



PHYSEC-I

Protecting assets

What to know



This summary sheet outlines key points from PHYSEC-I: Protecting assets – a policy under Tasmania's Protective Security Policy Framework (TAS-PSPF).

The TAS-PSPF supports Tasmanian Government agencies to protect their people, information and assets from compromise and harm.

To read the TAS-PSPF or to find other summaries, policies and resources, go to www.security.tas.gov.au

We have a responsibility to protect Tasmanian Government information, people and assets from compromise and harm, which includes agencies putting in place appropriate physical security measures.

Policy PHYSEC-I sets out how your agency can take a risk based approach to implement physical security measures as required under the TAS PSPF.

Identify, categorise and record assets

Physical security measures provide an essential layer of protection that minimises the risks of compromise or harm to your agency's assets. The term 'assets' refers to your agency's information, people and physical items, including ICT systems, technology and information infrastructure.

Understanding your assets, including their value and sensitivity, is essential to accurately assess your agency's physical security risks. Identifying your agency's critical assets enables you to prioritise the application of security protections.

Your agency's people are central to its operations and need to be protected from harm. This requirement is in line with Tasmanian work health and safety laws and underpins this policy's recommendation that agencies implement appropriate physical security measures to ensure the personal security of their people, while working in the office and away from the office.

Information is also a valuable asset and requires protection through classification, protective marking, as well as transfer, handling and storage processes.

Physical assets are tangible items that are valuable to your agency. Protection of these physical assets includes ensuring continued operability and accessibility, as appropriate, and preventing any unauthorised access, use or removal.

Your agency should implement asset controls, which are a useful way to identify asset holdings while serving as a mechanism to protect against theft, damage and loss.



Apply proportionate measures

After determining the business impact level of an asset, your agency's Accountable Authority (a person/people with control over a Tasmanian Government public authority) must implement commensurate physical security measures according to the assessed risk.

The best way for your agency to protect its assets is by using a combination of procedural and physical security measures. When determining which physical security measures to use, it is important to consider costs, ensuring these are proportionate to the mitigation of the identified threats and likely risk scenario/s.

Implement security zoning

Your agency may contain various divisions, business areas and alternate sites. These variations are likely to influence the assets held within certain workspaces. Zoning specific work areas can help you to scale physical security measures based on your security risk assessment.

Security zones are numbered 1-5, with increasing restrictions and access controls as the zone number rises. The physical security measures applied to each of these areas are designed to protect the contained items from compromise, either accidentally or maliciously.

The following security zones are applicable to Tasmanian Government agencies:

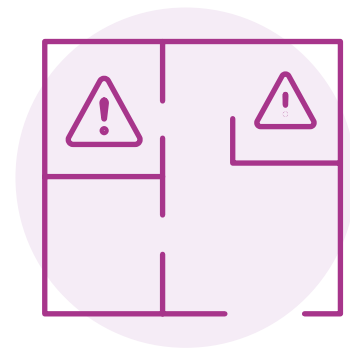
Zone 1 - Public access areas are unsecured zones and include out-of-office working arrangements. They provide limited access controls to information and physical assets and limited protection for people.

Zone 2 - Work areas are low-security areas with some controls.

Zone 3 - Restricted work areas are security areas with higher security controls. They provide access controls to information and assets where a loss would result in a business impact up to an extreme level. They provide layered protection for people.

Zone 4 - These are areas with high levels of security. These areas provide access controls to information where any loss would result in a business impact to an extreme level, and assets where any loss would result in a business impact up to a catastrophic level. They provide layered protection for people.

Zone 5 - These are the highest security zones. They are restricted with dual authentication applied to access controls. These areas are likely to contain information and assets with a business impact level of catastrophic.



Securely dispose of physical assets

When agency buildings, facilities, information, or assets are no longer needed, your agency must consider the security implications during the decommissioning and disposal phase. Disposal of your agency's physical assets must be secure and minimise risk to the Tasmanian Government.