



Chief Security Officer and Security Officer Roles and Responsibilities

An industry entity is required to have a Chief Security Officer (CSO) and a Security Officer (SO) to apply for and maintain DISP membership.

The CSO and SO must be Australian citizens and be able to obtain and maintain an [Australian Government Vetting Agency \(AGSVA\) Personal Security Clearance](#) at the appropriate level according to their DISP membership level.

The CSO and SO roles can be held by the same person depending on the size and needs of the entity.

Note: DISP will sponsor clearances where required.

For more information on DISP membership refer to the [Applying for DISP Membership factsheet](#).

Role of the Chief Security Officer

The CSO is a senior executive within an entity who is responsible for security arrangements and championing a positive security culture. The CSO can delegate the day-to-day management of protective security to the SO.

On the DISP Member Portal, the CSO is responsible for reviewing, declaring and submitting entries. The CSO does not start or edit any submission.

The CSO must be a member of at least one of the organisation's Australian:

- Board of Directors or similar governing body
- Executive
- Partnership group
- Senior management

They must have the ability to implement policy and direct resources within the entity. An entity may only have one CSO.



Role of the Security Officer



The SO is responsible for developing and implementing the entity's security policies and plans and acts on behalf of the CSO.

On the DISP Member Portal, the SO is responsible for starting, editing and submitting entries to the CSO. The SO does not approve or declare any submissions.

Entities may have multiple SO's.

For more information refer to the [Defence Security Principles Framework \(DSPF\)](#).

If you require support, please contact disp.info@defence.gov.au



Responsibilities of a Chief Security Officer

- Reviewing the DISP membership application for their entity and completing the declaration in the DISP Member Portal, see the [Applying for DISP Membership factsheet](#) for more information.

Note: the CSO will not have access to edit the application.

- Meeting all obligations contained in the [DSPF](#) for their level of DISP membership.
- Reporting any change in the entity's circumstances that may impact its ability to maintain DISP membership (including changes in ownership and control) to Defence.
- Implementing an appropriate system of risk, oversight and management, and providing Board oversight of the security register.
- Fulfilling DISP reporting obligations and submitting the Annual Security Report (ASR) for their entity.
- Ensuring that there is security training available for all entity staff.

Responsibilities of a Security Officer

- Completing the DISP membership application for their entity, see the [Applying for DISP Membership factsheet](#) for more information.

Note: only one SO can have access to complete the DISP membership application.

- Developing and applying security policies and plans for their entity.
- Maintaining a Designated Security Assessed Positions list and security register including security incident reports, contact reports and overseas travel briefings, and making these available to Defence upon request.
- Sponsoring, managing and withdrawing [Personal Security Clearances](#) for the entity, if they hold a minimum Negative Vetting 1 (NV1) Personnel Security Clearance and have the appropriate level of DISP membership. This includes supporting clearance holders to submit a [change of circumstances notification](#), incident and contact reports, and conducting [overseas travel briefings](#).
- Facilitating Defence mandated security education and training courses for entity personnel engaged in Defence work.
- Ensuring all Industry entity staff complete security training, including for insider threat identification, reporting and management.
- Meeting all physical security requirements as per the [DSPF Principle 72](#).

Joint Responsibilities

- Complying with the requirements of [DISP membership](#).
- Taking part in the [Security Awareness Training course](#) and refresher training every three years.

Note: a minimum Baseline Personal Security Clearance is required to attend the training. Completion of the course is not required prior to a DISP membership being granted but you must attest to intent to complete.

- Responding to and [reporting any security incidents](#) as soon as possible to Defence.
- Undergoing an interview with Defence to confirm understanding of their security obligations.
- Protecting Official, Sensitive and Classified materials entrusted to the entity in accordance with [DSPF requirements](#) at all times.
- Notifying Defence of any changes to the CSO or SO's within 14 business days of the change via a Change in Circumstance (CiC) on the [DISP Member Portal](#).

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