

5.1 SECURITY POLICY

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Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 4.0 Risk Management Policy, 5.0 Internal Control Policy
Relevant Legislation	



PURPOSE

This policy provides the framework for management of Charles Darwin University's security to meet the requirements of Charles Darwin University's Internal Control Policy.

POLICY

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

- 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;
- precautions are taken to keep assets safe from crime, attack or danger; and
- there is a cohesive system of physical and logical controls which permit Charles Darwin University to continue their legitimate operations without disruption in the event of an emergency.

IMPLEMENTATION

This policy will be implemented in a way the ensures:

- activities are in accordance with relevant legislation, regulations, policies and practices, take account of regulations that are applicable to Charles Darwin University's processes and services, and take account of the current Australian standard for Risk Management AS/NZS 4360 and other relevant national and international standards;
- compliance with the University Quality Policy;
- there is development, maintenance and monitoring of protective security processes that take account of:
 - personnel security, so that individuals are protected from criminal and offensive behaviour including damage to or loss of personal possessions, within University campuses and in relevant off-campus locations;
 - physical security, so that University and tenant equipment and property is secured against loss or damage;
 - administrative security, including policies and processes, post instructions, incident reporting, contingency and emergency plans, threat and risk assessment;
 - information security, including data classification, custody, maintenance and destruction of records, data availability and integrity, intellectual property, examination papers, and proprietary information; and
 - security education and awareness.

COMMITMENT

Charles Darwin University is committed to:

- providing appropriate resources to develop and maintain an effective approach to security;
- achieving and demonstrating achievement of this policy through a program of audits and reporting the findings of those audits;
- regularly reviewing the implementation of this policy with staff, students, other clients and stakeholders;

- basing security arrangements on risk assessment, so that cost effective countermeasures can be introduced to protect Charles Darwin University and ensure continued viability;
- developing, reviewing and clearly documenting processes and guidelines for the implementation of this policy; and
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs.

GENERAL RESPONSIBILITIES AND AUTHORITIES

- All staff members are responsible for undertaking their duties in accordance with this policy.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

SPECIFIC RESPONSIBILITIES AND AUTHORITIES

- The Executive Director, Corporate Services, is responsible for ensuring that adequate security services are in place in the University.
- The Dean of a Faculty / NT Manager is responsible for ensuring the Security Policy is implemented in that faculty, and for monitoring its observance. The Deputy Vice Chancellor, Research, is responsible for ensuring the Security Policy is implemented within the Institute of Advanced Studies, and for monitoring its observance in the Institute.
- Heads of areas (schools, industry clusters, divisions and other organisational units) are responsible for ensuring compliance with the Security Policy in local-level activities.

Professor Helen Garnett
Vice-Chancellor

Date

Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	CDU Policy
1.01	24 October 2007	Vice-Chancellor	Inclusion of new position titles throughout the document which reflect the new VET structure EG: Director VET, NT Industry Clusters.