



Australian Government

AFTRS

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AFTRS Employee and Contractor Access (Sydney) Procedure

Linked Policy	AFTRS Employee and Contractor Access (Sydney) Policy
Responsible Officer	Director, Corporate Services
Contact Officer	Facilities Services Manager
Authorisation	Chief Executive Officer
Effective Date	15 th April 2009 Reviewed 6 August 2011
Associated Documents	Health and Safety Management Arrangements First Aid Policy

1. Employee and Contractor Access (Sydney) Procedure

2. Preamble

This procedure has been formulated to ensure that employees and contractors have access to the building when they require it for AFTRS purposes, but also that safety issues are addressed.

3. Scope

This procedure deals with the hours that the School building will normally be open to employees and contractors and the provisions for accessing the building outside of those hours.

4. Definitions

"Employees" includes ongoing staff, fixed term staff, temporary staff and casual staff.

"Contractors" includes employees of companies engaged to provide a service to AFTRS.

5. Procedures

a) Normal Access

All employees and contractors have access to the School building during normal opening hours. Currently these are:

Monday to Friday	5.30am to 11.00 pm
Saturday and Sunday	8.00 am to 7.00 pm
Public Holidays	No access

During these hours there will be security staff with first aid qualifications on the premises and appropriate lighting.

Access to non-public areas is by AFTRS Identification Card.

In order to obtain an AFTRS Identification Card the Divisional Director (or delegate) must send a request to the Facilities Manager indicating who the card is for, when it should expire, and what areas it should allow access to. The Facilities Manager will then forward an authorisation to the Central Services Manager. The Central Services Manager will then arrange for a photo of the individual to be taken, register the person and their level of access in the security database, and issue an identification card. Please note that use of the card can be tracked through the database.

On leaving the School the identification card must be returned to the Central Services Manager.

b) Ad hoc Out of Hours and Weekend Access

In order to access the building outside of the normal operating hours or to access non-general areas on weekends Departments are required to submit an AFTRS After Hours Services Request form to the Facilities Manager by close of business each Thursday. This will enable additional security to be booked, air conditioning to be organised etc. If the correctly completed form is not received by close of business on the Thursday approval cannot be guaranteed, however, every reasonable effort will be made to accommodate requests.

c) Staff with 24 Hour Access

Occupants of identified positions (Attachment A) where their duties may require them to access the building without notice outside of the normal operating hours, will be given access to the building through the use of a Personal Identification Number (PIN).

Divisional Directors will be responsible for identifying any staff in their Division who should be issued with a PIN other than those occupying positions identified in this Procedure. A memo requesting the access and indicating why the staff member requires access despite the inherent risk to safety and security should be submitted to the Director, Corporate and Student Services for consideration.

Once approval is given the Central Services Manager will be advised. The staff member will then be required to attend Central Services and personally choose and input their PIN. The staff member is then responsible for the security of the PIN and any action taken as a result of the use of the PIN. When the staff member leaves the School's employ their PIN will be inactivated.

Access by PIN is via the dock, the front or the back entrance. Staff will be required to use their Identification Card to enter the building as usual and will then need to enter their PIN immediately in the keypad near the door (instructions above the keypad). This will disarm the alarm. When leaving the building the process is reversed, arming the alarm.

Staff should be aware that there will be:

- no air conditioning;
- only egress lighting (unless there is a switch in their work area);
- no security in the building;
- no alarm if anyone illegally enters the building;
- no first aid in the building, and
- no boiling water.

Staff should also be aware that when the Entertainment Quarter is closed (generally between midnight and 4.00 am) staff wishing to access the School will need to contact the Entertainment Quarter's security on 02 8117 6718 to request access to the AFTRS site.

ATTACHMENT A

POSITIONS ELIGIBLE FOR 24 HOUR ACCESS

Chief Executive Officer
All Divisional Directors
Facilities Manager
Building Maintenance Supervisor
House Electrician
Head of Human Resources
Payroll Manager
MIT Staff (as identified by Director, Technology and Infrastructure)
Manager, Engineering

ATTACHMENT B

AFTRS AFTER HOURS SERVICE REQUEST

Requestor/Staff:	Date:
Division:	Department:
AFTRS Ext No:	Other Contact No:
Course/Event Name:	Date of Course/Event:
Staff & Students Attending (attach list)	Number of attendees:
Access Time Required (including set-up):	

Facility Booked (tick box)

Meeting Room 1		Teaching Room 1		Theatre 1	
Meeting Room 2		Teaching Room 2		Theatre 2	
Meeting Room 3		Teaching Room 3			
Meeting Room 4		Teaching Room 4		Production Office 1	
Meeting Room 5		Teaching Room 5		Production Office 2	
Meeting Room 6		Teaching Room 6		Production Office 3	
Meeting Room 7		Teaching Room 7		Production Office 4	
Meeting Room 8		Teaching Room 8			
Meeting Room 9					

Picture Edit Suite 1		Picture Edit Suite 7		Screen Composition 1	
Picture Edit Suite 2		Picture Edit Suite 8		Screen Composition 2	
Picture Edit Suite 3		Picture Edit Suite 9		Screen Composition 3	
Picture Edit Suite 4		Picture Edit Suite 10		Screen Composition 4	
Picture Edit Suite 5		Picture Edit Suite 11			
Picture Edit Suite 6		Picture Edit Suite 12			

Sound Edit Suite 14		Sound Edit Suite 18		Recording Studio 1	
Sound Edit Suite 15		Sound Edit Suite 19		Recording Studio 2	
Sound Edit Suite 16		Sound Edit Suite 20		Recording Studio 3	
Sound Edit Suite 17		Sound Edit Suite 21			

Studio 1		Make-Up/Green Room	
Studio 2			
Studio 3		Foyer Area (events)	
Studio 4			
Studio 5			

Other Services Required (Tick box)

Cleaning (extra)		CAFÉ Catering	
Printing Services (colour)		Events Serving Alcohol (RSA)	
Printing Services (B&W Bulk)		Extra Security (Events over 100 people)	
Audio Visual Support/Set-Up			

Other (Specify) (Specify AV and IT support here)	
Comments	
Account Code to be charged (if applicable)	

Requests must be submitted by COB Thursday for following weekend requests.