

COMMUNITY SAFETY AND SECURITY POLICY

SCOPE

This policy applies to:

- all Monash University students, staff, associates;
- visitors and contractors to all University locations; and/or
- those who are engaged in a University activity.

For the purpose of this policy, references to 'the University' includes activity at Monash University Australia, Monash University Indonesia, Monash University Malaysia, Monash College, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

Online activities and behaviour are included in the scope of this policy and its supporting procedures. General online safety and cyber security are not considered in this policy, and staff and students are directed to the [Cyber Safety](#) and [Safety and Security website](#) for further information and resources.

POLICY STATEMENT

Monash University (the University) is committed to the safety and wellbeing of all members of the University community, the security of University locations, and the protection of University property and assets.

Security Services delivers physical security services across all University locations to support the University's operations, including emergency incident response, security incident response, and the provision of assistance and advice. Security Services also works proactively to maintain the safety of all members of the University community and its locations, including by maintaining a comprehensive access control system and by using surveillance devices for security purposes.

The Safer Community Unit is the University's central point of inquiry, advice, investigation, behavioural risk assessment and management in relation to all concerning and inappropriate behaviour, including serious behavioural incidents.

1. Incident reporting

- 1.1 The University is committed to supporting individuals to report incidents that have the potential to impact the wellbeing or safety of the Monash community as outlined in the [Safety and Security Incident Reporting Procedure](#).
- 1.2 Incidents include, but are not limited to, emergency incidents, security incidents and serious behavioural incidents.
- 1.3 Incident reporting helps the University to efficiently and effectively respond to circumstances or events that have the potential to impact the wellbeing or safety of the Monash community. This includes ensuring that, where applicable:
 - contact with and/or attendance of emergency services is coordinated appropriately;
 - risks to the safety of a person, or to a University location or activity, are appropriately managed, and any necessary safety measures are put in place;
 - persons affected are connected with appropriate support services and are fully informed about any available formal reporting options so they can make decisions that are right for them; and
 - any evidence is secured.
- 1.4 The safety and security of the University community is a shared responsibility. All members of the Monash community play a role in keeping the University safe by reporting incidents to the appropriate authority and/or emergency service.
- 1.5 [Security Services](#) is responsible for managing the response to reported emergency incidents and security incidents, including liaison with emergency services where required.

- 1.6 The [Safer Community Unit](#) is responsible for managing the response to reported serious behavioural incidents, including liaising with Security Services and/or emergency services as required.

2. Surveillance devices

- 2.1 Security Services is responsible for the installation, use and maintenance of surveillance devices at University locations for a security purpose. Only Security Services may install and/or use a surveillance device for a security purpose.
- 2.2 Security Services is responsible for ensuring that the installation and/or use of surveillance devices for a security purpose complies with all applicable legislation and all applicable University procedures, including those in relation to privacy, surveillance devices and information security.
- 2.3 Security Services will establish appropriate local business processes and instructions in relation to the installation, use of and access to outputs of surveillance devices for a security purpose, including in relation to authorisation of users and the lawful retention of data.

3. Access control

- 3.1 Security Services is responsible for managing the University's access control system, including access credentials.
- 3.2 The selection, installation, maintenance and operation of the access control system at all University locations must be made in consultation with, and be approved by, Security Services.
- 3.3 Staff are encouraged to seek advice from Security Services regarding the most appropriate access control system equipment for their security needs.

