Security Procedure

Policy code:	CG1982
Policy owner:	Executive Director, Transformation, Assets and Commercial
Approval authority:	Chief Operating Officer
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Next review date:	04 December 2026

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Purpose

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

Scope

This procedure 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 providerorganisations, 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

- [Control of Weapons Act 1990 (Victoria)](link)
- [Drugs, Poisons and Controlled Substances Act 1981 (Victoria)](link)
- [Federation University Australia Act 2010](link) (Commonwealth)
- [Firearms Act 1996 (Victoria)](link)
- [National code of practice for chemicals of security concern (Commonwealth)](link)
- [Occupational Health and Safety Act 2004 (Victoria)](link)
- [Occupational Health and Safety Regulations 2017 (Victoria)](link)
- [Privacy Act 1988 (Commonwealth)](link)
- [Privacy and Data Protection Act 2014 (Victoria)](link)
- [Surveillance Devices Act 1999 (Victoria)](link)
- [Surveillance Devices Act 2004 (Commonwealth)](link)
- [Tertiary Education Quality and Standards Agency Act 2011 (Commonwealth)](link)

Definitions

Term	Definition
Behaviour of concern	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.
Drug	As defined by the Drugs, Poisons and Controlled Substances Act 1981 (Vic). For the purposes of this procedure and associated documents, includes non-prescribed possession of prescription-only medicines.
Emergency	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.
Event	An activity held on University premises that meets all the following criteria:

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	• It is **not** a timetabled teaching activity (such as a lecture, practical class, or tutorial) or a routine business meeting of an Institute/Directorate/ Centre/tenant. • It does **not** form part of the usual academic life of the university, such as exams, graduations, seminars, or Open Days. • It does **not** form part of the usual business activities of the university, such as maintenance works, or refurbishment/construction projects. • It introduces foreseeable hazards or risks on campus (e.g. serving of alcohol, use of hazardous substances or equipment, hazardous physical/sporting activities, security threats, presence of children, presence of VIPs, etc.).
Event Manager	The staff member of Federation University Australia who approves the conduct of an event, as defined, on behalf of the University.
Event Organiser	The member of the University Community or external party who applies to hold an event, as defined.
Incident	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.
Security (in relation to this procedure and associated documents)	The protection of the University community and/or property from intentional or reckless injury, harm, distress, threat, damage, theft, misuse or loss.
Security management	The range of procedural, technical, physical, personnel and other measures designed to achieve the purpose of this procedure.
University activity	Any course, unit, research, service, operation, project, function or event conducted by or for Federation University Australia, whether on University premises or not.
University community	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.
University premises	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 procedure and associated documents.
Weapon	Any item covered by the provisions of the Control of Weapons Act 1990 (Vic), and the Firearms Act 1996 (Vic).

Actions

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 procedure provides the following set of guiding principles:

Principle	Demonstrated by:
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 Federation University
The University communicates and consults with members of its community to encourage constructive participation in security management.	• consulting with relevant stakeholders when reviewing security risks and security management measures
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 to prevent recurrences as far as practicable

1. Providing security services across University premises

	Activity	Responsibility	Steps
A.	Managing security across University premises	Associate Director, Property and Infrastructure	1. In consultation with key stakeholders, identify security services needed for the

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			protection of people and property across all University premises 2. Devise and implement appropriate security services within practical and financial constraints
B.	Managing security patrols of University premises	Associate Director, Property and Infrastructure	1. Manage and supervise all aspects of the provision of security patrols on University premises
C.	Conducting security patrols of University premises	Security personnel	1. Conduct routine and ad hoc patrols of University premises in accordance with Standard Operating Procedures (SOPs) 2. Establish a visible and competent security presence that provides direct assistance to the University community 3. Secure premises after hours and, if required, assist authorised persons to gain access to University premises 4. Monitor the presence after-hours of members of the University community on University premises, in accordance with the After-Hours Work/Study Procedure 5. Deter and detect security threats and defend the University community and property from these threats, whilst protecting own safety 6. Respond to incidents and emergencies in accordance with the Incident and Emergency Management Procedure and SOPs 7. Provide first aid to any injured person 8. Record and report all security incidents, activities and interactions with the University community 9. Report instances of unserviceable security infrastructure

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				10. Identify and report workplace hazards, damage to property.

