

Monash University Policy

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

Monash Security is responsible for managing the organisation's electronic access control system.

The selection, installation, maintenance and operation of all electronic access control equipment at university facilities must be made in consultation, and with the prior approval of, the university's security services.

Supporting Procedures	Access Control (Electronic) Procedures
Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Chief Operating Officer & Senior Vice-President</p> <p>Meeting:</p> <p>Date: 15/06/2017</p> <p>Agenda item:</p>
Endorsement Body	<p>Name: Executive Director Buildings and Property Division</p> <p>Date: 14/06/2017</p>
Definitions	<p>Access Control: 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</p>

	<p>used to define semi-public and private spaces which certain people may or may not enter.</p> <p>Department/Faculty Access Coordinator: 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>Building Project Officer: The person responsible for a building project who has been appointed by the university.</p> <p>Director Services: A person appointed to the role in Buildings and Property Division by the university.</p> <p>Security Representative: A person appointed to the role by the university.</p> <p>University Security Manager: The person appointed by the university to that role.</p>
Legislation Mandating Compliance	<p>Surveillance Devices Act 1999</p> <p>Private Security Act 2004</p>
Related Policies	<p>Access to Controlled Areas Policy</p> <p>Electronic Security Alarms Policy</p> <p>Key Policy</p>
Related Documents	