

Physical Security Policy

1 Purpose

To outline the University's responsibilities in protecting people and tangible Assets through the implementation of physical security controls.

2 Scope

This policy applies to all University Members, Students, tenants, and tangible University Assets. Contractors and tenants are advised to pay particular attention to this policy per appropriate provisions, including but not limited to those provided in the Work Health and Safety Policy.

3 Policy Statement

The University attempts to ensure, as far as reasonably practical, the personal safety and security of the University people, at all University controlled facilities. This will be achieved by endeavouring to provide a safe and secure environment and related services.

4 Principles

- Security is everyone's responsibility, and the University is committed to developing and fostering a positive security culture, which is critical to effective security outcomes.
- Through a Safer Communities approach the University will engage a whole-of-institution strategy to identify and manage physical security risks.
- The University is committed to the development, education, maintenance and monitoring of security procedures.
- Campus Safety and Security is responsible for coordinating and providing Physical Security Infrastructure and Security and Emergency Equipment.
- Campus Safety and Security will ensure compliance with the principles of the Australian Government's, Protective Security Policy Framework (PSPF) and where applicable Defence Security Principles Framework (DSPF).
- Campus Safety and Security will work in partnership with external agencies including police, fire services and other government agencies, with a high focus on threat intelligence and counter-terrorism prevention and preparedness.

- Campus Safety and Security is responsible for regular internal audit of its Security Ecosystem, comprised of an intelligence driven threat management approach, coordinated emergency management system, enhanced system and infrastructure capability.
- Campus Safety and Security is responsible for ensuring the compliance of Campus Safety and Security Officers, to ensure compliance with relevant industry legislation and standards.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	
Policy Type	Executive Policy
Policy Suite	Physical Security Procedure Parking and Traffic Management Procedure Physical Security Infrastructure and Equipment Procedure
Subordinate Schedules	
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	Building Fire Safety Regulation 2008 Criminal Code Act 1899 (Qld) Evidence Act 1977 Fire and Emergency Services Act 1990

	<p>Transport Operations (Road Use Management) Act 1995</p> <p>University of Southern Queensland Act 1998</p>
Related Policies	<p>Code of Conduct Policy</p> <p>ICT Information Management and Security Policy</p> <p>Motor Vehicle Policy</p> <p>Privacy Policy</p> <p>Student Code of Conduct Policy</p> <p>Work Health and Safety Policy</p>
Related Procedures	<p>Contractor Management Procedure</p> <p>Motor Vehicle Procedure</p> <p>Physical Security Procedure</p> <p>Physical Security Governance Procedure</p> <p>Parking and Traffic Management Procedure</p> <p>Physical Security Infrastructure and Equipment Procedure</p> <p>Student General Misconduct Procedure</p> <p>Use and Hire of Facilities Procedure</p> <p>Visitors on University Sites Procedure</p>
Related forms, publications and websites	<p>Defence Security Principles Framework</p> <p>Privacy website</p> <p>Protective Security Policy Framework</p> <p>University Payment Gateway</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Asset</p> <p>A resource (tangible or intangible) controlled by the University as a result of past events and from which future economic benefits are expected to flow. Assets may be donated to the</p>

University, acquired for consideration or subject to financing arrangements.

Safer Communities (for approval)

A framework designed to provide a collaborative and structured response to behavioral and physical security concerns.

Security Infrastructure (for approval)

Semi-permanent or permanent equipment installed at the University to increase the physical security of those present and to deter criminal activity. Includes but not limited to alarms, panic buttons, duress buttons, emergency lighting, security signage, electronic access control equipment, surveillance equipment, keys and locks.

Student

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'USQ' means the University of Southern Queensland.

University Members

- Employees of the University whose conditions of employment are covered by the USQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University;
- Members of the University Council and University Committees;
- Visiting and adjunct academics;
- Volunteers who contribute to University activities or who act on behalf of the University;
- Individuals who are granted access to University facilities or who are engaged in providing services to

	the University, such as contractors and consultants, where applicable.
	Definitions that relate to this policy only
Keywords	Electronic access control, Surveillance
Record No	15/1101PL

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Physical Security Procedure

1 Purpose

To outline the procedure for the provision of physical security services at the University.

