Security Policy

**Policy Code: CG1980**

### Table of Contents

- **Purpose** ......................................................................................................................................................... 1
- **Scope** ............................................................................................................................................................ 1
- **Legislative Context** ......................................................................................................................................... 1
- **Definitions** ...................................................................................................................................................... 2
- **Policy Statement** ............................................................................................................................................. 2
- **Supporting Documents** .................................................................................................................................... 3
- **Responsibility** .................................................................................................................................................. 4
- **Promulgation** .................................................................................................................................................. 4
- **Implementation** ............................................................................................................................................... 4

### Purpose

This policy sets out the commitments of Federation University Australia in relation to security, and provides a framework for security management.

### Scope

This policy applies to:

- all University premises;
- all activities taking place on University premises, whether they are University activities or not; and
- all members of the University community whilst planning, managing or engaging in any University activity, whether this activity takes place on University premises or not.

It **does not** apply to:

- premises managed or utilised by partner provider organisations, and
- the security of University information, financial assets or reputation, or the management of emergencies and critical incidents as these matters are comprehensively covered by other relevant University policies and procedures.

### Legislative Context

- Federation University Australia Act 2010
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Information Privacy Act 2000 (Victoria)
- Occupational Health and Safety Act 2004 (Victoria)
- Occupational Health and Safety Regulations 2007 (Victoria)
- Surveillance Devices Act 2000 (Victoria)
- Drugs, Poisons and Controlled Substances Act 1981 (Victoria)
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Behaviour of concern</td>
<td>Behaviour that creates a reasonable apprehension of harm, including self-harm. Behaviours of concern include making threats, bringing a weapon on campus, persistently glaring at a person, adopting a menacing posture, etc.</td>
</tr>
<tr>
<td>Drug</td>
<td>As defined by the Drugs, Poisons and Controlled Substances Act 1981 (Vic) and amendments. For the purposes of this policy and its associated procedure, includes non-prescribed possession of prescription-only medicines.</td>
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<tr>
<td>Emergency</td>
<td>Any sudden danger that requires immediate action to prevent severe injury, illness, damage or distress, e.g. life-threatening violence on University premises or in University-related activities, deliberate and serious damage to University property such as arson, large-scale civil disturbance, etc.</td>
</tr>
<tr>
<td>Incident</td>
<td>Any actual or suspected event or behaviour that causes, or has the potential to cause, harm, damage or loss to any member of the University community or property, e.g. behaviour of concern, disruption to public order, vandalism, theft, etc.</td>
</tr>
<tr>
<td>Security (in relation to this policy and associated procedure)</td>
<td>The protection of the University community and/or property from intentional or reckless injury, harm, distress, threat, damage, theft, misuse or loss.</td>
</tr>
<tr>
<td>Security management</td>
<td>The range of procedural, technical, physical, personnel and other measures designed to achieve the purpose of this policy.</td>
</tr>
<tr>
<td>University activity</td>
<td>Any program, course, research, service, operation, project, function or event conducted by or for Federation University Australia, whether on University premises or not.</td>
</tr>
<tr>
<td>University community</td>
<td>All persons who have an association with Federation University Australia, including staff, members of Council and committees, students, tenants, visitors, contractors, consultants, volunteers and people representing the University off-campus.</td>
</tr>
<tr>
<td>University premises</td>
<td>Any property owned or occupied by the University, either wholly or in part, and includes all buildings, student and staff residences and all land defined and/or associated with the University. It includes any public area located within University premises and can include a public area adjacent to University premises if relevant to this policy and its associated procedure.</td>
</tr>
<tr>
<td>Weapon</td>
<td>Any item covered by the provisions of the Control of Weapons Act 1990 (Vic) and the Firearms Act 1996 (Vic) as amended.</td>
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Policy Statement

Federation University Australia is committed to providing and maintaining, as far as reasonably practicable, a safe, secure and crime-free environment for all members of its community.

This policy provides the following set of guiding principles:
## Principle

| The University aims to eliminate or minimise security risks to its community and its property by adopting a planned and systematic approach to security management across all its premises and activities. | • ensuring strong leadership where responsibilities for the security of all members of the University community and for University property are clearly defined and implemented across all levels of management  
• applying the principles of the Risk Management Framework in the identification of security risks and the implementation of appropriate preventive/protective measures  
• managing the proper use of the University’s security systems, such as electronic access cards, CCTV, alarms, etc.  
• actively managing behaviours of concern that arise on University premises or in University activities  
• developing and implementing security measures to control chemicals, alcohol, drugs and weapons on University premises or in University activities  
• devising and implementing measures for the effective management of security-related incidents and emergencies at FedUni |
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<tbody>
<tr>
<td>The University communicates and consults with members of its community to encourage constructive participation in security management.</td>
<td>• consulting with relevant stakeholders when reviewing security risks and security management measures</td>
</tr>
</tbody>
</table>
| The University utilises appropriate internal and/or external security services or personnel. | • securing professional security services providers and/or personnel who are suitably licensed, qualified, trained and experienced to perform security duties  
• managing contracts for the provision of security services in accordance with all legal, procedural and ethical requirements  
• allocating sufficient security support and resources to achieve acceptable standards of operation  
• ensuring that appropriate security patrols, escorts and crowd control are provided for University premises and activities |
| The University monitors, measures, evaluates and regularly reports on security management activities, security-related incidents and emergencies. | • monitoring the effectiveness and efficiency of security management measures  
• encouraging all members of the University community to immediately report security incidents  
• appropriately recording and investigating incidents in order to prevent recurrences as far as practicable  
• compiling, distributing and reviewing monthly, quarterly and annual security management reports |

## Supporting Documents

- [Security Procedure](#)
- [Health and Safety Policy](#)
- [Health and Safety Management Procedure](#)
- [Incident and Emergency Management Procedure](#)
- [Critical Incident Plan](#)
- [Event Management Policy and Procedure (Draft)](#)
• Family and Domestic Violence Policy and Procedure
• Traffic and Parking Procedure (Draft)
• Alcohol and Other Drugs Procedure
• After-Hours Work/Study Procedure
• Equal Opportunity and Valuing Diversity Policy
• Information Security Policy
• Risk Management Framework

Responsibility

• The Vice-Chancellor is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
• The Manager, Risk Health and Safety is responsible for maintaining the content of this policy as delegated by the Vice-Chancellor.
• The Security Coordinator is responsible for the administration support for the maintenance of this policy as directed by the Manager, Risk Health and Safety.

Promulgation

The Security Policy will be communicated throughout the University via:
2. Appropriate internal forums, such as the University Health and Safety Policy Committee;
3. Notification to Faculties; and
4. Promulgation at staff meetings.

Implementation

The Security Policy will be implemented throughout the University via:
2. Attendance at appropriate internal committee meetings and forums;
3. Training and information sessions; and
4. Liaison with staff who engage in off-campus University activities.