Campus Facilities and Security Policy and Procedure

Purpose

1. The Australian International Institute of Higher Education ('the Institute' or 'AIIHE') is located at Unit 2 & 3, 15 Anderson Street, Fortitude Valley, QLD 4006.

2. This Policy describes Queensland Institute of Higher Education ('the Institute' or 'AIIHE') campus facilities, hours of operations, and together with other relevant policies such as the *Health and Safety Policy*, describes how the Institute will ensure a safe and secure campus for staff and students.

Scope

3. This Policy applies to:
   a) all AIIHE students, staff and members of the Governing Bodies;
   b) individuals engaged in providing services to the Institute, such as contractors or consultants; and
   c) visitors to the Institute.

Policy

4. The safety of all students, staff and visitors to the campus is a priority at the Institute.

5. The Institute's facilities must be:
   a) fit for purpose in terms of educational delivery and facilitation of positive student learning experiences and learning outcomes for all students from a diversity of backgrounds;
   b) current, safe and accessible.

Procedure

Campus facilities

6. The campus offers students, teachers and staff an accessible and well-equipped facility to support learning and teaching.

7. The campus comprises:
   a) a centralised reception;
   b) four lecture-sized classrooms;
   c) four dedicated student computer laboratories/tutorial rooms;
   d) an office for administrative staff;
   e) a boardroom;
   f) Directors' offices;
   g) academic staff room, including an office for the Academic Dean;
   h) a counselling office;

Page 1 of 4 | Campus Facilities and Security P&P V1.0
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Unit 2 and 3, 15 Anderson Street, Fortitude Valley, Qld 4006
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i) a library with computer facilities;

j) a first aid room; and

k) other social amenities such as a gym, a student common room, a tearoom and a prayer/reflection room.

Hours of operation

8. The campus is open to students and staff from Monday to Friday, 09:00 to 21:00.

9. The following tables provide an overview of campus hours of operation, availability of services and library opening hours.

Service	Availability	Notes
Reception	Monday – Friday 09:00 – 17:00	
Administration	Monday – Friday 09:00 – 17:00	
Student Support Staff	Monday – Friday 09:00 – 17:00	
Counsellor	Monday – Friday 09:00 – 17:00	By appointment
Academic Staff	Monday – Friday 09:00 – 17:00	By appointment
Library Opening Hours	Monday – Friday 09:00 – 18:00	Study weeks
	Monday-Friday 09:00 – 17:00	Mid-semester break
	Monday – Friday 09:00 – 18:00	Pre-exam study vacation week
	Monday – Friday 10:00 – 16:00	Semester breaks

Campus security

10. The Institute ensures the safety of the campus community through the provision of safe and security-enabled premises which are staffed at all times during hours of campus operation. The campus is monitored by a back-to-base security system at other times and is fitted with security cameras that capture most internal and external areas of the campus.

11. New students must attend a compulsory student orientation session that includes a tour of the campus facilities, introduction to key staff, including student support staff and a presentation on personal safety strategies on and off-campus and online. Students will also be provided with general information on safety and security. Special sessions are held for international students, where they will be presented with information relevant to studying and living in Australia.

12. Students are provided with emergency telephone contact details for reception, the campus security officer, the international student contact officer, and Queensland Emergency services (000). These details are prominently displayed on noticeboards at the Campus. Students are briefed on emergency evacuation plans which are displayed at access points of the Campus.

13. The Institute will ensure there is a First Aid Officer available on campus at all hours of operation. A first aid room is available to staff or students during campus operating hours.

Page 2 of 4 | Campus Facilities and Security P&P V1.0
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14. New staff are provided with personal security, and work, health, and safety information in new staff induction sessions.

15. Regular fire and safety drills are conducted throughout the year to ensure students and staff are aware of safety procedures.

Review of campus facilities

16. In order to ensure security and safety of the campus community, the Institute's Executive Management Team will regularly review the adequacy of facilities and resources in their areas of responsibility. Each member of the Executive Management Team will be required to report at each Executive meeting on any issues related to facilities and resources that have arisen since the previous meeting.

17. The Academic Board will form a view each year on whether the Institute's facilities are fit for their educational purpose and accommodate the numbers and educational activities of the students and staff who use them.

18. Where improvements to the Institute's facilities and resources are required, the Executive Management Team will identify the actions required and allocate actions to a responsible person for completion within an agreed timeframe.

19. If expenditures not allocated in the budget are required for the improvement of facilities or resources, the Chief Executive Officer will detail the requirements in their report to the Governing Council.

20. Where additional funding is approved the Executive Management Team will ensure the actions to implement the improvements are allocated to a responsible person for completion within the agreed timeframes.

Responsibilities

21. The Governing Council has overall responsibility for the quality, safety and appropriateness of Institute facilities.

22. The Chief Executive Officer has responsibility for the implementation of this Policy.

Page 3 of 4 | Campus Facilities and Security P&P V1.0
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Associated information

Approving body	Governing Council
Date approved	26 June 2020
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commence
Policy owner	Chief Executive Officer
Policy contact	Chief Executive Officer
Related AIIHE Documents	*Critical Incident and Emergency Management Policy and Procedure* *Facilities and Resources Review Policy and Procedure* *Health and Safety Policy and Procedure* *Library Plan* *Policy Development Policy and Procedure* *Risk Management Plan*
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	Standard 2.1, ss 1 – 3 Standard 3.3, ss 1 Standard 7.3, ss 1
Other related external instruments/documents	**Related Legislation** • Tertiary Education Quality and Standards Agency Act 2011 (Cth) • Work Health and Safety Act 2011 (Qld)

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	26 June 2020

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Page 4 of 4 | Campus Facilities and Security P&P V1.0
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