2 Scope

This procedure applies to all University campuses and facilities. The procedure may also include reference to the provision of physical security services during times of emergency or crisis, specifically campus closure and lockdown/lockouts.

3 Procedure Overview

This procedure describes the means by which physical security services are provided at the University. This includes, but is not limited to, patrols, escorts and enquiries, lost property, access to spaces booked by third-parties, campus closure and lockdown, and use of University identification cards.

4 Procedures

4.1 Patrols and Escorts

1. Campus Safety and Security is responsible for regular patrols of University buildings, car-parks and the surrounding grounds, taking reasonable action to regulate access and behaviour of people whilst on University premises, to maintain a safe and secure environment.
2. Campus Safety and Security provides escort services on campus to University Members and Students, requiring assistance to safely transit from their place of work or study to their vehicle or Residential College accommodation. To request an escort, you can either activate SafeZone or call Campus Safety and Security.

4.2 Management of lost property

1. Management of lost property is the responsibility of Campus Safety and Security.
2. Unattended property that appears to be abandoned or left unattended in University buildings or grounds may be treated as lost property.

3. Individuals who have lost their property may visit the Campus Safety and Security Office to determine whether their item has been turned in.
4. Individuals may file a report with Campus Safety and Security so that they can be contacted if their item is found and turned in to Campus Safety and Security.
5. After 28 days, if lost property has not been claimed, all items are handed over to the Queensland Police Service.

4.3 Access to space by third parties

1. Facilities Management is responsible for space management at the University. This includes third-party booking of university spaces as per the Use and Hire of Facilities Procedure.
2. Campus Safety and Security is responsible for providing access to authorised third parties.
3. Campus Safety and Security must have evidence of an approved booking to provide access to an area or facilities. If evidence, such as a current and valid booking confirmation email, cannot be produced upon request, no access will be provided.

4.4 Control and use of USQ ID Cards

1. University identification cards are provided for the purpose of identifying cardholder.
2. Campus Safety and Security oversees the University's official and authorised identification card system. No other parties are permitted to create, alter, or replicate the authorised identification card system, although some areas may be permitted to issue specific identification cards.
3. All University identification cards remain the property of the University and shall not be duplicated or traded or provided to anyone other the person it is issued to.
4. Students can apply for their identification cards through iConnect. University Members can apply for their identification cards through Campus Safety and Security.
5. University Members and Students shall present their University identification cards upon reasonable request from Campus Safety and Security, without refusal or unreasonable delay.
6. Should a University Member or Student misuse or inappropriately use their ID card in a manner inconsistent with their role or responsibilities, may result in the immediate deactivation of the card and its associated privileges.

4.5 Staff and Student Afterhours Access

1. If a University Member or Student is required to attend the University after-hours for work, in a lone-worker capacity, or operate within a laboratory, workshop or in a theatrical theatre, prior approval should be sought through their department. The department must then inform Campus Safety and Security of this approval.
2. Upon arrival, the University Members and Students must contact Campus Security to advise they are on-campus, provide their location, and estimated departure time. Alternatively, this can be completed using the check in and check out function via the University's safety mobile application, SafeZone.

4.6 Notice of exclusion

1. Where, in accordance with Schedule 1 of the *University of Southern Queensland Act 1998* (Qld), authorised Campus Safety and Security officers are granted authority to deal with persons (non-University Members or Students) causing a public nuisance to leave University's land. Certain types of conduct may result in the issue of a Notice of exclusion and action for trespass.

