Security on Campus Policy

Section 1 - Purpose

(1) The purpose of this Policy is to outline the University's controls to provide a safe physical environment and protect its resources.

Section 2 - Application

(2) This Policy applies to all staff and students of QUT, as well as other members of the University community subject to the Code of Conduct - Staff.

Section 3 - Roles and Responsibilities

Position	Responsibility
Manager, Security and Emergency Management	Manages key control procedures and conducts key audits as appropriate Management of QUT's electronic access and monitoring systems Management and oversight of security personnel and security contractors Appoints authorised persons under Schedule 1 (Control of Traffic and Conduct on University Land) of Queensland University of Technology Act 1998 Schedule 1, s1).

Section 4 - Security at QUT

(3) QUT aims to achieve and maintain a secure environment for all persons on campus and to provide appropriate protection from theft and damage for all property, students, staff and visitors in accordance with all relevant Australian laws and the lawful instructions of the University.

(4) QUT Security responds to the University's changeable environment by conducting ongoing risk assessments for all QUT activities occurring on campus. Security resources and technical equipment can be adapted to encompass any changes experienced and QUT Security will receive regular updates from Emergency Services in order to best assess and protect the QUT community.

(5) QUT Security has an extensive set of procedures designed to contribute to the good management of QUT. Emergency Pocedures (QUT staff access only) are provided for wardens.

(6) Any external security providers servicing QUT must be selected from the preapproved suppliers managed by QUT Security.

Section 5 - Staff Identification Cards

(7) Staff identification cards ensure that staff can easily establish their identity. It is the responsibility of each staff member to carry a valid staff identification card and produce it on request. Identification cards are required to access services such as borrowing library resources, campus parking, travel on the QUT shuttle bus, and providing authorised

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personnel with swipe access to rooms or buildings which use the electronic card access system. Cards are issued on each campus by HiQ and remain the property of the University.

Section 6 - Campus and Building Access

(8) QUT is an open campus with buildings and grounds accessible to many individuals and groups involved in University business requiring access to its rooms and buildings. The University must secure its facilities and assets, in order to minimise opportunities for theft and damage to its property or harm to its students and staff. Electronic access through card swipe or pin number systems is available to most facilities. Prior to installation, a risk assessment is conducted and if installation is warranted, costs are met by the requesting organisational unit. Some facilities are secured by key control and the University conducts key audits as considered appropriate to ensure the integrity of the University's keying system.

(9) Guidelines and procedures relating to building security and issue of keys/electronic access are available on the Digital Workplace – Building and room access (QUT staff access only).

Site Access

(10) Under the provisions of the Queensland University of Technology Act 1998, particularly Schedule 1 concerning Control of Traffic and Conduct on University Land, the University may regulate and control access to QUT land as well as the conduct of persons and the presence and use of vehicles on that land.

Emergency Access

(11) Emergency access to all rooms and buildings can be gained at any time, on approval of QUT Security, by contacting campus security personnel on extension 85585 (or free call 1800 06 5585). This includes emergency access to a staff member's workplace.

Afterhours Access

(12) Staff and students are required to carry their QUT-issued identity card at all times to verify their identity after hours. This ensures programs of work, research and learning will not be impeded.

(13) Staff requiring after hours building access on a frequent basis can request and arrange access following approval from the head of the organisational unit or delegated officer. Access to spaces that use a staff identification card or a key should be included in the request for afterhours access. Immediate access to spaces after hours may be granted by contacting QUT Security.

(14) Students may be granted afterhours access by the head of the relevant school/department, who also must provide the student/s with the means of access to the areas authorised.

(15) Contractors may be authorised by the responsible project manager to have afterhours access to the University to work on a specific project. The authorising Project Manager will negotiate access with the user department and inform Timetabling of the access start/finish times to be provided to security staff.

Section 7 - Lost, Stolen or Damaged Property

(16) QUT Security should be notified when personal or University property is stolen. The Security Officer investigating the incident will complete a security report and forward to QUT Security for investigation and record purposes. In the event that the stolen item is recovered, the recorded owner will be contacted to sign for and claim the property.

(17) All criminal activity on campus should be reported to the QUT Security. All thefts or incidents of wilful damage

involving QUT property will be reported to the Queensland Police Service by the University. Owners of stolen personal property are also encouraged to report the theft of their property to the Queensland Police Service.

(18) Enquiries regarding lost property on campus are made through HiQ. Any property found on campus should be handed in at HiQ or to a Security Officer when details of the property and where found will be recorded. The item will be held by the University until claimed or sent for disposal.

Section 8 - Cash Handling

(19) Safety surrounding the handling and movement of cash can be maintained by the anticipation, recognition and appraisal of a crime risk and by taking steps to remove or reduce such risk.

(20) Approved procedures related to the safe handling and movement of cash are available from the Manager, Security and Emergency Management .

Section 9 - Closed Circuit Television

(21) Closed circuit television (CCTV) operates on campus to ensure the safety and security of all persons attending QUT. This information is managed in accordance with the [Information Privacy Act 2009](#) (Qld).

(22) The purpose of the CCTV program, which operates overtly in public places, is:

    a. to reduce crime by deterring potential offenders;
    b. to reduce fear of crime;
    c. to help ensure a fast, effective investigative response;
    d. to assist in the detection and prosecution of offenders; and
    e. to help promote a safer environment for people who visit, work or study on QUT's campuses, including the investigation of health, safety and environmental incidents.

(23) Use of a CCTV system in a public place is based on the following principles:

    a. The system must strike an appropriate balance between the personal privacy of individuals using the campus and the objective of preventing crime and promoting a healthy and safe environment at QUT. The system will be operated in accordance with QUT's [Information Privacy Policy](#) and with due regard to the civil liberties of individual members of the University community and the public.
    b. The system will be operated fairly, within applicable law, and only for the purposes for which it is established, i.e. to deter and detect crime in public places.
    c. The Manager, Security and Emergency Management is responsible for the management of the University's CCTV system which includes the maintenance and operation of the system as well as the protection of the privacy of individual members of the University community and the public from intrusive monitoring.
    d. Access to the CCTV system and to the captured images will be restricted to authorised staff involved in monitoring or investigation. Images and recorded material will be kept no longer than is necessary for the purposes of the program. They will then be disposed of in accordance with the disposal schedule authorised by Queensland State Archives.
    e. CCTV footage may be provided to the Queensland Police Service or an authorised law enforcement agency for law enforcement purposes. Personal information captured in CCTV footage will not be disclosed by QUT to a third party unless authorised or required by law. Contact between QUT and the Queensland Police Service related to the CCTV system will be conducted strictly in accordance with protocols approved by the Manager, Security and Emergency Management.

(24) Procedures relating to CCTV on campus are maintained by QUT Security. Enquiries relating to CCTV should be directed to the Central Monitoring Station.

Section 10 - Delegations

(25) Refer to [Register of Authorities and Delegations](#) (VC034) (QUT staff access only).

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