **surveillance** from adjacent buildings are maximised.
- Building design creates opportunities for informal **surveillance** and incorporates crime reduction measures.
- **Concealment** and isolation opportunities are removed so that areas are active.
- **Concealment** spots are eliminated or secured with **visibility** aids incorporated where necessary.
- Fencing, landscaping and streetscape features are designed to help **visibility**.
- Efforts are made to eliminate 'inactive' frontages and corners.
- Lighting is a primary consideration and integral to the overall design.

LAYOUT: CLEAR AND LOGICAL ORIENTATION

- Design and layout support safe movement and help with orientation and way-finding.
- Design and layout are appropriate for the identified crime risk, maintain or improve environmental conditions and enhance personal safety.
- Ground level building facades are of a high design quality and provide **active frontages** to the street (e.g. windows, doors, displays and visible indoor activity).
- **Public spaces** are of a high quality, serve a purpose and support an appropriate level of legitimate activity.
- Entrances and exits are clearly signposted and easily accessible.
- Signage is legible and informative of the surrounding development, public facilities and access routes.
- Landscaping supports **legibility**.

ACTIVITY MIX: EYES ON THE STREET

- Informal **surveillance** is supported and the **legitimate use of public space** is maximised.
- **Mixed use/activity generators** are incorporated with various uses successfully integrated.
- Uses in an area are compatible with any potential conflicts being thoroughly addressed.
- Strategies for encouraging residential population in town and city centres are promoted.
- Encouraging appropriate night-time uses is considered.



SENSE OF OWNERSHIP: SHOWING A PLACE IS CARED FOR

- Spaces are clearly indicated as to whether they are public, communal, semi-private or private.
- Boundaries between these spaces are appropriately indicated to support their intended use.
- Elements that delineate ownership boundaries are well designed and do not restrict visibility.
- Property numbering and identification are incorporated within the design.
- Community engagement in the planning and design process is encouraged.
- People who feel ownership of a place are involved in defining its identity.

QUALITY ENVIRONMENTS: WELL DESIGNED, MANAGED AND MAINTAINED ENVIRONMENTS

- Care is taken to create good quality public areas.
- Appropriate management and maintenance systems are in place.
- Design and layout support management and maintenance.

- Materials and fixtures are vandal resistant.
- Users, businesses and residents are involved in management.
- Integrated approach to design, involving a range of disciplines, is taken.
- Alliances or partnerships between stakeholders are promoted.

PHYSICAL PROTECTION: USING ACTIVE SECURITY MEASURES

- Potential for target hardening measures to have a visually negative impact is carefully addressed.
- Barriers are designed carefully, of high quality and appropriate to their local context.

■ Access: Safe movement and connections

Places with well-defined routes, spaces and entrances that provide for convenient and safe movement without compromising security.

The success or failure of a place as part of a sustainable community is influenced by the nature and quality of its connections, particularly to local and wider services and amenities. Too few connections can undermine vitality; too many of them, especially too many underused or poorly thought out connections, can increase opportunities to commit crime.

Safe movement and access are strongly influenced by elements and spaces acting as **movement predictors** or **entrapment spots**.

Pedestrian tunnels and bridges, narrow passageways, moving escalators and staircases all serve as effective predictors of a user's route. Such **movement predictors** are of particular concern when they are isolated or end in **entrapment spots**. Eliminating and/or managing such elements and spaces are important for enabling safe movement.

The right level and type of access, resulting in places that are well connected and secure, is achieved through careful, creative design based on a thorough assessment of the local environment.

Left to right

- 1 *Key pedestrian routes should be well lit at night.*
- 2 *Clear and well defined routes for pedestrians enhance enjoyment of the waterfront area.*



■ □ Considerations

MOVEMENT FRAMEWORK

- A good movement framework has direct routes that lead people safely to the places they want to go by whatever means – on foot, by bike or on public transport. This should cover the needs of all people, including the elderly and disabled.
- Well connected street networks provide pedestrians with a choice of routes. Layouts based on main routes and shared spaces reduce the need for underused alleyways, shortcuts and minor access points that can become vulnerable to or facilitate crime. The consequences of the number and type of connections in each particular setting need to be carefully considered.
- Major connecting streets should have long sightlines to help navigation and monitoring of danger spots.

- Footpaths should be designed to allow **visibility** and avoid creating potential hiding places. Physical elements such as continuous solid fences, blank walls or planting beside footpaths that impede sightlines and reduce opportunities for **surveillance** should be avoided.
- Access points to private development or communal spaces should be clear and casual access removed or managed.
- Public access to the rear of buildings should be restricted. In particular, secluded footpaths or alleyways should not run at the rear of, and provide access to, buildings or gardens. If this is difficult to achieve other measures such as enhanced **visibility** and **good lighting** need to be considered.

ENTRAPMENT SPOTS AND MOVEMENT PREDICTORS

- Keeping pedestrians and vehicles at the same level, including pedestrian crossings, limits the need for elements that act as **movement predictors** (such as footbridges, tunnels and

Left to right

3 *This cycleway is visible from the adjacent road.*

4 *Clear views and different paths allow people a choice of routes.*



- □ underpasses). Where these are unavoidable, other measures to reduce vulnerability such as increased visibility (e.g. exit ways that are visible from the entry), lighting, and activity at and around these spaces need to be considered.
- Potential **entrapment areas** along or around frequently used pedestrian routes should be eliminated, particularly those in close proximity to **movement predictors**. When potential **entrapment spots** cannot be designed out, they should be gated or secured at night.
- Pedestrian and cycle paths should be physically integrated into surrounding areas to avoid predictability of movement and provide pedestrians with a choice of routes.
- Alternative routes that are well lit and well travelled at night should be made available. Multiple exit points from **public spaces** and along pedestrian routes or paths should be provided and clearly signposted in advance of entrances to underpasses, overpasses, escalators, etc.

Left to right

- 5 *Good views through the park help create an open and safe playground.*
- 6 *Lots of people and activities promote safe places.*

THINK CRIMINAL²

Crime and antisocial behaviour are more likely to occur if:

- pedestrian routes are poorly lit, indirect and away from traffic
- streets, footpaths and alleyways provide access to the rear of buildings
- it is easy for people to become lost or disoriented.

² The UK Safer Places Guide, 2004 suggests that one way to envisage how the configurations of existing and planned features and layouts in a location might affect crime is to 'think criminal', or more formally, to think how criminals might react to, or exploit the use, layout and development of land. A checklist of 'think criminal' questions (adapted from the UK Safer Places Guide) is included under the guidelines for each quality.



■ Surveillance and sightlines: See and be seen

Places where all publicly accessible spaces are overlooked, and where clear sightlines and good lighting provide maximum visibility.

Surveillance and sightlines and many of the other qualities, particularly 'access', 'sense of ownership' and 'layout', are underpinned by the theory that places are safer if they are overlooked.

The idea of 'see and be seen' is a central CPTED principle. Effective surveillance and maximising visibility are central to safe design. Places that have passers-by, or windows and activities that overlook them, provide the victim with the possibility of help and the criminal with the risk of detection.

Clear sightlines and good visibility allow people to see where they are going and make a reasonable choice of routes. This has a significant impact on feeling and being safe. Landscaping design has a key role in enabling clear sightlines and good visibility.

In areas designed for use after dark, visibility depends on effective lighting. Well designed lighting increases the opportunity for surveillance at night, sends positive messages about the management of an area, and enhances the aesthetics of the night-time environment.

Considerations

SURVEILLANCE: SEE AND BE SEEN

- Places that could be vulnerable to crime should be overlooked by buildings that are busy at all times, or places that are activity generators. Windows and activities in buildings should be directed to overlook pedestrian routes, open spaces and car parks at ground level.

Left to right

7. *Café patrons provide 'eyes on the street'.*

8. *Taxi drivers help keep an eye on the surrounding area.*



- □
 - Windows and doors should face onto the street. *Active frontages* with ground level uses opening to the street (e.g. cafes and shops) should be encouraged. The more windows overlooking the street and other *public spaces*, the better.
 - In some circumstances, security cameras and security staff may be appropriate in addition to (but not instead of) informal *surveillance* (see 'physical protection').

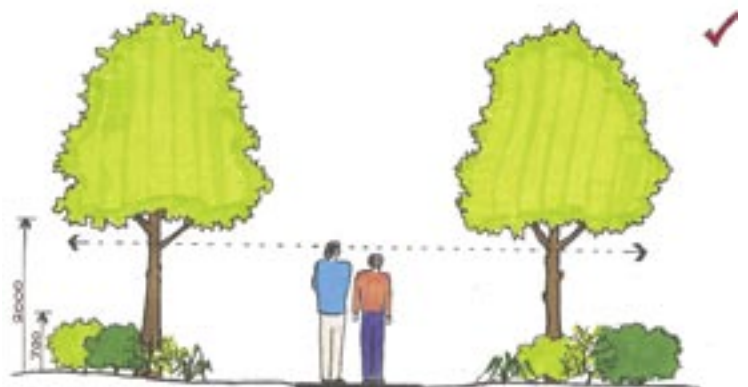
VISIBILITY/SIGHTLINES/CONCEALMENT REDUCTION

- Providing *visibility* into spaces where there is a perceived risk to personal safety, (e.g. stairwells, elevators, car parks, bike stands and lobby entrances) is critical.
- Barriers (e.g. landscape features, fences and walls) along principal pedestrian and bicycle routes should be low or visually permeable (made of see-through materials).

Left to right

9. *Fencing clearly defines a boundary while maintaining visibility of the playground from the street.*
- 10 *Ground cover and trees do not block sightlines and opportunities for concealment are reduced.*

- Features and elements that inhibit sightlines should be avoided, such as:
 - blind corners, especially on routes where movement is predictable
 - sudden changes of grade on pathways that reduce sightlines
 - *concealment spots* (unless they can be secured after-hours)
 - pedestrian tunnels.
- Hardware, such as mirrors, combined with *good lighting* can help to improve impeded sightlines and restore *visibility*.
- Dark areas next to designated pedestrian routes, private dead-end alleyways and recesses in fencing or walls (e.g. entrances and doorways) can create opportunities for concealment and should be addressed. Where a *concealment* area is unavoidable, aids to *visibility* (e.g. convex mirrors) and good vandal-resistant lighting should be provided.



■ □ LIGHTING

- It is crucial that lighting:
 - sends the right messages to the public about the safe and appropriate use of space at different times of day and night
 - is an integral part of the overall design and considered in relation to the specific needs of the place
 - is designed with management and maintenance in mind (e.g. lighting fixtures are vandal resistant and kept out of reach)
 - is well-maintained and bulbs are promptly replaced as part of a co-ordinated management strategy.
- Lighting should:
 - provide good visual guidance and orientation
 - support **visibility** for pedestrians as well as for motorists
- be considered for places that are well used at night (e.g. car parks, major pedestrian and bicycle routes, public spaces, building entrances, public toilets, access and egress routes) and for areas where safety risks have been identified
- ensure **visibility** for a reasonable distance to improve perceptions of safety.
- Lighting should be placed to ensure:
 - uniformity of lighting levels over an area, avoiding glare and reducing the contrast between shadows and illuminated areas, except when highlighting a specific area or feature
 - vegetation or other elements do not interfere with its effectiveness.

11 *Retail activity on the street helps to create opportunities for informal surveillance.*

12 *Good quality lighting assists in providing comfortable pedestrian movement.*



- □
 - Lighting should not be provided in areas not intended for night-time use, therefore avoiding a false impression of safety.

THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- criminals can operate and travel to and from the location without fear of being seen
- criminals or their activity do not attract attention, or they are confident that no action will be taken
- the sides of a building and its surrounding spaces are not overlooked by surrounding users or passers-by
- buildings and spaces are not designed to allow *surveillance* 'outside' from 'inside' and vice versa.

13 *Open design allows surveillance into this ground floor car park.*

14 *The dark colour of the fence railings allows good visibility through to the park.*



■□ Layout: Clear and logical orientation

Places that are laid out to discourage crime enhance perceptions of safety and help with orientation and way-finding.

The layout or structure of a place (how buildings, spaces, uses, activities and circulation relate to one another) affects its safety and the perception of safety. Of particular concern is the **legibility** of a place – the ability of the environment to communicate a sense of place and give messages about orientation and direction. **Legibility** is an important quality of safe places as it strongly influences the feeling of security.

A safe and legible urban structure has a well defined and clearly understood movement framework and good quality, highly-used **public spaces** that support **surveillance**.