4. Use of University premises and facilities

- 4.1 The University's premises and facilities play an important role in the broader community as a place to meet, connect and learn, and the University supports access to and use of University locations in ways that serve the public good.
- 4.2 Core activities such as teaching, research and operations will be prioritised over alternative premises uses.
- 4.3 University premises may, where available, be hired, accessed and utilised for activities other than core operations including conferences, public lectures, events or other approved uses by staff, students and external parties.
- 4.4 The University has the right and responsibility to determine the terms and conditions upon which it permits the hire of its premises and use of its facilities and can refuse permission to those seeking to use premises for events or other activities where the content would, or would be likely to:
- be unlawful;
 - prejudice the fulfilment by the University of its duty to foster the wellbeing of staff and students; and/or
 - involve the advancement of theories or propositions that purport to be based on scholarship or research but which fall below scholarly standards to such an extent as to be detrimental to the University's character as an institution of higher learning.
- 4.5 The University maintains a commitment to freedom of speech and academic freedom as per the [Freedom of Speech and Academic Freedom Policy](#) and will not, subject to this policy and other University policies, refuse a venue booking or refuse permission for the use of University premises or facilities based on the proposed or likely topic or content of an event, speech or activity.
- 4.6 Where an individual or group fails to comply with this or any other University policy when accessing and utilising University premises, the University reserves the right to intervene and require such groups or individuals to vacate the premises or take action in accordance with the power or discretion conferred by the Monash University Statute and/or the regulations made under it. The assistance of Security Services and/or emergency services may be utilised as required.
- 4.7 A person must not possess, carry or use a weapon (including a prohibited weapon, controlled weapon, dangerous article, firearm, or imitation firearm) at a University location without a lawful exemption, approval or excuse under the Control of Weapons Act 1990 (Vic), or equivalent legislation at other University locations. In addition to having a lawful exemption, approval or excuse:
- Where the lawful excuse for the possession, carriage or use of a weapon relates to participation in a lawful sporting activity (e.g., starting pistol, sword, crossbow), prior approval must be sought from the Executive Director Campus Community Division and advance notification must be provided to Security Services.
 - In all other cases, any person who possesses or carries a weapon at a University location with a lawful exemption, approval or excuse must notify Security Services prior to, and/or immediately upon, entry to a University location. Notwithstanding a person's claimed lawful exemption, approval or excuse, Security Services may at its discretion request immediate removal of the weapon and/or take other action as considered appropriate in the circumstances, including

reporting the matter to police and/or other action in accordance with the power or discretion conferred by the Monash University Statute and/or the regulations made under it.

DEFINITIONS

<p>Access control system</p>	<p>The University's system, method and equipment for controlling access to buildings and areas including, but not limited to, electronic code-pads, card readers, remote arming stations, passive infra-red detectors, duress buttons, reed switches, mechanical barriers, mechanical or electronic locks and keys, digital credentials, bluetooth or radio-frequency based access technology, and the use of identification cards, signs, definitions and instructions that are used to define spaces which certain people may or may not enter.</p>
<p>Access credential</p>	<p>A component of the University's access control system that facilitates building or area entry/egress by a particular person including, but not limited to, swipe cards (such as the University's M-Pass card), mechanical keys and locks, electronic keys, and access technology that is bluetooth or radio-frequency based.</p>
<p>Emergency incident</p>	<p>Any event or occurrence involving a University location or a University activity that poses (or may pose) a serious and imminent threat to life, health, property, safety or security, including:</p> <ul style="list-style-type: none"> ● fire or smoke ● gas/chemical/radiation/biohazard spill or leak ● serious weather event (e.g. a severe storm or flood) ● bomb threat ● suspicious item or package ● acts of violence ● direct threats, including threats to self-harm or suicide ● armed offender ● civil disturbance ● serious injury (including first aid and/or use of an automated external defibrillator) ● serious criminal offence
<p>Online activity</p>	<p>A University activity that involves or utilises digital communication channels, digital platforms or social media, and includes online learning, virtual communications, cultural, sporting and social activities, and events that take place virtually.</p>
<p>Safer Community Unit</p>	<p>For a University location in Australia - the Safer Community Unit within Community Safety and Security</p> <p>For other locations, comparable support is provided:</p> <p>For Monash University Malaysia - Student Advisory and Support (student matters) or the Access MUM HR helpdesk (staff matters).</p> <p>For Monash College - the Student Safety Manager.</p> <p>For any other location - contact the Safer Community Unit in Australia for advice.</p>
<p>Security Services</p>	<p>For a University location or University activity within Australia - means the Security Services business unit within Community Safety and Security</p> <p>For a University location or University activity outside Australia - means the physical security arrangements at the relevant location overseen by Global Security and Crisis Response</p>
<p>Security incident</p>	<p>Any event or occurrence that is not an Emergency incident (as defined above) but which affects (or may affect) the physical security or safety of a University location including:</p> <ul style="list-style-type: none"> ● theft, loss or damage to personal and/or University property ● unauthorised access ● building alarm activation ● a vehicular or workplace accident ● a minor criminal offence ● suspicious behaviour or activity
<p>Security purpose</p>	<p>The use of a surveillance device for a purpose that relates to maintaining the safety and security of people and property at a University location or University activity, including by preventing, deterring, recording or observing crime or misconduct.</p>

