CS ENERGY PROCEDURE FOR

OPERATING SITE SECURITY
CS-SBC-04

Responsible Officer: Group Manager Health Safety Security and Environment
Responsible Executive: Chief Executive Officer

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Issue			Risk Coordination Committee	14/03/2006
New Format and revised to align to Security Plan CS-SBC-06	M Kelly	H&S Taskforce	K Ussher A Brown	09/04/2014

CONTENTS

1 PURPOSE

This document outlines the physical security standards that apply to CS Energy power station sites.

2 SCOPE

The term “security” in the context of this procedure primarily refers to specific elements of building, equipment, site layout and security practices that deter, detect or delay external threats to facilities, people and property.

The need to protect trespassers from harm is also a significant consideration.

Elements at some sites will already exceed the minimum standard as a consequence of existing risk assessments. In this case no further action is required until it is determined that the risk has altered.

The risk will be monitored.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Site Manager

Site Managers will evaluate their site’s level of compliance with this procedure and ensure this procedure is implemented on site

Security elements to be maintained at a level less than the Standard require the written authorisation of the relevant General Manager.

3.2 Health, Safety, Security and Environment GM

The Health, Safety, Security and Environment GM with ensure this procedure is maintained and updated is response to any change to the Security plan and associated risk assessments.

3.3 Security Coordinator (Functional Site Coordinator)

The Security Contract Representative is responsible to:

- Designated control guarding activities and to manage the security service locally.
- Deal directly with the contract service provider and guards on local matters and will ensure that all operational requirements are communicated to the guards and are adhered to.
- Resource the principal security. Primarily security guards that can be staff or contracted.
- All necessary training (and documentation) in procedures particular to CS Energy security operations (as defined from time to time) is provided to guards and e.g. lockdown procedure, evacuation, emergency procedures.
- Ensuring any CS Energy site staff that provides security support services are trained in their roles.

3.4 Site Security Guard

The operational tasks of the site security guards will include:

- Supervision of access to the site by personnel and vehicles,
- Visitor identification and induction processes,

- Site perimeter and grounds surveillance as required,
- Reaction to suspected intrusions or other suspect activity by any person,
- Emergency and evacuation duties as required,
- Personnel identification, personnel and vehicle searches in emergencies.

Where applicable, these tasks will be performed in accordance with approved CS Energy procedures.

3.5 Equipment

CS Energy will be responsible for:

Providing basic physical security infrastructure including but not limited to the following:

- Accommodating the guards adequately at current and any prospective guarding points,
- CCTV system installation and maintenance,
- Swipe card access control system installation and maintenance,
- Provision of two way radios,
- Vehicle search mirrors.

3.6 Security Guard Training

The contract service provider will provide appropriately trained and qualified staff, suited to the required tasks as defined and agreed and as set out in the Guard instructions and the contract.

4 SITE SECURITY REQUIREMENTS

4.1 Site Perimeter Fence

The outer perimeter of any large, permanent operating site will be fenced using a standard farm stock fence as a minimum.

Outstation facilities (e.g. pumping stations or other facilities not within the perimeter) will require a secure fence (refer 4.4 below).

The perimeter fence will include suitable warning signs.

4.2 Site Hazard Fence

Site hazards such as mines, coal conveyors, ash dams, cooling ponds etc will be fenced using a standard farm stock fence as a minimum.

Electrical hazards (e.g. transformers) will be fenced using a 2.0 metre galvanised, rail-less chain-link fence as a minimum.

The hazard fence will include suitable warning signs.

The fence will employ a clearance zone of 6 metres that extends 3 metres outside the fence, where practical. In the case of an electrical hazard, if the internal clearance is not practical, the fence top will be suitably barbed to deter climbing, as this activity may bring a climber into close proximity with the hazard.

4.3 Inner Perimeter Security Fence

An inner perimeter security fence will surround all generating plant, associated buildings and grounds

and fully enclose switchyards.

The Main Gate will be integrated into the inner perimeter fence.

This fence will be in accordance with AS 1725 Type 1-R-L/B Rail-Less 3 barbed top security fence. The barbed top post extension will be cranked outwards with barbed wire approximately 150 mm apart. The fence will be galvanised and include 2.1 metre chain-link (50 mm aperture) fabric with an overall minimum height of 2.5 metres. Gaps will not exceed 50 mm (this includes ground clearance).

The fence will include suitable warning signs and a clearance zone of 8 metres that extends 3 metres outside the fence.

A usable road should travel close enough to the fence line to enable regular inspection of the entire fence by vehicle.

These requirements also apply to gates in these fences. Gates will employ lockable drop-bolts and will not be easily climbed. Gate padlocks will be protected from cutting e.g. by bell housing.

Any variation from this requirement is to be approved by the Executive General Manager Operations.

4.4 Outstation Fences

A security fence will surround all generation-related outstation plant and associated buildings e.g. pumping station.

