KING CEASOR UNIVERSITY

SECURITY POLICY

1. **INTRODUCTION**

The purpose of this document is to outline the University's responsibilities in relation to the maintenance of a safe and secure physical environment for the University population and protection of University property.

2. APPLICATION

This policy covers physical security as it relates to the University population and University property.

3. DEFINITIONS

Contractor: A company, organisation, or person that has a formal contract (other than an employee contract) with the University to carry out work on or in University Property.

Physical Security: That which is done to facilitate the existence of a stable, relatively pre-dictable environment in which the University population is able to pursue the University's business without disruption or harm and without fear of disturbance or injury; and loss or destruction of University property arising from unauthorised access, theft, or malicious or accidental acts is minimised.

Restricted Area: Any area of the University that is only accessible to authorised persons from the University population at particular times.

Security Agency Staff: Persons employed by a Security company that have been hired to pro-vide security or patrol services on University Property.

Security Incident: Any act, omission, circumstance, or occurrence which directly or indirectly adversely affects, or is likely to adversely affect, the: safety and security of the University pop-ulation; and availability and utility of University property.

Security Office: The King Ceasor University Security office.

Security Staff: A member of the University staff employed to provide all or part of the security services provided by the Security Office.

University Business: Any approved work related to employment at the University or in connec-tion with the official functions of the University.

University Population: Staff, Students, University Associates, Visitors and Contractors.

University Property: Any property within the University's control that is used for, or to support, University business.

Visitor: A person invited to the campus by a King Ceasor University staff mem-ber or an enrolled student.

4. POLICY STATEMENT

4.1. This policy determines the roles, responsibilities or requirements for the following:

4.1.1. Security Staff

4.1.2. Personal Security

4.1.3. Building Security

4.1.4. Property Security

4.1.5. Physical and Electronic Key Control

4.1.6. Incident Reporting

4.1.7. Vehicular Movements

4.1.8. University Population Identification

4.1.9. Physical Transfers of Cash

4.1.10. Purchase of Security Systems, Products and Services

4.2. Security Staff

The primary role of a Security Staff is to observe, report and monitor anti-social behaviour and any issues of safety and security in relation to University population or University Prop-erty. Security Staff do not have Police powers, the authority of state government agencies or the protection offered to these groups under the relevant Acts. However Security Staff are authorised to uphold the relevant Land and Traffic By-Laws. Security Agency Staff are covered by this policy.

4.3. Personal Security

Staff and Students will make themselves aware of all University security procedures relat-ing to their activities and will discharge those responsibilities to the best of their abilities. Staff and Students shall take reasonable precautions to protect their own personal safety and the safety of their personal belongings whilst on University Property. The Security Of-fice will provide information to assist staff and students in protecting their personal safety and belongings.

4.4. Building Security

Access to University facilities is a privilege and must be controlled to protect the security of University assets. Access privileges to facilities are temporary and may be revoked im-mediately. The Security Office is responsible for determining and implementing adequate perimeter security systems for all buildings on University Property. The Security Office is responsible for securing the external perimeter of the University. At other locations, the relevant Director, or delegate, is responsible for securing the external perimeter of all

buildings under their jurisdiction. Building occupants shall ensure that unauthorised ac-cess to rooms and buildings under their control is prevented in line with the relevant Se-curity procedures. All physical access to University Property shall be controlled in accor-dance with the Property Access Control Procedures, with access to such property granted on the basis of identified need for members of the University Population. The Security Office shall prepare and monitor the Property Access Control Procedures.

4.5. Property Security

Building occupants are responsible for securing all University property located within ar-eas under their control (e.g. equipment, materials, records, furniture) to prevent unde-tected access, removal or damage.

4.6. Physical and Electronic Key Control

The control and issue of keys, access devices and locking mechanisms for use by Univer-sity staff, students and other authorised persons shall be managed to minimise the risk of unauthorised access. All Master and Service Keys shall be managed centrally by the Security Office. All electronic access cards that provide access to University Property shall be managed in accordance with the Property Access Control Procedures. All keys shall be managed in accordance with the Key Management Procedures. The Security Office shall prepare and monitor the Key Management Procedures.

4.7. Incident Reporting

All security incidents are to be reported to the Security Office.

4.8. Vehicular Movements

Vehicle movements on University Property will be permitted in accordance with the Prop-erty Access Control Procedures. Vehicle movements will be restricted in and near pedes-trian precincts of the campus.

4.9. University Population Identification

Staff and students must produce their King Ceasor University identification cards upon request by an authorised security person. Staff and students must wear their identification card at all times when physically located at, or while visiting, a restricted area. Contractors and Security Agency staff working within University Property shall sign in at the Security Office on arrival each day, obtain and display a temporary identification badge for the duration of their stay, and return the badge and any keys to the Security Office or relevant reception area upon signing out.

4.10.   Physical Transfers of Cash

Physical transfers of cash between University buildings or between University buildings and non-University locations shall not occur unescorted. The Security Office shall provide guidance in relation to such matters.

4.11.   Purchase and Installation of Security Systems, Products or Services

All matters relating to the purchase or installation of Security Systems, Products, or Services for use on University Property by Staff shall, in the first instance, be referred to the Security Manager. The Security Manager shall ensure that all Security Systems, Products and Services comply with the prevailing standards prior to approval for their procurement.