4.7 Incidents and Reporting

1. All security incidents which occur on University premises should be reported to Campus Security. It is the responsibility of Campus Safety and Security to escalate these reported incidents through to the appropriate delegated authorities.
2. If an individual has suffered loss or damage to personal property, it is the responsibility of that individual to report the incident to Campus Safety and Security. Campus Safety and Security may encourage or facilitate the reporting of the incident to the police.
3. If an individual is suspected to have been engaged in criminal activity on University grounds, Campus Security may take photographic or video evidence of the suspect in order to provide evidence to the police in accordance with the Physical Security Infrastructure and Equipment Procedure. In doing so, the Campus Safety and Security Officer will, where possible, inform the suspect that a photograph is being taken.
4. Any physical security incidents which may have broader implications beyond the Campus Safety and Security team, will be escalated through to the appropriate authority (eg matters pertaining to foreign interference risks)

4.8 Campus Closure

1. The University may be required to either partially or completely close one or more of its facilities, in response to an emerging or current crisis.
2. Campus Safety and Security may implement restrictions to University Members and Students, refusing entry and limiting electronic access (swipe) to the

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Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's [Policy and Procedure Library](#).

University facilities, as determined by the Crisis Management Team (CMT) or other University working groups or committees with the required delegated authority.

4.9 Lockdown/Lockout

1. Lockdown is a process during which individuals on campus receive instructions to immediately implement the Australian National Security Escape.Hide.Tell principles, to protect themselves from perceived or declared threat on campus.
2. In the event of a crisis on University grounds, the Crisis Management Team (CMT) will implement, through Campus Safety and Security, an emergency lockdown of specific areas, an entire campus, or all University controlled facilities.
3. Electronic Lockout will be applied to specific areas or an entire campus, where electronic access control is fitted to buildings. This action will result in a Lockout, restricting access into or through buildings.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	
Policy Type	University Procedure
Policy Suite	Physical Security Policy
Subordinate Schedules	
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	AS3745-2010: Planning for emergencies in facilities

	<p><u>Disaster Management Act 2003</u></p> <p><u>Fire and Emergency Services Act 1990</u></p> <p><u>University of Southern Queensland Act 1998</u></p>
Related Policies	<p>Business Continuity and Crisis Management Procedure</p> <p>Crisis Management Policy</p> <p>Code of Conduct Policy</p> <p>Student Code of Conduct Policy</p>
Related Procedures	<p>Disciplinary Action for Misconduct or Serious Misconduct Procedure</p> <p>Parking and Traffic Management Procedure</p> <p>Performance Planning and Review Procedure</p> <p>Physical Security Infrastructure and Equipment Procedure</p> <p>Property, Plant and Equipment Assets Procedure</p> <p>Space Management Procedure</p> <p>Use and Hire of Facilities Procedure</p> <p>USQ Emergency Procedure Manual</p>
Related forms, publications and websites	<p><u>Australian National Security, Escape.Hide.Tell</u></p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Student</p> <p>A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p>

	<p>University Members</p> <ul style="list-style-type: none"> • Employees of the University whose conditions of employment are covered by the USQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; • Members of the University Council and University Committees; • Visiting and adjunct academics; • Volunteers who contribute to University activities or who act on behalf of the University; • Individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors and consultants, where applicable.
	<p>Definitions that relate to this procedure only</p>
Keywords	Lost Property, Third-party booking, Welfare check
Record No	21/179PL

Parking and Traffic Management Procedure



1 Purpose

To describe the processes used to manage parking and traffic on all University campuses.

2 Scope

This procedure applies to all University Members, Students and visitors and all University campuses.

3 Procedure Overview

This procedure describes the processes that the University uses to regulate and manage parking, including the process by which Parking Bays may be allocated to Divisions, the process by which parking Permits may be obtained and the processes for dealing with Parking Infringements.

At any time, there may be a mix of pedestrians and drivers on University grounds. This procedure also sets out the processes used to manage these different types of traffic.

4 Procedures

4.1 Management of traffic and parking on University Campus

1. Areas of the University's campuses designated as roadways (arterial and non-arterial) and parking zones will be shown on the University's campus directory. Executive Director (Facilities Management) or authorised delegate will ensure the directory is available on the USQ website.
2. Appropriate signage regarding traffic control including information notices and regulatory notices in accordance with the *University of Southern Queensland Act 1998*, must be displayed at or near each campus roadway entrances.
3. The Executive Director (Facilities Management) or delegate may designate an area of the University for the use as temporarily car parking for authorised on campus activities, free of charge and penalty. Temporary Car Parking areas will be clearly marked with barriers and signage that states the parking requirements and restrictions, including any time limits.

