

Monash University Policy

Policy Title	Security Incident Reporting Policy
Date Effective	15 May 2017
Review Date	15 May 2020
Policy Owner	Director Services Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	russell.gammie@monash.edu
Scope	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the university's Australian campuses, Residences and off-campus facilities; and • Monash College Pty Ltd business units at the university's Australian campuses.
Purpose	<p>Comprehensive security incident reporting helps to provide the university with an accurate picture of events affecting the university community and enables the university to prepare and respond appropriately. It is the responsibility of all staff and students of the university to report all security incidents occurring within the university environment, actual or suspected (including matters which may have already been reported to police), to the university's security service.</p>
POLICY STATEMENT	

In the interests of safety and security all security incidents must be reported to university security personnel as soon as practicable having due regard to the seriousness of the incident.

Supporting Procedures	Security Incident Reporting Procedures
Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Chief Operating Officer & Senior Vice-President</p> <p>Date: 15 May 2017</p>
Endorsement Body	<p>Name: Executive Director Buildings and Property Division</p> <p>Date: 3 May 2017</p> <p>Agenda item: n/a</p>
Definitions	Campus Security Office: The main security office at or responsible for a university campus or other location

	<p>Security Incident: An act, omission, circumstance, or occurrence which directly or indirectly adversely affect, the security of people or assets on any campus or other university property. Such incidents may include actual and suspected events including: acts of violence, theft, loss or damage to personal and/or university property, suspicious or threatening behaviour, emergency situations such as fire, flood, chemical spills, accidents or bodily injury, disorderly and/or disruptive conduct, unauthorised access and alarm activation.</p> <p>University Security Incident Report: Reports prepared for the use of and by the university security services to record the details of a security incident as well as any ongoing investigation.</p> <p>University Security Personnel: Persons appointed by the university, including contractors, responsible for the delivery of security related services to the organisation.</p> <p>University Security Service: The university appointed staff, including contractors, responsible for the delivery of security related services to the organisation.</p>
Legislation Mandating Compliance	
Related Policies	Contacting Police Policy
Related Documents	