2. Managing security infrastructure

	Activity	Responsibility	Steps
A.	Maintaining security infrastructure	Property and Infrastructure in collaboration with key stakeholders	1. Upon identifying a need for maintenance of any security infrastructure, undertake the necessary works or engage suitably qualified contractors to undertake them.
B.	Replacing or upgrading existing security infrastructure or installing new one	Property and Infrastructure in collaboration with key stakeholders	1. Upon identifying a need to replace or upgrade existing security infrastructure or to procure and install new security infrastructure, manage its acquisition and installation (subject to budgetary constraints).

3. Controlling access to buildings and areas within buildings

Access to University premises is only granted to persons with a legitimate reason to be present at specific locations. Security personnel are entitled to request identification (e.g. staff or student card) from any person present on University premises. They can request any person to leave premises if they have reasons to believe they have no legitimate reason to be present, and can seek assistance from Police to have that person removed if necessary.

Access to buildings and areas within buildings is controlled by means of locks and keys and/or electronic access control systems, which are managed by Property and Infrastructure. Alarms have been fitted to detect unauthorised entry; their activation prompts an immediate response from Security Personnel.

All members of the University community who have been granted access to buildings and areas within buildings are expected to contribute to the security of the University by securing offices and other areas when unattended, by not lending their card/keys to others, by not allowing unauthorised access, and by reporting suspicious behaviour.

Access is managed differently for staff, students, trade contractors, and Fedliving residents.

Staff

	Activity	Responsibility	Steps
A.	Obtaining an access card	All staff	1. Obtain a Staff Card from the Campus Library. The staff card also acts as an access card, which will be activated on the employee's first pay day. That activation grants

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			basic access rights to limited buildings and areas of the relevant Campus.
B.	Obtaining access rights or keys additional to basic access rights	Relevant staff	1. If additional access rights or keys are required, contact the Institute/Directorate/Centre management, who will review the request and will issue a work request to Property and Infrastructure, if appropriate.
C.	Granting/denying additional access rights or keys	Property and Infrastructure	1. Upon receiving a request, review, approve and grant/ deny access rights or keys.
D.	Terminating access rights	All staff	1. At the end of employment with the University, access rights will be automatically terminated. 2. Access rights may also be modified or terminated for other reasons (e.g. change in employment circumstances, safety.)
E.	Returning access cards and keys	Relevant staff	1. On terminating your employment with the University, return staff card and any keys to Manager/ Supervisor who must then forward them to Property and Infrastructure
F.	Reporting lost or stolen cards/ keys	Relevant staff	1. As soon as it becomes apparent, report any missing access card or a University key to Property and Infrastructure.

Students

	Activity	Responsibility	Steps
A.	Obtaining an access card	All students	1. Obtain a Student Card from the Campus Library. The student card also acts as an access card, which grants basic access rights to limited buildings and areas of the relevant Campus.

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	Activity	Responsibility	Steps
B.	Obtaining access rights additional to basic access rights	Relevant students	1. If additional access rights or keys are required, contact Institute administration, who will review the request and will issue a work request to Property and Infrastructure, if appropriate.
C.	Granting/denying additional access rights	Property and Infrastructure	1. Upon receiving a request, review, approve and grant/ deny access rights.
D.	Terminating access rights	All students	1. Access rights are automatically terminated at the end of each academicyear. 2. Access rights may also be modified or terminated for other reasons (e.g. change in enrolment details, safety, etc.)
E.	Reporting lost or stolen cards	Relevant students	1. As soon as it becomes apparent, report any missing access card or a University key to Property and Infrastructure.