4. Individuals who plan to or for some justifiable reason unplanned (e.g. emergency) leave their vehicle within a University parking bay, must notify particulars (including expected period of time) to Campus Safety and Security.
5. Vehicles believed on reasonable grounds to be abandoned may be seized, removed and held and dealt with as per the *University of Southern Queensland Act 1998*.

4.2 Determination of parking fees and fines

1. Parking fees will be approved annually by the University Council and listed on the University's Fee Schedule.
2. Parking fines are imposed in accordance with the *University of Southern Queensland Act 1998*.
3. Applied penalty units, and their limits for the University of Southern Queensland are defined under Schedule 1, *State Penalties Enforcement Regulation 2014*. [see section 5, *Penalties and Sentences Act 1992* for meaning of penalty unit]
4. Unpaid fines are managed in accordance with the *State Penalties Enforcement Act 1999*.
5. Changes to parking fees outside of the annual process will receive the written approval of the Vice-Chancellor.

4.3 Parking on campus

1. Parking on campuses must be in Car Park Parking Bays and in accordance with signage, including any time restrictions or limits, and if it is a condition of parking, vehicles must display relevant and valid Permit.
2. Reserved Parking Bay designated for use by Divisions, will generally be made annually but may be altered throughout the year in accordance with operational and safety needs.
3. Vehicles may not stop or park on any arterial roads on University campuses, unless it is within a designated Parking Bay.
4. Subject to signage vehicles may, on a temporary basis, stop on non-arterial University roads to allow for pick up and drop off of passengers with a disability or with restricted mobility, provided doing so does not create a safety hazard to traffic or for the occupants of the vehicle or prevent the normal flow of traffic.

4.4 Parking Permits

1. The Executive Director (Facilities Management) or delegate will normally allocate a number of specified Reserved Parking Bays to each Division by 30 November each year.
2. Category 4 Delegates for the Division will determine the allocation of individual Bays and advise the Executive Director (Facilities Management) or delegate by

31 December of these nominations and any subsequent reallocations as they occur. Failure to advise of nominations or changes to, in a timely manner may result in Parking Infringement notices being raised.

3. One user only is to be nominated per Reserved Parking Bay, there is no provisions for secondary users. Campus Safety and Security will maintain a register of individuals to whom Bays have been allocated, including their vehicle details.
4. Annual parking Permits, Springfield campus only, will normally be issued by February each year.
5. Where Permit parking applies, through signage, to a Parking Bay, Car Park or Campus. Valid and required Permits must be clearly visible through the front windscreen of the vehicle, either affixed to the inner glass surface or displayed on the front dashboard (condition of parking). Failure to properly display current Permits may result in a Parking Infringement notice being issued.
6. The Parking Permit does not give exemption from any other signposted parking restrictions.
7. There are no General Parking Bays set aside exclusively for an individual who is the holder of a University general Parking Permit. The Parking Permit represents the right to seek a Parking Bay but is not a guarantee that one will be available.
8. Responsibility for ensuring that a valid and relevant Permit is properly displayed, lies with the driver of the vehicle.
9. Some specified Parking Bays marked as Contractor Parking Bays have been set aside and for use by contractor and consultants working on site. Prior to parking within these Parking Bays, contractors or consultants must first have obtained a Contractor Parking Permit from Campus Safety and Security. Contractor Permits will only be issued following completion of a site induction at the Campus Safety and Security office. Use of the Contractor Parking Bays without display Contractor Parking Permit may attract a Parking Infringement notice.

4.5 Disability parking and Permits

1. The University applies the Australian Disability Parking Permit (ADPP) (as described in the Queensland Government Parking Permits website) parking concessions to all campuses to remain in line with local government practises.
2. Disability Parking Bays are signposted and have the international symbol painted on the Bay surface.
3. A Disability Parking Permit, issued by the Queensland Department of Transport or a similar Permit issued by an equivalent authority in another state, or a temporary disability parking Permit must be displayed on a vehicle parked within a disability Parking Bay.

