



SECURITY POLICY

1.0 Purpose

The Security Section's responsibilities are to provide and maintain a protected and secure environment for all persons on University sites; to protect University assets from theft, damage or destruction; to respond to emergencies; and to ensure that all University Statutes and Senate directives are adhered to. These responsibilities must be undertaken within the legal parameters of the law and standards set must be consistent with general community standards.

2.0 Mission Statement

To establish and maintain a secure environment for all persons at the University and to protect the property of the University, its staff, students and visitors from theft and damage in accordance with all relevant legal and other statutory provisions.

3.0 Effect

Security Policies and Operating Procedures are designed to guide Security Officers in the performance of their duties, and to assure that their actions further overall Section objectives. If the purposes of the Policies and Standard Operating Procedures are to be realised, all Officers must conduct themselves in accordance with these provisions, Officers therefore, shall read and be acquainted with the contents therein.

4.0 Scope

- 4.1 The Security Policy is developed and determined by the Manager Security and applies to all sites, buildings, Faculties, Schools, Centres and other Organisational Units, and all persons on any University site and all University property contained therein.
- 4.2 The physical security on University sites is carried out by the Security Section. This concept is supported and assisted by Lock & Keying Systems, Electronic Security Systems, Closed Circuit Television Systems Telephony and Electronic Access Control Systems.
- 4.3 Electronic Security Systems and Lock and Key Control are developed and administered by the Security Section under the guidance of the Manager Security (MS) and Technical Officer Security (TOS) ([Refer to Locks and Keys Policy - PF-S/v3-op10](#)).
- 4.4 The Central Security Monitoring Station is the focal point for all security operations.
- 4.5 The Security Section works in partnership with Faculties, Schools, Centres and other Organisational Units on security strategies and the operation of security systems under the directions and guidance of the Manager Security.
- 4.6 An integral part of Security response and management of emergency situations is the University Crisis Management Plan (CMP) and Security Emergency Procedures.

5.0 Definitions

5.1 *Safety and Security of Personal Property*

Personal safety and security of property other than University property is the responsibility of the individual.

5.2 *General Safety of Personnel*

Those responsible for personnel, in the workplace, teaching arena and the public in general are to create a protected and safe environment for those places under their care in accordance with University Policies and the provisions of the Workplace Health and Safety Act.

5.3 *Security of University Property*

Those appointed to head of Faculties, Schools, Centres and other Organisational Units are responsible for adopting appropriate measures for the security of property assigned to them.

5.4 *General Security*

The Manager Security is responsible for the efficient operation of the Security Section and is to implement strategies relating to:



5.4.1 Personal Safety and Risk Assessment

The Manager Security must be involved with those organisations interested in personal safety issues. Monitor the day-to-day habits of campus personnel and effectively employ the Security Sections resources to minimise all Security risk.

5.4.2 Security of Property other than University Property.

The Security Section is responsible for the proper management of found and stolen property and is to provide safe custody for all property coming into its possession.

5.4.3 University Property other than Building Complexes

The Security Section is responsible for monitoring the use and safe keeping of such property and to encourage good security habits by bringing to notice all breaches of security to the property authority.

5.4.4 Buildings Security

The Security Section has the responsibility for maintaining building security procedures, security habits of occupants and to bring to the notice of the proper authority any unsound security practices. The Security Section is to provide an external building check at least once after normal day activity and provide a security advisory service by means of Security Audits ([Refer Security Audits - PF-S/v3-op09](#)).

5.4.5 Securing of a Building

The primary means of securing a building is through the use of restricted lock and key systems. Electronic access systems have been adopted as another important primary means of controlling access and egress to buildings and other areas of the University to reduce the reliance and risk of using expensive restricted keys. Lock and key use is defined and governed by the [Locks and Keys Policy - PF-S/v3-op10](#).