Pedestrians need well-lit and clearly defined routes linking areas of activity and key destinations. A legible layout lessens the need to depend on signs to find one's way around. It enables people to read their surroundings and the way ahead in order to detect dangers and warning signs.

Unattractive and poorly maintained spaces feel unsafe and uninviting. A person's vulnerability to becoming a victim of crime may increase if it is easy to become lost or disoriented. Alternatively, a vibrant, high quality environment with good **visibility** and open familiar spaces attracts people, assists legibility, conveys confidence and helps to reduce fear.

Left to right

15 *Good views and signs help visitors understand the park layout.*

16 *The entrance to the railway station is clearly visible.*



■ □ Considerations

DESIGN AND SITE LAYOUT

- Design should:
 - enable people to find buildings and site entrances and exits as well as services such as telephones, public toilets and information
 - avoid locating public toilets, car parking facilities and other **vulnerable uses** in **isolated areas**.
- Site layout of areas and spaces should:
 - have a well-defined movement framework with interconnected streets providing safe alternative routes to destinations
 - have easily understood pedestrian networks to help with orientation and way-finding
 - provide good quality **public spaces** overlooked by buildings with **active frontages**.

Left to right

17 *Strategically located signs help to orientate park visitors.*

18 *A network of high quality pedestrian paths makes it easy to get around.*

BUILDING DESIGN

- Building entrances should:
 - be clearly visible, well-lit and facing the street
 - have lobbies visible from the outside
 - have any ramps and lift entrances in visible areas that are connected to street activity to emphasise their presence and ensure safety for users
 - not create **concealment spots** next to pedestrian routes or **public spaces**.

SIGNAGE

See also 'quality environments' and 'sense of ownership'.

- Signs and maps should:
 - be strategically located at entrances to areas of activity, at bus stops and public facilities
 - be clearly visible and appropriately illuminated for night-time use
 - be informative rather than restrictive (e.g. 'do not enter')



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- □
 - easily convey all necessary information in a form understood by different user groups (e.g. internationally recognised symbols)
 - be legible (strong colours, clear contrasts, standard symbols, simple graphics and non-reflective surfaces).
- Information on signs and maps should:
 - identify access to assistance such as emergency services, information centres, public telephones, toilets, taxi ranks and bus stops
 - provide after-hours information, especially if certain exits are closed at certain times
 - clearly indicate street names and numbers and the purpose of the building (such as library, hospital, crèche).
- Signs that share a common design appearance and are provided at regular intervals along main pedestrian routes and at junctions are helpful.

THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- buildings, streets, and spaces are laid out in ways that allow criminals to move around and operate undetected
- a place tends to bring people who are likely to offend and suitable targets together
- places become derelict or underused and lack natural *surveillance*
- building entrances and exits and access to assistance are not clearly indicated
- it is easy for people to become lost or disoriented.

Left to right

19 *Providing information where people need it, helps people to get around safely.*

20 *Sign blends into the environment as well as providing information.*



■ Activity mix: Eyes on the street

Places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times by promoting a compatible mix of uses and increased use of public spaces.

Crime can be deterred through the 'eyes on the street' of people going about their everyday business – making a place more secure by populating it.

The levels and type of activity are determined by land use patterns. A broad range of activities in a mixed use environment (such as residential, restaurants, offices and shops) helps to promote activity around the clock, informal **surveillance** and increased use of **public spaces**. It is important, however, that new activities are compatible with neighbouring land uses and are designed to minimise conflict.

Left to right

21 *High quality public spaces attract people to linger and enjoy their surroundings.*

22 *Shop windows create interest and activity at ground level.*

Considerations

SAFER PUBLIC SPACES

- Popular **public spaces** are both successful and safe. The key is to:
 - create a high quality environment that attracts people to go and stay there
 - provide alternative opportunities and activities for those who might otherwise become involved in crime or disorder
 - design **public spaces** and provide a range of complementary activities that are enjoyed by different cultural and age groups at the same time.

THE RIGHT MIX OF USES

- Encourage a mixture of uses with a broad range of activities. Care should be taken to ensure that the different uses are compatible and right for the location.



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| 23

- □
 - Opportunities for mixed-use developments should be maximised so that:
 - public spaces are used at day and night
 - potentially conflicting uses are avoided
 - proposed new land uses are compatible in scale, consistent with neighbouring uses and enhance the character of surrounding areas.
 - Potential crime generating activities (e.g. licensed premises) should be balanced with other uses such as entertainment facilities for a range of age and user groups, restaurants, residential and commercial activities. Concentration of vulnerable development and uses should be avoided.
 - A residential population in the town or city centre brings activity, surveillance and ownership. Opportunities for inner city residential living should be provided and encouraged.
- Ground level activity should be promoted, especially in high and medium density environments so that attention is drawn to the street level.

APPROPRIATE NIGHT-TIME USES

- Night-time uses that work well in both economic and safety terms include a range of activities, not just hotels and bars. A variety of complementary night-time uses with a range of closing times (such as restaurants, shops, cafes, cinemas, theatres and galleries) provide more 'eyes on the street', contributing to the safety of a place at night.
- Provision of secure car parking, safe public transport facilities and lighting should be promoted as part of a wider strategy aimed at supporting and gaining advantage from night-time uses, while avoiding associated opportunities for criminal activity.

Left to right

23 Food vendors create activity.

24 City ambassadors keep an eye on things around the clock and provide help if needed.





THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- an area is either very quiet or very busy, depending on the local context and the type of crime
- groups of people feel that there is nothing to do
- criminals can go about their business unnoticed
- places become devoid of activity at certain times of the day and night, while remaining accessible to offenders
- potential offenders and/or victims are concentrated in the same place at the same time, such as bus stops or taxi ranks throughout the evening.

Left to right

25 *Night-time events create interest and activity.*

26 *Buskers provide entertainment for shoppers.*



■ Sense of ownership: Showing a space is cared for

Places that promote a sense of ownership, respect, territorial responsibility and community.

Encouraging residents and users of places to feel a sense of ownership and responsibility for their surroundings can make an important contribution to crime prevention. This can be helped if public spaces and spaces that are communal, semi-private or private are clearly defined.

Uncertainty of ownership can reduce responsibility and increase the likelihood of crime and antisocial behaviour going unchallenged. Alternatively, when responsibility and ownership are high, there is a feeling that crime is more likely to be detected and responded to.

Sense of ownership is closely linked to the overall quality and maintenance of a place. The 'broken windows' theory of crime suggests that initial attacks of vandalism, if ignored, can grow into a spiral of decline – the lack of response by owners or

occupiers sends a message to offenders that nobody cares and that there are no apparent obstacles to them continuing with their destructive activity.

Alternatively, places that convey a strong sense of belonging to and being cared for by someone (pride of place) are less likely to be a target of vandalism or crime.

Considerations

DEFINITION OF OWNERSHIP BOUNDARIES

- A clear distinction between public, communal, semi-private and private space should be provided by using design techniques and elements appropriate for the local context and the intended use of the space.

Left to right

27 *Planting, awnings and change of grade show clearly where private space begins.*

28 *Low fences define ownership but do not block sightlines into and out of private residences.*



- □
 - Common design techniques and elements to delineate ownership boundaries (that most people respond to) include:
 - landscaping
 - changes of level
 - use of different ground surface treatment
 - sensitive placement of low, appropriately selected physical barriers (e.g. gates, fences, walls, hedges, bushes)
 - design features (e.g. gateway structures to mark or enhance entrances to public areas)
 - signage
 - lighting.
 - High fences and landscaping that actively impede access are most appropriate in places that are vulnerable to crime, such as behind dwellings. However, these barriers should be visually permeable so that they do not hinder surveillance or provide hiding places for offenders.

- Buildings should be used to frame public spaces, with active frontages bordering the public area.

SIGNAGE

See also signage under 'quality environments'.

- Signage can be used to:
 - indicate the private nature of communal areas in private developments
 - identify the agency responsible for monitoring the area
 - indicate the location of entry and exit points.

USERS' INVOLVEMENT AND MAINTENANCE

- Involving those that use a space in decision-making about its planning, design, management and maintenance is an effective way to develop pride in a place and a sense of ownership.
- Elements and features (such as public art and sculpture) can help to personalise the space and promote local identity, sense of place and community ownership.

Left to right

29 A sign shows the location of key facilities nearby.

30 Community murals promote local pride and ownership.



- □
 - A prompt maintenance response enhances the sense of ownership and is critical to the successful management of a space.

THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- it is unclear whether a space is public or private and what behaviour is expected
- private space is easily accessible to people who have no right to be there
- an offender's presence in the area does not attract attention
- a place feels as if it is not under the supervision of local residents, businesses, organisations, or other users.

Left to right

31 *The sign reinforces ownership and appropriate use of the park.*

32 *Public art helps to promote local identity.*



■ Quality environments: Well-designed, managed and maintained environments

Places that provide a quality environment and are designed with management and maintenance in mind to discourage crime and promote community safety in the present and the future.

While getting physical design right is paramount, management and maintenance are important factors in maintaining safer places. The overall quality of the environment and its upkeep can influence both the perception and reality of safety and security.

A good quality, attractive **public space** that is perceived as well maintained and cared for by its owners and its users improves its overall image, encourages greater use, promotes greater respect for the environment and reduces the likelihood of crime or vandalism. Recent international research shows conclusively that good **urban design** has the potential to create value for communities, individuals, the economy and the environment³.

Addressing maintenance and management at the outset of a development proposal will help to minimise running costs and the requirement for maintenance. Design needs to take into consideration long-term maintenance, while ensuring quality design and encouraging use. A long-term maintenance programme to establish strategies and responsibilities for the ongoing upkeep of a place is important.

‘Quality environments’ is closely linked to ‘sense of ownership’.

Left to right

33 *Good design and quality materials create a busy and attractive space.*

34 *Regular maintenance assists in providing places that are attractive and safe.*

3 Ministry for the Environment (2005) - The Value of Urban Design: The economic, environmental and social benefits of urban design.



■ □ Considerations

QUALITY DESIGN

- Encouraging proper attention to the design quality and attractiveness of **public spaces** increases their safety and use, and promotes a greater respect for the environment.

EFFECTIVE MANAGEMENT AND MAINTENANCE

- Cleaning and maintenance initiatives should include regular grass cutting, ground maintenance, and litter and graffiti removal.
- Signs indicating contact details for emergency maintenance, reporting and prompt repair should be prominently located.
- Long expanses of blank walls or fences should be avoided, especially those using light colours unless it is intended to increase light reflection in areas such as car parks.

- Robust materials and elements and detail that are consistent with the character of a space should be encouraged.
- Graffiti-resistant paints and finishes are desirable for easier maintenance and should be used where appropriate. Highly vulnerable materials should be avoided.
- Imaginative responses to maintenance and vandalism problems need to be encouraged (e.g. involving local young people, commissioning murals by local artists, using vandal-resistant textures, and limiting access to vulnerable surfaces).
- The visible presence of maintenance staff can further reinforce the message that a place is well cared for, while contributing to **surveillance** and activity and promoting a sense of ownership.

Left to right

35 *Well-maintained landscaping welcomes visitors.*

36 *Street furniture should be robust and appropriate for its location.*



■ □ **PLACE MANAGEMENT AND INTEGRATED PLANNING AND DESIGN**

- Integrated approaches to planning and design should recognise the contribution of safety to the multiple disciplines involved in **urban design**. Policies on lighting, signage, landscaping and street furniture should complement each other and be approached in a consistent and integrated manner.
- Encouraging public/private partnerships such as town centre organisations and main street programmes (which promote the interests of local businesses) help to promote the importance of good **urban design** in creating places that are safe and vibrant.
- Promote safety audits and site assessments as part of the planning and design process.

THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- places are untidy or unattractive, giving the impression of not being cared for or that crime and disorder are tolerated
- signs of disorder and neglect, such as broken windows, abandoned vehicles or graffiti, are not removed at the earliest opportunity
- an organised human presence, such as police, security guards or street wardens, is absent.

Left to right

37 *Clean and busy spaces are less likely to be vandalised.*

38 *Quality materials help to create pleasant spaces.*



Physical protection: Using active security measures

Places that include necessary, well designed security features.

While not traditionally a CPTED quality, physical protection measures are another design tool for reducing opportunities for crime. Physical protection is also referred to as **target hardening**. It involves measures that make it more difficult to commit offences and instil a feeling of safety in users. It includes active security measures (such as locks, closed circuit television and security staff) that aim to place secure physical barriers or **surveillance** in the path of the criminal – making crime harder to commit and raising the risk of detection and possible capture.

