

BUILDING SECURITY AND ACCESS POLICY

Approval Level:	EMT
Policy Type:	Organisation
Approval Date:	1/07/2022
Review cycle:	Biannual
Review Date:	1/07/2024
Responsible Officer:	Manager Property Services
Owner:	Property Services
Responsible Director:	Presentation and Assets
Relevant Legislation/Authority:	Privacy and Data Protection Act 2014 Local Government Act 2020 Patents Regulations 1991 Patents Act 1990 Building Code of Australia Locksmith Code Australian Standards
DOCSETID:	4493935

1. PURPOSE

To provide access to City Facilities to those with a genuine need ensuring the appropriate level of access, security and protection is afforded to all staff, users, assets, property and facilities.

2. BACKGROUND

2.1 The City oversees an extensive portfolio of City Facilities that requires provision of Access Equipment for the access and use of these City Facilities.

2.2 Access can be required by Councillors, Workplace Participants, relevant authorities, tenants, user groups and the general community.

2.3 Effective management of Access Equipment is important to ensure safe, secure and sustainable City Facilities. Ineffective management of Access Equipment can contribute to increased financial costs and risks to Workplace Participants, City Facilities and their users.

2.4 Historically the various forms of Access Equipment used across the City has been managed across the City. Access to City Facilities has become difficult to track, with Access Equipment passed around from person to person making it hard to track who has access to City Facilities.



3. SCOPE

- 3.1 This policy applies to Councillors, Workplace Participants, relevant authorities, tenants, user groups and the general community.
- 3.2 This policy applies to all City Facilities.

4. DEFINITIONS

Access Equipment can include keys, fobs, electronic keypads, padlocks, door furniture and swipe cards.

Authorised Officer means a City employee with the delegated authority to provide approval and subsequent access to City Facilities.

City means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the *Local Government Act 2020 (Vic)*.

City Facility means a place, amenity or piece of equipment provided for a particular purpose owned, managed or occupied by the City. Examples include but are not limited to:

- Buildings
- Reserves
- Power Boxes
- Lighting
- Gates
- Bollards

Council means all of the Councillors collectively.

Patent means a government authority or licence conferring a right or title for a set period, especially the sole right to exclude others from making, using, or selling an item.

Statutory Declaration is a legal document that is witnessed and is used to declare something to be true for the purposes of satisfying some legal requirement or regulation when no other evidence is available.

Workplace Participants means all employees, contractors, volunteers and consultants engaged by the City.

5. PRINCIPLES

- 5.1 Safety for City Facility users
- 5.2 Secure City Facilities
- 5.3 Equitable, innovative and sustainable City Facility access and systems
- 5.4 City Facility access that is aligned to 'need' (who needs access, when and where)



5.5 City Facility access approval and accountability

6. POLICY

- 6.1 All Access Equipment for City Facilities is and remains the property of the City.
- 6.2 Access to City Facilities is assessed, approved and issued by an Authorised Officer within a reasonable timeframe.
- 6.3 When access is given to a City Facility:
 - 6.3.1 the Access Equipment holder is responsible to look after the Access Equipment until it is returned to the City.
 - 6.3.2 It is prohibited for Access Equipment holders to allow the use or transfer of their Access Equipment by any other person without the consent of an Authorised Officer.
 - 6.3.3 All access equipment issued to hirers must be inline with the terms and conditions of the relevant Management Agreement.
- 6.4 All Access Equipment must be returned at the due date or when requested by an Authorised Officer.
- 6.5 All Access Equipment is recorded and reviewed for building and asset security and user safety. Access Equipment holders must notify the owner of this policy if they believe the Access Equipment issued has been lost, stolen or damaged. A Statutory Declaration may be required.
- 6.6 Access equipment requirements and quantities are identified and included in Management Agreements.
- 6.7 It is strictly prohibited for any person to knowingly alter, duplicate, or copy any Access Equipment provided for any City Facility without receiving prior permission from this policy owner.
- 6.8 Installation of unauthorised Access Equipment on any City Facility is strictly prohibited and must be removed.
- 6.9 Any changes to City Facilities will consider current access trends, regulations and fire and building codes, to ensure compliance and standardised options for City Facility security and user safety well into the future.
- 6.10 All keys, padlocks, activated fobs and swipe cards shall be stored in a secure locked location.
- 6.11 There may be a fee applicable for Access Equipment issued.
- 6.12 All requests for Access Equipment must be submitted via the City's website, with the exception of Workplace Participant access to City administration buildings. These



requests acknowledge the acceptance of the Access Equipment holders' responsibilities and accountability.

6.13 All requests for Access Equipment will be recorded in the nominated system to enable oversight and management of Access Equipment issued by Authorised Users.

6.14 The City's key Patent will be reviewed and managed to ensure City Facility security and user safety well into the future.

7. ROLES AND RESPONSIBILITIES

7.1 Manager Property Services

7.1.1 Responsible to oversee the implementation of this policy and review it in a consultative and collaborative exercise at identified periodic intervals.

7.1.2 Responsible to oversee and manage the issue of Access Equipment.

7.2 Workplace Participants

Responsible for the implementation and or adherence to this policy.

7.3 Access Equipment Holders

7.3.1 Responsible to ensure Access Equipment is stored in a secure location when not in use.

7.3.2 Responsible for the return of Access Equipment when due or requested.

7.3.3 Responsible to ensure that Access Equipment is not transferred to or used by any other person without the consent of an Authorised Officer.

7.4 Manager People and Culture

Responsible for Workplace Participant access to City administration buildings.

7.5 Manager Customer Experience & Corporate Planning

Responsible to oversee and manage money received from any applicable fees.

8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

Privacy and Data Protection Act 2014

Local Government Act 2020

Patents Act 1990

Patents Regulations 1991



National Construction Code of Australia
Terms and Conditions of Occupancy - Casual Users
Online Key Request form

Further information or advice on this policy should be directed to Property Services

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
14/6/2022	DMc	Property Services	Develop	V1	July 2024