22.00 Security Services

All the requirements of this Section are Mandatory

22.01 Generally

In addition to the requirements of Crime Prevention Through Environmental Design (CPTED) as outlined in **Section 2.00 Planning & Design Controls**, there are specific systems required to secure the University's buildings and carparks against unauthorised access.

These systems as further described in this Section are as follows;

- Electronic Access Control
- CCTV
- Security Phones
- Carpark Barrier Gates

Master keying of locks is covered in **Section 11.00 Doors & Hardware**.

The *'Griffith University Electronic Security Systems Specifications & Installation Guidelines'*, referred to as the *'Security Services Specifications & Guidelines'* throughout this Section, are available on the CLF website at www.griffith.edu.au/campus-development/design-guidelines and shall be strictly complied with for all electronic security measures.

22.02 Electronic Access Control System (EAC)

Electronic Access Control systems shall be as set out on the SDFs, however the final EAC system for the building shall be determined during design development in consultation with the CLF Security & Traffic Manager.

All doors controlled by the EAC systems will be connected to and controlled by the Gallagher CCFT Server located at the Nathan campus via Gallagher Controllers located in the building.

All Controllers installed in new buildings or refurbishments are to have 30% minimum spare capacity for future expansion.

The whole of the EAC system installation shall be carried out strictly in accordance with the requirements of the *'Security Systems Specifications & Guidelines'*. All equipment provided shall be in accordance with the list contained in *Appendix 1* to that document unless otherwise approved by the Security & Traffic Manager or Security Systems Administrator.

22.03 Closed Circuit Television (CCTV) System

22.03.01 Generally

There are currently a variety of CCTV systems installed across the various campuses of the University. As each Element or School is responsible for its own security, this has led to the large range of different systems installed over the years, many of which are poorly maintained and managed.

CLF has established a guideline for the standardisation of CCTV systems across the University to achieve a consistent approach in terms of application, installation, maintenance and management. An IP solution has also been approved. For details refer to the *'Security Services Specifications & Guidelines'*.

22.03.02 System Standard

All CCTV systems installed shall achieve the following standard objectives;

- Provision of high-resolution colour CCD cameras and Digital Video Recording (DVR).

- Be capable of continuous operation and not require manual activation during or before an incident to commence recording.
- Be able to record high quality pictures of every person who comes in through the view of a camera in the system. High quality pictures shall mean that individuals passing through the view of a camera in the system may be easily identified from those pictures.
- Provide general coverage of all the areas as indicated by the fields of view marked on the security system plan for the building / area or as specified by CLF Security & Traffic Manager.
- Storage capacity to be minimum of 30 days.
- All equipment complies with the requirements of the *'Security Systems Specifications & Guidelines'*.
- The equipment is installed in accordance with the requirements of the *'Security Services Specifications & Guidelines'*.

22.03.03 System Components

The components of the CCTV system are outlined in Clause 5.6 of the *'Security Systems Specifications & Guidelines'*.

22.03.04 System Control Equipment

The Control Equipment shall be in accordance with *Subclause 5.6.10* and Appendix *2* of the *'Security Systems Specifications & Guidelines'*.

22.03.05 Cameras

CCTV cameras shall be in accordance with *Subclauses 5.6.12, 5.6.13 and 5.6.14* and *Appendix 2* of the *'Security Systems Specifications & Guidelines'*.

22.03.06 Power Supply

Camera power supplies shall be in accordance with *Clause 5.9* and *Appendix 2* of the *'Security Services Specifications & Guidelines'.*

22.03.07 Cabling Requirements

All cabling is to be performed as per the relevant Australian Standard and relevant Sections of these Design Guidelines & Procedures.

22.03.08 Equipment Locations & Installation

Install CCTV cameras in the approximate locations marked on the Security Systems plan for the building / area, providing the field of view as indicated.

Each camera shall be tested and adjusted using a test monitor temporarily connected not more than 2 metres from the camera.

Exact locations of equipment shall be determined on site to provide effective security, in consultation with CLF, but in all cases shall cover items and areas indicated on the Security Systems plan for the building / area. The installer **shall not** select new locations for the equipment.

Where a 'Public Space' monitor is required, it shall be installed and secured on a suitable shelf or bracket approved by the Security & Traffic Manager or the Security Systems Administrator.

In the location designated for the 'CCTV Control Equipment', install the digital video recorder together with all ancillary equipment and connect all CCTV cameras.

CCTV Control Equipment shall be installed so that a keyboard and mouse can be operated and the monitor viewed (if installed).

It is the preference of the GU that the CCTV Control Equipment be mounted in a rack to facilitate maximum airflow around the equipment. It is also preferable that the CCTV Control Equipment be mounted in an air-conditioned space to reduce the effects of heat on the hard drive.

Install all power supplies, mounting brackets, sundry items required for the efficient operation of the CCTV system and to the approval of the CLF Security & Traffic Manager.

Setup and program the system so that all cameras are simultaneously recording and can be replayed on the digital recording equipment, each camera rendering clear images and meeting all requirements of the *'Security Services Specifications & Guidelines'*. As part of the installation and commissioning of the system, all DVRs are to be networked into the GU data network for remote management.

As a basic standard (and unless otherwise specified) the CCTV Control Equipment will be configured to record 24 hours / 7 days. The CCTV Control Equipment will record 12 ½ frames per second and be on a 28-day cycle of hard drive write over. Any variations to this standard shall only be approved in writing by CLF.

All entrance / exit points to a Learning Centre and all areas containing computers within the Centre, need to be monitored by security cameras with recording ability.

22.04 Security Phones

Security phones shall be required in the following locations for each building;

- Main building entry (externally)
- Main building foyer
- Lift cars
- Learning Centre entry (externally)
- Main foyer on each level adjacent to the lifts

Additional phones shall be provided in locations as determined by the CLF Security & Traffic Manager.

Phones shall be mounted 1200 mm above finished surface level.

The Contractor shall provide all necessary cabling to the nominated locations in accordance with the requirements of **Section 21.00 Communication & Data Services**.

The Security phone handsets shall be supplied and installed by GU.

22.05 Carpark Barrier Gates

Where access control is required to carparks by the CLF Security & Traffic Manager, an automatic electrically operated barrier gate equal to 'Magnetic Control MAGSTOP MIB30/MIB40' shall be provided.

The barrier gate shall be connected to the EAC system, and shall be fitted with a voice communications unit to enable remote activation by campus security for authorised casual carpark users.

The installation of the barrier gate shall include all concrete foundations, electrical, communications and security services connections in accordance with the requirements of **Sections 20.00, 21.00** and **this Section.**