Physical protection is the most traditional method of securing a place against crime. While an obvious and important aspect of crime prevention, it needs to be considered in an integrated manner that puts and explores the other qualities first.

If applied without due consideration, physical protection can adversely affect the look and feel of a place. Measures such as grilles and barbed wire are often unattractive and increase the fear of crime by suggesting that the area is unsafe.

Some places need to be made secure. However, it is important that this is done in a balanced way by employing methods that reasonably secure a place without visibly announcing that the design was concerned about crime.

Considerations

DESIGN TREATMENT OF SECURITY FEATURES

- Avoid using elements that create a poor image or a fortress-like appearance. Integrate any necessary security features into buildings or **public spaces** by designing them to be intrinsic, unobtrusive or a positive visual feature.

Left to right

39 *The lights along the path have been designed with vandal-resistant housings.*

40 *The gate sends a clear message that access is not allowed.*





Possible design techniques include:

- treating gates and grilles as public art
- making perimeter fences look attractive by allowing **visibility** through the fences, including simple design motifs or combining them with a hedge (thorny shrub varieties can 'target harden' boundary treatment)
- using open grilled designs or internal shutters instead of roller-shutter blinds
- using different grades of toughened or laminated glass as a design alternative to various types of grille.

BUILDING DESIGN

See also building design under 'layout'.

- Building design should:
 - avoid design features that make access to upper levels easier

- consider secure doors, windows and entry telephone systems to protect buildings with multiple occupants
- locate lifts within secure entrances
- incorporate graffiti and vandal-resistant measures.

USE OF CLOSED CIRCUIT TELEVISION (CCTV)

- CCTV should not be considered as an alternative to getting the design right in the first place, but can be used retrospectively to compensate for poor design. While no substitute, CCTV can supplement 'harder' forms of security.
- CCTV can help with crime detection, especially when implemented as part of a wider package of crime prevention measures.
- CCTV can be an effective crime prevention measure when combined with appropriate lighting, targeted at particular offences, and supported by good management, monitoring and adequate response.

Left to right

41 *Boundary definition can be a positive visual feature.*

42 *This fence clearly defines boundaries and is easy to see through.*



- □
 - The way CCTV systems are designed and used should be influenced by their intended purpose (e.g. will it be monitored and used to direct police or other security personnel in the case of an incident?).
 - Signs publicising that CCTV is in operation can increase its impact.
 - Plans for the placement and use of CCTV should comply with the Privacy Act 1993 and advice of the Privacy Commissioner should be sought at the earliest stages of planning.

THINK CRIMINAL

Crime and antisocial behaviour are more likely to occur if:

- the target hardening measures (e.g. for doors, windows and gates) are inadequate for the building and the crime risk faced; or are not integrated, installed or used properly
- it is easy to enter and exit properties unlawfully
- it is easy to remove property
- there is no indication of mechanical or organised surveillance.

Left to right

43 *Dark colours and see-through design mean that this fence is not visually intrusive.*

44 *This service lane has a grille-style gate that can be closed at night.*



■ ■ References



■ □ Glossary

ACTIVE FRONTAGES

Buildings that face onto the street and show signs of activity inside (such as shop fronts and window displays), or that generate activity on the pavement (such as cafes).

ACTIVITY GENERATORS

Land uses that encourage the use of public spaces, such as outdoor cafes and restaurants and sporting areas that are located within open space.

CONCEALMENT

Spaces that are not easily visible and provide the opportunity to conceal potential offenders, their victims, illegitimate uses, antisocial activity and crimes.

CPTED

Crime Prevention through Environmental Design is a crime prevention philosophy based on proper design and effective use of the built environment. The use of CPTED is intended to reduce crime and fear of crime by reducing criminal opportunity and fostering positive social interaction among legitimate users of space.

EFFECTIVE OR GOOD LIGHTING

Lighting that:

- provides visual guidance and orientation, good visibility and visual amenity, especially for an ageing population
- eliminates glare and other forms of light pollution, including light trespass with the ability to clearly see beyond the light sources
- projects an image of safety and security and enhances the accessibility and appearance of the area
- meets or exceeds the requirements of AS/NZS 1158 Road & Pedestrian Lighting Standards
- enables objects to be clearly seen in peripheral areas that are immediately adjacent to the subject area (e.g. planted areas close to footpaths)
- does not lead people into potential areas of entrapment or concealment such as dead-ends (such areas should not be lit)
- is well maintained
- is consistent in terms of appearance (e.g. avoid mixing high pressure sodium with metal halide)
- is integrated with CCTV where present.

■ □ **ENTRAPMENT SPOTS/AREAS**

Small physically confining spaces shielded on three sides by a barrier such as walls or landscaping, which offenders can use to physically or psychologically surround and entrap people. Entrapment spots include loading zones, leftover spaces between buildings, clearings within landscaping and recessed entrances. Entrapment spots are particularly dangerous when located close to well-travelled routes and movement predictors.

ISOLATED AREAS

Places where it would be hard for a person in difficulty to summon assistance or to attract the attention of passers-by or other people in the vicinity. Offenders may use isolated areas to their benefit, knowing that they are out of public view. Isolated areas are usually well screened from the view of adjoining buildings and away from activities that draw people near for natural surveillance.

LEGIBILITY

The ability of people who are unfamiliar with an area to find their way. Legibility instils a sense of confidence in users of public space and can be achieved through identifying designated pedestrian routes, clear sightlines and using signage, lighting and suitable landscaping.

LEGITIMATE USE

Any lawful and formally appropriate use of a building, facility or public space.

MOVEMENT PREDICTORS

Predictable or unchangeable thoroughfares that provide limited opportunities with which to exit. Examples of movement predictors are pedestrian underpasses or subways, narrow passageways, stairwells and pedestrian bridges. Movement predictors are of particular concern when located near entrapment spots or isolated areas.

NATIONAL TASKFORCE FOR COMMUNITY VIOLENCE REDUCTION

The taskforce was established in early 2005 as a result of the Government's Action Plan to Reduce Community Violence and Sexual Violence. It is charged with developing and leading a set of initiatives to reduce community violence, specifically violence related to alcohol and violence in public places, of which CPTED is a key focus. Members of the taskforce leaders group include: Sir Barry Curtis, Manukau City Council (chair); Commissioner Rob Robinson, New Zealand Police; Graeme McIndoe, Victoria University; Pat Mayhew, Victoria University; Bruce Robertson, Hospitality Association NZ; Steve Caldwell, Victim Support; Leith Comer, Te Puni Kōkiri; Dr Mike MacAvoy, Alcohol Advisory Council of NZ; Su'a Kevin Thomsen, Ministry of Pacific Island Affairs; John Angus, Ministry of Social Development; Jenny Brash, Porirua City Council; and Belinda Clark, Ministry of Justice.

PUBLIC SPACES

Spaces, which may be publicly or privately-owned, that are intended for public use.

■ □ SURVEILLANCE

Includes informal surveillance (e.g. by casual observers), organised surveillance (by trained security guards, attendants and other trained personnel) and electronic surveillance (e.g. security cameras). The National Guidelines are aimed especially at enhancing opportunities for informal surveillance so that antisocial behaviour or crime-related incidents are discouraged or detected and prevented.

TARGET HARDENING

The use of physical barriers, locks, safes, screens, reinforced materials or CCTV to reduce the opportunity for illegal access or vandalism to a property.

URBAN DESIGN

The design of buildings, places, spaces and networks that make up our towns and cities, and the way people use them. Urban design ranges in scale from a metropolitan region, city or town to a street, public space or single building. It is concerned not just with appearances and built form but with the environmental, economic, social and cultural consequences of design. Urban design draws together many different sectors and professions, and includes the process of decision-making as well as the outcomes of design. (Definition sourced from the New Zealand Urban Design Protocol, 2005.)

VISIBILITY

The ability of users of a place to see and be seen. Visibility ensures that public spaces are subject to informal surveillance by the maximum number of people.

VULNERABLE PEOPLE

Individuals or groups of people who are likely to perceive themselves as being unsafe, insecure, or at risk of violence in the community; and people perceived by others to be vulnerable, and therefore potential victims. Such people may include (but are not limited to) people with disabilities, older people, students, ethnic minorities, young people and women.

VULNERABLE USES/DEVELOPMENT

- Uses and activities such as (but not limited to) licensed premises (including taverns, hotels, entertainment venues, licensed clubs, off-licence premises, bottle shops and nightclubs), large entertainment and recreational venues, large institutional uses, (e.g. tertiary campuses, hospitals) schools, car parks (50 or greater), public toilets, telephone booths, and automatic teller machines.
- Any use or activity in an area, which is identified by responsible authorities (based on crime statistics and/or public perception of unsafe places) as attracting crime and/or nuisance behaviour, that generates people movement or use at times when there are less than normal levels of formal and/or informal surveillance.
- Any use operating at night-time or over a 24-hour period.
- Any large-scale project considered to have wide ranging safety implications such as (but not limited to) major shopping centres.

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National Guidelines for Crime Prevention through Environmental Design in New Zealand

Part 2: Implementation Guide





Who should read this?

This document is primarily for planners and designers working for local authorities.

It should also be read by police and those involved in crime prevention activity (such as local crime and safety managers, chairs and co-ordinators of Safer Community Trusts) as well as architects, urban designers, engineers, planners and building managers involved in planning, designing and managing publicly accessible places.

Introductory information to Crime Prevention through Environmental Design and the National Guidelines can be found in *Part 1 – Seven Qualities of Safer Places*.

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■ Introduction

This document accompanies the *National Guidelines for Crime Prevention through Environmental Design in New Zealand – Part 1: Seven Qualities of Safer Places*.

It aims to help local authorities, particularly those for whom Crime Prevention through Environmental Design (CPTED) is a relatively new initiative, to introduce CPTED when planning, designing and managing publicly accessible places.

For some local authorities, CPTED is already an integral part of their vision, strategy, policy and implementation processes.

DEFINING CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

CPTED is a crime prevention philosophy based on proper design and effective use of the built environment. The use of CPTED is intended to reduce crime and fear of crime by reducing criminal opportunity and fostering positive social interaction among legitimate users of space.



■ Who should be involved?

Crime prevention is complex. The National Guidelines and crime prevention solutions are likely to be more effective if central and local government work in partnership with local communities, businesses and service organisations. While the nature and scale of partnerships to promote safety from crime will vary according to local circumstances, the key partners are local authorities and the police.

Key partners

ORGANISATION	ROLE
Local authorities	<p>Local authorities are responsible for the design and use of public spaces¹. They have a key role to implement CPTED. In most cases it is anticipated that the local authority will initiate, lead and facilitate the partnership with the police and other groups. Other roles include:</p> <ul style="list-style-type: none">▪ identifying community outcomes▪ initiating major works in public areas▪ managing public places and assets▪ fulfilling responsibilities under the Local Government Act 2002 and Resource Management Act 1991.
Police	<p>Police play a key role by:</p> <ul style="list-style-type: none">▪ sharing their knowledge of criminal behaviour, types and location of crimes▪ providing intelligence on hot-spot areas (such as identifying trends in criminal activity)▪ helping with crime prevention techniques.

¹ Definitions of text highlighted in this document can be found in the glossary on page 46.

■ Other partners to consider

ORGANISATION	ROLE
Business and shopping centre owners and operators, especially local hospitality operators	<p>Often crime hot-spots are in retail, business or entertainment areas. Businesses in these areas can play a role in helping to better understand why crime is occurring and how it could be prevented.</p> <p>Some solutions may need businesses to play a more active role in crime prevention, particularly if this involves improving the design of publicly accessible places on privately-owned land.</p>
Neighbourhood Support groups, residents' associations, community boards	<p>These groups can help with:</p> <ul style="list-style-type: none"> ▪ better understanding what is happening in the local neighbourhood from the perspective of residents ▪ identifying neighbourhood crime hot-spots and areas that trigger a fear of crime ▪ identifying options for improvement ▪ CPTED safety audits.
Urban designers, planners, architects and landscape architects in the private sector	<p>Urban designers, planners, architects and landscape architects can contribute specialist knowledge to help achieve CPTED, both in new development and redevelopment projects.</p>
Community agencies, groups or service providers	<p>These agencies and groups can provide:</p> <ul style="list-style-type: none"> ▪ a perspective on crime from different sectors within the community including vulnerable people (such as victims of crime, people with disabilities, young people, children, older people, women, schools and preschools) ▪ a perspective on the effectiveness of design options.
Other organisations that could have a useful role	<ul style="list-style-type: none"> ▪ Ministry of Justice Crime Prevention Unit ▪ Housing New Zealand ▪ Māori and Pacific Island community groups ▪ community patrols and Māori wardens ▪ local hospitality operators ▪ car park building owners ▪ private developers ▪ transport providers ▪ schools

■ Ways to implement CPTED

There are many ways a local authority can implement CPTED.
This section outlines some of those options.