5.4.6 Electronic Locking System

The use of electronic locking systems is employed throughout the University as another primary means of controlling and restricting access to buildings and other areas. The electronic access control system is not to be employed as the sole security measure and only those electronic systems approved by Manager Security are to be utilised. Electronic locking systems are to be fitted to all new and rehabilitated building projects ([Refer to Electronic Security Systems Policy - PF-S/v3-op11](#)).

5.4.7 Intruder and Surveillance Systems

Intruder and surveillance systems are an effective method of securing an area and should be employed in areas of risk. Risk assessment will be carried out by the Security Section on request. Only those security systems approved by Manager Security are to be utilised.

The Security Section will provide a Security Audit free of charge and without obligation on request.

Security Audits are assessed on the customer's needs and concerns. The Security Audit Team will provide recommendations and quotes post-audit to the client. All equipment installation costs are to be met by the client.

All approved security alarm installations are monitored by the Central Security Monitoring Station (CSMS) and responded to on activation by Security Section Personnel. .

When an electronic alarm system becomes obsolete and uneconomical to maintain, the client is responsible for all cost associated with decommissioning or replacement of that system.

5.5 External Security Agencies

Organisations conducting functions on a University site, where alcohol will be served and patronage will exceed 100 people, are required to employ security personnel from a recognised security agency that has been recommended and approved by MS. A current list of approved agencies is held by the Manager Security. The general rule on security numbers are one Security Officer for every 100 patrons, or part thereof, up to the first 500 patrons then 1 Security Officer for every 200 patrons thereafter or part thereof. The Manager Security may vary the number of Security Personnel required for functions and event following a risk assessment.

5.6 Incidents

All incidents breaching University Statutes and State and Federal Laws are to be initially investigated and recorded by the Security Section, and, if necessary, forwarded to the Queensland Police Service.



5.7 *Safety Audits*

Safety Audits are conducted on areas of the University from time to time to ensure the physical aspects of the University provide a low risk environment. The Security Section will undertake a Safety Audit of all external areas on major campuses annually. Safety audits may also be conducted on request by "The Safety Awareness Committee" (UniSafe) with Security Section involvement.

5.8 *Alarm Monitoring for Independent Bodies*

The Security Section will monitor alarms for independent clients whose premises are established on University sites. Where there is an agreement in existence, fees will be applied against the client for this service and all monies will be paid into the Property & Facilities Security Account. Arrangements for these services are to be made through the Manager Security.

6.0 **References**

- 6.1 University Act 1998 and Senate Rules
- 6.2 Queensland Federal Statute Law and Regulations
- 6.3 Security Audit Brief
- 6.4 University Lock and Key Policy
- 6.5 University Electronic Security Systems Policy

7.0 **Responsibilities**

- 7.1 **Manager Security (MS)**
The Manager Security has the overall responsibility of ensuring formulation, implementation and maintenance of Security Policies and Procedures.
- 7.2 **Technical Officer Security (TOS)**
The Technical Officer Security has the task and responsibility for ensuring compliance with Policy and Procedures in day-to-day administration of technical aspects of the Security Section.
- 7.3 **Security Co-ordinating Supervisor (SCS) & Security Supervisors (SS)** have the task & responsibility for ensuring compliance with all University and Security Policy and Procedures in relation to security operations and responses.
- 7.4 **Heads of Faculties, Schools, Centres and other Organisational Units** are responsible for the internal security administration of their area. Advice on security related matters may be sought at any time from the Manager Security.

8.0 **Security Statistics**

The Security Section is to maintain accurate statistical data on all the relevant incidents that pertain to Security.

9.0 **Security Policy and Procedures**

All current operating procedures and work instructions pertaining to security operations are contained in the Security Workbook. This Workbook cannot be accessed by outside of the Property & Facilities Division. The following Policies are accessible to persons outside of the Property & Facilities Division and are available on the Security webpage:

- The Security Policy (this document);
- [Locks and Keys Policy - PF-S/v3-op10](#); and
- [Electronic Security Systems Policy - PF-S/v3-op11](#)