
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 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 Student and Campus Living, 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 Student and Campus Living.

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 check compliance with established specifications;
- (e) Authorising 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 are covered under the Security Management Guideline.

- 4.3 Student and Campus Living 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 Student and Campus Living shall ensure that all identified security risks are assessed by the appropriate manager(s) in the first instance and then escalated to the Director, Student and Campus Living, the Chief Operating Officer, or Vice-Chancellor as required.
- 4.5 Student and Campus Living 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. 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.
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

6. Related Documents

[Health and Safety at Work Act 2015](#)
[Events Management Procedures](#)
[Health and Safety Policy](#)
[Security Management Guidelines](#)
[Staff Conduct Policy](#)
[Student Conduct Statute](#)

7. Document Management and Control

Approver	Vice-Chancellor
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Sponsor	Chief Operating Officer
Policy Owner	Director, Student and Campus Living
Policy Contact	Security Manager