

## Monash University Procedure

<b>Procedure Title</b>	Access Control (Electronic) Procedures
<b>Parent Policy</b>	<a href="#">Access Control (Electronic) Policy</a>
<b>Date Effective</b>	15 June 2017
<b>Review Date</b>	15 June 2020
<b>Procedure Owner</b>	Director Services, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	2.0
<b>Content Enquiries</b>	<a href="mailto:F-SPolicy@monash.edu">F-SPolicy@monash.edu</a>
<b>Scope</b>	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> <li>• Monash University at the university's Australian campuses, Residences and off-campus facilities; and</li> <li>• Monash College Pty Ltd business units at the university's Australian campuses.</li> </ul>
<b>Purpose</b>	To ensure access control network integrity, compatibility, maximum benefit to users and compliance to related legislation.
<b>PROCEDURE STATEMENT</b>	

1. All sections of the university community seeking to employ security solutions, including access control equipment, into environments for which they are directly responsible, must first seek the professional advice and approval of the university's security services.

**Responsibility**

All sections of university community seeking to install access control equipment

2. Where a requirement for access control is being examined by a university security representative, they must consult with the department/faculty access coordinator responsible for the building or area under consideration and/or where a building project officer has been assigned to a particular minor works project, with that building project officer. In the case of an on- campus location the security representative attending must, where possible, be from that campus and for off-campus locations the representative must be from Monash Security.

**Responsibility**

University Security Representative

3. Monash University Security is responsible for maintaining a university standard specification for all university electronic security system equipment, including access control equipment, from which all minor and major security project work specifications are to be developed. In all cases where installation of new access control systems is being considered, the local campus security coordinator and the university security systems Manager must liaise with each other to ensure the delivery of an effective access control and security solution which is also compliant with the university standard.

**Responsibility**

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University Security Coordinator  
University Security Systems Adviser  
University Security Systems Manager

4. The approval process for amending the university standard specification on electronic security system equipment requires consultation between the university security manager, the university Security Systems Manager, the Director Services resulting in a recommendation by the university security manager to the divisional office of Buildings and Property for approval.

### Responsibility

University Security Manager  
Executive Director, Buildings and Property Division.

5. In the case of a capital works project, appropriate local and divisional security and Buildings and Property representatives must liaise with the project manager and/or their nominated representative and/or consultant, and stakeholders, to determine the most effective university approved and supported security outcome.

### Responsibility

University Security Representative  
Buildings and Property Representative/s

<b>Responsibility for implementation</b>	Executive Director, Buildings and Property Division
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Chief Operating Officer &amp; Senior Vice-President</p> <p><b>Meeting:</b></p> <p><b>Date:</b> 15/06/2017</p> <p><b>Agenda item:</b> n/a</p>
<b>Definitions</b>	<p><b>Access Control:</b> Any method for controlling access to controlled areas including electronic code-pads, card readers, remote arming stations, passive infra-red detectors, duress buttons, reed switches, mechanical barriers, locks, and the use of identification cards, signs, border definitions and instructions used to define semi-public and private spaces which certain people may or may not enter.</p> <p><b>Department/Faculty Access Coordinator:</b> A staff member in a given department or faculty who has been delegated the authority by their dean or department head to grant deny or revoke access privileges to controlled areas for which the faculty or department is directly responsible.</p> <p><b>Building Project Officer:</b> The person responsible for a building project who has been appointed by the university.</p> <p><b>Director Services:</b> A person appointed to the role in Buildings and Property Division by the university.</p> <p><b>Security Representative:</b> A person appointed to the role by the university.</p> <p><b>University Security Manager:</b> The person appointed by the university to that role.</p>
<b>Legislation Mandating</b>	<a href="#">Surveillance Devices Act 1999</a>

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<b>Compliance</b>	<a href="#">Private Security Act 2004</a>
<b>Related Policies</b>	<a href="#">Access to Controlled Areas Policy</a> <a href="#">Electronic Security Alarms Policy</a> <a href="#">Key Policy</a>
<b>Related Documents</b>	