4. Temporary disability Parking Permits may be issued for use in any disability Parking Bay, for the duration of their disability, recovery from injury, or the period they will be visiting campus, whichever is the shorter.
 - a. University Members who have obtained a medical certificate stating that they have a temporary disability may apply to the People Portfolio (Rehabilitation) for a temporary parking Permit.
 - b. Students who have obtained a medical certificate stating that they have a temporary disability may apply to Student Success and Wellbeing for a temporary parking Permit.

4.6 Parking Infringements

1. Parking enforcement is managed by Campus Safety and Security.
2. A Parking Infringement notice may be issued by authorised members of Campus Safety and Security, in accordance with the *University of Southern Queensland Act 1998*.
3. A Parking Infringement notice may be issued for breaches against Schedule 1 of the *University of Southern Queensland Act 1998*.
4. The Parking Infringement notice, will detail the prescribed offence and penalties for any breach.
5. An appeal and payments relating to the Parking Infringement notice are to be made as per the instructions on the notice issued.
6. Any individual who received a Parking Infringement notice, and believes it has been issued in error may appeal, by sending an email to TrafficAppeals@usq.edu.au for review.
7. Information to be included in the appeal:
 - a. Parking Infringement notice number
 - b. Vehicle registration number
 - c. Basis for appeal
8. Should the appeal be successful, the Parking Infringement will be waived, with no further action being taken by the University.
9. Should the appeal be unsuccessful, the driver is required to comply with the possible responses to the notice.
 - a. If you wish to have the alleged offence dealt with by a court, you may, by notice given to the administering authority within the time specified in the reminder notice, require the offence to be dealt with by a court.
 - b. If you do not wish to have the alleged offence dealt with by a court, the person may within the time specified in the reminder notice, pay the

amount specified in the reminder notice to be the amount owing for the alleged offence to the administering authority; and

- c. If action is not taken under (a) or (b), payment of the amount specified in the reminder notice and further costs will be referred to SPER.

4.7 Driving (including cycling) on campus

1. Drivers of vehicles must observe all Queensland Department of Transport and Main Roads rules and regulations including road traffic signs and in accordance with the *University of Southern Queensland Act 1998*, regulatory and information notices and directions made under that Act. Vehicles include electric recreational vehicles such as e-bicycles, electric scooters, golf carts, and electric skateboards, and personal mobility devices like Segway's.
2. Unless signage indicates otherwise, drivers must not drive on pedestrian pathways or grassed areas without approval from the Executive Director (Facilities Management).
3. Should approval be required and granted to drive on pedestrian pathways or grassed areas, the driver must drive at a slow speed, with the vehicle's hazard lights operating, and if appropriate, have an observer for when vehicle is reversing.

4.8 Electric vehicles

1. A limited number of electric car charging bays may be available on some University campuses. The University reserves the right to charge for the electricity used. Prior to using a charging bay, authorisation must be obtained by contacting Facilities Management.

4.9 Vehicle access to pedestrian zones, excludes emergency vehicles

1. To promote pedestrian safety and to minimise infrastructure damage, some areas of University campuses may be designated as primarily for pedestrians, examples include grassed areas, the quadrangle - Toowoomba campus, or challinor court - Ipswich campus.
2. Pedestrian zones may be separated from roads through the use of removable bollards.
3. Vehicle access to pedestrian zones is allowable only by special permission granted by the Executive Director (Facilities Management) or authorised delegate and subject to the following restrictions:
 - a. Bollards will be kept locked to minimise the risk of unauthorised access.
 - b. Driver's must yield to pedestrians in these areas.
 - c. Driver's must avoid driving on synthetic grass surfaces at all times.

- d. Vehicles must be driven as directed.
- e. All vehicles require a driver and an observer or audible reversing beepers to alert pedestrians who may be crossing behind the vehicle.
- f. Vehicles must be driven at slow speeds.
- g. Driver's must use vehicle's hazard lights whilst be driven within pedestrian zones.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	
Policy Type	University Procedure
Policy Suite	Physical Security Policy
Subordinate Schedules	
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	<u>Evidence Act 1977</u> <u>Fire and Emergency Services Act 1990</u> <u>State Penalties Enforcement Regulation 2014</u> <u>State Penalties Enforcement Act 1999</u> <u>Transport Operations (Road Use Management) Act 1995</u> <u>University of Southern Queensland Act 1998</u>

