

## Physical and Information Security Policy

### 1. PURPOSE

To outline the University's responsibilities in relation to the maintenance of a safe and secure physical environment for the University population, and the protection of University property.

### 2. POLICY STATEMENT

#### 2.1 Security staff

Security staff will observe, report and monitor anti-social behaviour and any issues of safety and security in relations to the University Population or University Property.

#### 2.2 University population

Staff and students will take reasonable precautions to protect their own personal safety and the safety of their belongings and university assets whilst on University property.

The Security Office (Bentley Campus) will provide information to assist staff and students in protecting their personal safety and belongings.

Staff and students will produce their Curtin identification card upon request by an authorised person (as per the Land and Traffic By-Laws).

#### 2.3 Building security

The University will control access to facilities in order to protect the security of University assets. Access may be provided on a temporary basis and may be revoked immediately.

#### 2.4 Property security

Building occupants will secure all University property located within areas under their control to prevent undetected access, removal or damage.

#### 2.5 Physical and electronic key control

The University will manage the issue of keys, access devices and locking mechanisms for use by University staff, students and other authorised persons to minimise the risk of unauthorised access.

#### 2.6 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 will, in the first instance, be referred to the Security Manager.

#### 2.7 Information security

University information must be protected in a manner that is appropriate to its sensitivity and importance.

### 3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

Director, Properties, Facilities and Development is responsible for implementation and compliance monitoring of the policy and reporting to the Policy Manager, except section 2.7, for which the Chief Information Officer is responsible.

### 4. SCOPE OF POLICY

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

The policy does not govern the behaviour of non-Curtin staff that occupy leased space owned by Curtin. The policy does not cover property security at locations that the University does not own or control (e.g. Sarawak, Margaret River, and Sydney).

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### Physical security

That which is done to facilitate the existence of a stable, relatively predictable 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.

**Security agency staff**

Persons employed by a security company that have been hired to provide security or patrol services on University property.

**Security staff**

A member of the University staff employed to provide all or part of the security services provided by the Security Office (Bentley Campus).

**University business**

Any approved work related to employment at the University or in connection with the official functions of the University.

**University population**

Staff, students, visitors (persons invited to the campus by a Curtin staff member), contractors and University Associates

**University property**

Any property within the University's control that is used for or to support University business. The majority of University property is located at Bentley, Technology Park, Shenton Park, Perth City, Northam, Kalgoorlie and the University's land holdings and leases.

**6. SUPPORTING PROCEDURES**

Nil

**7. RELATED DOCUMENTS/LINKS**

[Land and Traffic By-Laws](#)

[ICT Manual - ICT Use Policy](#)

[Health and Safety Policy](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Planning and Management Committee
<b>Review Date</b>	1 <sup>st</sup> April 2019

**REVISION HISTORY**

Version	Approved/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	24/02/2009	Planning and Management Committee	PMC 18/09	Attachment 1 to Document No 00143/09
	Amended	26/06/2012	Planning and Management Committee	PMC 69/12	Attachment 5 to Document No 00628/12, to be operational one week from date of approval (includes retitling from Security Policy to Physical and Information Security Policy)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	24/11/2015	Planning and Management Committee	PMC 98/15	Attachment E to Item 10 - reviewed no changes required