Trade Contractors

	Activity	Responsibility	Steps
A.	Obtaining and returning access card and key(s)	Trade contractors	1. Upon signing in for a specific job at the Property and Infrastructure office, receive the necessary card and key(s) 2. Return them as instructed by Property and Infrastructure
B.	Reporting lost or stolen cards/ keys	Relevant contractors	1. As soon as it becomes apparent, report any missing access card or a University key to Property and Infrastructure. The contractor may be held responsible for any lock replacements required as a result.

Fedliving Residents

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	Activity	Responsibility	Steps
A.	Managing access control in University residences	Fedliving	1. Manage all aspects of access control in University residences

4. Managing security within Institutes/Directorates/Centres

	Activity	Responsibility	Steps
A.	Managing security within Institutes/Directorates/Centres	Deans/Directors	1. Devise and implement appropriate security measures for the specific circumstances and conditions encountered in the Institute/Directorate/Centre 2. Seek advice from the Associate Director, Property and Infrastructure for any security issue that: • relates to the University-wide services offered by the Security department (e.g. patrols), • is covered in this procedure (e.g. events, behaviours of concern, drugs, weapons), or • requires the expertise of a professional security practitioner
B.	Assessing security risks	Associate Director, Property and Infrastructure	1. On request or on own initiative, identify, assess and provide advice on controlling any security risk within Institutes/Directorates/Centre, in accordance with the Risk Management Framework and relevant Guidelines

5. Managing events

	Activity	Responsibility	Steps
A.	Planning for the security and safety aspects of a proposed event	Event Manager	Consult with the Associate Director, Property and Infrastructure or the Security Supervisor at least 10 working days prior to the event.

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			Complete an Event Management Form if required by the Security Supervisor.

6. Managing personal security

	Activity	Responsibility	Steps
A.	Protecting yourself	All members of the University community	1. Take all reasonably practicable steps to prevent personal security or property from coming under threat, in accordance with the Personal Security Guidelines
B.	Reporting threats to personal security (non-emergency)	All members of the University community	1. On becoming aware of a threat to personal security* that could create a risk on University premises or in University activities, immediately contact Security on: • Ballarat campuses: 5327 6333 • Berwick campus: 5122 8555 • Gippsland campus: 5122 6662 • Wimmera campus: 5382 0560 ***Note:** A threat to personal security may arise from an oral, written, gestural (e.g. throat-slashing gesture) or symbolic statement (e.g. drawing, image). Its origins may come from criminal intent, students/clients/customers, occupational violence, or domestic/family/relationships situations. It includes a threat of self-harm.
C.	Requesting security escorts on University premises	Members of the University community	1. If requiring a security escort, contact Security personnel at least 20 minutes in advance. Security Personnel will provide the escort as arranged
D.	Advising on personal security	Associate Director, Property and Infrastructure	1. Develop Personal Security Guidelines and make them available to members of the University community

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			2. Provide training and/or information sessions on personal security as required, e.g.:
			• preventing violence in the workplace
			• dealing with conflict and aggression in the workplace
			• domestic/family/ relationships violence
			• personal and/or asset protection
			3. On having a threat to personal security reported, develop in consultation with the individual affected and relevant stakeholders a Violence Prevention Plan to eliminate or minimise risks
			4. Report circumstances to Safer Campuses Initiative Team, with approval of person concerned
			5. Assist the individual(s) and Institute/Directorate/Centre concerned obtain and implement any risk control measure required (e.g. response protocols, alarms, etc.)
			6. Monitor the continued implementation of the risk control measures

7. Managing behaviours of concern

	Activity	Responsibility	Steps
A.	Reporting behaviours of concern (non-emergency)	All members of the University community	1. If aware of a person whose behaviour causes a reasonable apprehension of harm including self-harm behaviour of concern, immediately contact Security on:
			• Ballarat campuses: 5327 6333
			• Berwick campus: 5122 8555

