

# CROWDED PLACES SECURITY AUDIT



Crowded places are sites and events open to use by large numbers of people on a predictable basis. They can be buildings or open spaces. A crowded place will not necessarily be crowded at all times as crowd densities may vary between day and night and may be temporary. Crowded places are potentially attractive to terrorists for reasons of location, symbolism, iconic stature, usage, crowd capacity or density of people.

Crowded places encompass a significant range of different locations, venues and businesses. They differ substantially in size and have different levels of risk to confront. For example, a large and complex shopping centre will have different security requirements than an occasional small street market or a large music concert. For this reason, the *Crowded Places Security Audit* does not attempt to provide a definitive list of all security matters that you must address for your location. It is important to remember that protective security measures should be **proportionate** to the level and type of threat.

This Audit document primarily aims to:

- Present a menu of security issues, some of which may be relevant to the type, size and risk profile of your crowded place; and
- Provide an impetus for you to address any security gaps in a proportionate manner.

It is important to remember that just because a security question has been asked in the Audit, and you have answered in the negative, this does not necessarily mean that your present security arrangements around that particular issue are defective.

Ideally, this Audit should be undertaken by those that have already completed the *Crowded Place Self-Assessment*. Owners and operators of crowded places with substantial protective security measures already in place will

probably find that they have already considered the issues outlined in this Audit, along with additional issues specific to their location.

When selecting mitigations for security vulnerabilities, consider the results of the *Crowded Places Self-Assessment* you completed for your location. The self-assessment forms part of *Australia's Strategy to Protect Crowded Places from Terrorism*, located at [www.nationalsecurity.gov.au/CrowdedPlaces](http://www.nationalsecurity.gov.au/CrowdedPlaces). It is important the selection of mitigations is informed by the degree of attractiveness as a terrorist target that attaches to your crowded place. You should avoid investing in unnecessary protective security measures and ensure the functionality of your location are preserved as far as reasonably possible, while reducing vulnerability and increasing safety.

Professional security consultants are able to provide useful advice about protective security measures that you may require for your specific location. Selecting the right security consultant is very important and the things you need to consider before engaging a consultant are outlined on page 16 of *Australia's Strategy for Protecting Crowded Places from Terrorism*.

The Audit is not designed to fully address cybersecurity issues. If you have concerns with the security of your information and communication technology then the Commonwealth Government's CERT Australia ([www.cert.gov.au](http://www.cert.gov.au)) and the Australian Cyber Security Centre ([www.acsc.gov.au](http://www.acsc.gov.au)) are best able to assist.

Similarly, the Audit does not fully address issues and mitigation strategies in regards to improvised explosive devices, active armed offenders and hostile vehicle attacks. Further information on these issues can be found in the at [www.nationalsecurity.gov.au/crowdedplaces](http://www.nationalsecurity.gov.au/crowdedplaces).

Disclaimer:

The information provided in this Guide is intended to be used as general guidance material only and is not provided for any other purpose. In particular, it is not intended to provide comprehensive advice. Organisations or individuals using or relying upon the information contained in this document are deemed to do so in conjunction with their own judgement and assessment of the information in light of their particular needs and circumstances.

**PLEASE NOTE – THIS DOCUMENT IS UNCLASSIFIED WHEN BLANK.  
HOWEVER, IT MUST BE TREATED AS **SENSITIVE** ONCE COMPLETED AS  
THE RESULTS OF THE AUDIT COULD REVEAL SIGNIFICANT SECURITY  
VULNERABILITIES FOR A PARTICULAR SITE.**

## Security Governance

Plans, Policies and Procedures	
Do you have a Risk Management Plan for your site or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you hold several events, is your Risk Management Plan reviewed for each event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a specific site or event Emergency Response Plan? Do you practice or exercise your Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a person responsible for security at your site or event? Are they aware of the current security environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have nominated evacuation and lockdown officials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a Security Policy for your site or event that covers physical, information and personnel security?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does your Security Policy include screening of bags, mail and vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have Evacuation and Lockdown procedures, including a protected space/s, factored into your planning? If so, are they practiced or exercised?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are crowd control arrangements factored into relevant plans for your site or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If your site or event is located within a precinct of similar businesses, are there precinct-wide plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you have a moving event (e.g. a Fun Run, March or Parade), do your plans cover the entire route?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you created secure incident assembly areas distinct from fire assembly areas in your planning?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you regularly review and update your plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are plans reviewed when National Terrorism Threat Levels change and when the security threat changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you registered with ASIO's Business and Government Liaison Unit to receive security information and advice?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are staff, including casuals and volunteers, trained in activation and operation of relevant plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



