

## SECURITY – COUNCIL ADMINISTRATION BUILDINGS AND DEPOTS GENERAL POLICY

### **Intent**

To establish a policy to minimise person induced risks to public order, community safety and security in any of Council Administration Buildings and Depots.

### **Scope**

This policy shall apply to all people present in building, car parks or grounds of Council Administration Buildings and Depots and shall include all visitors and staff.

### **Provisions**

The Chief Executive Officer shall develop and keep up to date, procedures relating to person induced risks to public order, community safety and security in Council Administration Buildings and Depots. Such procedures shall address the following issues:

- 1.1 The identification of occupants and people visiting Council Administration Buildings and Depots
- 1.2 Limitation of access to parts of Council Administration Buildings and Depots and the surrounds.
- 1.3 Access to the building and various parts of building and the surrounds during work hours.
- 1.4 Access to the building and various parts of building and the surrounds after work hours.
- 1.5 Parking arrangements as they relate to issues of personal safety.
- 1.6 Building security hardware.
- 1.7 Security patrols.
- 1.8 Duress alarms.

### **Definitions**

The term “Council Administration Buildings and Depots” refers to any Council office building which the public, contractors or visitors may access from time to time, including the whole Building, the surrounding grounds and associated car parks and other infrastructure.

The term “Council” shall refer to the Douglas Shire Council and its various departments.

- 1. Access to Council’s Administration Buildings and Depots shall be controlled during work hours.**

#### ***Staff***

The Council staff shall have unrestricted access to all areas within Council Administration Buildings and Depots during working hours as required for the purpose of performing their respective allocated duties.

#### ***Visitors***

Visitors’ may have access to Council’s Administration Buildings and Depots if required and accompanied by Council staff. It will be the responsibility of the officer to ensure that the safety of other staff is not impacted and that they ensure that they leave the building.

### **Contractors**

Where the contractors business involves the need for an unsupervised stay or independent movement within Council's Administration Buildings and Depots the contractor would be considered a contractor of Council and must be issued with, wear and have visible at all times a 'Visitor pass'.

Visitor Passes must be signed out and returned to the point of issue at conclusion of the visit.

### **Councillors**

Councillors shall have unrestricted access to all public areas within the Council Administration Buildings that is the Council Foyer and Reynolds Room.

Councillor access, excluding the Mayor, to other areas of the Council Administration Building and Depots shall be at the discretion of the Chief Executive Officer.

## **2. The Council staff and people visiting Council's Administration Buildings and Depots shall be identifiable.**

All Council staff who will routinely be working in the building, shall be issued with photographic identification badges, which they will be required to wear and have visible at all times, whilst accessing authorised only areas of the building during working hours.

All persons who are not staff of the Douglas Shire Council but who are working within Council's Administration Buildings and Depots or grounds shall be issued with or required to wear, a Visitor badge whilst in the Building. These badges shall be issued to contactors, students on placement, consultants and others requiring unsupervised access to all areas).

## **3. Access to Council Administration Buildings and Depots shall be controlled after work hours.**

All after hour's access to Council's Administration Buildings and Depots shall be via access points determined by the Chief Executive Officer and controlled via electronic access rights.

### **Visitors**

Visitor access to Council's Administration Buildings and Depots shall be at the discretion of the Manager or with the approval of the General Manager.

The Council Staff shall be responsible for the conduct of visitors they introduce to Council's Administration Buildings and Depots outside of normal working hours.

## **4. Car parking arrangements are to be managed to ensure that personal safety is maximised.**

All the Council Officers, Councillors and visitors using Council's Administration Building and Depots after hours are responsible for their own safety. In doing so, their vehicle should be parked within close proximity to the Administration Building or Depot and in a lit area prior to sunset.

All external access points shall be secured with locks, either mechanical or otherwise.

Designated staff entrance points shall be fitted with access control pads.

The alarm and access control systems shall be programmed and co-ordinated to permit the identification and monitoring of staff and visitors accessing the building after hours.

## **5. After-hours security is provided at Council's Administration Buildings and Depots.**

Random, after hours patrols of Council's Administration Buildings and Depots are conducted as required.

Security Officers conducting security patrols of Council's Administration Buildings and Depots shall be bound by Council's "Code of Conduct".

This policy is to remain in force until otherwise determined by Council

Manager Responsible for Review:

Manager Governance

ORIGINALLY ADOPTED: 16/06/2015

CURRENT ADOPTION:

DUE FOR REVISION: 16/06/2019