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# **SYDNEY TRAMWAY MUSEUM**

## **SECURITY PLAN**

October 2006



# Security Plan

## **1. Purpose**

To allow STM to provide safe and secure tourist passenger tram services through a risk-based plan for the management of security across STM's operations and facilities.

## **2. Scope**

This plan applies across STM's operations and facilities.

## **3. Responsibilities**

The Board of Directors is responsible for ensuring that the security plan and associated security programs are implemented. The Operations Manager is also responsible for monitoring security alert levels.

The Rail Safety Management Team is responsible for ensuring that the security plan and associated security programs are audited each year.

STM personnel are responsible for reporting security related incidents.

## **4. References**

AS 4360: 2004 Risk Management

Incident Report Form (STM 6033)

Rail Safety Management Plan (STM 6042)

STM Emergency/Evacuation Procedure (STM 6034)

## **5. Definitions**

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

OIC – Officer in Charge– the person appointed on a day-to-day basis to supervise all operations and work parties for the Society.

## **6. Actions**

### **6.1 Security Risk Assessment**

In order to develop this security plan, the Rail Safety Management Team has conducted a risk assessment to identify the security risks affecting passengers, personnel, rolling stock and infrastructure. The risk assessment was conducted in accordance with AS 4360: 2004. The risk assessment is reviewed each year by the Rail Safety Management Team.

## SYDNEY TRAMWAY MUSEUM

The following security risks were identified through the risk assessment:

Asset	Risk Source	Threat
Customers	Criminal activity	Assault, anti-social behaviour.
	Terrorist activity	Bomb threat, sabotage.
Personnel	Criminal activity	Assault, anti-social behaviour, robbery.
	Terrorist activity	Bomb threat, sabotage.
Rolling stock	Criminal activity	Arson, graffiti, theft, vandalism.
	Terrorist activity	Sabotage, bomb threat.
Infrastructure	Criminal activity	Arson, graffiti, theft, trespass, vandalism.
	Terrorist Activity	Sabotage, bomb threat.

### **6.2 Security Risk Management – Security Programs**

In order to manage the risks identified through the risk assessment, STM has developed security programs for the following specific areas:

- Personal security covering the security of customers and personnel on STM passenger services and at the Loftus Museum;
- Asset protection covering STM rolling stock and infrastructure;
- Details of the strategies to manage the relevant risks are set out in the relevant security program.

### **6.3 Security Alert Level**

The Operations Manager monitors security alert levels. The Rail Safety Management Team has developed plans for use in the event of high or extreme security alert levels and the Operations Manager is responsible for implementing these plans if the security alert level changes.

### **6.4 Reporting of Security Related Incidents**

All personnel are encouraged to report security incidents to the Operations Manager or OIC using the Incident Report Form (STM 6033). Data collected from incident report forms are analysed as part of the risk management process set out in the Rail Safety Management Plan (STM 6042).

Where appropriate, the Operations Manager refers security incidents to local police for further investigation.

### **6.5 Communication of Security Information**

STM personnel are provided with information relating to security through:

- Distribution of controlled copies of the security policy and plan to relevant personnel; and
- Circulation of security bulletins to personnel when particular security issues are identified.

### **6.6 Emergency Procedures**

STM has developed and implemented the STM Emergency/Evacuation Procedure (STM 6034) which applies for emergencies at the STM Museum or on the tram lines.