Security Policy

1. Purpose

The purpose of this Policy is to establish the basic principles and governance framework for security and risk management at Te Herenga Waka – Victoria University of Wellington (the University).

2. Application of Policy

This Policy applies to staff members and students. It also applies to independent contractors, adjunct and visiting scholars, interns, professors emeriti, and other persons within University Precincts.

Policy Content

3. Principles

3.1 The University's approach to security is founded upon the values of kaitiakitanga (duty of active protection) and manaakitanga (care). With these values at heart, the University commits to providing a safe, inclusive, and accessible environment to everyone working and/or studying within its precincts.

3.2 To this end, the University –

(a) maintains a robust security governance structure;

(b) ensures its security policies and operational plans are developed collaboratively, legally compliant, fit for purpose, and maintained to a high standard;

(c) embraces a risk-based approach to minimise the likelihood of damage to people and property; and

(d) provides regular training to foster a risk-conscious and security-aware culture.

3.3 Nothing in this Policy is intended to affect the legal rights of any members of the University community. The University acknowledges its students' and staff members' right to freedom of expression and peaceful assembly, as defined under the New Zealand Bill of Rights Act 1990 and commits to providing an environment in which they can use the University as a site to express their views on a range of issues in the form of non-violent protest.

Note: There are Restricted Sites that protesters will not be permitted to occupy under any circumstances. Any occupation of those sites will result in immediate notification of trespass, a warning to leave and subsequent removal if the protestors neglect or refuse to do so.

3.4 The University expects staff members, students, and other persons within its precincts to comply with this Policy and associated guidelines, follow the security instructions provided by Campus Operations, and be careful in relation to their personal safety as well as the security of university property at all times.

4. Management and Provision of Security Services

4.1 The primary responsibility for providing security services lies with Campus Operations.

4.2   The services include but are not limited to –

   (a)   Providing security services on a routine basis and as requested for events and/or activities where there is a potential risk (such as protests);

   (b)   Ensuring security protocols are up-to-date and adhered to by all business units;

   (c)   Preparing and updating an operational plan on an annual basis;

   (d)   Monitoring the physical environment and security equipment to ensure compliance with established specifications;

   (e)   Authorising/restricting access to indoor and outdoor spaces owned or controlled by the University;

   (f)   Being a central point of contact with external agencies about security matters; and

   (g)   Delivering a coordinated and measured response to Security Incidents and Emergencies.

   Note: Management and reporting processes can be found on the University [website](#).

4.3   Campus Operations takes a collaborative approach to risk assessment and plans its responses to identified risks in consultation with other relevant units of the University.

4.4   Campus Operations shall ensure that all identified security risks are assessed by the appropriate manager(s) in the first instance and then escalated to the Director, Campus Operations, the Toi Ōhanga – Chief Operating Officer, or the Tumu Whakarae – Vice-Chancellor as required.

4.5   Campus Operations report any incident where serious or concerning behaviour by a student may affect the safety of students or staff to the Risk Assessment Advisory Committee (RAAC).

5.   Breaches

5.1   Any breaches of this Policy will be handled in accordance with the Student Conduct Statute and the Staff Conduct Policy.

6.   Definitions

In this Policy, unless the context otherwise requires:

Emergency	means any incident of significant magnitude that has harmed or has the potential to harm any person or damage property that requires immediate action to minimise that harm or damage.
Restricted Sites	refers to the following types of locations: (a) laboratories, dangerous sites or sites where dangerous goods are stored, (b) individual staff offices, (c) sites where communication and/or information technology services are controlled, (d) sites where confidential information is located, (e) sites involving cash handling or where significant finances are controlled.
Security Incident	means any unexpected event which may result in harm or damage to persons and property.
Security Equipment	refers to equipment such as Closed Circuit Television (CCTV); access and identification hardware and software; keys and locks; cameras for covert and overt coverage and recording; and devices for detecting intruders.

University Precincts   includes all premises, grounds and buildings owned by, in possession of, or administered by the University.

Related Documents and Information

7.   **Related Documents**

Health and Safety at Work Act 2015
New Zealand Bill of Rights Act 1990

Events Management Procedures
Health, Safety and Wellbeing Policy
Staff Conduct Policy
Student Conduct Statute

8.   **Document Management and Control**

Essential Record

Approver	Tumu Whakarae – Vice-Chancellor
Approval Date	2 August 2022
Effective Date	2 August 2022
Next Review Date	2 August 2025
Policy Sponsor	Toi Ōhanga – Chief Operating Officer
Policy Owner	Director, Campus Operations
Policy Contact	Security Manager

Modification History

Date	Approval Agency	Details
1 March 2024	General Counsel	Minor amendments
2 November 2023	General Counsel	Editorial Corrections