■□ Adopt CPTED as strategic policy

The recommended first step is for a local authority to formally adopt crime prevention and CPTED as strategic council policy. This step is critical. Successful implementation depends upon high level acceptance of the importance of crime prevention and CPTED, and the clear communication of this to the community and local authority staff.

Local authorities could use or adapt the following:

Outcome/objective: Incidents, opportunities and fear of crime are prevented or reduced by ensuring that CPTED principles are understood and incorporated into public and private development.

Policy: Council's design, planning, management and use of public space and community facilities will incorporate CPTED in service delivery and asset management programmes. Council will implement voluntary initiatives to encourage private development to incorporate CPTED and will implement regulatory initiatives if appropriate.

There are several benefits for adopting a policy like this:

- It signals that the local authority is committed to reducing the incidence and fear of crime and enhancing quality of life.
 - It signals that the local authority will incorporate CPTED into the planning, design, construction and management of public space and community facilities. This is the most efficient and effective way that a local authority can enhance the safety and quality of public space and facilities.
 - It is an opportunity for a local authority to lead by example.
 - It signals that the local authority will use voluntary mechanisms to encourage private development to incorporate CPTED. This is the most efficient and effective way that a local authority can enhance the safety and quality of private development.
 - It signals that the local authority will use regulatory mechanisms if there is reluctance by developers to sufficiently change their proposals to allow for CPTED.
 - It helps to ensure compliance with the Resource Management Act 1991, Local Government Act 2002 and non-statutory protocols (such as the Urban Design Protocol) and policies.
- In addition, it is likely to lead to:
- greater use of community facilities (such as parks, promenades and street malls) and a corresponding increase in people's safety and wellbeing
 - increased business as commercial areas become safer and more attractive to people.

■ □ Introduce an action plan

Following the formal adoption of crime prevention and CPTED as council policy, a local authority should prepare an action plan. The action plan should identify how the local authority proposes to reduce crime. There should be a strong link between the resource allocation in the local authority's annual plan and the resource required to implement the action plan.

If a council is a signatory to the New Zealand Urban Design Protocol, their CPTED action plan could be a key component of their Urban Design Protocol Action Plan.

A successful action plan is likely to include initiatives within the following broad areas:

- Achieve community involvement and stakeholder partnerships.
- Understand the local context and identifying priority hot-spots.
- Apply CPTED to local authority projects and public places.
- Apply CPTED to private sector projects.

Local authorities will give different emphasis to certain implementation initiatives to reflect their circumstances. Some action plans may focus on CPTED; others may include broader crime prevention initiatives; and some may contain the proposed actions of other stakeholders identified through community involvement.

For local authorities wishing to implement CPTED, it is recommended that a crime prevention leader or community safety co-ordinator is charged with preparing and implementing the local authority's action plan.

Ideally a crime prevention leader should:

- understand crime prevention and be familiar with CPTED
- be committed to reducing crime and improving the quality of public spaces
- be able to achieve the organisational change required to support introducing CPTED
- have the skills to organise, manage and facilitate community and stakeholder involvement
- be committed to educating, promoting and training local authority staff and the private sector.

EXAMPLES OF ACTION PLANS

- Manukau City Council's *Crime Prevention Action Plan* (December 2003) and *Update Report* (August 2004). Available from www.manukau.govt.nz.
- Waitakere City Council's *Waitakere Crime Prevention Strategy* (August 2004). Available from www.waitakere.govt.nz.
- Christchurch Safer Community Council's (Safer Christchurch) *The Garden City, A Safer City – Reducing Crime through Environmental Design* (2nd edition 1996) and *Safer Christchurch – A Proposed Approach* (April 2004). Available from www.ccc.govt.nz.

■ □ Involve the community and build partnerships

One of the most important ways a local authority can effectively implement crime prevention initiatives is to act as a facilitator – to involve and build partnerships with the community and other agencies.

There are several benefits to a local authority acting as facilitator and promoting community involvement. The local authority may:

- provide leadership and direction to the community
 - help the community and stakeholders to identify the types and locations of crime and where people do not feel safe
 - help the community and stakeholders to identify possible solutions
 - find the information and opinions gathered are useful when setting priorities and making decisions.
- Neighbourhood Support groups
 - local hospitality operators, especially for licensed premises
 - special interest parties
 - car park building owners
 - council asset managers
 - private developers
 - other street users (e.g. public transport operators, taxi operators)
 - consultants such as urban designers, architects, resource managers, specialists in CPTED
 - residents' associations
 - tenancy groups (in the case of large multi-unit developments)
 - schools and preschools.

While the communities, agencies, interested groups and individuals who can help a local authority will vary depending on local circumstances, the involvement of police and affected local residents and businesses within a crime problem area is likely to be crucial to successful crime prevention or reduction initiatives. Groups could include:

- Ministry of Justice Crime Prevention Unit
- Māori and Pacific Island community groups
- community patrols and Māori wardens
- business association and promotion representatives

■ □ Understand the local context

It is important that community safety and crime reduction initiatives are based on a good understanding of local circumstances. It is important to identify as clearly as possible the relationship between crime, the fear of crime, and place.

Understanding the local context requires gathering and assessing relevant information and opinions on the type, incidence and risk of crime in public places. This information will also help to identify priorities for action.

Experience shows that a local authority that successfully involves the community will have a better understanding of the local context – by working together, the community and various stakeholders develop a good understanding of where and what type of crime occurs. In addition there are at least four main tools that help to gain an understanding of the local context: crime statistics, safety audits, site assessments and management audits.

Crime statistics

Having good quality quantitative information enables a local authority to identify:

- the type of crimes taking place
- their occurrence and frequency
- their location
- who's most affected
- how the crimes are committed
- the trends.

Quantitative information helps a local authority to identify hot-spots (areas that have high numbers or a high rate of crime) as well as areas that are not as bad as might be feared. It is recommended that a local authority's action plan include initiatives to acquire quantitative information on the incidence of crime. The initial purpose would be to gain a broad picture of the nature, extent and location of crime with more specific analysis of identified hot-spots.

HOT-SPOT ANALYSIS

Hot-spot analysis is a process to confirm what partners may already know about crime in a specific area. It can also help to identify the causes of crime so that these can be addressed rather than focusing on the symptoms.

A hot-spot analysis has a number of specific benefits:

- It systematically tests anecdotal information and identifies changing and newly emerging trends to improve the knowledge and reliability of crime and disorder information.
- It validates why resources are targeted to particular areas with statistical information.
- It presents a picture that prompts broad discussion, promoting contribution from all partners.
- It questions the validity of information and examines how complementary data from the partnership can better inform local decision-making processes.
- It provides a base to monitor and measure targeted actions.

- □
 - It highlights the need for quality information that helps to identify and diagnose the problem, improve resource allocation, consult more effectively with the partner groups and the local community, and assess the factors that are most likely to reduce crime.

There are several methods and techniques for mapping crime and identifying hot-spots. Some are more suitable than others for improving partnership understanding of crime, fear of crime and disorder patterns.

An effective hot-spot analysis should:

- involve the police and other relevant agencies, and include regular communication and progress updates to overcome problems and ensure the end product is appropriate
- scan the geographical area for distribution of crime – a genuine crime problem is usually relatively equally distributed across different time periods (e.g. weeks or months)
- seek to understand crime patterns over a large timeframe (a minimum of a year is recommended so that seasonal crime variations are uncovered and endemic crime trends are identified).

CPTED safety audits and site assessments

Community safety is most effectively addressed when considered consistently throughout the planning and design process of new development. However, it is common for crime issues to arise in established areas and spaces, requiring an

assessment to identify site-specific issues and provide recommendations for improvements.

There are two commonly used practical procedures for assessing a site or an area with respect to CPTED: safety audits and site assessments. The two procedures are complementary – safety audits are often undertaken as part of a site assessment.

CPTED SAFETY AUDITS

Safety audits are a proven way to identify the perceived safety of an area, and to identify community safety issues and possible solutions. Safety audits are qualitative. They record the feelings and perceptions of those people who use a space – encouraging a subjective interpretation of the environment from the perspective of participants (such as particular user groups including women, young people, the elderly and the disabled) who may have different perceptions of safety than professionals and designers. They can be completed for a particular location, street, park, building, residential complex or neighbourhood.

More information about safety audits is included on pages 21 to 27.

CPTED SITE ASSESSMENTS

Site assessments are carried out by trained professionals to identify the perceived and actual safety of a site, and how these may be addressed when planning and designing a site development project.

To be most effective, site assessments need to be undertaken at the early planning stages so that CPTED can be incorporated from the beginning

- □ and tailored to the particular site. This avoids the likelihood of potentially costly corrective work later on.

More information about site assessments is included on pages 29 to 35.

Management audit

Management audits help a local authority to identify existing management processes and potential improvements to those processes that could achieve better safety outcomes.

A local authority may decide to carry out a management audit, to:

- identify the extent to which crime prevention is incorporated within its existing policies and processes
- respond to a significant new development where opportunities to incorporate CPTED to gain better safety outcomes were lost.

There are four steps in undertaking a management audit:

1. Identify recent significant developments.
2. Identify the planning, design and approval process that was used.
3. Identify the extent to which CPTED was used in planning, designing and approving the development.
4. Identify process weaknesses and potential improvements.

Process improvements could include:

- changing a local authority's commissioning practices to better incorporate CPTED into its projects
- training the local authority's staff so that they are better equipped to apply CPTED (particularly those involved in planning, designing and commissioning projects)
- introducing peer review, by specialists trained in CPTED, of local authority projects
- improving community involvement processes to better understand community perceptions and possible responses in designing local authority projects
- reflecting CPTED more strongly in local authority plans, policies and procedures
- improving stakeholder partnerships, particularly with the development community, so that a local authority is more knowledgeable about impending private development and in a better position to encourage incorporating CPTED during the early planning stages
- changing the District Plan and resource consent processes so that CPTED is appropriately incorporated into private development
- producing and distributing local guidelines that help designers and applicants to identify safer design solutions.

■ □ Prioritise areas for improvement

Prioritising areas helps a local authority to focus the community and agencies on the most significant problems. Some commonly identified priority areas include:

- public and community car parks
- public toilets
- bus stops and shelters
- pedestrian paths, alleyways and cycle routes
- public transport facilities (taxi ranks, railway stations, interchanges)
- pay phones and automated teller machines
- public parks, recreational areas and playgrounds
- street malls
- pedestrian over-bridges and underpasses
- civic centres
- shopping malls
- retail, entertainment and commercial areas
- licensed premises
- multi-unit residential development.

Many of these areas are local authority facilities or on land managed by local authorities.

■ □ Apply CPTED to public initiatives

The most effective way a local authority can enhance the safety and quality of public space and facilities is to apply CPTED to its existing facilities, public spaces and new developments.

The types of public works or projects a local authority undertakes, which can influence the incidence and fear of crime, include:

- street lighting
- signage
- pedestrian linkages and sightlines
- design and placement of landscaping
- main street enhancement projects
- road closures, surfacing and paving of footpaths
- refurbishment of street malls and public facilities
- scheduling street activities.

A local authority can apply CPTED to its activities and public spaces by:

- involving the community and forming partnerships with key stakeholders (such as the police and the Ministry of Justice's Crime Prevention Unit)
- obtaining a better understanding of the local context and identifying hot-spots

- incorporating CPTED into appropriate activity policies and strategies (such as urban design strategy, open space strategy, multi-unit residential design guidelines and asset management plans)
- preparing a local design guide based on the National Guidelines to help all parties to identify appropriate local design responses
- making provision in asset management plans for appropriately investigating and improving existing facilities to incorporate CPTED
- making CPTED a planning and design criteria for new projects
- selecting project designers with skills and a proven track record
- assessing alternative designs against CPTED assessment criteria and design guidelines for selection
- contracting CPTED specialists to review significant existing and proposed public facilities (such as street enhancement schemes, park designs, civic centres, public transport facilities and car parking buildings and facilities)

- □
 - assessing the relationship between the project area and surrounding spaces and private development so that opportunities to enhance the quality and safety of public space are realised
 - seeking the voluntary co-operation of adjacent private owners to activities and/or works on their land that enhance the safety and quality of the public space
 - training staff in crime prevention and the National Guidelines
 - initiating organisational change to promote communication and co-operation between the different sectors that need to work together to achieve CPTED
- establishing voluntary guidelines, protocols and working partnerships or by seeking regulatory management through District Plans to manage other users and occupiers of streets (for example, the location of taxi stands, bus stops, telephone booths, pump stations and substations).

