TERMS OF REFERENCE – SECURITY PORTFOLIO

Introduction:

The terms of reference give a broad guideline as to the responsibility of the director for this portfolio, the roles he/she plays and the interaction with the Chairperson and management.

Objective:

To ensure the personal safety of residents, employees, club members and visitors whilst on the Estate To also protect the property of the aforementioned groups. Our security must be of the highest standard and the best when compared to what is done in the immediate area as well as other security estates in Centurion.

Target Groups

The following target groups are identified:

Residents
Employees
The Country Club and club members
Visitors

Modus Operandi

The following areas with regard to security will be the responsibility of the director:

- Identify the security risks that the Estate faces and determine the priority for addressing these risks

- Prepare a mitigation action list for the above as well as a short and medium term budget and obtain board approval for the implementation of the plan. Ensure that the improvements proposed are cost/benefit effective. Obtain board approval for the improvement plans where appropriate

- Monitor security improvement plans

- Review, test and audit the performance and operation readiness of the current security systems and procedures

- Review the monthly incident reports

- Interface with Estate manager, Security Manager, Police forum, armed response unit and key service providers

- Ensure an effective emergency plan

- Communicate plan, actions etc. to the target groups

The following responsibilities as far as security is concerned are delegated to the Estate Manager

- Cooperate with and assist the Director with the tasks listed above

- Implement the plans and action as identified and agreed on by the director and the board

- Scrutinize the daily incident reports and see if issues have been addressed, see if there is a trend developing, access if there is an increased risk and take the necessary action

- Manage the Security Manager in line with his job description

The Security Manager performs his task in line with his job specification