

Project costing framework CPTED and access control measures to prevent stealing from motor vehicles

It is important that, in planning a crime prevention project, the full range of cost items is considered and reliable estimates of the costs associated with each item are calculated.

Purpose of the costing framework

The table below provides a framework for calculating the cost associated with planning, implementing and evaluating a strategy involving CPTED and access control measures to prevent stealing from motor vehicles. This framework is based on the description of the intervention and how it can be adapted to different local government areas, as outlined in the fact sheet and handbook for this intervention.

Factors influencing project cost

Costs associated with a project may be fixed or variable. Fixed costs are costs that will not change with each additional unit of output. Variable costs are those costs that are impacted by factors such as the size of the target area, the number, type and size of the car parks targeted by a project, or the length of time over which the project will be implemented.

A number of broad factors will influence the total cost associated with a strategy involving CPTED and access control measures to prevent stealing from motor vehicles. These include:

- The scope of your strategy (e.g. the number of size of the parking areas you will target and the number of interventions or activities).
- How much work can be done with available staff and what needs to be fulfilled by contractors and other specialists.
- How much needs to be implemented from scratch and what can be done in conjunction with other work being conducted by the council or stakeholders.
- Evaluation costs (generally around 10 per cent of the project cost).
- Cost of ongoing maintenance for infrastructure.

A number of other decisions will also influence the total cost associated with the strategy. These include:

- Whether the car park and surrounding areas require redevelopment, landscaping, or other enhancements.
- The scale of the changes to the built and landscaped environment required.
- The type of access control measures that will be required and whether they have ongoing costs (e.g. the use of parking attendants or maintenance costs).

- Who will undertake the CPTED audits and/or security assessments (e.g. police, council staff, volunteers).
- Whether an environmental planner (is required to design any redevelopment.
- Who will implement changes to the built or physical environment and install or upgrade security in the car park.
- Other interventions that may be delivered alongside CPTED and access control measures, such as an awareness campaign.

How to use the framework

To use the framework, identify the cost per unit for each of the items within the framework that are relevant to your project. Determine the total number of units of each item that will be required. It will then be possible to determine the total cost for each item and the overall cost of your project.

The examples presented in the framework are provided as cost **estimates** only and exclude GST. You will need to adapt these estimates to suit your own local circumstances and source quotes that are specifically tailored to your council's selected strategies. Not all the items will be relevant to your particular project.

The NSW Department of Justice will generally, upon successful application, provide funds for many cost items. However, local councils and/or project partners (e.g. police) will be expected to provide some in-kind contributions for some cost items, particularly those relating to personnel and ongoing maintenance costs.

Acknowledgements

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Project budget for a strategy involving CPTED and access control measures to prevent stealing from motor vehicles

			Enter the following information for your project (examples provided):			
Project stage	Cost component	Cost item	Brief description of cost item	Number of units	Cost per unit	Total cost (specify in kind)
Project planning	Personnel	Personnel responsible for project planning, including consultation with key stakeholders, consultation with car park users and residents, regular and ongoing collection and analysis of data and sourcing quotes from relevant service providers	Project officer (local council)	105	\$36/hour (+22% on-costs)	In kind (\$4,625)
	Other (specify)					
Project implementation	Equipment	Perimeter security, fencing and gates to prevent access to properties (including installation costs)	Improved fencing to car park at local train station	200 metres of palisade fencing	\$175 per metre of fencing Removal of old fence \$3,400 Installation of new fencing \$4,000 Rock excavation \$33 each time	\$42,400 (200 x \$175 + \$3,400 + \$4,000)
	Equipment	Building and landscaping materials that are required as part of redevelopment of the car park and surrounding areas, landscaping, improving poorly maintained parking areas or other enhancements to the car park environment	Signage	Six signs (developed by CPD) installed in car park	\$1,000	\$6,000
	Experts/contractors	Professionals engaged to conduct CPTED audit and/or security assessments in car parking areas	Council officer, police representative	7 hours	\$36/hour (+22% on-costs)	In kind (\$308)

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Project stage	Cost component	Cost item	Brief description of cost item	Number of units	Cost per unit	Total cost (specify in kind)
	Experts/contractors	Professionals (e.g. environmental planner) required to develop a car park design (or redevelopment) that is consistent with CPTED principles	Council – planning	40 hours	\$36/hour (+22% on-costs)	In kind (\$1,762)
	Experts/contractors	Professionals responsible for building or landscaping changes in accordance with the design or redevelopment	Council operations	40 hours	\$36/hour (+22% on-costs)	In kind (\$1,762)
	Experts/contractors	Signage to be placed in car parks to promote steps to minimise risk of victimisation	Signage advising car park users to take their valuables with them	20		\$1,300
	Expert/contractors	Production of promotional material (printing of flyers, etc.)	Printing of flyers advising car park users to take their valuables with them	2,000		\$2,000
	Personnel	Personnel responsible for delivery of awareness campaign distribute promotional material to car park users and local residents	Council project officer distributes promotional material to car park users and local residents via council rates mail out	40 hours	\$36/hour +22% on-costs)	In kind (\$1,762)

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			Enter the following information for your project (examples provided):			
Project stage	Cost component	Cost item	Brief description of cost item	Number of units	Cost per unit	Total cost (specify in kind)
	Personnel	Personnel responsible for project management, including records management, progress reports to funding providers, stakeholder liaison and administrative support for project working group	Project officer (local council)	Five hours per week for 52 weeks	\$36/hour (+22% on-costs)	In kind (\$11,453)
	Administrative	Regular project committee meetings to oversee project implementation	Project officer (local council)	30 hours	\$36/hour (+22% on-costs)	In kind (\$1,321)
	Other (specify)					
Project review	Personnel	Personnel responsible for undertaking internal evaluation (data collection, analysis and reporting) (if not external)	Project officer (local council)	40 hours	\$36/hour (+22% on-costs)	In kind (\$1,762)
	Other (specify)					
Total personnel cost						\$24,755 (all in kind)
Total equipment cost						\$48,400
Total experts/contractors cost						\$3,300
Total administrative cost						\$0 (all in kind)
Total other cost						\$0
Total project cost (excluding in-kind contributions)						\$51,700
Total in-kind contributions						\$24,755