Administrative Appeals Tribunal

Tribunal physical safety & security

Sian Leathem, Registrar

COAT National Conference June 2018

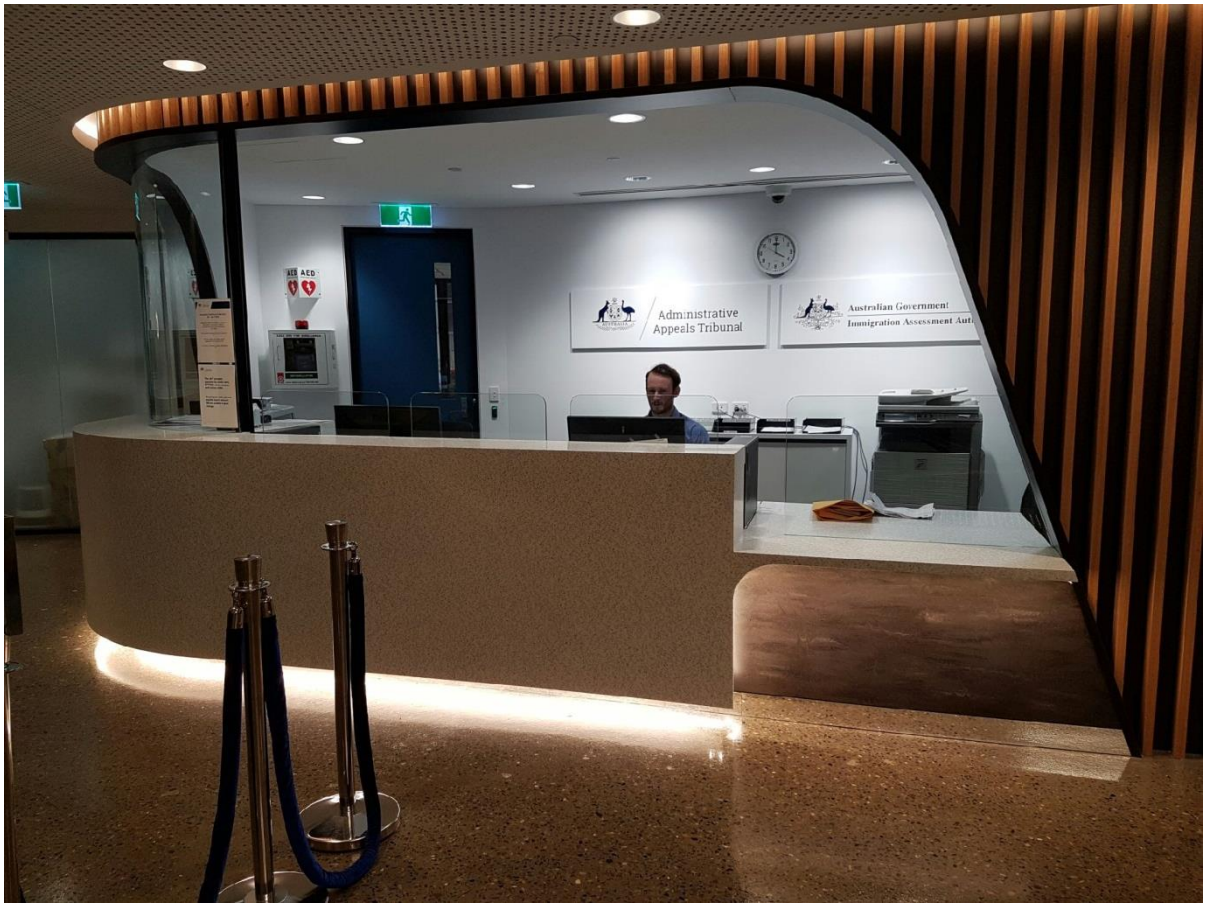
www.aat.gov.au

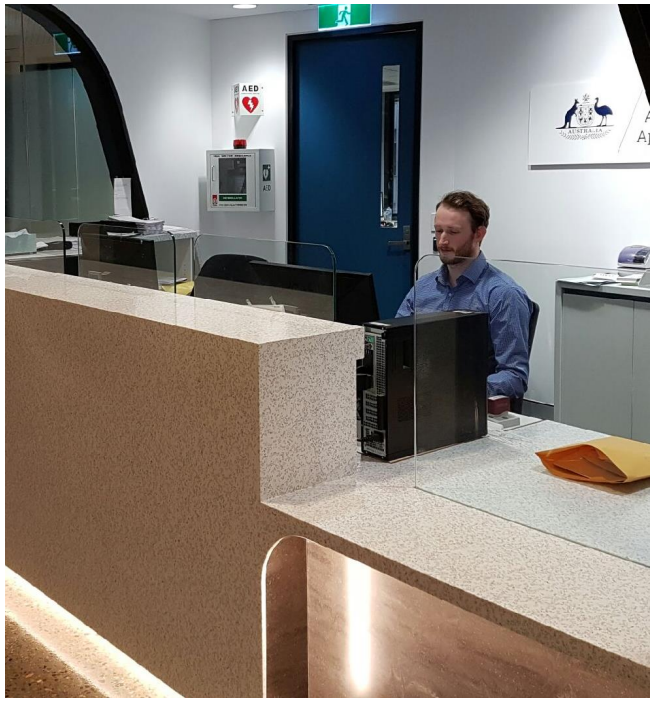
Security & operational requirements: hearing rooms

- Achieving the right balance
- Risk management influencing design elements
- Layered approach to security from lodgement, through hearing and decision, and post decision.

83 Clarence Street, Sydney

83 Clarence Street, Sydney



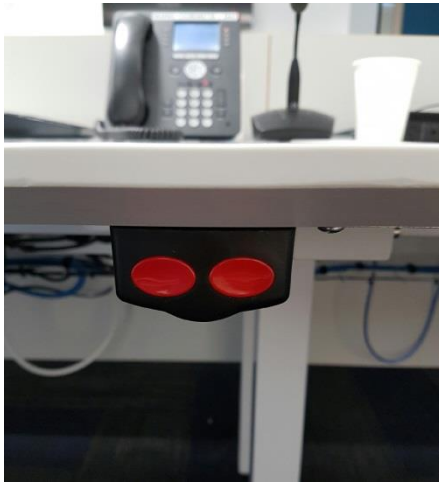


AAT hearing room - standard

AAT hearing room- formal

Security features

- Duress activates Mimic Alarm panel, alerts monitoring centre & SMS text is sent to nominated staff and security guard. This produces a quick response.
- Visual indicators in hearing rooms provide assurance to a member that alarm has been activated and staff will respond.



Fixed duress alarm buttons under desk

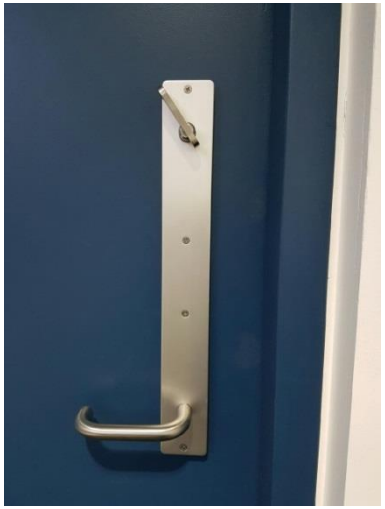
Wireless duress alarm keypad

Discreet lights indicate alarm activated or situation in another hearing room.

Security features

- Removing yourself from a potentially dangerous situation
- Access to a secure corridor
- Instilling confidence in Members and Staff

One press for lock door and alarm activation and Test functions.



Option to lock door without activating duress alarm.

Threat of self-harm

- Procedures in place addressing duty of care
- Privacy considerations
- Guidance & options for staff to consider for off-site situations
- Well-being for Member and Staff ï Employee Assistance Programs and support

Social media & security concerns

- Managing expectations with Members on social media
- Limiting personal and contact information
- Australian Government website ï Stay Smart On Line
- AFP - Personal Guide to Safety and Security
- Security staff and WHS available to discuss concerns and provide advice

Asset management & security nexus

- Asset Management Framework: Policy, Procedures & Controls
- Communication and training to relevant business areas
- Controls and assigned responsibilities are crucial
- Audits ï formal and ad hoc
- Checks and balances; division of labour among Business Support, Finance, and IT. Independent review by Audit and Risk Committee.

Additional security considerations

- Higher levels of security ï have options available to implement
- Ensure a threat and incident register is current
- Stress to Members and Staff to raise concerns early
- Security Adviser, Risk Manager, or WHS Officer to register incidents, monitor trends, and provide advice