## Physical Security

General	
Do you regularly keep external areas, entrances, exits, stairs, reception areas and toilets clean and tidy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you keep furniture to a minimum to provide little opportunity to hide devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Can items/equipment at your site or event be used as weapons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are unused offices, rooms and function suites locked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have reliable, tested communications in the event of an incident at your site or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does your public communication messaging for evacuations in response to a serious incident include a direction to disperse rather than congregate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have pre-existing communication arrangements in place with neighbouring businesses or crowded places in the event of a serious incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you have a police, or other emergency response presence, are they familiar with the site's or event's emergency response plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do they have direct communications with your security guards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
In any advertising of your site or event, do you include security messaging and prohibited items?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you use social media, do you provide security messaging and emergency advice?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you monitor social media in advance of an event for possible threats?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you provide advice to patrons about the safest or preferred transport route to attend and leave the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is your site or event located near similar sites or events with identical closing times?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are the security arrangements comparable at these sites/events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have easily identifiable security officers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are staff (including casual staff and volunteers) and tenants aware of the National Terrorism Threat Level and the importance of vigilance for suspicious activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## General

Do you have a procedure in place to handle and store unattended baggage at your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your site or event provide opportunity for food or waterways to be contaminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are air conditioning inlet ducts and other access points to your building appropriately secure from both persons and foreign objects/substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If your site or event relies on localised or temporary mobile phone towers and/or generators, do they have the appropriate security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you carry out a systematic and thorough search of your site or location as a part of routine housekeeping and in response to a specific incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
When you conduct your search does it include toilets, lifts, restricted areas, car parks, service areas and performance areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have sufficient staff, including casuals and volunteers, to perform search functions effectively?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have first aid trained staff and equipment readily available at your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are your fire detection and suppression systems properly maintained and tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If a large temporary event, have you made arrangements for the on-site provision of fire services personnel and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Access Control

Do you have visible (and advertised) signs of bag searching and person screening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have expedited entry processes to avoid choke points and congestion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
At a major event, do you commence initial security screening of patrons at a distance from the actual access points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Can you identify people through any online ticketing process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there clear demarcation identifying the public and private areas of your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you keep the same level of security for immediately after the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Access Control

Can members of the public get access to your site or event when it is closing and large numbers of people are leaving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the direct route to the main reception provide access to large groups of people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you discourage congregation of large groups near entrances and/or roads in high volume times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you ensure that all vehicles kept at your site or event are secure and keys not readily accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are visitors' badges designed to look different from staff badges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all visitors' badges collected from visitors when they leave your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does a member of staff accompany visitors at all times while in the private or restricted area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all electronic security passes and keys accounted for and current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you adopt a 'challenge culture' to anybody not wearing a pass in your restricted areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you require driver and vehicle details of waste collection services in advance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
How many access and egress points does your site or event have?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all of these points controlled and/or have CCTV coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you screen people for metal objects at access control points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is screening equipment calibrated and set to the required sensitivity settings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have you considered a visitor search regime that is flexible and can be tailored to a change in threat or response level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are your staff trained and properly briefed on their powers and what they are searching for? (for example knives, firearms and components of homemade explosives)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you screen all your mail and do you cancel all normal mail and parcel deliveries on high profile days at your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
On high profile days, is there a capability for the assessment of suspicious items at a separate location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Perimeter Security

Do you have appropriate external lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is security and trespass warning signage visible and suitably placed around your site or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are incoming goods routinely checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Could an explosive device or weapon be easily smuggled into the location via a delivery?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
For a moving event (e.g. Fun Run), is there protection for the whole route?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do roads remain closed for a safe period after the moving event has passed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are alterations to traffic flow monitored during a moving event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is this creating an unexpected hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a procedure in place to identify and investigate suspicious vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are security patrols conducted prior to opening, during and after the site or event in order to detect suspicious items or activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If your location can be secured, is perimeter security adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Could the security perimeter be extended if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you operate Automatic Number Plate Recognition Cameras at your location and relevant information shared with police?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there any climbing point vulnerabilities that offer access over the security fence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is visibility from your site or event enhanced by removing or trimming excess vegetation and relocating non-essential items (waste bins, furniture)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## Hostile Vehicle Mitigation

Do you have in place vehicle safety barriers to keep all but authorised vehicles at a safe distance and to mitigate against a hostile vehicle attack?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you prioritised the placement of your vehicle safety barriers (permanent and temporary) based on risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



## Hostile Vehicle Mitigation

Have barriers been appropriately spaced, crash tested and rated against a recognised standard?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you prevent all vehicles entering goods or services areas without authorisation where they are above, next to or below areas where there will be large groups of people?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
With moving events, do you conduct last minute checks to ensure safety barriers are in the correct place and have not been tampered with?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are stall holders, patron seating and entertainment a safe distance behind vehicle safety barriers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If barriers are not available, are you utilising trucks or large vehicles to assist with defending against a vehicle attack?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there any alternative paths of travel that will bypass barriers to your site or event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are unauthorised vehicles allowed access past the vehicle security barriers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are parked patron vehicles at festivals and open-air events capable of being used in a hostile vehicle attack?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a policy to refuse entry to any vehicle whose driver refuses a search request?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## CCTV