Related Policies	<p>Code of Conduct Policy</p> <p>Delegations Policy</p> <p>Fees Policy and Procedure</p> <p>Motor Vehicle Policy</p> <p>Student Code of Conduct Policy</p> <p>Work Health and Safety Policy</p>
Related Procedures	<p>Contractor Management Procedure</p> <p>Motor Vehicle Procedure</p> <p>Student Complaint Management Procedure</p> <p>Student General Misconduct Procedure</p> <p>Visitors on University Sites Procedure</p>
Related forms, publications and websites	<p>University Car Parking Local Process</p> <p>Physical Security Local Process</p> <p>Queensland Government Parking Permits</p> <p>University Payment Gateway</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Appeal</p> <p>A formal written request made by a individual to a higher authority, to have a Decision overturned.</p> <p>Council</p> <p>Council means the governing body, the University of Southern Queensland Council.</p> <p>Decision</p> <p>A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.</p> <p>Employee</p>

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Student

A person who is admitted to an Award Program or Non-Award Program offered by the University and is:

- currently enrolled in one or more Courses or study units; or
- not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

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University Members

- Employees of the University whose conditions of employment are covered by the USQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University;
- Members of the University Council and University Committees;
- Visiting and adjunct academics;
- Volunteers who contribute to University activities or who act on behalf of the University;
- Individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors and consultants, where applicable.

Vice-Chancellor

The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the *University of Southern Queensland Act 1998*, including a person acting in that position.

Definitions that relate to this procedure only

Car Park

An area of campus that is designed, delineated and signposted for vehicles to stand or be parked within.

Parking Bay

An area for parking a single vehicle (or vehicle and trailer combination) that is indicated by:

- road markings consisting of lines, studs, reflective delineators or other similar devices; or
- a different road surface.

Parking Infringement

An action in which a vehicle is parked in a manner which contravenes stated parking regulations at the University.

Permit

Any University livery, sticker, or other visual display device, which is created in accordance with this Procedure and *Transport Operations (Road Use Management) Act 1995*.

Regulatory notice (Note: as defined in the *University of Southern Queensland Act 1998*)

Signage erected or displayed at or near any vehicular entrance to the university, by the University, regulating the driving, parking or standing of vehicles on the land, including, for example -

4. fixing a maximum speed limit; or
5. indicating a pedestrian crossing; or
6. indicating a place where the driving, parking or standing of a vehicle is restricted or prohibited.

Reserved Parking Bay

A vehicle Parking Bay specifically set aside for the purpose of sole use by nominated driver.

Visitor (Note: as defined in the *Work Health and Safety Policy*)

	Includes those volunteers, trainees, researchers and other persons who are engaged in unpaid activities on a University Site or Workplace.
Keywords	Parking
Record No	15/2709PL

DRAFT

Physical Security Infrastructure and Equipment Procedure



1 Purpose

To outline the responsibilities and processes for the management of Security Equipment and Security Infrastructure at University campuses and facilities.

2 Scope

This procedure applies to all University campuses and University controlled facilities.

3 Procedure Overview

This procedure describes the means by which, Physical Security Infrastructure, Physical Security Equipment and Emergency Equipment is managed by authorised Campus Safety and Security at the University.

Physical Security Infrastructure, Physical Security Equipment and Emergency Equipment includes, but is not limited to, surveillance equipment, access controls, access/ID cards, keys, lock cylinders, radios, and warden equipment.

4 Procedures

4.1 Provision and Maintenance of Physical Security Infrastructure

1. Physical Security Infrastructure is the responsibility of Campus Security.
2. Physical Security Infrastructure is a component of Facilities Management planning with specific objectives, priorities and expected timing identified as part of that process.
3. Departments may request Physical Security Infrastructure additions or change in the priorities or expected timing by contacting Campus Safety and Security and submitting a request supported by information relevant to the request.
4. Campus Safety and Security may require additional information at any during consideration of the request.
5. Physical Security Infrastructure requests will be dealt with by Campus Safety and Security, and may be responded to by Authority or Delegate as follows:

