

98. FW: Threat assessment and security review gap analysis

From: Sarah Giles <Sarah.Giles@southernresponse.co.nz>
To: [REDACTED]@southernresponse.co.nz, Sonya Keates <Sonya.Keates@southernresponse.co.nz>
Sent Date: Apr 27, 2016 11:35:03
Subject: FW: Threat assessment and security review gap analysis

From: Sarah Giles
Sent: Thursday, 14 April 2016 5:12 p.m.
To: Linda Falwasser; Anthony Honeybone; Victor Wells; Mike Harrington
Subject: FW: Threat assessment and security review gap analysis

Hello

Please find attached the Thompson and Clark latest reports. You will be pleased to note that our overall site threat rating has reduced from 4.8 to 4

I have summarised the actions below and added owners to each of the items. Mike is now on leave through to the 26th April. I will organise a meeting for all listed below to assess the progress of the recommendations.

If you have any questions please do not hesitate to let me know.

Victor/Anthony – maybe we could table this at the next H&S Board Committee?

T&C Security Recommendations

Owner

1

We recommend that T&C be included in the security incident monthly reports as a single point of truth so that a current assessment of risk can continually be monitored.

Victor

2

Develop and fully document a baseline security performance criteria to ensure all staff and 3rd Party organisations use company security policy and procedures.

Victor

3

Establish a quarterly audit to ensure that all access cards issued are current and review accuracy of correct access for personnel.

Mike

4

Using an exception rule maintain an audit on personnel accessing the building after normal business hours in particular any staff that will be leaving the business.

Mike

5

During periods of heightened security levels consider not using the rear doors to the office premises as access points ensuring that all access to the building is via the main entrance.

Kate

6

The replacement of old analogue cameras with new digital cameras can be improved over time as budget allows.

Mike

7

Consider having external carpark cameras professionally monitored after hours by www.cyclopsmonitoring.com as part of the overall security system to preventing unlawful activity

on the SRES site.

Sarah

8

Recommend that the conversation to enhance lighting at the rear carpark is continued with the landlord to enable better lighting for staff welfare and to promote a feeling of a safe environment.

Sarah

9

Manage exiting staff leading up to and during their departure to ensure that they continue to comply with security procedures.

██████ and ██████

10

Reinforce document destruction policy to all personnel.

Sonya

11

Develop and circulate a policy around the use of social media discouraging personnel from engaging in forums which may put the company at risk of having its reputation tarnished.

Linda F

12

Consider the introduction of FLIC buttons for at risk personnel as a safety device when in the field and have these monitored.

Mike

13

Review current platforms with a view to ensuring that threats are captured and mitigated accordingly.

Victor

14

Consider financially assisting at risk personnel to implement the bear minimum (MUST have) security requirements.

Sarah

Sarah

Sarah Giles

General Manager Corporate Services

Southern Response Earthquake Services Ltd

DDI: (03) 371 7685

Ext: 7375

Mobile: [REDACTED]

PO Box 9052

Christchurch

www.southernresponse.co.nz

Southern Response Earthquake Services Ltd is the government-owned company responsible for settling claims by AMI policyholders for Canterbury earthquake damage which occurred before 5 April 2012 (the date AMI was sold to IAG).

From: Gavin Clark [mailto:Gavin.Clark@tcil.co.nz]
Sent: Tuesday, 12 April 2016 6:24 p.m.
To: Sarah Giles
Cc: [REDACTED]@t60.co.nz
Subject: Threat assessment and security review gap analysis

Dear Sarah,

Please find attached the two reports for your review and consideration.

I still have yet to complete the individual residential security reviews for personnel but will endeavour to have these with you as soon as possible.

Gavin Clark

/ MOBILE

/ PHONE

/ FAX

/ POSTAL

/ WEBSITE

[REDACTED]
[REDACTED]
[REDACTED]

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131. FW: Action List

From: Sarah Giles <Sarah.Giles@southernresponse.co.nz>
To: Victor Wells <Victor.Wells@southernresponse.co.nz>
Sent Date: Apr 24, 2014 08:19:00
Subject: FW: Action List

Hi Victor

Attached is the action list that followed the security review. Kate H has been across this and has completed some of the items. Some items Peter and I dismissed whilst talking to Gary.

As per previous email happy to leave this in your capable hands. Let me know if you would like to meet to discuss further

Sarah

From: [REDACTED] projects@tcil.co.nz]
Sent: Thursday, 13 March 2014 10:20 a.m.
To: Sarah Giles; Anna Gruczynska; Peter Rose
Cc: [REDACTED]@t60.co.nz'
Subject: Action List

Hi Peter / Sarah / Anna,

Many thanks for your time the other day.

I have attached the spreadsheet from within the security review so that you can use it as an Action List. Hope that helps. Please let me know if there are any queries. We can also put together a proposal on us managing for you if required.