■□ Apply CPTED to private development

Significant development of privately-owned land can usually be achieved without the need to obtain resource consent. While this has benefits, it means that significant development may be planned and constructed with little or no consideration of CPTED.

Under these circumstances, there are two main ways that a local authority can apply CPTED to existing and proposed private development – voluntary initiatives and regulatory management.

Voluntary initiatives

It is recommended that local authorities first use voluntary initiatives to promote the application of CPTED to existing and proposed private development.

These initiatives could include:

- promoting and distributing the National Guidelines and offering training opportunities to the private sector as well as to council staff
 - making owners in hot-spots more aware of the local crime issues and the benefits of incorporating CPTED and its importance to themselves and to the community
 - anticipating where significant private development is likely to occur and contacting the owner or developer to advocate the importance of CPTED
 - forming closer partnerships with the development community so that a local authority is more knowledgeable about impending private development and in a better position to take proactive action to encourage incorporating CPTED at the early stages of planning and development
- making specialist officers available to give advice on CPTED.

Voluntary initiatives are attractive because they can be immediately implemented by a local authority and are not costly. They are particularly applicable when seeking safety improvements to existing development (such as when retrofitting existing public places) and permitted new development. They are also the only way to gain improvements to existing hot-spots in circumstances where the owners are not contemplating change or development.

Councils may prefer to take a non-statutory approach for a variety of reasons including:

- low awareness of the National Guidelines and their value
- a general preference for non-statutory initiatives, particularly initially
- concern that if CPTED is proposed for private land it should also apply to public land (for example, council works on legal roads such as street improvement schemes)
- a need to work within existing budgets – a statutory approach could lead to increased costs due to compliance, staff training and the need to employ additional, specially skilled staff
- a preference to avoid increasing stress on local authority regulatory officers
- a desire to gain experience and test the value of CPTED locally without introducing statutory changes.

■ □ THE NEW ZEALAND URBAN DESIGN PROTOCOL

There are also relevant non-statutory imperatives such as the New Zealand Urban Design Protocol's vision, 'making New Zealand towns and cities more successful through quality urban design'. The protocol states that achieving quality urban design needs to involve:

- understanding the important role that physical design plays in helping reduce the incidence and fear of crime, and
- applying safer design principles to development projects.

If a council is a signatory to the protocol, it may choose to incorporate CPTED within its Urban Design Protocol Action Plan. This has the advantage of promoting an integrated approach to the planning and assessment of the environment.

On the other hand, a separate design guide may help to highlight CPTED as an issue. Design guides are a useful way for a local authority to illustrate how CPTED might apply in the local context.

More information about the New Zealand Urban Design Protocol is available from the Ministry for the Environment at www.mfe.govt.nz/publications/urban.

Regulatory management

A second step is for a local authority to incorporate CPTED into their District Plan. This enables the council to impose appropriate conditions if developers are reluctant to change their proposals to sufficiently incorporate CPTED. However, regulatory management is ineffective for existing hot-spots where the owners are not contemplating change or development.

More information on incorporating CPTED into District Plans is included in pages 37 to 43.

■ Manage relationships between public and private development

Legal boundaries and different land ownerships may limit CPTED from being effectively applied.

Issues often arise at the boundaries between public and private land due to the number of people and groups involved, each with different motivations and timeframes and each focusing on their own land and developments. In these circumstances, voluntary initiatives are likely to be more successful in implementing improvements than regulatory mechanisms.

In the case of development commissioned by a local authority, assessing the relationship and boundaries between the project area, surrounding spaces and private development is critical to identifying opportunities to enhance the quality and safety of the project area. The local authority can do this by:

- carrying out safety audits and/or site assessments to better understand the wider context of a project
- involving adjoining and adjacent owners in project planning and designing public spaces and facilities.

There are several benefits for a local authority in widening the assessment of a public project so that it includes neighbouring private land:

- Private landowners are a valuable source of local knowledge.
- Private landowners may provide valuable input into the council's proposed design including suggestions for design improvement.
- The local authority may find out what proposals owners have for their properties.
- The local authority may be able to discuss issues of mutual benefit.
- The local authority can discuss initiatives to make the public facility better and safer, with private landowners.

- A close look at CPTED safety audits



■□ What is a safety audit?

Poor *urban design* and management contribute to fear of crime in a community. Those best placed to determine the factors that contribute to fear of crime are often not crime prevention specialists, designers or management staff, but the people who live, work or spend their leisure in the community of interest. It is these user groups that can most accurately assist in identifying vulnerable areas and factors that contribute to, or detract from, feelings of safety in an area.

A safety audit involves asking these user groups about their feelings of safety while moving around a site – what contributes to these feelings, and what changes they would like to improve safety. It encourages a subjective interpretation of the environment from the perspective of particular user groups (such as women, young people and people with disabilities) that may have a different perception than professionals and experts. A safety audit is a practical way to assess the perceived safety of an area.

■□ Why conduct a safety audit?

Any group or organisation may identify crime issues within an area. It may be that the police notice recurring criminal incidents in certain places, or the local authority receives regular complaints about certain uses, or community groups or organisations such as business groups experience repeated vandalism of their property. The local authority or police may respond by facilitating a safety audit.

A safety audit:

- identifies factors that enhance the actual and perceived vulnerability of an area
- helps to identify long and short-term problems within the community
- gives the community a way to express their concerns about local safety
- promotes a sense of community ownership and responsibility
- focuses on dangerous or unsafe areas and improves public awareness of such issues
- provides useful information and guidance to planners, designers and service providers so that they continue to improve and maintain community safety.

■ □ Who should be involved?

It is important to consider the mix of participants – involving a cross-section of the community is important. The particular context of the area a (such as the type of activities and the scale of development) can help to determine who could be involved with a safety audit.

The local council facilitates the safety audit. Key players that may be involved include:

- members of the local community
- local police

- Neighbourhood Support groups
- community groups representing specific groups (such as victims, people with disabilities, young people, children, older people and women)
- other organisations, such as public housing agencies, public transport providers, business organisations and public health services.

■□ Key steps to a successful safety audit

KEY STEPS

1. Make contact with the primary users
2. Conduct the audit
3. Develop a summary of issues and recommendations
4. Council to discuss issues and identify solutions and give advice
5. Feedback and follow-up

1. Make contact with the primary users

Make contact with the primary users of the area, including residents, the elderly, young people, women, workers, children, business owners, Neighbourhood Support groups, security firms and people with disabilities.

Ways to make contact include:

- word of mouth
- community newsletter
- local papers
- posters
- community radio
- public meeting
- letter drops.

Include the details of when and where the audit will be held, how to get involved and what participants can expect such as where to meet and what to bring. This may include good footwear, suitable clothes for the weather and a torch.

2. Conduct the audit

BRIEFING

Brief the participants at a community centre or hall within the area, before setting out on the audit. The briefing is an opportunity to explain where they will be going, what they need to do and how to provide their feedback (such as providing specific suggestions with addresses and directions, for example 'inadequate lighting outside 52 General Avenue'). Remind participants to consider the needs of others such as those with disabilities, the elderly, someone with small children, and those on their own.

The following questions may help to prompt participants to think about how they feel within their community before setting off on the audit:

- How do they feel walking through their local park at 9 o'clock at night?
- Would they feel safe? If not why not?
- What would make them feel safer within their community?

Supply clipboards, pens and maps. If the group is large or the audit is being held at night, it may be worth splitting the participants into groups.

DEBRIEFING

Get the participants together for a debriefing and information-sharing session once they return from the audit and while the issues are still fresh in their minds. It is useful to allow some time to discuss the most important issues that were identified. Usually they will be obvious – they may even be the reason for the audit (such as poor lighting throughout a suburb, an unsafe park in the area or graffiti).

3. Develop a summary of issues and recommendations

The process of summarising and interpreting information collected during the audit, then translating this into a summary of issues is important. Look for common themes. Consider who said what. Summarise and prioritise the issues. Identify the agency or organisation that

could be responsible for addressing them. Having clear responsibilities and actions is critical for the successful outcome of the audit.

Some groups may wish to be involved in improving an area in partnership with the local council. For example, tree planting or tidying a reserve are opportunities to foster positive partnerships within the community and improve community wellbeing.

EXAMPLES OF ORGANISATIONS AND POSSIBLE RESPONSIBILITIES

ORGANISATION	ROLE
Local council	Lighting, signage, rubbish, footpaths, graffiti, parks and gardens, public toilets, vandalism to public property, traffic management, recreation areas, street planting, community centre security, bus shelter maintenance and provision
Police	Antisocial behaviour of groups or individuals, vandalism, issues around alcohol-related problems, dangerous driving and safety-related issues, security advice, burglary and crime and community safety
Power authority	Lighting
Public telephone provider	Installation and repair of public phones
Business/shopping centres	Car parks, signage, lighting, vegetation, maintenance
Schools/educational institutions	Conduct of students, and/or signage, lighting, planting and car parking
Public transport provider	Location and maintenance (graffiti, vandalism) of bus and train stops and stations

■ □ 4. Council to discuss issues and identify solutions and give advice

Provide the summary of issues and recommendations to the local council for consideration. Some councils may have funding set aside for community safety projects that can be used to help implement the solutions.

5. Feedback and follow-up

Provide audit participants with the summary of issues and recommendations within a month of the audit being held. Keep them informed about any action that takes place as a result. Even small results

(such as a reserve being weeded, street lighting upgraded to a higher wattage, or signs being replaced) are positive and can help to empower the community. Updates may be by:

- community or school newsletters
- Neighbourhood Support newsletters
- community meetings
- local newspaper articles.

It may be useful to provide participants with copies of the audit forms completed and a contact list of those who took part in the audit as well.

■ □ Hints and questions for a successful audit

Hints for a successful audit

- The more participants the better. It is important to get a cross-section of the community who use the area.
 - Ensure the combination of people within the group(s) help to minimise the possibility of an individual's perceptions or feelings of safety being influenced by others. For example, it may be appropriate to separate males and females, young and older, and security personnel from **vulnerable groups**.
 - Choose a realistic amount of area to cover. It is better for groups to cover a smaller area completely than to miss important issues. Another audit can be organised at a later date to cover other areas.
 - Carry out a safety audit at day and at night so that all user groups are catered for. If only one time can be considered then carry out the safety audit at dusk or at night.
- Provide an incentive for people to take part such as refreshments at the completion of the audit.
 - Provide participants with accurate, easy-to-read maps and other equipment such as clipboards, survey forms and pens. Make sure any questionnaires, checklists and audit forms used during the audit are carefully structured and relevant for the location.
 - If the safety audit is for a large-scale development (e.g. a town centre or big shopping mall) it might be useful to split the participants into smaller groups to conduct audits of identified hot-spots.

■ Possible questions for a successful audit

LIGHTING

- Is the street lighting adequate and appropriate for the area?
- Does the lighting allow you to see far enough ahead?
- Are there obstructions to lighting, such as trees?
- Are all the lights working?
- Is there adequate lighting around pedestrian crossing, bus stops, telephones, signs and toilets?

PUBLIC FACILITIES SUCH AS PUBLIC TELEPHONES, PUBLIC TOILETS, SIGNAGE, BUS AND TRAIN STOPS, TAXI STANDS, PARKS AND RESERVES

- Where is the nearest public telephone?
- Is it accessible to anyone who needs to use it? (such as for children or people with wheelchairs)
- Have any of these facilities (telephone box, bus stop, signs, parks or toilets) been vandalised or hit with graffiti?
- How does this make you feel?
- Are the public toilets accessible to all the people who may wish to use them?
- Are the facilities (such as toilets, telephones, bus stops) in the area well signposted and easy to read and understand?
- Are there parks or gardens in the area?
- Is the park well maintained?
- How do you feel about using the park?
- Do you feel safe?
- Is there any vandalism or graffiti in the park?

