Physical Security Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: Sustainable Future

2. 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.

3. POLICY STATEMENT

3.1 Security staff

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

3.2 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).

3.3 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.

3.4 Property security

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

3.5 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.

3.6 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.

3.7 Director, Properties, Facilities & Development is responsible for implementation and compliance monitoring of the policy and reporting to the Policy Manager.

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).

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, Perth City, Kalgoorlie and the University’s land holdings and leases.

6. **SUPPORTING PROCEDURES**

Nil

7. **RELATED DOCUMENTS/LINKS**

*Land and Traffic By-Laws*

*Health and Safety Policy*

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<tr>
<th>Policy Compliance Officer</th>
<th>Tim Urquhart, Director, Properties, Facilities and Development</th>
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<td><strong>Policy Manager</strong></td>
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<td><strong>Approval Authority</strong></td>
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**REVISION HISTORY**

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<th>Date</th>
<th>Committee / Board / Executive Manager</th>
<th>Approval / Resolution Number</th>
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<td>Approved</td>
<td>24/02/2009</td>
<td>Planning and Management Committee</td>
<td>PMC 18/09</td>
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<td>Amended</td>
<td>26/06/2012</td>
<td>Planning and Management Committee</td>
<td>PMC 69/12</td>
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<td></td>
<td>Adminstratively Updated</td>
<td>06/10/2015</td>
<td>Director, Legal and Compliance Services</td>
<td>EC 76/15</td>
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