

## Monash University Procedure

<b>Procedure Title</b>	Access to Controlled Areas Procedures
<b>Parent Policy</b>	<a href="#">Access to Controlled Areas Policy</a>
<b>Date Effective</b>	12-September-2016
<b>Review Date</b>	12-September-2019
<b>Procedure Owner</b>	Executive Director, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	3.0
<b>Content Enquiries</b>	finance-policy@monash.edu
<b>Scope</b>	<p>This procedure applies to all staff and students of:</p> <ul style="list-style-type: none"> <li>• Monash University at the university's Australian campuses and off-campus facilities; and</li> <li>• Monash College Pty Ltd business units at the university's Australian campuses.</li> </ul>
<b>Purpose</b>	<p>Access control credentials are issued by Monash security offices to allow students, staff and contractors access to controlled areas of the university. All persons to whom an access control credential has been issued must only use the credential to enter areas of campus for which they are currently authorised. Access credentials must be used only by the person to whom they have been issued. They must not be lent, given to or used by any other person to enter a controlled area for which they have no authorised right of entry. Anyone possessing of using an access control credential (including a PIN code) to enter university premises without authorisation will be subject to disciplinary actions from the university, or criminal charges where appropriate.</p>
<b>PROCEDURE STATEMENT</b>	

### Requesting Access to Controlled Areas

1. Persons seeking to obtain an authority to access a controlled area should approach the department/faculty access coordinator appointed by the University for the area/s where access is proposed or, where this is unclear, the nearest security office.

#### **Responsibility**

Person seeking authority to access a controlled area.

2. Contractors engaged by the University's Buildings and Property Division and required to access any controlled area should approach the Buildings and Property Division access coordinator or responsible Project Officer appointed by the University.

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### **Responsibility**

Contractor seeking authority to access a controlled area.

3. Residents and others seeking to obtain an authority to access an access controlled area managed by Monash Residential Services should apply directly to the Monash Residential Services Administration office.

### **Responsibility**

Persons seeking to an access controlled area managed by Monash Residential Services

4. Persons seeking to obtain an authority to access an access controlled area managed by Monash Venues should apply directly to the Monash Venues office.

### **Responsibility**

Persons seeking to access an access controlled area managed by Monash Venues  
Action by Access Coordinator, Building and Property Division, Project Officer or Venues Coordinator

5. A department/faculty access coordinator, Buildings and Property Division, project officer or Venues Coordinator, will consider a request for access to the controlled area/s they are directly responsible for to ensure a legitimate requirement exists before recommending the university's security service either grant, deny or revoke such access.

### **Responsibility**

6. All requests with respect to accessing a controlled area made by a department/faculty access coordinator must be notified electronically via the designated online document titled 'Monash University Delegated Authority - Persons authorised to approve access to Department/Faculty Access to Controlled Areas' to university security.

### **Responsibility**

Department/Faculty access coordinator

7. All requests with respect to accessing a controlled area (other than a Monash Residential Services property) made by a Buildings and Property Division Project Officer must be notified electronically to university security via the designated online document titled Monash University Delegated Authority – Persons authorised to approve access to Department/Faculty 'Access to Controlled Areas'.

### **Responsibility**

Building and Property Division, Project Officer

8. Requests made by Monash Venues with respect to accessing a controlled area (other than a Monash Residential Services property) must be notified electronically to university security via the designated online document titled Monash University Delegated Authority – Persons authorised to approve access to Department/Faculty 'Access to Controlled Areas'.

### **Responsibility**

Monash Venues Coordinator  
Request verification, assessment and programming

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9. Department/faculty access coordinators, Building and Property Division Project Officers and Venues Coordinators must give reasonable information and prior notice of requests for access to controlled areas to the campus security office (including after-hour access).

**Responsibility**

Department/faculty access coordinator, Building and Property Division, Project Officer or Venues Coordinator

10. A security representative shall then verify the authority of the person making the access request, consider the related security implications and where appropriate arrange the programming, activation and/or issuing of a suitable access control credential (includes access card, fob or PIN code) for use by the relevant person. Usually access will be via the activation of a person's Monash ID card to use as an access control card.

**Responsibility**

University security representative

Records kept by Access Coordinators, Building and Property Division, Project Officer and Venues Coordinator

11. Department/faculty access coordinators, Building and Property Division, Project Officer and Venues Coordinator must maintain records of all persons to whom they have authorised access and must immediately inform the relevant security representative when the access status of any person has changed, is withdrawn or is no longer necessary via the 'Monash University Delegated Authority - Persons authorised to approve access to Department/Faculty 'Access to Controlled Areas'.

**Responsibility**

Department/faculty access coordinator, Building and Property Division, Project Officer or Venues Coordinator

12. The University's Security Manager or delegate may consider a request made for access to controlled areas situated on university property/facilities, including requests made by an authorised access coordinator, Building and Property Division Project Officer or Venues Coordinator, and on consideration has the authority to grant, deny, and or revoke access.

**Responsibility**

University Security Manager or delegate

Unauthorised Access to an Access Controlled Area

13. Where a person observes or becomes aware of someone in a controlled area they suspect is not authorised to be there, they must notify this to the nearest campus security office as soon as possible.

**Responsibility**

All staff, students, contractors and affiliated bodies of the university

Proof of authorisation to an Access Controlled Area

14. Staff and students must produce their Monash identification card, where requested by authorised Monash security personnel. Failure or refusal to do so may amount to an act of misconduct under the [Monash University \(Council\) Regulations Part 7](#).

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### Responsibility

15. Staff and students will obey the instructions of department/faculty access coordinators or a campus security representative if asked to leave a controlled area even where they had been authorised to enter.

### Responsibility

All staff, students and affiliated bodies of the university

16. Contractors must display or when requested by a security representative produce for verification a valid university contractor pass.

### Responsibility

All contractors

17. The authorised holder of any university access control credential believed lost or stolen must immediately notify and report details to the campus security office as well as the respective department/faculty access coordinator.

### Responsibility

Authorised holder of any lost or stolen access control credential

<b>Responsibility for implementation</b>	Executive Director, Buildings and Property Division
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Chief Operating Officer and Senior Vice-President (Administration) <b>Date:</b> 12-September-2016
<b>Definitions</b>	
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<a href="#">Access Control (Electronic) Policy</a> <a href="#">Electronic Security Alarms Policy</a> <a href="#">Key Policy</a>
<b>Related Documents</b>	