- Is the park visible from the street, nearby houses or buildings?
- How well used is the area?
- Who uses the area most often?

LANDSCAPING/VEGETATION

- Are there any obstructions to visibility (such as overgrown shrubs and trees)?
- Are the paths obscured by vegetation?
- Are the trees and shrubs suitable for the area?

MAINTENANCE

- Is the area well maintained?
- Is there much litter around the area?

ROADS/FOOTPATHS

- Are there damaged footpaths or roads in the area?
- Do you think the footpaths are suitable for the residents in the area? Why?

SITE SECURITY: BUSINESSES, CAR PARKS, SHOPPING MALLS, PARKS

- Do businesses, car parks, malls and parks look safe and secure to you?
- Would you feel safe using these areas at night? Why?

ACTIVITY

- Who is around?
- What is the level and type of activity in the area?
- Do you feel safe using the area?

SENSE OF DIRECTION AND SIGNAGE

- Is it easy to find your way around?
- Are the pedestrian pathways clearly defined?
- Is there good signage to give direction?

- A close look at CPTED site assessments



■□ What is a site assessment?

A site assessment is a process by which professionals and specialists, trained in CPTED, are contracted by local authorities or the police to assess a site. A site assessment determines the factors that impact on the actual and perceived safety of that site for potential users. The ultimate aim of a site assessment is to make recommendations for improving the safety of the area and assist with their implementation.

A site assessment involves a wide range of data and analysis, including an exploration of social, economic and environmental issues. It may include several site visits to assess and investigate various aspects of the area. It can include a safety audit.

Site assessments are most effective when undertaken before the final planning and construction of a development. This ensures that

CPTED can be incorporated from the beginning and allows safety and security strategies to be tailored for the needs of the particular site – avoiding the likelihood of costly remedial work later on.

A site assessment helps to:

- identify the factors that increase the actual and perceived vulnerability for users in a certain area
- determine measures and design applications to enhance the safety of that area for users and deter potential offenders (for example, by increasing the actual or perceived risk of apprehension).

■□ Why carry out a site assessment?

This list of indicators can help determine whether an area or site may need a site assessment for safety:

- The site is a vulnerable development or hot-spot.
- There is a major crime attractor in the adjoining area.
- There are high vacancy levels in a centre.
- The site is located on a major arterial road.
- The site is a focal point of public transport.
- There is a community perception of crime regarding the use or area.
- Crime data indicates the area may be high risk.

■ □ Who should be involved?

Overseeing the site assessment

Typically the local authority and the police work in partnership to oversee site assessments. It is important that their roles and responsibilities are agreed at the outset of the assessment project as this will increase the likelihood of recommendations from the site assessment being implemented.

Site assessments are usually undertaken for public projects, although there is also scope to work on privately-owned sites.

Carrying out the site assessment

Usually the local authority or the police engage a team of professionals to carry out the site assessment. In addition, the police may provide assistance with the onsite evaluation and supply statistics and intelligence.

The team may require specialists to comment on safety issues within a particular area of expertise (such as lighting engineers, landscaping specialists or urban planners). The team may also involve stakeholders to help identify relevant issues by interview, questionnaire or involvement in a safety audit (if one is held). These stakeholders could include:

- crime prevention workers
- business or activity managers
- managers of public facilities or spaces
- private security staff
- youth workers
- agencies (e.g. public transport authorities, public housing providers, public health services).

In carrying out the site assessment, it's important to identify the groups that use the area. These groups could be involved in a safety audit or interviewed for anecdotal information about **vulnerable areas**, depending on the nature of the site assessment.

These groups may include:

- children
- young people
- adults
- students
- women
- families
- older people
- people with disabilities
- ethnic groups
- mobility impaired
- hearing/sight impaired
- employers/shopkeepers
- shoppers
- residents
- public transport users
- visitors (this is particularly relevant if the site is within a tourist precinct).

Presenting the recommendations

The findings and recommendations from the site assessment are provided to the local authority, in a formal written report or a presentation, to consider.

A copy of the findings and recommendations should also be provided to the participants in the site assessment, and they should be informed about any action that takes place as a result.

Implementing the recommendations

The local authority is usually responsible for implementing and co-ordinating the recommendations of a site assessment.

The police usually help to evaluate the impact of the project.

Information sources for a successful site assessment

The National Guidelines are about defining the relationship between crime and place – gathering information is a critical step towards achieving this. An effective site assessment relies on information from a variety of sources. There are six main sources of information for a site assessment.

SIX SOURCES OF INFORMATION

1. Council
2. Crime statistics
3. Demographic data
4. Stakeholder interviews and user surveys
5. Observations
6. Safety audits

1. Council

A city or district council should be able to provide:

- a site or aerial map
- reports relating to traffic and pedestrian mobility patterns, local social services, heritage or cultural values and environmental features and/or any assessments and plans relevant to the site
- land use and activity patterns maps showing the designation and distribution of the various land uses such as residential, commercial, industrial and open space.

These are all useful in understanding the physical setting of an area or site, its predominant uses and their relationships to each other and to the major transport corridors and pedestrian routes.

2. Crime statistics

The police can provide statistical information about the site relating to crime types, victimisation surveys, local demographic profiles and specific crime location and offender types.

Area intelligence units at police stations can provide annual statistics reports and crime mapping systems. Other agencies (such as councils) can provide graffiti and vandalism reports, and hospitals may be able to provide reports on emergency admissions related to assaults. This data will help to determine geographical and temporal patterns of crime.

3. Demographic data

This describes local populations in terms of age, ethnicity and socio-economic variables and is available through government agencies such as Statistics New Zealand and the Ministry of Health, and local councils.

4. Stakeholder interviews and user surveys

These provide information on peoples' perceptions of safety and the factors that influence their perceptions. They are an important source of information as they provide a balance to the crime statistics and often uncover contributing factors and solutions to design problems.

A random sample of public users of the site may be surveyed to collect information about actual crime, and public perceptions of safety or fear of crime at the site.

- □ Interviews may be held with individuals or groups that have a particular experience, knowledge or interest in the site. These usually involve face-to-face interviews using structured or semi-structured interview formats.

5. Observations

It can be useful to conduct formal or informal observations of the area to obtain direct knowledge of how the area is used. This includes observing who uses the area (both normal user and offender behaviour) and the time at which problematic behaviour occurs.

6. CPTED safety audits

Feedback from safety audits can provide valuable information about factors that contribute to perceptions of safety and fear of crime from the perspective of user groups.

■ □ Hints for a successful site assessment

Preparing for a site assessment

When planning a site assessment, take safety into account by considering:

- the site, context, development and related policies
- the safety issues
- who should be involved and/or consulted in the assessment
- the best time to assess the site (day, night, peak times, special events) and over what period
- the tools to take (camera, maps, video, clipboard, tape recorder)
- the mode of traffic for assessor/s to best assess access issues (walking, cycling, public transport, motor vehicle or all).

Assessment of the wider context

When assessing the safety-related issues of the wider area, take into account:

- the main pedestrian routes connecting activities to public transport stops and car parking
- car parking locations
- underpasses, overpasses, alleyways.

Considering vulnerable land uses

Note and map the location of vulnerable areas or uses, such as:

- licensed premises (taverns, hotels, entertainment venues, licensed clubs, liquor stores, nightclubs)
- large entertainment and recreational venues
- large institutional facilities

- schools
- car parks
- uses after 9pm or over a 24-hour period such as automated teller machines, service stations and public transport interchanges
- large-scale projects considered as having wide ranging safety implications
- public telephones
- public toilets.

Safety through other eyes

Consider issues such as:

- footpath surfaces
- distance between car parks and entrances to facilities
- access to public transport
- ease of mobility
- safe facilities for children
- safe movement from edges to centres
- type and location of signage.

Consult with:

- different cultural groups to improve understanding of the design environment from their perspective
- men and women to understand gender differences relating to feelings of safety and levels of fear
- the aged and disabled to understand issues relating to access, mobility, signage and safety.

■ □ Vulnerable groups

Identify the potential presence of **vulnerable groups** to determine who they are, how they use the area, whether they are potential or actual targets, and why.

An effective site assessment should also consider the range of special needs within the groups and individuals identified as relevant for the site assessment area. For example, older people may have special needs regarding certain design elements and/or treatments such as surface materials, safe routes to public transport from public housing, night-time access by public transport, short direct walking routes to entrances of spaces and facilities, and special requirements relating to the width of footpaths and car parking. Younger people may need public transport to serve venues after hours, spaces to socialise, clear rules about behaviour and activities, and opportunities to participate in discussions about issues relevant to them.

Other issues

A number of other issues may impact on safety in and around the site, and require data gathering and analysis. They can include:

- the different weekend uses or users of an area
 - the location of generators and attractors such as licensed premises and gathering places
 - the potential for mixed uses or activities such as community events
 - the activities in the daytime (e.g. commercial)
 - the level of after-hours usage
 - people's perceptions
- the relationship between safety and perceptions of safety to factors such as gender, age, mobility, level of disability and culture
 - the public transport routes and shops, and the distance to residential areas
 - the general appearance of the area
 - the cultural or heritage significance of the site
 - the lighting
 - the extent and mix of housing
 - crime statistics and police activity
 - the method and location of access to an area by potential offenders
 - the existence of neighbourhood or business community groups
 - the role of other business or community bodies
 - community development programmes and other programmes, processes or systems that exist
 - the future trends likely to affect the area including social mix and demographics such as age distribution, education and employment.

■ A close look at CPTED and the District Plan

This section on the District Plan is specifically for urban planners and developers.



■ □ CPTED and District Plans

Adopting CPTED as council policy and implementing it through its District Plan is one way a local authority can go about meeting its responsibilities under the Resource Management Act and the Local Government Act – making their cities, towns and districts safer and better places to live and visit.

There are two main statutory approaches: limited and comprehensive.

Relevant legislation

THE RESOURCE MANAGEMENT ACT 1991

The purpose of the Resource Management Act is 'to promote the sustainable management of natural and physical resources' (s5(1)). In exercising their functions and powers, local authorities must ensure that this purpose is realised.

Sustainable management means 'managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural wellbeing and for their health and safety while (among other things) avoiding, remedying, or mitigating any adverse effects of activities on the environment...' (s5(2)).

Providing for the safety of people and communities is specifically referred to as an objective. In addition, adverse effects on the environment can include the potential for crime and fear of crime.

The Resource Management Act requires local authorities to have particular regard to 'the maintenance and enhancement of amenity values'. Amenity values are defined as 'those natural or physical qualities and characteristics of an area that contribute to people's appreciation of its pleasantness, aesthetic coherence, and cultural and recreational attributes'. Safety is a prerequisite for people to appreciate the pleasantness, aesthetic coherence, and attributes of an area.

Your Guide to the Resource Management Act

This guide, developed by the Ministry for the Environment, is designed for users of the Act. It provides a simple explanation of the Act and its processes. A copy is available from the Ministry for the Environment's website www.mfe.govt.nz.

LOCAL GOVERNMENT ACT 2002

Local authorities are also responsible under the Local Government Act for promoting the social, economic, cultural and environmental wellbeing (including safety) of their communities, including identifying community outcomes in their long-term council community plans. These plans typically include outcomes such as:

- to improve safety within the community
- to enhance the particular qualities of a particular city, town or district that contribute to people's appreciation of it.

In particular, the Local Government Act requires a local authority to prepare a long-term council community plan. Safety from crime and achieving quality physical environments are important community outcomes that should be included in the plan, as well as the local authority's strategic policy commitment to crime prevention and CPTED.

Complete copies of these Acts are available from www.legislation.govt.nz.

■ Limited statutory approach

Under this approach, CPTED is incorporated into a District Plan but there are no directly associated rules or assessment criteria – only the objectives and policies have statutory effect.

A local authority might wish to adopt a limited statutory approach as a first phase before considering whether to adopt a comprehensive statutory approach. The advantages of this approach could include slightly easier implementation (the statutory process is likely to be easier than that associated with a comprehensive approach) and a phased approach to developing the capability of a local authority to undertake site assessments.

CASE STUDY: WELLINGTON CITY COUNCIL

The Wellington City Council has taken a limited statutory approach to CPTED.

The District Plan:

- identifies that a safe city is a significant resource management issue for Wellington
- has an objective in the residential, commercial and rural areas 'to promote the development of a safe and healthy city' (interestingly, the objective is absent from the 'open space' areas of the city)
- has a policy in the above areas to 'improve the design of developments to reduce threats to personal safety and security'.
- states that the method to achieve the above is advocacy with the explanation that 'guidelines for design against crime have been prepared and these will be used by council to advocate the development of a safe city'.

