



PADDINGTON PLACE SECURITY & CCTV POLICY

1 INTRODUCTION

This policy sets out arrangements that are in place to manage security in the Paddington Place Apartment Complex (the Complex), what residents can do to assist in managing security and what to do if an incident occurs.

2 BACKGROUND

The Owners of Paddington Place Strata Company (the Strata Company) endeavours to provide a suitable level of security to the Complex for its residents and their possessions.

The Council of Owners (CoO) of the Strata Company are continually assessing the existing level of security, potential improvements and the associated costs, expected benefits and impacts on convenience.

3 CURRENT ARRANGEMENTS

Paddington Place currently has the following arrangements in place to assist in managing security:

- a) fob swipe access (traceable to each fob/apartment) to pedestrian gates and the central facilities/pool/gym area.
- b) vehicle gate access remotes.
- c) CCTV cameras covering all pedestrian and vehicle access gates and many common areas.

4 WHAT RESIDENTS CAN DO TO MAXIMISE SECURITY

Residents can take the following steps to assist in maximising the integrity of the security of the complex:

- a) do not cause pedestrian, vehicle or pool access gates to be propped open by any means as this allows access by unauthorised persons. If you see this being done remove the obstacle blocking the gate.
- b) if you see someone on the grounds behaving in a suspicious manner (i.e. trying to open multiple cars or apartments or wandering aimlessly through the complex) report it as per 5 below
- c) do not leave valuables on display in vehicles, either remove them from the vehicle or as a minimum store them in the vehicle but out of sight.
- d) always secure your apartment and vehicle when you are not present to reduce the potential of unauthorised entry; and
- e) secure your belongings as far as is practicable. The harder we make it for people to steal from our complex the less likely they are to target us. Lock up all bicycles, scooters and motorcycles with high quality appropriate locking mechanisms.
 - i) <http://thebestbikelock.com/> has great information on the best bike locks (cable locks are certainly not recommended).
 - ii) securing motorcycles and scooters with physical locks (other than ignition) is also strongly recommended.



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5 WHAT TO DO IF AN INCIDENT OCCURS

If an incident occurs follow these steps:

- a) When you realise an incident has occurred record all the details that you can remember such as:
 - i) as accurate a window of time in which the incident took place;
 - ii) the specific location the incident took place;
 - iii) if anyone else was present; what happened;
 - iv) if something went missing its description and estimated value;
 - v) if there was anyone or anything suspicious leading up to the incident.
- b) if the incident relates to a criminal activity report the incident to the police (on PH: 131 444) as soon as possible with as much detail as you can (as a minimum the information in 5a), they may be aware of other activity in the area taking place and the more that is reported the more notice they will take.
- c) notify the Strata Manager/Property Manager:
 - i) if you are an owner/occupier advise the Strata Manager of the incident directly;
 - ii) if you are a non-owner/resident advise the Property Manager or owner with who you deal with and request that they advise the Strata Manager.
- d) if you are a member of the [Paddington Place Community Group](#) on Facebook, post the details on the page (this will alert all community members of the incident and they may be able to provide additional information). ***If you are not a member, why not join!!!!***

PLEASE NOTE: the CCTV system has a limited span of memory and records over existing footage on a continual basis. The sooner an incident is reported the greater the chance that the footage will be available.

6 WHAT WILL STRATA DO

Following receipt of a report of an incident, in accordance with Section 5, the following actions will be taken:

- a) if a Police Incident Report number is provided, and if requested by the Owner/Property Manager, the CCTV footage will be reviewed as soon as is practicable, and if any relevant footage is found to support the incident report it will be provided direct to the Police;
- b) if a Police Incident Report number is not provided the footage may be reviewed and have the incident dealt with appropriately such as:
 - i) notification by the Strata Manager if a resident has breached a by-law or house rule; or
 - ii) provision of footage to the police if the incident or activity is related to suspected illegal activity such as trespass or intention to carry out theft etc.

PLEASE NOTE: The Strata Company cannot guarantee that there will be footage captured and available.