Do you constantly monitor your CCTV images or playback overnight recordings for evidence of suspicious activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have procedures in place to report suspicious activity to police?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are your CCTV cameras regularly maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do the CCTV cameras cover the entrances and exits to your location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have CCTV cameras covering critical areas, such as IT equipment, back-up generators, cash offices and restricted areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you store the CCTV images in accordance with the evidential needs of the police?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If required, can police access CCTV coverage? (Both stored and in real time)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## CCTV

Could you reasonably identify an individual from your CCTV and monitor the system in real-time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could they be recognised even in a very congested area? (e.g. a mosh pit at a festival)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are the date and time stamps of the system accurate and updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the lighting system complement the CCTV system during daytime and darkness hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have you implemented operating procedures, codes of practice and audit trails for your CCTV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is each CCTV camera doing what it was installed to do?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Can surveillance of your site or event be conducted from points outside your location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are these points monitored by your CCTV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could an offender get to access points before being noticed by your CCTV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are car park or drop-off points (including loading docks) controlled or monitored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If your CCTV system is web-based, are usernames and passwords 'secure'?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are usernames and passwords regularly changed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you provide regular training for staff in the use of your CCTV systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have staff that can competently track a person on CCTV through your location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Improvised Explosive Devices Blast Mitigation

Does the design and layout of your site or event (including surrounds) enable easy concealment of explosive devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have you reviewed the use and location of all waste receptacles in and around your location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could an explosive device be easily smuggled onto your site or event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you screen people for traces of explosive materials at access control points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Improvised Explosive Devices Blast Mitigation

Do you house flammable materials and are they appropriately secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your location have fixtures or fittings that could become shrapnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have structural engineering assessments of the site's expected response to a blast event been obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have fragment mitigation measures been installed on windows and other glass?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have ballistic/blast treatments been installed at visitor and reception points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Hostile Reconnaissance Detection (Detecting Suspicious Behaviour)

Have you identified locations where an offender may surveil your site or event to assist in planning an attack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you place signs that alert patrons to the existence of hostile surveillance or encourages the reporting of suspicious behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are your security personnel and other staff trained in detecting suspicious behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is your staff aware of the potential use of drones for hostile reconnaissance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could a person conceal themselves in your site or event to observe how you operate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Can surveillance be conducted of your site or event from a point outside the area monitored by your security arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could someone get to access points before being noticed by your security arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you conduct random and overt searches of vehicles and people as a visual deterrent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you make use of your website/publications to inform contractors, and patrons, of your inspection policies as well as crime prevention and counter-terrorism messages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there any information in the public domain that could assist in hostile surveillance? (e.g. plans, policies, CCTV details)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



## Information Security

Do you have Information Security plans and procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, do they cover such things as:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Security classification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Copying, storage, transfer, handling and disposal of information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your site or event have a website or otherwise release information, which might assist terrorists or other offenders in planning an attack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you lock away all business documents at the close of the business day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a clear-desk policy out of business or operational hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you log off and close down all computers at the close of the business day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all your computers password protected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have computer firewall and antivirus software on your computer systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you regularly update this protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you identify and put in place strategies for mitigating cyber intrusions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have you considered an encryption package for sensitive information you wish to protect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is information discussed and distributed on a 'need-to-know' basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do monitors, screens, whiteboards face away from windows in order to prevent oversight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you destroy sensitive data properly when no longer required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a back-up of critical information contained securely at a different location from where you operate your business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Actions Arising from this Section


## Personnel Security

Do you have Personnel Security policies and procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, do they cover such things as:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Code of Conduct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Information and personal privacy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Notification of personal overseas travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Workplace prohibited items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Security awareness and training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are staff, including casuals and volunteers, pre-employment checks conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If you have tenants or contractors, do they conduct such checks of their own staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If you have external security and/or screening staff, have they had similar pre-employment checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do staff pre-employment checks include (where lawful):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• identity checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• qualification checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• employment checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• criminal history checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• financial background checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is ongoing suitability for employment managed, e.g. staff to report changes in personal circumstances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are security breaches reported by staff and investigated by appropriately trained personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are exit interviews conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there a checklist for staff leaving that includes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• return of all keys?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• return of uniforms and official identification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• return of official information (for example documents and files)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• return and deactivate access passes and all systems access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Actions Arising from this Section


PLEASE NOTE – THIS DOCUMENT IS UNCLASSIFIED  
WHEN LEFT BLANK. HOWEVER, IT MUST BE TREATED AS  
**SENSITIVE** ONCE COMPLETED AS IT COULD REVEAL SIGNIFICANT  
SECURITY VULNERABILITIES FOR A PARTICULAR SITE.