Guidelines for Design against Crime are contained within the District Plan but are marked *Non Statutory – For Guidance Only*.

The council has found that:

- it is easier to introduce CPTED into the District Plan on a limited basis (i.e. without statutory rules)
- having statutory CPTED objectives and policies in its District Plan has raised awareness of CPTED amongst staff, applicants and consultants
- while the *Guidelines for Design against Crime* tend not to be specifically assessed in 'Assessments of Effects on the Environment' submitted with applications for resource consent (mainly because the guide is non-statutory and therefore easy for applicants to avoid or overlook), design changes for CPTED reasons are often achieved by mutual agreement
- while occasionally some applicants are unwilling to make design changes voluntarily, development in Wellington's commercial area and multi-unit development in residential areas are subject to statutory urban design guides, providing an alternative way to require design change for CPTED reasons.

■ □ Comprehensive statutory approach

A comprehensive statutory approach involves incorporating objectives, policies, rules and assessment criteria relating to CPTED into District Plans. This means that all these components have statutory effect.

CASE STUDY: AUCKLAND CITY COUNCIL

The Auckland City Council approved a change to their District Plan so that CPTED now applies to:

- people generating activities such as integrated housing developments as well as non-residential activities (such as care centres and places of assembly) in residential zones
- large-scale redevelopments (including mixed-use developments), residential developments, large-scale transport facilities, and car parking facilities in business areas
- certain activities subject to the threshold effect
- business activities that interface with residential activities
- certain new buildings, car parking and playground areas within open space zones and special purpose zones.

Other aspects of the plan change include:

- a focus on requiring certain activities that already require resource consent to be assessed against the proposed safety provisions
- the introduction of the objective 'to enhance public and personal safety through reducing opportunities for crime to occur'
- the inclusion of a Section 32 assessment of the proposed provisions, including assessment of whether incorporating CPTED provisions into a District Plan is the most appropriate way to achieve the purpose of the Resource Management Act.

The main advantage of the plan change is that the hearing commissioners will take CPTED into consideration when assessing resource consent applications. Therefore CPTED is likely to have a greater effect under a comprehensive statutory approach than for a limited statutory approach. A copy of the plan change is available from the council's website www.aucklandcity.govt.nz.

■ Advantages of incorporating CPTED

A recent research project² assessed the advantages and disadvantages of incorporating CPTED into District Plans. These were the main findings:

- CPTED can be overlooked unless incorporated into a District Plan.
 - Some private developers will only be persuaded to change proposals to be consistent with CPTED guidelines if there are specific rules in the District Plan that provide the council with the ability to impose conditions.
 - Some resource management regulators might ignore non-statutory issues in order to manage workload.
 - Statutory concerns tend to be treated more seriously than non-statutory ones.
 - Awareness of CPTED is likely to rise if there is statutory application.
- One of the alternate gateway tests for non-complying activities is whether the activity is in keeping with the objectives and policies of the District Plan.
 - There must be particular attention to District Plan objectives and policies, when processing Notices of Requirements and outline plans.

However, statutory initiatives are not effective in existing crime problem areas where the owners (including a local authority) are either not contemplating change or new development, or if the new development is permitted under the District Plan.

In addition, incorporating CPTED into District Plans has the following advantages under the Resource Management Act:

- The consent authority (such as the local authority) will be able to consider issues of public safety or CPTED when assessing discretionary and non-complying activities.

² 'Crime Prevention through Environmental Design – Applications in Resource Management' by Jayne Klein, Massey University, Palmerston North.

■ □ Successfully incorporating CPTED

Thresholds need careful assessment

Issues that require careful assessment when incorporating CPTED into a District Plan, include:

- the threshold at which an activity needs resource consent
- the thresholds that define an activity as a controlled, limited discretionary or discretionary activity, and whether these may change.

If resource consent is required for new buildings, then the simplest approach may be to widen the existing assessment criteria to include CPTED. This has the advantage of not being more restrictive as no additional applications for resource consent are required.

FOR EXAMPLE

An existing District Plan requires resource consent for a proposed parking facility once the number of spaces exceeds a certain level.

Once it exceeds that level, the parking facility needs to meet certain assessment criteria relating to its potential impact on the surrounding road network.

A plan change could be introduced so that the criteria takes CPTED into consideration as well – ensuring that the design of the parking facility becomes consistent with the National Guidelines.

However, as some developments with poor design may not require a resource consent application, they may remain a permitted activity without taking CPTED into consideration. Councils may need to

change the status of certain activities and areas (such as parking facilities, underground public pedestrian links, public transport facilities accessible to the public, new central city public parks, new street malls, central commercial areas and hot-spots) so that an application for resource consent is required. Changes like this need careful assessment. Controlled activity status permits a local authority to impose reasonable conditions while giving certainty to applicants that their proposal will be approved.

There is little evidence to date that suggests that local authorities need or require the ability to decline applications on the basis of possible non-compliance with CPTED, but there may be exceptions that local authorities can identify and incorporate into a District Plan change.

The Auckland City Council recently approved a change to its District Plan and a copy of this change can be found on the council's website www.aucklandcity.govt.nz.

A Section 32 assessment for plan changes

A council wishing to make a change to the District Plan is required to carry out a Section 32 assessment under the Resource Management Act. The assessment needs to demonstrate that the additional (more restrictive) District Plan provisions sought are the most appropriate way to achieve crime prevention and that the benefits outweigh the costs.

Information on undertaking a Section 32 assessment can be found on the Ministry for the Environment's website www.mfe.govt.nz.

■ □ Carry out a gap analysis

A gap analysis is a useful way to assess the extent to which District Plan provisions need improving so that CPTED can be implemented. It may include answering questions such as:

1. What physical developments or changes have occurred or can occur as permitted activities but should be managed in terms of CPTED?
2. What physical developments or changes have been subject to the resource consent process but insufficiently assessed in terms of CPTED?
3. Where were these developments and changes located? Were these on private land or public land (i.e. legal road or parks)?

The results are likely to help a local authority to identify:

- whether District Plan provisions are the appropriate methods in given situations
- priority issues and areas for applying CPTED.

In preparing for a gap analysis, it is often useful to seek the opinions of a wide variety of stakeholders, specialists and interest groups.

Education, training and identifying the need for specialists

Effectively implementing CPTED through the District Plan relies on local authorities to educate and train their staff and local participants (such as resource management consultants, architects, designers, engineers, landscape architects, developers, special interest groups and town centre promotion organisations) in the resource management process. It also requires them to identify when advice and assistance from specialists is required.

Local authorities could organise training to promote CPTED and therefore the District Plan's provisions for CPTED.

Pre-application meetings become more important

Pre-application meetings become more important when issues of design interpretation are involved. Council resource managers need to understand CPTED and feel confident in assessing proposals against the criteria. They need to be able to provide high quality, consistent advice as early as possible in the process.

In some cases, a proposal might be so significant that a local authority requests the applicant to arrange for an independent assessment by an appropriately qualified or experienced specialist. Or, the local authority may commission its own assessment or peer review of the proposal.

■ References



■ □ Glossary

CPTED

Crime Prevention through Environmental Design is a crime prevention philosophy based on proper design and effective use of the built environment. The use of CPTED is intended to reduce crime and fear of crime by reducing criminal opportunity and fostering positive social interaction among legitimate users of space.

PUBLIC SPACES

Spaces, which may be publicly or privately-owned, that are intended for public use.

URBAN DESIGN

The design of buildings, places, spaces and networks that make up our towns and cities, and the way people use them. Urban design ranges in scale from a metropolitan region, city or town to a street, public space or single building. It is concerned not just with appearances and built form but with the environmental, economic, social and cultural consequences of design. Urban design draws together many different sectors and professions, and includes the process of decision-making as well as the outcomes of design. (Definition sourced from the New Zealand Urban Design Protocol, 2005.)

VISIBILITY

The ability of users of a place to see and be seen. Visibility ensures that public spaces are subject to informal surveillance by the maximum number of people.

VULNERABLE DEVELOPMENT AND AREAS

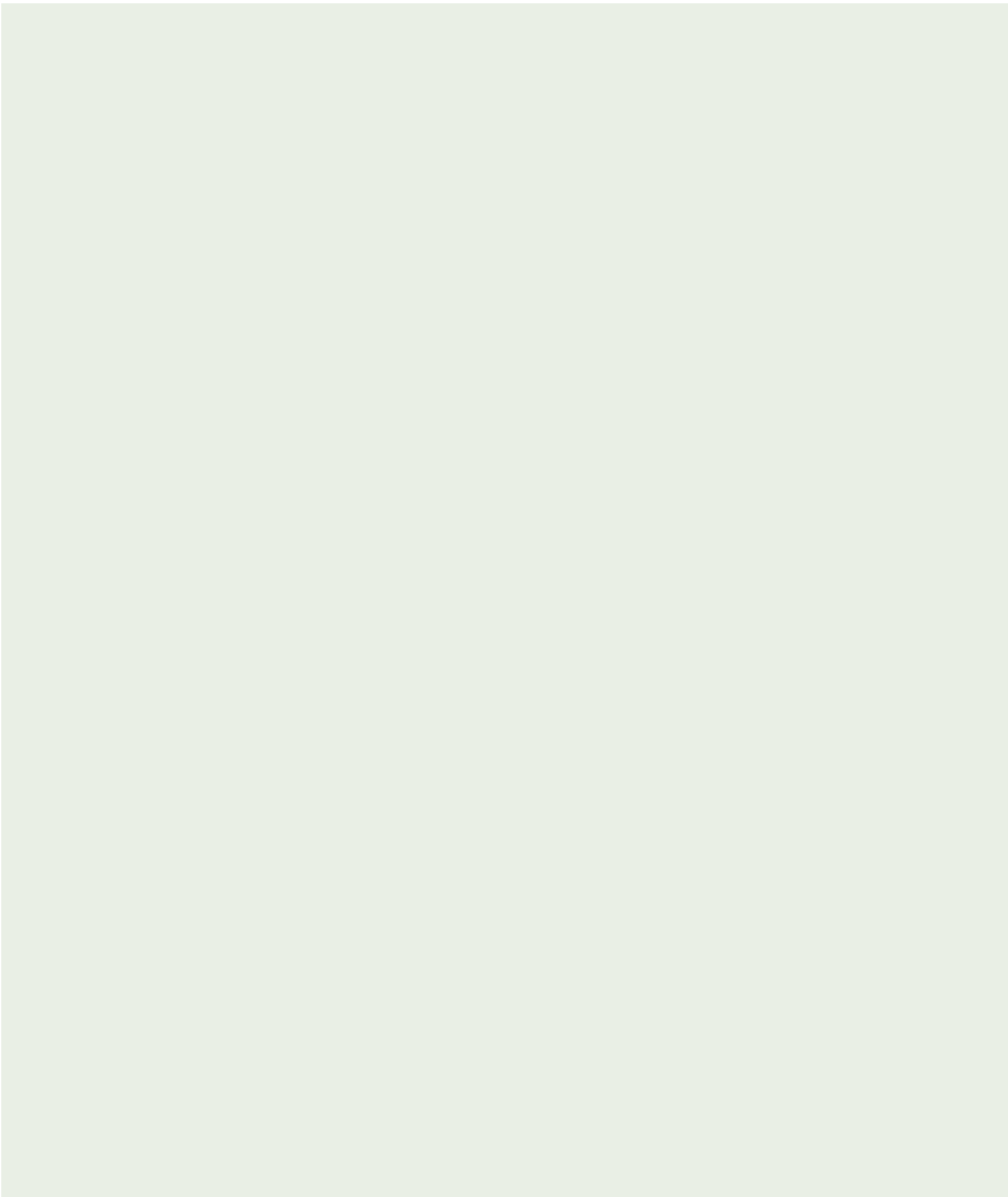
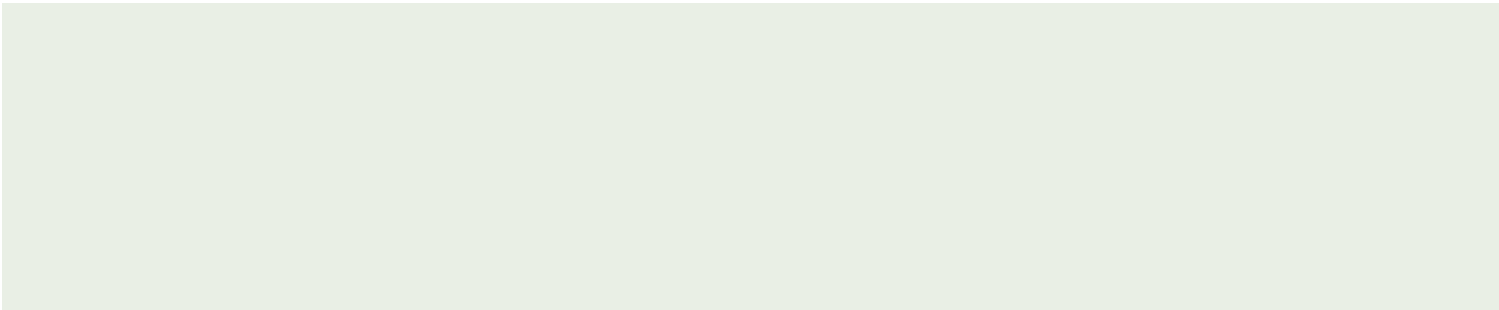
- Uses and activities such as (but not limited to) licensed premises (including taverns, hotels, entertainment venues, licensed clubs, off-licence premises, bottle shops and nightclubs), large entertainment and recreational venues, large institutional uses, (e.g. tertiary campuses, hospitals) schools, car parks (50 or greater), public toilets, telephone booths, and automatic teller machines.
- Any use or activity in an area, which is identified by responsible authorities (based on crime statistics and/or public perception of unsafe places) as attracting crime and/or nuisance behaviour, that generates people movement or use at times when there are less than normal levels of formal and/or informal surveillance.
- Any use operating at night-time or over a 24-hour period.
- Any large-scale project considered to have wide ranging safety implications such as (but not limited to) major shopping centres.

