



# BUILDING ACCESS

## FOR EMPLOYEES AND CONTRACTORS

### OVERVIEW

Building passes permit employees and contractors to access Justice and Community Safety (JACS) premises and a number of other ACT Government premises. The following types of building passes may be issued:

- JACS or similar directorate level photo identification cards; or
- temporary (non-photographic) passes.

All building passes are only to be used by the individual to whom they have been issued and be clearly displayed at all times while on JACS or other ACT Government premises.

Passes remain the property of the JACS and must not be used for any reason other than the performance of official duties.

If you have any access requirements that may sit outside the scope of this factsheet, for example, access for union representatives or other high level official visitors, please contact the Agency Security Adviser (ASA) to discuss these specific access requirements.

### JACS EMPLOYEE IDENTIFICATION CARDS

JACS employees are issued with an individualised photographic employee identification card upon commencement of employment.

The issuing authority differs depending on the primary work location of the card holder.

| Location  | Issuing Authority                                   |
|---|---|
| <b>12 Moore Street<br/>(All Business Units)</b>                   | Agency Security Adviser                             |
| <b>11 Moore Street<br/>(All Business Units)</b>                   | Agency Security Adviser                             |
| <b>1 Moore Street<br/>(ACT Civil and Administrative Tribunal)</b> | Agency Security Adviser                             |
| <b>ACT Courts Precinct (excluding Custodial Area)</b>             | Senior Manager,<br>Corporate and Strategic Services |
| <b>ACT Courts Precinct (Custodial Area Only)</b>                  | Executive Director, ACT Corrective Services         |



| Location   | Issuing Authority                           |
|--|---|
| <b>Emergency Services Agency (ACTAS, ACTFR, and ACTRS)</b>   | Director, Governance and Logistics          |
| <b>ACT Corrective Services (2 Constitution Ave)</b>          | Executive Director, ACT Corrective Services |
| <b>ACT Corrective Services (Alexander McConachie Centre)</b> | Executive Director, ACT Corrective Services |
| <b>Public Trustee and Guardian (221 London Circuit)</b>      | Manager, Office Services Unit.              |
| <b>Director of Public Prosecutions (22 London Circuit)</b>   | Director, Corporate Services                |

The issuing authority may delegate the day to day management of access cards to an officer/s within their span of control. To assist business units, the printing of the photographic component of access cards may be conducted by Capital Works and Infrastructure (CWI).

## JACS CONTRACTOR IDENTIFICATION CARDS

JACS contractor identification cards are issued to known individuals who are working within JACS under a formal arrangement, such as a security clearance, and require ongoing access.

Each card is valid for the contract period or one year, whichever is shorter.

## TEMPORARY (NON PHOTOGRAPHIC) PASSES

A temporary (non photographic) pass may be used, on a short-term basis, where an individual's photographic pass is temporarily unavailable, for example the pass has been left at home.

### 1, 11 AND 12 MOORE STREET

CWI will issue temporary passes to business units located with 1, 11 and 12 Moore Street, who then may be issued to JACS employees or contractors.

Business Unit Heads or their delegates are responsible for ensuring:

- records of temporary pass usage are kept;
- there are legitimate business reason for the issuing of the pass and the time period the pass is to be issued for is not excessive; and
- the passes are appropriately secured when not issued to an individual.

A temporary (non photographic) pass should not be used for more than 3 consecutive days.



## OTHER JACS LOCATIONS

The issuing authorities in other JACS locations are able to issue temporary JACS employees or contractors providing that the same requirements are met as if the business unit is located at 1, 11 and 12 Moore Street.

## ACCESS TIMES

For general employees (ASO1-SOGC) and contractors, building access times are set to align with the span of hours (bandwidth) within the current ACT Public Service Administrative and Related Classifications Enterprise Agreement.

General employees and contractors are provided with primary work location building access between 7.00am to 7.00pm, Monday to Friday, excluding national and local public holidays.

Employees may request additional access outside of the normal span of hours, which must be made in writing, approved by their supervisor (SOG B or above) and forwarded to the Issuing Authority.

SOG B and above employees are provided with primary work location building access on a 24 hour, 7 days a week basis.

## LOST OR MISSING PASSES

Any lost, missing or damaged building passes must be reported to the Issuing Authority and/or CWI on ext. 51715 as soon as possible.

Building passes reported as temporarily misplaced or missing, should have access suspended as a precautionary measure.

If a JACS access pass is lost or misplaced, a security incident report must be completed and forwarded to the ASA prior to the replacement card being issued.

## MISUSE BY JACS EMPLOYEES

If there is misuse, or suspected misuse of a building access pass by an employee or contractor, JACS may revoke their access privileges at any time and without notice.

## AUDITING REVIEW OF ACCESS

JACS may use access records of JACS employees:

- to assist JACS in conducting security or safety reviews, or investigations in the event of a security or safety incident; or
- as part of a lawful investigation including where it is suspected that a JACS employee has acted in a manner contrary to the *Public Sector Management Act* or Standards, lawful direction or JACS policy.

JACS may use access records of JACS contractors:

- to assist JACS in conducting security or safety reviews, or investigations in the event of a security or safety incident; or



- as part of a lawful investigation including where it is suspected that a JACS contractor has acted in a manner contrary to the terms of their contract, including failing to adhere to the *Public Sector Management Act or Standards*, lawful direction or JACS policy.

## ARRANGEMENTS FOR VISITORS TO JACS

All visitors must be signed into the non public areas of JACS premises by an employee and must be escorted by an employee at all times. Business Unit Heads or their delegate must ensure that records of all visitors are maintained including:

- time and date of the visit;
- name and contact details of the visitor;
- purpose of the visit /who the visitor visited;
- signature of the JACS employee responsible for the visitor; and
- time the visit concluded.

Primary responsibility for escorting a visitor resides with the JACS employee who signed in the visitor. The escorting JACS employee is also responsible for ensuring that:

- visitors only use the visitor pass assigned to them;
- the visitor pass is clearly displayed at all times;
- the visitor/s complies with all relevant JACS policies and procedures while on JACS premises (including, but not limited to, those relating to health and wellbeing, general conduct and emergency evacuations).

Family members, including children over the age of 12, and other non-official (personal) visitors are required to be signed in as visitors.

## ELECTRONIC ACCESS CONTROL SYSTEMS

Issuing Authorities who operate an Electronic Access Control System, either as part of the Whole of Government system administered by Shared Services, ICT or as a standalone system, are to ensure that:

- records relating to the issuing of access cards are maintained, including the acknowledgement of the card receipt by the user; and
- access to the system is controlled, recorded, and audited.

## KEYS

Business Unit Heads are to ensure keys and alternative forms of access control are appropriately controlled, via the use of a key register, and secured when not in use.

Key Registers are to be regularly reviewed, by the Business Unit Head or their delegate to ensure keys are accounted for.

The JACS ASA may undertake independent spot checks of keys and key registers with outcomes reported the Agency Security Executive (ASE) and relevant Business Unit Head/s.



## ADDITIONAL INFORMATION

For additional information on the JACS Protective Security Policy or this factsheet, please refer to the [JACS Security](#) intranet site.

If you have any access requirements that may sit outside the scope of this fact sheet, for example, access for union or similar officials, please contact the ASA to discuss these specific access requirements.

## CONTACT

JACS Agency Security Advisor

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