

## SECURITY INCIDENT REPORT

Report Reference	INC-2025-007
Incident Type	Unauthorised Physical Access
Severity Level	MEDIUM
Date Detected	8 September 2025, 02:15 PM
Report Date	8 September 2025
Reporting Officer	Tom Bradley, Facilities Manager
Systems Affected	Scone warehouse server room

### INCIDENT DESCRIPTION

During routine physical security inspection of the Scone warehouse facility on 8 September 2025, Tom Bradley (Facilities Manager) discovered that the server room door was propped open with a doorstop. The door was secured with a magnetic lock that requires authorised access, but the magnetic lock was disengaged and door held open. Server room contains network equipment, backup storage and archive systems for regional office operations.

### DETECTION AND INITIAL RESPONSE

**How Detected:** Tom Bradley discovered the propped-open door during routine facilities inspection at 02:15 PM on 8 September 2025.

**Time to Detect:** Unknown - door could have been propped open for several hours or days prior to discovery

#### Immediate Actions Taken:

- 02:15 PM: Door was secured and magnetic lock tested as functional
- 02:30 PM: Tom Bradley photographed access point and reported to David Chen
- 02:45 PM: Server room physical inspection conducted - no visible equipment tampering observed
- 03:00 PM: Access logs requested from security system for review

### AFFECTED SYSTEMS AND INITIAL ASSESSMENT

System/Equipment	Status	Notes
Backup Storage Array	Intact	No visible tampering; seals appear undisturbed
Network Equipment	Intact	Inspection shows no disconnected cables or signs of access
Archive Server	Intact	Location: Locked cabinet within server room; locked status confirmed
Cooling Systems	Functional	HVAC operational; no interruptions noted

### CONTAINMENT ACTIONS

- Server room door secured and lock functionality verified: 8 September 2025, 02:15 PM • Physical inspection of equipment and seals completed: 8 September 2025, 03:00 PM • Access control system log review initiated: 8 September 2025, 03:30 PM • Alert issued to Scone warehouse staff regarding door access procedures: 8 September 2025, 04:00 PM

## ROOT CAUSE ANALYSIS

*[SECTION INCOMPLETE - To be completed by David Chen and Liam Foster]*

## RECOMMENDATIONS AND REMEDIATION ACTIONS

*[SECTION INCOMPLETE - Recommendations pending root cause determination]*

## FOLLOW-UP ACTIONS REQUIRED

*The following analysis and documentation remain outstanding:*

- Root cause determination: Why was the door propped open? (Deliberate, accidental, maintenance-related?)
- Complete timeline reconstruction: Access control system log analysis to determine duration door was unlocked
- Lessons learned and preventive recommendations
- Assessment of whether further investigation or external audit required
- Regulatory reporting assessment (ASIC notification if applicable)
- Incident sign-off and approval

## INCIDENT STATUS

**Current Status:** UNDER INVESTIGATION

**Last Updated:** 8 September 2025, 04:00 PM

**Owner:** David Chen (CIO/CISO)

*This report is incomplete and awaiting final investigation and closure documentation.*