

T&C Reference	Security Risk identified	Recently Implemented & Proposed Controls	Who	When	Completion status
1	General Manager Corporate Services security role to be defined within job description.	Proposal requested from T&C	SG / T&C		In progress
2	Develop Security Risk assessment programme to maintain a current understanding of the risk to the business and its personnel.	Proposal requested from T&C	SG / T&C		In progress
3	Develop and fully document baseline security performance criteria and ensure all staff and 3rd Party organisations use company security policy and procedures	Proposal requested from T&C	SG / T&C		In progress
4	Develop a site specific office security plan and introduce it to new employees.	Proposal requested from T&C	SG / T&C		In progress
5	Develop and maintain security operating level procedures with input from Thompson & Clark and manage on a weekly basis dependent upon threat level, publish or post these for staff members on a regular basis.	Proposal requested from T&C	SG / T&C		In progress
6	All visitors for both buildings should be instructed to report to the security officer located at number 6 Show PI. The visitor should be met by the SRES employee/ contractor at this location and the meeting held at #6.		█		
7.a	Introduce an auditing programme on the two Access Control Systems for the main building and for the internal doors on a quarterly basis to determine any old cards still active in the system and reaffirm appropriate access of existing personnel.	Proposal to install internal ACS management system with full audit logs Manage card access for staff	█	mid Oct	In progress
7.b	Install an internal Access Control System for management and audit of the main building and for the internal doors.	Proposal to install internal ACS management system with full audit logs Manage card access for staff	█	mid Nov	In progress
8	Conduct an audit on the two ACS on a quarterly basis to determine which employees have accessed the building outside of normal business hours on a regular basis. This could be achieved by exception reporting provided daily when out of hour's access has been made.	To be implemented once ACS system is complete (refer 8)	SG	open	

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9	Develop a challenge culture within the organisation through written and scenario based training.	Proposal requested from T&C In Orientation already	SG / [REDACTED] / T&C	Ongoing	In progress
10	Conduct annual refresh training in respect to tailgating reinforcing a challenge culture within the organisation.	Proposal requested from T&C In Orientation already	SG / [REDACTED] / T&C		In progress
11	Consider preventing day to day access into the building through rear doors of number 6 Show PI encouraging employees and contractors to access the building through the main front door of the building.	Trial commenced on side door of number 6.	SG		In progress
12	Security personnel should coordinate with reception when taking toilet or other breaks		[REDACTED]		
13	Security Personnel should receive first responders training to reinforce their understanding of the trespass act and section 56 and the expectation upon them during a panic alarm activation.		SG / T&C		
14	Update the current book with current relevant photos identifying problem claimants		[REDACTED]		
15	Develop mail procedures and awareness training for reception team and ensure that all mail for both buildings including courier parcels are directed to #6 Show PI.		SG / T&C		
16	Install an intercom at the second floor main entrance of number 10.	Under consideration. Feasible solution	[REDACTED]	tbc	

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17	<p>All CCTV Recommendations:</p> <ul style="list-style-type: none"> · Improve quality of CCTV footage by replacing cameras for Atrium, Front Entrance and café exit. · Add camera down driveway between number 6 and number 10 covering drive and rubbish bin area. · Add camera to cover rear carpark · Add camera covering side door. · Remove CCTV DVR from server rack and secure it with a monitor into the locked cleaning cabinet adjacent to the server rack. · Add external cameras for carpark and entrance security subject to landlord restrictions. · Add internal camera above main entrance door to capture facial images of people approaching the office door. 	Proposal underway. Quote received from Sub-5 and approved	█	November	In progress
18	Install IDS at #10	In progress	█	depends on 11	In progress
19	Liaise with landlord to enhance lighting at back of rear carpark.		█	October	
20	Security Incidents should be documented in the current HSE system so that they can be tracked and appropriate response measures can be initiated.	Email sent to Victor	SG / VW		In progress
21	Security personnel should be trained in completing the adopted incident forms.	Request proposal from Thompson and Clark	█ T&C		
22	All sensitive documents should be placed into the destruction bins provided and this should be enforced by management. Staff at all levels should be made aware of their responsibility to protect confidential information (Security awareness) both in the work place, at home and on location.	Regular training and reminders to staff to utilise the destruction bins. Spring clean day set up Sept 25th	SG / █		

Complete or low residual risk
Mostly complete, Some residual risk
Risk not mitigated



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