

Security Policy

Policy Code: CG1980

Table of Contents

Purpose	1
Scope	1
Legislative Context	1
Definitions	2
Policy Statement	3
Supporting Documents	4
Responsibility	5
Promulgation	5
Implementation	5

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 (Victoria)
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act, Commonwealth)
- Privacy and Data Protection Act 2014 (Victoria)
- Information Privacy Act 2009 (Queensland)
- Occupational Health and Safety Act 2004 (Victoria)
- Occupational Health and Safety Regulations 2017 (Victoria)
- Work Health and Safety Act 2011 (Queensland)
- Work Health and Safety Regulation 2011 (Queensland)

- Surveillance Devices Act 1999 (Victoria)
- Drugs, Poisons and Controlled Substances Act 1981 (Victoria)
- Medicines and Poisons (Medicines) Regulation 2021 (Queensland)
- Drugs Misuse Act 1986 (Queensland)
- Control of Weapons Act 1990 (Victoria)
- Firearms Act 1996 (Victoria)
- Weapons Act 1990 (Queensland)
- Weapons Regulation 1996 (Queensland)
- Weapons Categories Regulation 1997 (Queensland)

Definitions

Term	Definition
Academic freedom	<ul style="list-style-type: none"> • The freedom of academic staff to teach, discuss, and research and to disseminate and publish the results of their research; • The freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research; • The freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled; • The freedom of academic staff to participate in professional or representative academic bodies. • The freedom of students to participate in student societies and associations; • The autonomy of the higher education provider in relation to the choice of academic courses and offerings, the ways in which they are taught and the choices of research activities and the ways in which they are conducted.
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), the Medicines and Poisons (Medicines) Regulation 2021 (Qld), and the Drugs Misuse Act 1986 (Qld), as applicable. For the purposes of this policy and its associated procedure, 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.
Freedom of speech	The freedom of staff, students, and invited visitors to the University to express lawful opinions publicly, without undue restriction.
Event	<p>An activity held on a campus of Federation University Australia that meets all the following criteria:</p> <ul style="list-style-type: none"> • It is not a timetabled teaching activity (such as a lecture, practical class, or tutorial) or a routine business meeting of a School/Directorate/tenant. • It does not form part of the usual academic life of the university, such as exams, graduations, seminars, or Open Days.

Term	Definition
	<ul style="list-style-type: none"> It does not form part of the usual business activities of the university, such as maintenance works, or refurbishment/construction projects. It involves numbers of participants greater than 50 (staff and/or students) or 10 (external parties). 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 initiates the conduct of an event as defined, or is the university contact for an external party organising an event (Event Organiser).
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 policy and associated procedure)	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 policy.
University activity	Any program, course, 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 policy and its associated procedure.
Weapon	Any item covered by the provisions of the Control of Weapons Act 1990 (Vic), the Firearms Act 1996 (Vic), the Weapons Act 1990 (Qld), the Weapons Regulation 1996 (Qld), and the Weapons Categories Regulation 1997 (Queensland) as applicable.

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	Demonstrated by:
The University aims to eliminate or minimise security risks to its community and its property by adopting a planned and systematic	<ul style="list-style-type: none"> 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

Principle	Demonstrated by:
<p>approach to security management across all its premises and activities.</p>	<ul style="list-style-type: none"> • 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 without impinging on the rights of academic freedom or freedom of speech as expressed in the University's Academic Freedom and Freedom of Speech Policy 2021 • devising and implementing measures for the effective management of security-related incidents and emergencies at FedUni
<p>The University communicates and consults with members of its community to encourage constructive participation in security management.</p>	<ul style="list-style-type: none"> • consulting with relevant stakeholders when reviewing security risks and security management measures
<p>The University utilises appropriate internal and/or external security services or personnel.</p>	<ul style="list-style-type: none"> • 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
<p>The University monitors, measures, evaluates and regularly reports on security management activities, security-related incidents and emergencies.</p>	<ul style="list-style-type: none"> • 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 • compiling, distributing and reviewing monthly, quarterly and annual security management reports

Supporting Documents

- [Academic Freedom and Freedom of Speech Policy 2021](#)
- [Security Procedure](#)
- [Health and Safety Policy](#)
- [Health and Safety Management Procedure](#)
- [Incident and Emergency Management Procedure](#)
- Crisis Management Plan
- [Family and Domestic Violence Policy](#) and [Procedure](#)

- [Parking Procedure](#)
- [Alcohol and Other Drugs Procedure](#)
- [After-Hours Work/Study Procedure](#)
- [Equal Opportunity and Valuing Diversity Policy](#)
- [Information Privacy Policy](#)
- [Risk Management Policy](#)

Responsibility

- The University [Health and Safety Policy](#) Committee (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
- The Manager, Risk Health and Safety (as Policy Sponsor) is responsible for maintaining the content of this policy as delegated by the Approval Authority.

Promulgation

The [Security Policy](#) will be communicated throughout the University via:

1. An Announcement via FedNews and on the FedUni Policy Central's Policy Library 'Recently Approved Documents' page;
2. Appropriate internal forums, such as the University [Health and Safety Policy](#) Committee;
3. Notification to Schools; and
4. Promulgation at staff meetings.

Implementation

The [Security Policy](#) will be implemented throughout the University via:

1. An Announcement Notice via FedNews and on the FedUni Policy Central's Policy Library 'Recently Approved Documents' page;
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.