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			• Gippsland campus: 5122 6662 • Wimmera campus: 5382 0560

B.	Managing behaviours of concern	Associate Director, Property and Infrastructure	1. Coordinate a response that:
			  • minimises risks;
			  • complies with legislation, University policies and procedures; and
			  • respects individual rights

8. Managing chemicals of security concern

	Activity	Responsibility	Steps
A.	Eliminating or minimising security risks associated with chemicals	Associate Director, Property and Infrastructure	1. Provide training for all relevant staff in the use, storage and handling of chemicals of security concern as required by the National Code of Practice for Chemicals of Security Concern 2. Advise and assist relevant Institutes/Directorates/Centres in the proper management of chemicals of security concern 3. Conduct audits of relevant areas
B.	Eliminating or minimising security risks associated with chemicals	Relevant Deans/Directors	1. Take appropriate action to eliminate or minimise risks where chemicals and equipment are available that could be misused for criminal purposes 2. Appoint a Universitystaff member within the relevant Institute/Directorate/Centre to assume responsibility for the management of chemicals of security concern, in accordance with the Code of Practice 3. Ensure purchase, storage, use and disposal of chemicals meet the Code of Practice requirements 4. Ensure Institute/Directorate/ Centre staff contact the Associate Director, Property

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			and Infrastructure when work practices, storage requirements or quantities are changed

9. Managing alcohol

Refer to the [Alcohol and Other Drugs Procedure](link).

10. Managing drugs

	Activity	Responsibility	Steps
A.	Reporting drug-related issues	All members of the University community	1. If aware of persons cultivating, manufacturing, possessing, trafficking or using drugs on University premises or in University activities, contact Security on: • Ballarat campuses: 5327 6333 • Berwick campus 5122 8555 • Gippsland campus: 5122 6662 • Wimmera campus: 5382 0560
B.	Investigating and managing drug-related issues	Associate Director, Property and Infrastructure	1. Respond to reported drug-related issues on University premises or in University activities in collaboration with the relevant Institutes/ Directorates/Centres

11. Controlling weapons

Refer to the [Weapons Guideline](link)

	Activity	Responsibility	Steps
A.	Notifying of weapon-related issues	All members of the University community	1. Notify the Associate Director, Property and Infrastructure in advance if planning a University activity in which weapons, including imitation or replica weapons, may be manufactured, adapted, used or carried

			2. If aware of weapons, including imitation or replica weapons, not subject to prior written approval from the Associate Director, Property and Infrastructure, immediately contact Security on: • Ballarat campuses: 5327 6333 • Berwick campus: 5122 8555 • Gippsland campus: 5122 6662 • Wimmera campus: 5382 0560
B.	Controlling weapons on University premises or in University activities	Associate Director, Property and Infrastructure	1. Monitor weapons on University premises or in University activities 2. Specify the conditions under which weapons may be brought onto University premises or in University activities, e.g. armed security services or sporting activities. 3. Specify the conditions under which imitation or replica weapons may be brought onto University premises or in University activities, e.g. drama productions or ceremonial purposes. 4. Authorise in writing the manufacture, adaptation, use, storage or carriage of weapons, including imitation or replica weapons, where appropriate 5. Respond to reports of unauthorised weapons on University premises or in University activities in accordance with the Incident and Emergency Management Procedure

12. Managing security-related incidents and emergencies

Refer to the Incident and Emergency Management Procedure and relevant SOPs.

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13. Managing closed circuit television (CCTV) systems

Closed-circuit television systems contribute to the provision of a safe, secure and crime-free environment for all members of the University community. Their objective is to assist in deterring and detecting crime, and in identifying perpetrators.