<p>Serious behavioural incident</p>	<p>A serious behavioural incident means any behaviour (or suspected behaviour) by a student, staff member, visitor or other person at a University location or on a University activity that is contrary to accepted standards of behaviour and which involves (directly or indirectly):</p> <ul style="list-style-type: none"> ● threats to harm a person's self or another ● assault or any act of violence ● sexual assault, sexual harassment, or any other conduct of a sexual nature without consent ● stalking ● victimisation or vilification ● bullying or harassment ● hazing <p>A serious behavioural incident may include:</p> <ul style="list-style-type: none"> ● behaviour by a student that contravenes the Student General Conduct Policy or which falls within the Sexual Misconduct Response Procedure; ● behaviour by a staff member that contravenes the Behaviours in the Workplace Procedure; ● Behaviour by a student or staff member occurring through the use of media or social media as defined in the Media and Social Media Policy; and/or ● an incident that is initially reported as an emergency incident or a physical security incident.
<p>Surveillance device</p>	<p>Any electronic instrument or equipment that is capable of being used to:</p> <ul style="list-style-type: none"> ● visually record or observe an activity; and/or ● overhear, record or listen to sound; and/or ● determine the geographical location of a person or object. <p>This includes, but is not limited to, CCTV cameras and associated software systems, number plate recognition cameras, body-worn cameras, GPS tracking or monitoring devices, devices designed to make audiovisual recordings (such as a video camera) or which have that capability (such as a mobile phone), and the University's access control system where used to monitor the movements of a person.</p>
<p>University location</p>	<p>As defined under 'university precinct' in the Dictionary to the Monash University (Council) Regulations, means the whole or part of any land, building or facility owned or occupied by the University or used by it, or by one or more students for the purpose of conducting a University activity.</p>
<p>University activity</p>	<p>As defined in the Dictionary to the Monash University (Council) Regulations, means an activity carried out on a University location or other place in or outside Australia that is arranged, or conducted, by or on behalf of the University, whether alone or in connection with any other entity, including activities organised by University-affiliated student organisations. Examples include, but are not limited to, lectures, tutorials, examinations, practical exercises, clinical and other placements, ceremonies, meetings of a University body, sporting or musical events, games, competitions, field trips or excursions and study tours, and extends to activities conducted online.</p>

GOVERNANCE

<p>Supporting procedures</p>	<p>Access Control Procedure Safety and Security Incident Reporting Procedure Surveillance Devices Procedure</p>
<p>Supporting schedules</p>	<p>Nil</p>
<p>Associated policies</p>	<p>Integrity and Respect Student General Conduct Policy</p>
<p>Related legislation</p>	<p>Surveillance Devices Act 1999 NO. 21 (Vic) Privacy and Data Protection Act 2014 (Vic) Occupational Health and Safety Act 2004 (Vic) Crimes Act 1958 Control of Weapons Act 1990 (Vic) Personal Data Protection Act 2010 (Malaysia)</p>

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Content enquiries	safety@monash.edu