



SYDNEY TRAMWAY MUSEUM

SECURITY PLAN

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Version Number	Date	Reason/Comments
1.0	31/10/2006	Initial issue
1.1	26/08/2008	Clarify the monitoring of alerts added
1.2	04/12/2008	Indicate that the RSMT team read newspapers and listen to the radio regularly
1.3	8/03/2010	Amended reference to the STM6033 Occurrence Report.
1.4	25/07/2015	CCTV policy added

Approved by **Signature & Date**

3. Distribution List

Position	Date	Copy Issued to (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

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1 SECURITY PLAN

1.1 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.

1.2 Scope

This plan applies across STM's operations and facilities.

1.3 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.

1.4 References

AS 4360: 2004 Risk Management

Occurrence Report Form ([STM6033](#))

Master Risk Register ([STM6003](#))

Rail Safety Management Plan ([STM6042](#))

STM Emergency/Evacuation Procedure ([STM6034](#))

1.5 Definitions

RSMT - Rail Safety Management Team

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.

CCTV - Closed Circuit TeleVision - A private 'closed' video recording system.

1.6 Actions

1.6.1 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

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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.

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.

1.6.2 Security Risk Management

Risks identified through the risk assessment are managed in accordance with the controls set out in the Master Risk Register ([STM6003](#)).

1.6.3 Security Alert Level

The Rail Safety Manager monitors security alert levels. These alerts could come from listening to the radio stations, see it on television, reading it in the newspapers or by accessing the NSW Government website <http://www.secure.nsw.gov.au> for information on the current National Counter-Terrorism Alert Level.

However the RSMT read the current newspapers each day, listen to the radio stations each day and watch television news each night to pick up on the security alert.

Also, if a specific threat has been made to the Museum of which the local Sutherland Police had knowledge, they would visit the site and alert the staff to the threat. The OIC would implement the Security Plan.

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.

1.6.4 Reporting of Security Related Incidents

All personnel are encouraged to report security incidents to the Operations Manager or OIC using the Occurrence Report Form ([STM6033](#)). Data collected from incident report forms are analysed as part of the risk management process set out in the Rail Safety Management Plan (STM6042).

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

1.6.5 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

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- Circulation of security bulletins to personnel when particular security issues are identified.

1.6.6 Emergency Procedures

STM has developed and implemented the STM Emergency/Evacuation Procedure ([STM6034](#)) which applies for emergencies at the STM Museum or on the tram lines.

1.7 Use of CCTV

The museum has a number of internal and open-space closed circuit television (CCTV) cameras operating on site.

All cameras are overt and are plainly in sight. The museum does not use covert security cameras or audio recording devices under any circumstances.

CCTV warning signs are in place around the museum site. The museum complies with legislation including the Privacy and Personal Information Act 1998 (NSW) and the Workplace Surveillance Act 2005 (NSW).

Most images are kept for a minimum of 60 days and are then automatically deleted. Any requests to use or see CCTV images are evaluated in accordance with the museum's Privacy Management Plan.

1.7.1 Use of CCTV recording

The primary use of these cameras is to assist in the investigation of vandalism on site, including but not limited to graffiti and damaging of museum fixtures.

In the event of a 'rail safety' incident occurring within the field of view of one of the CCTV cameras, the Rail Safety Management Team may review the footage and retain footage to assist with incident investigation.

Video of running day operations may be used for marketing purposes.

1.7.2 Access to recordings

Access to the recordings will be restricted to -

- Members of the current board
- Company secretary
- Rail Safety manager
- Deputy Rail safety manager
- Site IT services coordinator

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Members may make an application to the board for copies of any recording that they may be in, in the event of an incident where they may be implicated by CCTV as being involved. Casual access to the recordings just to check 'if I am in it' will not be allowed.