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 sets out how physical security services are delivered at the University. It covers matters including patrols, escorts, enquiries, lost property, access to spaces booked by third parties, campus closure and lockdown, and the use of University identification cards.

4 Procedures

4.1 Patrols and Escorts

1. Campus Security is responsible for regular patrols of University buildings, car parks, and surrounding grounds. In doing so, it takes reasonable steps to regulate access and behaviour on University premises and maintain a safe and secure environment.

2. Campus Security provides escort services to University Members and Students who need assistance travelling safely from their place of work or study to their vehicle or Residential Colleges accommodation. To request an escort, use the University's SafeZone app or contact Campus Security.

3. Campus Security Officers act within the limits of their delegated authority and applicable legislation and must not exercise powers beyond those conferred under law or University policy.

4.2 Management of lost property

1. Management of lost property is the responsibility of Campus Security.

2. Unattended property that appears to be abandoned or left unattended in University

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buildings or grounds may be treated as lost property.

3. Individuals who have lost their property may visit the Campus Security Office to determine whether their item has been turned in.

4. Individuals may file a report with Campus Security so that they can be contacted if their item is found and turned in to Campus 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.

2. Campus Security is responsible for providing access to authorised third parties.

3. Campus Security must have evidence of an approved booking before providing access to an area or facility. If proof of booking, such as a current valid confirmation email, cannot be produced on request, access will not be granted.

4.4 Control and use of the University of Southern Queensland ID Cards

1. The University provides photographic identification cards for the purpose of identifying the cardholder.

2. Campus Security manages the University's official identification card system. No other party may create, alter, or reproduce the identification system, although some areas may be authorised 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 than the person it is issued to.

4. Students can apply for their identification cards through iconnect. All other identification card requests are to be submitted through Campus Security.

5. University Members and Students shall present their University identification cards upon reasonable request from Campus Security, without refusal or unreasonable delay.

6. Misuse of a University ID card, or use inconsistent with the cardholder's role or responsibilities, may result in the immediate deactivation of the card and any associated access privileges.

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4.5 Afterhours Access

1. If a University Member or Student needs to access University property outside normal operating hours, they must first obtain permission from their department. The department must then notify Campus Security of the approved access.

2. Upon arrival, University Members and Students must notify Campus Security that they are on campus, provide their location, and advise their expected departure time. Alternatively, they may use the check-in and check-out function in the University's SafeZone app.

4.6 Campus Prohibition Order

1. Under Schedule 1 of the *University of Southern Queensland Act 1998* (Qld), authorised Campus Security officers may direct non-University Members or Students who are causing a public nuisance to leave University land.

2. Certain types of conduct may result in the University issuing a Campus Prohibition Order, formally advising the recipient they are prohibited to enter University property. Where non-compliance with the order occurs, the University will consider the recipient to be a trespasser and in breach of section 11 of the *Summary Offences Act 2005* (Qld).

3. Campus Prohibition Order will be served on behalf of the University by Queensland Police Service.

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 Security to escalate these reported incidents through to the appropriate delegated authorities.

2. Physical security incidents involving actual or potential harm (including injury, illness, hazards, near misses, or psychosocial risks) must also be reported in accordance with the University's WHS Incident Management Procedure. Reporting to Campus Security does not replace this requirement, and incidents may be referred to the Health, Safety and Wellbeing team for further management.

3. If an individual suffers loss of or damage to personal property, they must report the incident to Campus Security. Campus Security may also encourage or assist them to report the matter to police.

4. 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 Security Officer will,

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where possible, inform the suspect that a photograph is being taken. All collection, use and storage of personal information (including images and video recordings) must be undertaken in accordance with the Privacy Act 1988 and University policy.

5. Any physical security incidents which may have broader implications beyond the Campus 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 Security may implement restrictions to University Members and Students, refusing entry and limiting electronic access (swipe) to the 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/Code Black

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. In accordance with the Campus Emergency Codes, an Active Armed Offender is classified as a Code Black.

2. In the event of a crisis on the University grounds, Campus Security will implement 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.

4.10 Prohibited Weapons

1. Firearms, imitation firearms, replica firearms, and any weapon designed or reasonably perceived to be capable of causing serious harm are prohibited from being brought onto, carried, or used on University controlled campuses or facilities, except where expressly authorised by law or approved in writing by the Chief Operating and Financial Officer.

5 References

Nil.

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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	Associate Director (Operations)
Policy Type	University Procedure
Policy Suite	Physical Security Policy
Subordinate Schedules	
Approved Date	22/5/2026
Effective Date	22/5/2026
Review Date	13/7/2027
Relevant Legislation	*AS3745-2010: Planning for emergencies in facilities* *Disaster Management Act 2003* *Fire Services Act 1990* *Summary Offences Act 2005* (Qld) *University of Southern Queensland Act 1998* *Work Health and Safety Act 2011* (Qld)
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Crisis Management Policy Hire of Facilities Policy and Procedure Student General Conduct Policy Work Health and Safety Policy
Related Procedures	Business Continuity and Crisis Management Procedure

	Incident Management Procedure Parking and Traffic Management Procedure Physical Security Infrastructure and Equipment Procedure Property, Plant and Equipment Assets Procedure
Related forms, publications and websites	Australian National Security, Escape.Hide.Tell UniSQ Emergency Management Manual Campus Emergency Codes
Definitions	**Terms defined in the Definitions Dictionary**
	SafeZone A personal safety mobile application, allowing registered users a quick and easy means of raising an alert for assistance. Student A person who is enrolled in a UniSQ Upskill Course or 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 'UniSQ' means the University of Southern Queensland. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ 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, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this procedure only

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Keywords	Lost Property, Third-party booking, Welfare check
Record No	21/179PL

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