This fence will be in accordance with AS 1725 Type 1-R-L/B Rail-Less 3 barbed top security fence. The barbed top post extension will be cranked outwards with barbed wire approximately 150 mm apart. The fence will be galvanised and include 2.1 metre chain-link (50 mm aperture) fabric with an overall minimum height of 2.5 metres.

The fence will include suitable warning signs and an external clearance zone of 3 metres.

These requirements also apply to any gates. Gates will employ lockable drop-bolts and will not be easily climbed. Gate padlocks will be protected from cutting e.g. by bell housing.

Any variation from this requirement is to be approved by the Executive General Manager Operations.

4.5 Security Patrols

Security patrols of the area inside the inner perimeter will occur at least twice between 6 p.m. and 6 a.m. in a marked vehicle fitted with two-way radio and a searchlight.

Patrols will use different routes through the plant on each occasion.

Patrols will occur seven days per week.

The last patrol will occur close to 6 a.m. and will include inspecting the entire inner perimeter fence.

Patrol visits will be verifiable. They will be recorded and signed off when completed.

Patrols will be required to attend the site if requested and to respond to specific alarm events, if required.

4.6 Main Gate

The Main Gate is the principal entry point to the site complex. It will incorporate a guardhouse and will be the normal entry and exit point for all vehicles and visitors. Use of any other gate for vehicle or personnel access will be strictly controlled.

The main gate will be manned by a security guard on weekdays from 6 a.m. to 6 p.m. as a minimum.

Vehicles will not be able to enter or leave the site without positive authority per an electronic device (e.g. swipe card) or approval by the guard.

All staff, contractors and visitors will park their vehicles outside the gate and enter via a pedestrian turnstile. Private vehicle access will not be permitted unless approved by the Site Manager in writing.

Staff and contractors will not be able to enter or leave the site without positive authority per an electronic device, or as approved by the guard.

Staff and contractors will be issued with and carry a photographic identification card that will be produced and worn as required.

An electronic swipe card controlled system will be implemented to be compatible with the current Cardax Systems and will operate over Ethernet using TCP/IP protocol.

Entry using an electronic device will be logged. After hours access to the inner perimeter by staff and contractors will be by the main gate turnstile only.

Visitors will only enter via the main gate. They will be recorded and inducted prior to entry to the site and will not be able to proceed beyond the gate unless accompanied by a staff member. Entry approved by the guard will be recorded as will departure.

The main gate will incorporate security lighting, 24 hour CCTV surveillance of entry and exit by fixed cameras and a phone or intercom.

The gate will form part of the inner perimeter security fence and its design will be such that access over it or its connection point to the adjoining fence is made difficult.

Appropriate signs indicating that access is strictly controlled and searches may be conducted will be posted in the gate area.

Swing gates should include a jamb, frame or other device to prevent pushing or pulling open from the outside and incorporate a locking system

4.7 Security Lighting

Security lighting will be employed at the Main Gate and adjacent to all buildings and generating plant within the Inner Perimeter Security Fence.

The generating plant and other buildings within the Inner Perimeter Fence will be generally lit inside and out all night. Outside, the emphasis will be on lighting a zone of 15 metres immediately surrounding these facilities so that intrusion can be easily observed.

Lighting will be such that it complements the use of CCTV

4.8 CCTV

CCTV cameras will be employed at the Main Gate to monitor all movement through it including after hours requests for entry and exit.

CCTV will be employed to monitor external approaches to critical generating plant. Sensitive areas of the plant and hazards may also be monitored e.g. turbines, coal conveyors, station transformers, switch rooms, ash dam.

CCTV cameras will incorporate pan, tilt and zoom except at the main site access gate.

All cameras will be able to be monitored and controlled from the guardhouse and at least one other secure location.

CCTV recording capability will be a minimum of seven days. Recording will be DVD compliant format and accessible over the CS Energy Business Network through secured authentication

4.9 Building Access

Outstation buildings will employ steel doors and door jambs and deadlocks. Windows will be security screened.

Administration buildings, stores and laboratory doors and windows will be locked after hours.

The Control Room and associated equipment rooms will incorporate security card access and door closers.

All sensitive plant rooms will be lockable and will be locked at all times where it is practicable to do so e.g. gas station, pump house, pump control room, cooling tower control room, demineralisation plant, chlorine plant etc

5 DEFINITIONS

Term	Definition
CCTV	Closed-circuit television is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors.
TCP / IP	The Transmission Control Protocol (TCP) is one of the core protocols of the Internet protocol suite (IP), provides reliable, ordered, error-checked delivery of a stream of octets between programs running on computers connected to a local area network, intranet or the public Internet.

6 REFERENCES

Reference No	Reference Title	Author
AS 1725-2003	Chain Link Security Fencing & Gates	
AS 2067-1984	Switchgear Assemblies	
	National Guidelines for Protection of Critical Infrastructure	
	Queensland Plan for Protection of Critical Infrastructure	
"B/D/13/14430"	CS-SBC-06 - Security Plan	CS Energy

7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.