- a. where the request is considered consistent with Facilities Management planning, and is
 - i. an addition to the plan only, on the basis that priority and timing is at discretion of Facilities Management,
 1. approve and provide Facilities Management funding;
 2. approve on the basis that the addition is fully funded by the requesting party; or
 3. reject.
 - ii. an addition to the plan, including change in priority and timing,
 1. approve and provide Facilities Management funding;
 2. approve on the basis that the addition is fully funded by the requesting party, including any costing impacts as result of changes in priority and timing; or
 3. reject.
 - iii. not an addition but a change to priority or timing,
 1. Approve and provide Facilities Management funding in support of the change in priority or timing;
 2. Approve on the basis that the requesting party fully fund the accelerated works or change in priority for the works, or
 3. reject.
 - b. Where a request is considered not to be consistent with Facilities Management planning, advise the requesting party accordingly and that it is rejected.
6. Any decision that a requesting party is dissatisfied with under para 4 may be escalated by the requesting department's VCE member presenting information relevant to the request, to the Facilities Strategy Board for further discussion.

4.2 Physical key and lock control system

1. Campus Safety and Security will co-ordinate the installation of all physical locks at any University Campus or Facility, whether a new installation or replacement of an of existing lock.
2. Physical locks must not be changed without prior knowledge and approval from Campus Safety and Security.
3. When buildings, facilities or campuses are added to the University, Campus Safety and Security must be informed and must review and provide a

recommendation of what is required to bring the physical key and lock control system of the new facility in line with University standards.

4. It is the responsibility of any individual to whom a University key is issued to ensure its safekeeping. In addition, individuals have a duty to return the key/s to Campus Safety and Security when ceasing employment or role with the issuing faculty or department or when completing the assignment or other activity for which the key was provided.
5. University Members may submit an online request via the HUB, for the issue of an Individual or Departmental Key/s, this will require electronic approval by their direct supervisor or property manager. Once approved the applicant can collect the key from the relevant Campus Safety and Security office.
6. If an individual is locked out of a building/office for which they possess a key Campus Safety and Security must be contacted to arrange access. Note that in some cases, a local process may require the individual to demonstrate they possess approval to access the building/office outside of normal business hours.
7. All keys remain the property of the University.

4.3 Contractors and tenants in University buildings

1. Tenants and contractors are bound by this procedure.
2. Tenants of University owned/and or controlled buildings are normally required to use the same key systems as University departments and sections. New tenants will be provided with an initial issue of keys to existing doors. Any additional keys and locks required will be provided at the tenant's expense.
3. Contractors are required to consult with Campus Safety and Security and their project supervisor prior to being issued keys. Campus Safety and Security will determine if keys can be signed out on a temporary basis to the contractor directly or if physical custody of the keys must be maintained by the project supervisor.
4. If a tenant or contractor loses or cannot produce a key on reasonable request, they will be liable for the total cost associated with replacing the lock/s to the area/s compromised. These provisions will be outlined in all University tenancy agreements.
5. Contractors with an ongoing relationship with the University may be issued an electronic access card. Approval must be sought from the university representative contract manager and provided to Campus Security for implementation.

4.4 Electronic Access Control system

1. The University uses electronic access control to manage access to campus facilities, restricted areas, and laboratories.

2. Campus Safety and Security is responsible for the design, scope, and co-ordination of electronic access control, at any University Campus or Facility, including ensuring compliance with the principles of the Protective Security Policy Framework (PSPF) and where applicable Defence Security Principles Framework (DSPF).
3. University Members and Students are automatically assigned limited access to campus common areas. For specific access relating employment role or study requirement, access will need to be requested through respective departments. Approval notification is to be sent through to Campus Safety and Security from respective departments, for implementation.
4. Refer to the Physical Security Procedure for the application of an USQ identification card.

