
Security Policy

Facilities Management Policy

1 Purpose

This policy establishes the context within which security services are provided within the University precincts. The aim of the policy is:

- (a) To ensure the management of security is consistent with the University's vision, mission and Strategic Plan; and
- (b) To minimise the University's exposure to all levels of risk where personal and property safety are potentially compromised.

2 Organisational Scope

This is a University-wide policy which applies to persons and facilities within the University precincts and to non University environs where University facilities and staff are operating. This excludes Halls of Residence and tenants unless specifically agreed.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

- Incident: Any unexpected event which may result in harm or damage to persons and property.
- Emergency: Any incident of significant magnitude that has harmed or has the potential to harm any person or damage property that requires immediate action to minimise that harm or damage.
- Security Services: Include but are not limited to:
- (a) Approved access to buildings, rooms and facilities
 - (b) Monitoring of the physical environment
 - (c) Providing a coordinated response to incidents
 - (d) Providing security as requested for events and/or where there is an identified risk
 - (e) Providing a central point of contact for security matters with external agencies

Security Equipment:	Includes but is not limited to:
	(a) Closed Circuit Television (CCTV)
	(b) Access and identification hardware and software
	(c) Keys and locks
	(d) Cameras for covert coverage and recording of activities
	(e) Devices for detecting intruders

4 Policy Content and Guidelines

4.1 General

- (a) Facilities Management is responsible for managing the provision of all security services for the University.
- (b) Notwithstanding (a) above, staff and students are responsible for taking all reasonable precautions to ensure their personal safety and the security of personal and university property.

4.2 Management of Security Services

- (a) Facilities Management manages the provision of security services by:
 - (i) Ensuring security specifications are included in new builds and refurbished facilities;
 - (ii) Delivering agreed security services through the day to day operation of the security systems and procedures.
 - (iii) Coordinating all emergency management response.
- (b) Facilities Management shall liaise with Victoria agencies and tenants to ensure appropriate levels of security service are delivered and relevant protocols are adhered to. They shall pay particular attention to university policies referred to in Section 6.
- (c) Facilities Management shall provide an annual operational plan together with guidelines for delivering security services.

4.3 Risk Management

- (a) Facilities Management is responsible for coordinating all incidents and emergencies. Incident management and reporting processes are included in the Security Guidelines. Emergency management and reporting are included in the Emergency Management Guidelines (currently in draft).
- (b) Facilities Management shall ensure that all identified security risks are assessed by the appropriate manager(s) in the first instance and then escalated to the Director Facilities Management, the Deputy Vice-Chancellor or Vice Chancellor as required.
- (c) Facilities Management shall report any incident where serious or concerning behaviour by a student may affect the safety of students or staff to the Risk Assessment Advisory Committee.

Risk	Assessor
Student Health and Safety	Director, Student Services
Staff Health and Safety	Director, Human Resources

Risk	Assessor
Public Profile	Director, Communication and Marketing
Legal	General Counsel
Manaaki Tangata	Pro Vice Chancellor (Māori)
Property	Director, Facilities Management

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

[Health and Safety in Employment Act 1992](#)

6 References

[Alcohol on Campus Policy](#)

[Conduct Policy](#)

Emergency Management Guidelines (currently in draft)

Emergency Management Plan (available via [Facilities Management](#))

Emergency Response Plan (available via [Facilities Management](#))

Emergency Management Policy (currently in draft)

[Health and Safety Policy](#)

[Security Management Guidelines](#)

[Student Conduct Statute](#)

[Student Protests Policy](#)

Previous Version: [Security Policy](#)

7 Appendices

None

8 Approval Agency

Vice-Chancellor

9 Approval Dates

This policy was originally approved on: 9 September 2003

This version was approved on: 21 November 2008

This version takes effect from: 21 November 2008

This policy will be reviewed by: 21 November 2011

10 Policy Sponsor

Director, Facilities Management

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Rainsforth Dix

Position: Campus Services Manager

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