

Security Policy

Section 1 - Preamble

(1) The University is committed to ensuring a safe and secure environment for the University community and the physical assets of the institution. The University will undertake its activities in a manner whereby:

- a. all members of the University community, including students and other clients, staff, visitors and contractors, are provided with a safe and secure environment in which to function;
- b. precautions are taken to keep assets safe from crime, attack, misuse, or danger; and
- c. there is a cohesive system of physical and logistical controls, which enable the University to maintain business continuity.

Section 2 - Purpose

(2) The intention of this policy is to provide the framework for management of the University's security of people and physical assets.

Section 3 - Scope

(3) This policy applies to all staff, visitors, volunteers and contractors, and students of the University.

(4) The policy applies to all campuses, study sites and off-campus locations owned, operated, leased or run in agreement with the University.

(5) The policy applies to University property, plant and equipment, and, as far as practicable, to property and equipment brought on campus by staff and students.

Section 4 - Policy

(6) This policy will be implemented in a way that ensures compliance with relevant legislation, regulations, standards, and University governing documents.

(7) Breaches of security will be reported in accordance with legislative requirements.

(8) Security procedures will be developed, maintained and monitored to safeguard:

- a. personal security, so that individuals are protected from criminal and offensive behaviour including threats to personal safety, and damage to or loss of, personal possessions;
- b. physical security, so that University and tenant property and equipment is secured against loss, deterioration or damage;
- c. administrative security, including policies and procedures, incident reporting, emergency management and business continuity procedures, and threat, risk and hazard assessment, management and mitigation;

- d. information security, considered under the University's Information and Communication Technologies Security Policy. and
- e. security education and awareness.

(9) The University is committed to:

- a. providing appropriate resources to develop and maintain an effective approach to security;
- b. achieving and demonstrating achievement of this policy through a program of audits and reporting the findings of those audits;
- c. regularly reviewing the implementation and effectiveness of this policy with staff, students, other clients and stakeholders;
- d. basing security arrangements on risk assessment and risk appetite, so that cost effective counter-measures can be introduced to protect the University and ensure continued viability (refer to the [Enterprise Risk Management Policy](#));
- e. developing, reviewing and promulgating University governing documents to assist in the implementation and understanding of this and other related policy; and
- f. identifying competency needs and providing appropriate training and professional development for staff to meet those needs.

Specific Responsibilities and Authorities

(10) The Director Property and Facilities is responsible for ensuring that adequate security services are in place in the University.

(11) Pro Vice-Chancellors are responsible for ensuring the [Security Policy](#) is implemented in their Faculties and for monitoring its observance.

(12) Senior Managers are responsible for ensuring compliance with the [Security Policy](#) in local-level activities.

Section 5 - Non-Compliance

(13) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct – Students](#).

(14) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(15) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	15th January 2022
Review Date	14th October 2024
Approval Authority	Vice-Chancellor
Approval Date	14th October 2021
Expiry Date	Not Applicable
Responsible Executive	Rick Davies Vice-President Corporate and Chief Financial Officer
Implementation Officer	Anthony Hornby Director Property and Facilities
Enquiries Contact	Anthony Hornby Director Property and Facilities <hr/> Property and Facilities

Glossary Terms and Definitions

"Senior Manager" - A staff member of the University holding the position of Director, College Dean or equivalent.

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.