4.5 Surveillance Equipment

1. The University uses Surveillance Equipment to promote a safe and secure environment for the University community, and for the purpose of identification or investigation of incidents or other investigations conducted either by the University or an external law enforcement agency.
2. Surveillance Equipment used by the University consists of, but is not limited to non-auditory Closed Circuit Television (CCTV) on University property and on the intercampus bus services, and photographic identification images from the electronic access control system.
3. The University's Surveillance Equipment is monitored 24 hours a day, 7 days a week by authorised Campus Safety and Security personnel.
4. All imagery captured by the University's Surveillance Equipment will be stored locally on site, and disposed of in accordance with the Records and Information Management Policy.
5. Requests for external parties to become authorised users to view "Live" and "Recorded Footage", can be submitted to Facilities Management. Approval will be assessed on a case-by-case basis, in line with the Privacy Policy.

4.5.1 Approval and locations Surveillance Equipment

1. University Surveillance Equipment will not be hidden and will be installed and operated having regard to the Privacy Policy. Surveillance Equipment is not and will not be installed in areas in which individuals have a reasonable expectation of privacy, such as toilets, parental rooms, showers and change rooms.
2. Notices (prominent signage) regarding the use of Surveillance Equipment will be placed at the entrance ways leading into areas under surveillance.
3. The installation locations of Surveillance Equipment requires the approval of the Executive Director, Facilities Management or Delegate.
4. A plan of the current locations of fixed Surveillance Equipment on each campus will be maintained by Facilities Management. A copy of this plan may be

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Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's [Policy and Procedure Library](#).

obtained from the Campus Safety and Security upon written request with appropriate justification.

4.5.2 Body Worn Cameras

1. Campus Safety and Security staff may be issued with body worn cameras. Body worn cameras will have capacity to record audio and video.
2. The body worn cameras will only be activated by Campus Safety and Security Officers whilst performing duties under their delegated authority or responding to incidents, investigations, and emergencies.
3. Body Cameras will be operated in accordance with the Personal Body Camera Local Process and the University Privacy Policy.

4.5.3 Surveillance Equipment data disclosure request

1. In accordance with the Privacy Principles, formal application for the University's Surveillance Equipment data must be made to the University for consideration. Applications to be reviewed by the Privacy Office or their delegate.
2. In an emergency situation, the application process is not necessary, the Executive Director (Facilities Management) or their delegate will give permission for relevant data to be released to the University or an external law enforcement agency.

4.6 Complaints

1. Complaints about the use of Surveillance Equipment or the disclosure of information obtained through such Equipment will be managed in accordance with the relevant University Policy on Complaints.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	
Policy Type	University Procedure

Policy Suite	Physical Security Policy
Subordinate Schedules	
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	<u>Information Privacy Act 2009</u> <u>Invasion of Privacy Act 1971</u> <u>Public Interest Disclosure Act 2010 (Qld)</u> <u>Public Records Act 2002</u> <u>Right to Information Act 2009</u> <u>Surveillance Devices Act 2004</u>
Related Policies	Delegations Policy Physical Security Policy Procurement Policy Property, Plant and Equipment Assets Policy Privacy Policy Records and Information Management Policy Research Code of Conduct Policy Right to Information Policy Records and Information Management Policy
Related Procedures	Physical Security Procedure Parking and Traffic Management Procedure Property, Plant and Equipment Assets Procedure Right to Information Procedure

Related forms, publications and websites	Office of the Information Commissioner – Camera Surveillance and Privacy Guidance Privacy website Queensland Police Service Information Request Form Privacy Application (RTI) Protective Security Policy Framework Defence Security Principles Framework
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Closed Circuit Television (CCTV)</p> <p>A television system in which signals are designed to be monitored rather than publicly broadcast, typically for surveillance and security purposes.</p> <p>Security Infrastructure (for approval)</p> <p>Semi-permanent or permanent equipment installed at the University to increase the physical security of those present and to deter criminal activity. Includes but not limited to alarms, panic buttons, duress buttons, emergency lighting, security signage, electronic access control equipment, surveillance equipment, keys and locks.</p> <p>Definitions that relate to this procedure only</p> <p>Security Equipment</p> <p>Items regularly used by campus security in the course of their duties to maintain the physical security of the University.</p> <p>Surveillance Equipment</p> <p>Equipment used to maintain close observation of locations, persons or groups.</p>
Keywords	Panic button, Duress button, Emergency lighting
Record No	21/181PL