The Police website on personal safety is:
www.police.govt.nz/safety

There are a couple of topics in there that are useful around protecting your property and keeping safe.

I have also attached the security response levels (which are attached to the back of the residential security reviews I am doing). This is also a bit of a guide to help in security awareness.

Finally an indicative cost for the Cyclops Monitoring of CCTV cameras is approximately \$95 per camera per month. Depending on the CCTV system, there may be some small additional costs to

set it up. Obviously not all cameras would need monitoring. Nick is more involved in this, so if you want further information I will pass it over to him.

Please let me know if there is anything else.

Regards,
Gary

Gary Howarth
Projects Manager

/ MOBILE
/ PHONE
/ POSTAL
/ WEBSITE

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132. FW: Security Review

From: Sarah Giles <Sarah.Giles@southernresponse.co.nz>
To: Victor Wells <Victor.Wells@southernresponse.co.nz>
Sent Date: Apr 24, 2014 08:17:25
Subject: FW: Security Review

Hi Victor

As requested please find attached the security review. I have a printed version with notes that Peter and I discussed with Gary if you would like that also. I guess this falls under your umbrella now so happy to hand this over. I also have an action list that followed the meeting which I will also send

Sarah

From: Anna Gruczynska
Sent: Wednesday, 5 March 2014 1:36 p.m.
To: Sarah Giles
Subject: FW: Security Review
Importance: High

Hi Sarah

Thompson & Clarke have sent through their report on the building security – I have sent you an appointment to meet with them next week to discuss.

Peter would like you to review the report and give him your feedback/comments on the findings and recommendations before the meeting.

Can you please?

Thank you
Anna

Anna Gruczynska
Executive Assistant
Southern Response
Earthquake Services Ltd

DDI: 03 371 9745

Ext: 7615

PO Box 9052
Christchurch 8149

anna.gruczynska@southernresponse.co.nz

www.southernresponse.co.nz

Southern Response Earthquake Services Ltd is the Crown-owned company responsible for AMI customers' claims for the Canterbury earthquake damage.

From: [REDACTED] projects@tcil.co.nz]
Sent: Wednesday, 5 March 2014 11:24 a.m.
To: Sam Fisher
Cc: Anna Gruczynska; [REDACTED]@t60.co.nz'
Subject: Security Review

Hi Sam / Anna,

Please find a copy of our security review for SR attached.

I will be down Monday/Tuesday and it would be a good idea for me to discuss with you (and Peter?).

Anna – I will send an email shortly regarding timings for residential reviews.

Regards,
Gary

Gary Howarth
Projects Manager

/ MOBILE
/ PHONE
/ POSTAL
/ WEBSITE

[REDACTED]
[REDACTED]
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133. Fwd: Residential Security Reviews / Responses

From: Bevan Killick
To: [REDACTED]
Sent Date: Apr 20, 2014 16:31:16
Subject: Fwd: Residential Security Reviews / Responses

Sent from iPad.

Begin forwarded message:

From: Anna Gruczynska <Anna.Gruczynska@southernresponse.co.nz>
Date: 28 March 2014 12:55:00 NZDT
To: [REDACTED]
Subject: FW: Residential Security Reviews / Responses

Hi [REDACTED]

I attach the Security Response Plan compiled by T&C based on the questionnaire you submitted.

Regards

Anna

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134. Part 3 of 15 - Contents Details - [REDACTED]

From: EQC Contents Only Mailbox <contentsonly@eqc.govt.nz>
To: [REDACTED]@southernresponse.co.nz
Sent Date: Apr 11, 2014 11:57:46
Subject: Part 3 of 15 - Contents Details - [REDACTED]

Hi Sarah,

This is part 3 of 15 contents documents in regards to customer:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks

Contents Team – Hamilton Processing Centre | **The Earthquake Commission (EQC)**

Tel: 0800 DAMAGE (0800 326 243)| Fax: 04 978 6432| **contentsonly@eqc.co.nz**

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135. FW: Residential Security Reviews / Responses

From: Anna Gruczynska <Anna.Gruczynska@southernresponse.co.nz>
To: [REDACTED]
Sent Date: Mar 28, 2014 12:55:00
Subject: FW: Residential Security Reviews / Responses

Hi [REDACTED]

I attach the Security Response Plan compiled by T&C based on the questionnaire you submitted.

Regards
Anna

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136. Action List

From: [REDACTED]@tcil.co.nz>
To: Sarah Giles <Sarah.Giles@southernresponse.co.nz>, Anna Gruczynska <Anna.Gruczynska@southernresponse.co.nz>, Peter Rose <Peter.Rose@southernresponse.co.nz>
Cc: [REDACTED]@t60.co.nz' <2813@t60.co.nz>
Sent Date: Mar 13, 2014 10:20:04
Subject: Action List

Hi Peter / Sarah / Anna,

Many thanks for your time the other day.