	Activity	Responsibility	Steps
A.	Administering the CCTV system	Associate Director, Property and Infrastructure	1. Administer the CCTV system on behalf of Federation University for the purpose of complying with legislation and reference material
B.	Managing and maintaining existing CCTV equipment	Associate Director, Property and Infrastructure	1. Manage the maintenance of existing equipment 2. Develop and maintain an up-to-date register of CCTV equipment that includes as a minimum: location, technical details (e.g. brand, model, serial number, condition.), and installation date
C.	Assessing the need for new or modified CCTV equipment	Associate Director, Property and Infrastructure and other relevant stakeholders	1. Assess the need for, and make recommendations on, new or modified CCTV equipment for existing, changed or new facilities, activities or occupancies. in accordance with applicable legislation and reference material
D.	Providing new, or modify existing, CCTV equipment	Associate Director, Property and Infrastructure	1. In accordance with the assessment process described above and within budgetary constraints, manage: • modifications to existing equipment, including upgrades • provision of new CCTV equipment
E.	Requesting access to CCTV recordings	Any person or organisation	1. Contact the SecuritySupervisor of the relevant campus who will submit your request to the PrivacyOfficer of Federation University Australia in accordance with internal processes

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F.	Managing access to CCTV recordings	Privacy Officer	1. Manage access to CCTV data strictly in accordance with privacy legislation and other applicable legislation and reference material
G.	Managing the storage of CCTV recordings	Associate Director, Property and Infrastructure	1. Maintain a register and a copy of all recordings downloaded in a secure area in compliance with applicable legislation and reference material. The register must include details of persons to whom a recording has been provided (e.g. Police) 2. Manage all aspects of the secure storage of CCTV recordings and associated data in accordance with applicable legislation and reference material
H.	Submitting any query or complaint regarding the CCTV systems	Any person or organisation	1. Submit query or complaint regarding any Federation University CCTV system to the Legal Department of Federation University Australia at legaloffice@federation.edu.au

14. Controlling vehicle traffic and parking on University premises

Refer to the Parking Procedure.

Supporting Documents

- Corporate Governance Policy
- Health and Safety Management Procedure
- After-Hours Work/Study Procedure
- Family and Domestic Violence Procedure
- Parking Procedure
- Alcohol and Other Drugs Procedure
- Incident and Emergency Management Procedure
- Equal Opportunity and Valuing Diversity Guidelines
- Personal Security Guidelines
- Weapons Guideline
- Information Privacy Procedure
- Academic Freedom and Freedom of Speech Policy and Procedure

Forms.

- [Event Management Form](link) (DOCX 174.2kb)

Responsibility

- The Executive Director, Transformation, Assets and Commercial is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Associate Director, Property and Infrastructure is responsible for maintaining the content of this procedure.

Promulgation

The [Security Procedure](link) will be communicated throughout the University via an Announcement Notice via FedNews and on the Policy Central's Policy Library 'Recently Approved Documents' page to alert the University-wide community of the approved Procedure.

Implementation

The [Security Procedure](link) will be implemented throughout the University via an Announcement Notice via FedNews and on the Policy Central's Policy Library 'Recently Approved Documents' page to alert the University-wide community of the approved Procedure.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Security contracts	Procurement management system (eProcure)	Procurement	**Destroy 7 years after contract expires**
Records documenting issue of access cards, including registers	Property and Infrastructure	Director – Property and Infrastructure	**Destroy 7 years after administrative use has concluded**
Records documenting: - property guarding - surveillance and patrol operations Includes records of electronic security systems, security reports and rosters	The University's approved security database	Associate Director, Property and Infrastructure	**Destroy 7 years after action completed**
Violence Prevention Plan	The University's approved security database	Associate Director, Property and Infrastructure	Destroy 7 years after administrative use has concluded
CCTV recordings not used in the context of an incident	Secure and backed-up electronic storage	Associate Director, Property and Infrastructure	Erase after 31 days

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CCTV recordings downloaded in the context of an incident	Secure and backed-up physical storage	Associate Director, Property and Infrastructure	Destroy 7 years after administrative use has concluded