



DISP Chief Security Officer Responsibilities Acknowledgement Letter

I, _____, accept the role of the Chief Security Officer (CSO) for
(the Entity) and understand that in accordance with the
Defence Security Principles Framework (DSPF) Control 16.1 *Defence Industry Security
Program* (DISP) that the CSO is accountable for ensuring the following:

- a. all obligations contained in the DISP principle and control policy documents for their level of membership are met;
- b. an appropriate system of risk, oversight and management is maintained;
- c. DISP reporting obligations are fulfilled;
- d. sensitive and classified materials entrusted to the Entity are safeguarded at all times;
- e. Security Officer(s) are appointed to develop and implement the Entity's security policies and plans, on the CSO's behalf;
- f. DISP Annual Security Report is agreed by the executive (Board equivalent), and all recommendations are implemented within agreed timeframes; and
- g. any change in Foreign Ownership Control and Influence (FOCI) status of the Entity is reported to Defence via the FOCI Change in Circumstance on the [DISP Member Portal](#)

I understand that the CSO must be an Australian citizen and be able to obtain and maintain a Personnel Security Clearance at the Baseline level or above, as appropriate with the Entity's level of DISP membership.

I acknowledge that as part of my role as the CSO I am responsible for establishing and maintaining policies and procedures in accordance with the AS 4811-2022 Workforce Screening standards including, but not limited to: workforce screening practices, ongoing assessment of personnel, and separating personnel.

I understand that the CSO is responsible for ensuring that all new staff undertaking any activities in relation to Defence have undertaken the necessary pre-employment screening checks (Australian Standard (AS) 4811-2022), as per the DISP requirements detailed within the DSPF. The necessary checks include, but are not limited to: an identity check requiring 100 points of ID, character reference checks, and a current national police check.

I understand that the requirement to apply AS 4811-2022 is not retrospective, but understand that pre-existing staff, including myself, who undertake any activities in relation to Defence must have undergone an adequate level of similar screening, or must do so as soon as is reasonably practicable.

I understand that the CSO is responsible for ensuring the aforementioned requirements are effectively implemented and upheld in order for the entity to maintain their DISP Membership, this includes ongoing checks and monitoring of the current workforce.

I also understand that if the CSO for my Entity changes, the Entity will be required to log into the [DISP Member Portal](#) to register a Change in Circumstance for any incoming/outgoing CSO/SO's. In the event that the SO is unavailable, the CSO should email DISP.info@defence.gov.au to request access, enabling the CSO to complete the necessary actions.

As the CSO, I have read and understand the DSPF DISP Principle and Control policy documents available on the [DISP website](#).

By signing this document, I agree that I will meet my obligations under the DISP as the CSO.

Signature & Date.....