I have attached the spreadsheet from within the security review so that you can use it as an Action List. Hope that helps. Please let me know if there are any queries. We can also put together a proposal on us managing for you if required.

The Police website on personal safety is:

www.police.govt.nz/safety

There are a couple of topics in there that are useful around protecting your property and keeping safe.

I have also attached the security response levels (which are attached to the back of the residential security reviews I am doing). This is also a bit of a guide to help in security awareness.

Finally an indicative cost for the Cyclops Monitoring of CCTV cameras is approximately \$95 per camera per month. Depending on the CCTV system, there may be some small additional costs to set it up. Obviously not all cameras would need monitoring. Nick is more involved in this, so if you want further information I will pass it over to him.

Please let me know if there is anything else.

Regards,

Gary

Gary Howarth

Projects Manager

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137. visitors and board security

From: Sam Fisher <Sam.Fisher@southernresponse.co.nz>
To: Peter Rose <Peter.Rose@southernresponse.co.nz>
Sent Date: Jan 20, 2014 16:49:04
Subject: visitors and board security

Hi Peter

This is from Nick Thompson

Strategic direction will come as part of the situational awareness under the risk management
The home reviews are personal choice

Other changes are in line with requests

Sam

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138. RE: T&C Proposal

From: Ross Butler [REDACTED]
To: Peter Rose <Peter.Rose@southernresponse.co.nz>
Sent Date: Jan 16, 2014 13:04:16
Subject: RE: T&C Proposal

Hi Peter,

I find some of the language used a bit over the top – as mentioned to Nick and yourself, I would prefer that the proposal be headed up as “Staff/Contractor/Visitor/Board Safety”, just in case we get an OIA.

Could they please include “visitors and Board” in all references to those we are trying to protect. I thought we were also seeking strategic advice from TC as to how we get in front of the protest movement, rather than just react. Ie protecting the reputation, brand, and integrity of the business and our ability to move forward.

A few “bits” from the proposal-

I don't want to get a security review of my home – happy that my police mates and local SAS neighbour will be enough, plus I don't want to further alarm [REDACTED] but keen that you be looked after. Perhaps also Bevan and Jenn if they want to.

Yes to looking at Show Place security through their risk eyes.

I will leave it up to you as to what components listed on the TCIL rates sheet you want to consider, but I am very uncomfortable that we get into any serious surveillance of people stuff unless there is a higher level of threat to us. I like the Cyclops monitoring stuff if we had evidence of a higher level of theft from sites = Wakefield would have been good on camera.

Re your Xmas card. Can you please ask Kent to open and if any threat involved, scan through to me.

Peter, safety of you, the team, staff, board, Arrow, contractors, visitors is our concern, so happy that you take steps that you think appropriate, but hope you take the above points into consideration, and inform the board.

Cheers

Ross

Ps [REDACTED] thinks you are a “good guy”!

Ross Butler

M: [REDACTED] **F:** 03 546 9457. **E:** [REDACTED]
Level 1, Bayleys Building, 288 Trafalgar Street, Nelson, New Zealand

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From: Peter Rose [mailto:Peter.Rose@southernresponse.co.nz]

Sent: Wednesday, 15 January 2014 5:41 p.m.

To: Ross Butler [REDACTED]

Subject: FW: T&C Proposal

Ross,

The security proposal with a couple of annotations from me. I will endeavour to contact [REDACTED] as well as a referee at AgResearch.

Seems reasonable to me

Peter

From: Nick Thompson [mailto:Nick.Thompson@tcil.co.nz]

Sent: Wednesday, 15 January 2014 4:35 p.m.

To: Peter Rose

Subject: T&C Proposal

Hi Peter a pleasure catching up with you and your team yesterday

As discussed please see attached our proposal for your approval – I hope it ticks the boxes for you and Ross and we look forward to providing you with support.

If you could come back to me once reviewed we will get the situational awareness underway and drop back down on the 28 Jan

Regards

Nick

NICK THOMPSON

/ MOBILE

/ PHONE

/ FAX

/ POSTAL

/ WEBSITE



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139. T&C Proposal

From: Nick Thompson <Nick.Thompson@tcil.co.nz>
To: Peter Rose <Peter.Rose@southernresponse.co.nz>
Sent Date: Jan 15, 2014 16:35:05
Subject: T&C Proposal

Hi Peter a pleasure catching up with you and your team yesterday

As discussed please see attached our proposal for your approval – I hope it ticks the boxes for you and Ross and we look forward to providing you with support.

If you could come back to me once reviewed we will get the situational awareness underway and drop back down on the 28 Jan

Regards

Nick

NICK THOMPSON

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