



# Building Access Pass and Security Induction Briefing | Guideline



## Version information

Owner	Date and source of approval	Version and OLARIS #	Description of changes	Next review due
Manager, Security and Building Services	Protective Security Committee, August 2023	OLA23-0219	Initial Draft.	December 2024
Manager, Security and Building Services	Protective Security Committee, December 2023	OLA23-0219	Updated afterhours access and former member access.	December 2024

## Overview

In line with the Office of the Legislative Assembly's (the Office) protective security assurance activities, all new Office staff, Members, Ministers, contractors, or consultants must complete a face-to-face security briefing upon commencement or when they receive a new Building Access Pass.

## Purpose

The purpose of this guideline is to ensure personnel who wish to gain or maintain ongoing access to Office tenancies receive an appropriate induction briefing, training and relevant information concerning the Office's security, building and emergency procedures.

The security induction briefing covers the following information and upon completion, individuals must sign a Building Access Pass acknowledgment form, acknowledging that they have read and understood their security obligations outlined below:

- a) Handling and proper use of a photographic Building Access Pass.
- b) Lost, stolen and temporary Building Access Passes.
- c) Visitor management.
- d) Emergency procedures.
- e) Office security protocols, including roles and responsibilities of key Office staff and protective and physical security arrangements.

## Scope

This document applies to any person (staff, contractor, Minister, Member of the Assembly and/or consultants) engaged in either an ongoing or non-ongoing basis who have been granted access to the Office's information, systems or tenancies.

In some instances, individuals may be sponsored to obtain a Building Access Pass. In these cases, this policy applies to them and written endorsement from the relevant Member or Minister must be provided prior to the sponsored pass being created.

## Procedure

1. Upon completion of the [Building Access Pass Form](#) or upon commencement of employment, personnel must present to the Attendant's office on the ground level of the Assembly building. No appointment is necessary.
2. The Principal Attendant or the Senior Security Attendant (Attendant) will verify the individuals information and identity and create a new profile in the Office's electronic access control system (EACS).

3. The Attendant will take a photograph of the person which will be uploaded into the EACS. This photo will be printed onto their Building Access Pass.
4. The Attendant will provide the individual with a Personal Identification Number (PIN) to enable afterhours access to the building.
5. The Attendant will then provide a security and emergency procedures briefing (no longer than 15 minutes), providing information on the following arrangements:
  1. Building Access Pass proper use arrangements.
  2. Physical security arrangements at the Office, encompassing protective security measures that ensure the safety of personnel, including:
    - CCTV.
    - Duress Alarms.
    - Security Alarms System.
    - FLAG and Incident Reporting.
  3. The Office's business hours and afterhours access arrangements.
  4. Lost Building Access Pass procedure.
  5. Visitor Building Access Pass procedure.
  6. Emergency procedures for both the Office's North Building and South Building, covering evacuation points, where to access the Office's Emergency Plan and what the roles and responsibilities are for specific personnel (all Office Attendants are Wardens, with the Principal Attendant acting as the Office's Chief Fire Warden).
  7. Essential contacts and after-hours emergency information.
6. The Attendant will then escort the person to the Member's entrance and demonstrate how to use the afterhours PIN.
7. The Attendant will then escort the individual to introduce them to the Manager, Security and Building Services (Agency Security Advisor).
8. Finally, the person will be asked to complete and sign a Building Access Pass Acknowledgement Form.

## General Building Access Pass Information

### Temporary Building Access Passes

Temporary Building Access Passes are access passes without a photograph. The Office will issue a temporary pass for ad hoc, temporary, or short-term purposes, including instances where personnel have forgotten their pass.

All personnel wishing to obtain a temporary pass are required to verify their identity to an Office Attendant and must be returned at the end of a workday.

## Lost, Stolen or Replacement Building Access Passes

A Building Access Pass will be replaced when:

- an individual changes name or has a significant change in appearance;
- an individual changes role or Office, for example, they change from a consultant to ongoing Office staff member; or
- an individual has their card lost, stolen or damaged.

Building Access Pass holders are required to notify the Office Attendant Team at [LA\\_Security@parliament.act.gov.au](mailto:LA_Security@parliament.act.gov.au) as soon as possible when they lose their pass and replacement is required.

Individuals that receive a replacement pass not required to receive a security induction briefing; however, the Principal and Senior Attendants can provide one if requested.

## Visitor Passes

Visitor passes are used for any individual that does not require ongoing access to the Office's information, systems or tenancies. The visitor pass process is as follows:

- All individuals requiring a visitor pass must present to the Attendant desk at the public entrance.
- The Attendant will contact the relevant person/Office to announce arrival.
- Upon confirmation, the Attendant will issue a visitor pass.
- The Office employee will then have a staff member collect the visitor and escort them to the office.

Holders of a visitor pass must be escorted by an ongoing Office passholder, including back to an entrance at the conclusion of the meeting/visit. In all cases, escorting passholders will be responsible for the behaviour of visitors.

## ACT Government and Sponsored Building Access Passes

ACT Government ongoing employees can apply to have building access added to their current ACT Government pass to Office tenancies. Individuals representing certain organisations may also apply for sponsored access to the Office. Under both circumstances, approval must be granted by the relevant Members or Ministers' office, and requests are to be sent to [LA\\_Security@parliament.act.gov.au](mailto:LA_Security@parliament.act.gov.au).

Current ACT Government employees and sponsored pass holders are not required to receive a security induction briefing; however, the Principal and Senior Attendants can provide one at any time if requested.

## After hours visitors

The Assembly building is staffed by Attendants from 8:00am to 6:00pm Monday to Friday. Visitors to Assembly precincts outside of these hours will therefore not be able to undergo security screening procedures, including screening of incoming personal items through the Office's scanning assets (walkthrough metal detector and RapiScan belt scanner).

Assembly personnel should consider the risks in scheduling meetings after hours and where appropriate, consult with the Manager, Security and Building Services prior to doing so. Consulting with the Manager, Security and Building Services will enable the Office to provide advice and guidance on how to reduce risk when meeting with visitors after hours, including 1-to-1 escorting arrangements.

If a non-staff member is invited into the building after hours and thus does not undergo routine security screening and sign-in processes, the Assembly staff member is strictly responsible for them and their actions.

The Assembly has several mechanisms in place to ensure safety of personnel after hours, including duress buttons, CCTV and 24/7 alarm monitoring. In the event of an emergency, such as the activation of a duress alarm, immediate steps will be taken to assist the affected personnel.

## Former Member access

There are two ways former Members can access the Assembly building:

- they can show their Members' Badge, given to them upon swearing into the Legislative Assembly, at the Members or Public Entrance; or
- present to the public entrance and sign into the electronic visitor management system.