

## Security Policy

*Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.*

### **Purpose:**

To outline Murdoch University's framework and objectives relating to the management and supply of security services.

To outline Murdoch University's responsibilities to enable a safe and secure environment for the University's community (including staff, students, tenants, visitors and contractors), and the protection of University assets and property.

This Policy applies to Murdoch University Perth, Rockingham, Mandurah and Whitby campuses.

### **Audience:**

Staff, Students

### **Objectives:**

- Murdoch University's Security Services aim to establish and maintain a safe and secure environment for the University.
- Security matters relating to Information Technology Services (ITS), research and development, and records management are covered under other Murdoch University policies.

### **Definitions:**

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

- "Physical security" means that which is done to facilitate the existence of a stable, relatively predictable environment in which the University community is able to pursue the University's business without disruption or harm and without fear of disturbance or injury; and the loss or destruction of University property arising from unauthorised access, theft, or malicious or accidental acts is minimised.
- "Security agency staff" means persons employed by a third party security company that have been engaged to provide security and traffic services on University property.

- “Security staff” means a member of the University staff employed to provide all or part of the security and traffic services entrusted by the Property, Development and Commercial Services Office (PDCSO).
- “University business” means any approved work related to employment at the University or in connection with the official functions of the University.
- “University community” means Staff, students, visitors, contractors, tenants and University Associates.
- “University property” means any property within the University's control that is used for or to support University business.

## **Policy Statement:**

### **1. Security staff**

- 1.1 Security staff will observe, report and investigate anti-social and/ or criminal behaviour, and any other security or safety issues that may place the University community or property at risk.

### **2. Personal property**

- 2.1 The University community will be responsible for their own personal property and take precautions to keep them safe whilst on University property. Security Services will assist the University community with recommendations or information to keep their property safe and secure.

### **3. Access control**

- 3.1 Security Services will control access to facilities and spaces in order to safeguard people and to both protect and secure University property and assets. Access will be reviewed on an as-needed basis, and may be revoked at any time.

### **4. Asset security**

- 4.1 Building occupants will secure all University property located within areas under their control to prevent damage, misplacement, removal or theft.

### **5. Security technology**

- 5.1 Security Services will design, manage and administer the mechanical keys and door hardware, access cards and electronic access control, duress and alarm systems, CCTV, and other physical security assets. The purchase, installation and maintenance of this equipment technology and other physical security assets including associated security software will be reviewed and approved by the Security Services Manager or nominated staff member.

## **6. Protecting information**

- 6.1 University information must be protected in a manner that is appropriate to its confidentiality.

## **7. Compliance**

- 7.1 Property, Development & Commercial Services Office (PDCSO) is responsible for the implementation and compliance monitoring of the Security Policy, except from section 2.6 in which the Director of ITS is responsible.
- 7.2 Audits, investigations and reviews may be undertaken at any time to ensure this policy is adhered to.

### **Performance Indicators:**

There are no performance indicators.

### **Related Documents:**

[Bush Court Vehicle Access Policy](#)

[Bush Court Vehicle Access Procedure](#)

[Electronic Access and CCTV Procedure](#)

[Key Administration and Control Procedure](#)

[Lost Property Procedure](#)

[ICT Security Policy](#)

[Information Security Incident Management Procedure](#)

[Parking and Traffic Policy](#)

[Allocating Wardens Guideline](#)

[Security, Safety and Wellbeing Guidelines](#)

### **References:**

There are no references.

### **Approval and Implementation:**

<b>Approval Authority:</b>	Director Property and Commercial Services
<b>Responsible Officer(s):</b>	Security Services Manager
<b>Approval Authority for supporting procedures:</b>	General Manager Campus Operations and Services
<b>Approval Authority for supporting guidelines:</b>	There are no supporting guidelines.

<b>Approval Authority for supporting standards:</b>	There are no supporting standards.
<b>Contact Officer:</b>	Security Services Manager

#### Revision History:

<b>Approved/ Amended/ Rescinded</b>	<b>Date Approved</b>	<b>Effective Date</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Approved	04/06/2019		04/06/2022	
Approved	28/08/2018		01/09/2020	
Approved	25/06/2018		25/11/2020	
Approved	26/09/2011		26/09/2014	