

Monash University Policy

Policy Title	Electronic Security Alarms Policy
Date Effective	23 March 2017
Review Date	23 March 2020
Policy Owner	Director Services, Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	F-SPolicy@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>To ensure that all electronic security alarm system equipment and monitoring is effectively applied, managed and maintained within Monash University environments.</p> <p>The primary use of electronic security alarm systems is to protect persons and property by providing a means to deter, deny and/or detect unlawful behaviour. Where University property contains critical assets, highly confidential or sensitive information or supports the performance of tasks that may be accompanied by a higher than usual 'security' related risk, consideration should be given, as part of a total security solution, to the benefit/s of installing a suitable, monitored alarm system.</p> <p>All sections of the university community have a responsibility to consider their own environmental security issues and are encouraged to seek professional advice from the university's security services regarding the most appropriate security solutions, including electronic alarms.</p>
POLICY STATEMENT	

Monash University seeks to protect people and assets on university premises in the most effective manner possible including, where necessary, through the provision of suitable electronic alarm systems, monitoring and associated physical support. This policy provides the direction for planning, installing and using electronic security alarms at Monash University Australian facilities.

Supporting Procedures	Electronic Security Alarms Procedures
Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Chief Operating Officer and Senior Vice-President</p> <p>Meeting: Date: 23/3/17</p>

	Agenda item: n/a
Endorsement Body	<p>Name: Executive Director, Buildings and Property</p> <p>Meeting: n/a</p> <p>Date: 15/3/17</p> <p>Agenda item: n/a</p>
Definitions	<p>Alarm System: Any electronic intruder detection, hold-up or duress alarm system installed for the purpose of detecting or signalling security related incidents, whether or not as part of another system (e.g. an access control system).</p> <p>Campus Security Office: The main security office at or responsible for a university campus or other location.</p> <p>Capital Works Project: University project over \$500,000 and/or managed by Buildings and Property Division.</p> <p>Controlled Area: Any area or space on campus or at another university facility to which general or public access is not available at that time, and this may be characterized by signs, locked doors, fences, boom-gates, sentinel tape, or be defined by the instruction of a campus security officer or designated member of staff.</p> <p>Campus Security Coordinator: A person appointed to the role by the university.</p> <p>Critical Assets: Any university equipment, documents, intellectual or other property, the loss of which would seriously impact on the activities of the university.</p> <p>Department/Faculty Access Coordinator: A staff member in a given department or faculty who has been delegated the authority by their dean or department head to grant, deny or revoke access privileges to controlled areas for which the faculty or department is directly responsible.</p> <p>Buildings and Property Representative: A person appointed to the role by the university.</p> <p>Director Services: A person appointed to the role in the Buildings and Property Division by the university.</p> <p>Minor Works Project: University project under \$500,000.</p> <p>Monitored Alarm System: One which is connected via LAN, WAN, PSTN or other means to a central monitoring station, or the university security control room, which will communicate system alerts and facilitate appropriate responses to alarms.</p> <p>Project Manager: A person appointed to the role by the university.</p> <p>Security Equipment Installer: A person who is employed or retained to install, repair, service or maintain security equipment.</p> <p>Security Supervisor: A person appointed to the role by the university.</p> <p>University Security Advisory Office: The university (organisational) divisional security management unit.</p> <p>University Security Manager: A person appointed to the role by the university.</p> <p>University Standard: A specification, maintained by the university security advisory office, for all university electronic security system equipment, from which all minor and major project work security specifications are to be developed.</p> <p>University Security Systems Manager: A person appointed to the role by the</p>

	university
Legislation Mandating Compliance	None
Related Policies	Access Control (Electronic) Policy Access to Controlled Areas Policy Security Closed Circuit Television (CCTV) Policy Key Policy
Related Documents	Private Security Act 2004