VULNERABLE PEOPLE OR GROUPS

Individuals or groups of people who are likely to perceive themselves as being unsafe, insecure, or at risk of violence in the community; and people perceived by others to be vulnerable, and therefore potential victims. Such people may include (but are not limited to) people with disabilities, older people, students, ethnic minorities, young people and women.

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DISCLAIMER

All reasonable measures have been taken to ensure the quality and accuracy of the information contained in these guidelines. The Ministry of Justice, however, makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information that is contained in these guidelines.

Surveillance

- 1) Location of buildings against streetscape 1 Satisfactory / 1 Unsatisfactory
- 2) Common entry observation 1 Satisfactory / 1 Unsatisfactory
- 3) Concealment opportunities 1 Satisfactory / 1 Unsatisfactory
- 4) Building floor-plans & observation - placement and orientation of doors, windows, balconies
1 Satisfactory / 1 Unsatisfactory
- 5) Site layout 1 Satisfactory / 1 Unsatisfactory
- 6) Playgrounds 1 Satisfactory / 1 Unsatisfactory
- 7) Utility surveillance - phone booths, ATMs, Bus shelters, etc. 1 Satisfactory / 1 Unsatisfactory
- 8) Loading docks & delivery areas 1 Satisfactory / 1 Unsatisfactory
- 9) Youth recreation facilities 1 Satisfactory / 1 Unsatisfactory
- 10) Public toilets 1 Satisfactory / 1 Unsatisfactory
- 11) Communal areas 1 Satisfactory / 1 Unsatisfactory
- 12) After hours surveillance opportunities 1 Satisfactory / 1 Unsatisfactory
- 13) Car parking 1 Satisfactory / 1 Unsatisfactory
- 14) Fences & gates 1 Satisfactory / 1 Unsatisfactory
- 15) Internal observation - glazing in foyers, lobbies, stairwells 1 Satisfactory / 1 Unsatisfactory
- 16) Window reflectivity 1 Satisfactory / 1 Unsatisfactory
- 17) Blind corner visibility 1 Satisfactory / 1 Unsatisfactory

Landscaping

- 18) Mature vegetation 1 Satisfactory / 1 Unsatisfactory
- 19) Planting - size, type & number 1 Satisfactory / 1 Unsatisfactory
- 20) Concealment opportunities - present / future 1 Satisfactory / 1 Unsatisfactory
- 21) Shape - specific species 1 Satisfactory / 1 Unsatisfactory
- 22) Interference with lighting 1 Satisfactory / 1 Unsatisfactory

Lighting

- 23) Light specifications / illumination levels 1 Satisfactory / 1 Unsatisfactory
- 24) Glare 1 Satisfactory / 1 Unsatisfactory
- 25) Overlapping light patterns 1 Satisfactory / 1 Unsatisfactory
- 26) Colour rendition 1 Satisfactory / 1 Unsatisfactory
- 27) Transitional lighting 1 Satisfactory / 1 Unsatisfactory
- 28) Carpark / underground / overpass lighting 1 Satisfactory / 1 Unsatisfactory

Territorial Reinforcement

- 29) Building setback 1 Satisfactory / 1 Unsatisfactory
- 30) Psychological barriers 1 Satisfactory / 1 Unsatisfactory
- 31) Pedestrian & traffic movements 1 Satisfactory / 1 Unsatisfactory
- 32) Transitional zones defined 1 Satisfactory / 1 Unsatisfactory
- 33) Signs / instructions 1 Satisfactory / 1 Unsatisfactory
- 34) Territorial entrance - privacy 1 Satisfactory / 1 Unsatisfactory
- 35) Ambiguous or conflicting space use 1 Satisfactory / 1 Unsatisfactory
- 36) Licensed premises 1 Satisfactory / 1 Unsatisfactory

Environmental Management

- 37) Activity conflict 1 Satisfactory / 1 Unsatisfactory
- 38) Recreation - appeal 1 Satisfactory / 1 Unsatisfactory
- 39) Land use predictors 1 Satisfactory / 1 Unsatisfactory
- 40) Environmental maintenance - general cleanliness, graffiti, etc. 1 Satisfactory / 1 Unsatisfactory

Building Materials

- 41) Construction image 1 Satisfactory / 1 Unsatisfactory
- 42) Vandal resistant materials 1 Satisfactory / 1 Unsatisfactory
- 43) Street furniture 1 Satisfactory / 1 Unsatisfactory
- 44) Quality of doors / shutters 1 Satisfactory / 1 Unsatisfactory

Access / Egress Control

- 44) Entrance control systems - people, hardware, technology, 1 Satisfactory / 1 Unsatisfactory
- 45) Entry points - number / location 1 Satisfactory / 1 Unsatisfactory
- 46) Safe routes 1 Satisfactory / 1 Unsatisfactory
- 47) Carpark entry / internal access 1 Satisfactory / 1 Unsatisfactory
- 48) Fencing 1 Satisfactory / 1 Unsatisfactory
- 49) Abnormal user access - shortcuts, privacy 1 Satisfactory / 1 Unsatisfactory
- 50) Laneways 1 Satisfactory / 1 Unsatisfactory
- 51) Overpasses / tunnels 1 Satisfactory / 1 Unsatisfactory
- 52) Building supervision 1 Satisfactory / 1 Unsatisfactory
- 53) Security hardware 1 Satisfactory / 1 Unsatisfactory
- 54) Cash carrying routes 1 Satisfactory / 1 Unsatisfactory
- 55) Reception / high risk spaces 1 Satisfactory / 1 Unsatisfactory
- 56) Skylights 1 Satisfactory / 1 Unsatisfactory
- 57) Windows & grilles 1 Satisfactory / 1 Unsatisfactory
- 58) Unintended access - natural ladders 1 Satisfactory / 1 Unsatisfactory
- 59) Balcony access 1 Satisfactory / 1 Unsatisfactory
- 60) External storage 1 Satisfactory / 1 Unsatisfactory
- 61) Traffic calming 1 Satisfactory / 1 Unsatisfactory
- 62) Access restricting plants & vegetation 1 Satisfactory / 1 Unsatisfactory
- 63) Separation of conflicting uses - pedestrian / vehicle 1 Satisfactory / 1 Unsatisfactory

Observations

CPTED Assessment – Aid Memoir



Name of Site: _____

Location: _____

Date: _____ Times: _____

Reviewed by: _____

Use / Designated Purpose

Definition of Space

Design Physiological / Psychological

Transition

CPTED Assessment – Aid Memoir

Demographics – Users of Space

Behavioural Objectives

Form / Function

Environmental Cues

Conflicts in Use – Time / Space / Design / Objectives

CPTED Assessment – Aid Memoir

Demographics – Users of Space

Sources of Data Interviewees

Crime / Incidents

Observations

Annexes

For your notes

Environs

Location

- immediate surroundings
- urban vs rural
- opportunity for natural surveillance
- accessibility
- philosophy on public access / use
- activity generators

Edge Conditions

- communicates to public messages of accessibility or privacy
- border definition
- trees & landscaping
- fencing
- sightlines / screening
- maintenance / ownership
- entrance locations

Connection

- site location
- orientation
- alignment on / to streets
- screen from incompatible uses
- emphasise connection to adjacent favourable environment

Site Design

Vehicle Routes & Parking Areas

- main entry
 - car parks
 - bus zones
 - set-down / pick-up areas
- 3 Must not be isolated
 - 3 Overlooked by adjacent buildings

Crime Prevention Through Environmental Design

Supplementary "Considerations"

For your notes

- 3 Limited entries / exits
- 3 Effective / Adequate Lighting

Main Entry

- celebrated
- wide vehicle lanes
- median strip
- wide footpaths - separated from road by landscaped safety

Car Parks

- locate close to occupied buildings
- perception of natural surveillance
- consider overflow parking
- use traffic calming

Landscaping

- border definition
- natural access control
- shade
- wind protection
- noise / visual buffer
- aesthetic & environmental needs
- security & safety

Exterior Pedestrian Routes

- well defined
- smooth walking surfaces
- adequate lighting
- landscaping to provide visual access & shade

Planter Boxes

- used as rubbish bins
- vandalised
- "bum walls"
- 3 fit rubbish bin
- 3 install seating
- 3 consider maintenance

Crime Prevention Through Environmental Design

Supplementary “Considerations”

For your notes

Signage

- large lettering
- bold graphics
- use colours
- simple directions
- well lit
- enhance natural access control
- not interrupt sightlines

Corridors and Walkways

Exterior covered walkways

- eliminate opportunities to access upper level windows, roof, etc.
- promote natural surveillance
- adequate lighting
- safe connection to entries - avoid niches

Internal Corridors

- objective (for pedestrian flow)
- eliminate prolonged gathering
- eliminate conflicting uses
- chamfered corners for better visibility
- vending machines, water fountains, flush with wall

Stairs & Stairwells

- fire safety
- pedestrian movement
- potentially isolated
- visual access
- open handrails
- CCTV

For your notes

Central Business Districts

Informal surveillance - street related evening activity

- do commercial buildings have retail street frontages?
- are there businesses that open late such as restaurants?
- are there glass walls / alfresco dining?
- are there street vendors / entertainers?

Reduction in entrapment spots

- are plazas at street level?
- are alleyways and loading docks well lit?
- can areas not in use (or should not be used) fenced at night or when not in use?

Land use mix - residential

- can medium density residential accommodation be integrated into the CBD?
- are there appropriate services?
- would mixed use development benefit commercial buildings or just place their occupants at greater risk??

Parks

Lighting

- is the park intended for night use?
- are the paths lit to “street level”?
- does lighting enhance or detract from the feeling of safety?

Sightlines

- can you see into the park from the street and surrounding buildings?
- are landscaping elements chosen to enhance visual access?

Range of activities

- is the park planned to accommodate a range of activities, as well as passive use?

Crime Prevention Through Environmental Design

Supplementary “Considerations”

For your notes

- picnic lunches / bar-b-ques?
- formal activities - meetings / launches?
- bands / entertainment?
- city information booths?

Formal surveillance

- will police or park rangers provide formal surveillance?
 - at what times?
 - what training have they received to work in this environment?
- are there CCTV cameras?
 - is it advertised?
 - who responds in an incident?
 - what follow-up action is taken?
- Fencing / Perimeter Definition
 - is the perimeter fenced?
 - are potential entrapment sites able to be fenced at night?
 - can the park be “locked” after dark?
- Food Kiosks
 - are there provisions for food outlets?
 - are they appropriately positioned to support natural surveillance?

Crime Prevention Through Environmental Design

Supplementary “Considerations”

For your notes

4 Closure

Kaipara District Council
Dargaville