

Electronic Access Control Procedure



1 Purpose

To provide information about electronic access control to areas in University facilities.

2 Scope

All University property, its Employees and associated contractors.

3 Procedures

3.1 Systems

The University currently has two separate electronic access control systems installed as follows:

1. **C S Technologies 'Advent' System** using USQ Student ID Cards as magnetic stripe swipe cards:
 - a. Computer Laboratories in and S Block
 - b. Post Graduate Facility in R Block
 - c. T Block, selected areas.

2. **Gallagher** using USQ Student ID Cards as contactless swipe cards:
 - a. Ipswich Campus - perimeter of all operational buildings, including selected areas within the buildings
 - b. Springfield Campus - perimeter of all buildings, including selected area within the buildings
 - c. Toowoomba Campus - selected buildings and operational areas across campus.

3.2 Function

The primary function of these systems is to supplement the manual lock and key systems (refer to separate policy) in use throughout the University. The electronic access control systems are intended to secure and control access to sensitive or critical areas as well as providing

authorised persons with unimpeded access to these areas.

Gallagher Access Control system is operated under and managed by, Facilities Management.

Unless included as part of Minor or Capital Works projects all requests for extension of electronic access control systems will be at the expense of the Faculty/Department making the request.

Similar to manual keying, Faculties/Departments are responsible for authorising access to their own buildings and facilities.

It is the responsibility of members of staff, Students or other persons to whom electronic access is provided, to ensure safe keeping of the access card and to immediately report its loss to their system controller.

It is the responsibility of the system controller to ensure that authorised access is kept to a needs basis and that any lost access cards are deleted from the access control authorised users' database. Issue of replacement access cards will be at the discretion of the system controller. In addition, it is the responsibility of the system controller to ensure that access is withdrawn from staff, Students and other persons when they leave, transfer or no longer have a functional need for such access.

3.3 Installation

Where electronic locking is required the Lockwood Electric Mortice Dead latch is generally recommended. This lock incorporates:

1. fail secure technology in that if the lock is installed in the perimeter of a building it remains externally secure with power off;
2. a single action egress feature with the inside handle remaining free at all times, even with the power off, providing ease of exit in an emergency in accordance with the Building Code of Australia; and
3. key override for entry in a power off situation.

4 References

Nil.

5 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

6 Procedure Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	Executive Director (Facilities Management)
Policy Type	University Procedure
Policy Suite	Capital, Minor Works and Maintenance Policy and Procedure
Subordinate Schedules	
Approved Date	7/6/2021
Effective Date	7/6/2021
Review Date	
Relevant Legislation	
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Student</p> <p>A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p>University</p>

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this procedure only

Cabling

All cabling is to be installed in accordance with the manufacturer's instructions and in accordance with Information and Communication Technology specifications.

Cylinders

Bi-Lock restricted issue.

Documentation

As installed drawings, IP addresses and/or phone numbers and commissioning check sheets to University approved standard are to be supplied by the installer.

Door and Closer

All doors are to have a 90 degree opening as a minimum. Door and door closer standard as per application.

Electric Lock

Lockwood monitored 12 volt electric mortice locks. Series 3572 or 3582 dependent upon application. Fail Safe for designated fire exits and fail secure for other external perimeter doors if installed. Fail safe or fail secure depending on internal application (BCA section D2.210 refers).

In some circumstances, 24 volt Lockwood electric mortice locks powered off the fire panel or Locknetics Security Engineering 390 series or Padde EML6 Electromagnetic locks or electric strikes may be used with the approval of the Facilities Management.

Emergency Door Release

All external perimeter doors fitted with electric mortice locks shall fail secure with free handle egress. Designated internal fire exit doors may fail safe. All access controlled doors are to be connected to the buildings fire panel where in the event of a fire alarm they will permit egress as per the Building Code of Australia requirements.

Entry-exit delay

This is to be set at 45 seconds before reporting door open too long alarm.

Equipment Install Heights

Top of user accessible items (card readers) to be no higher than 1300mm and no lower than 1000mm.

Installation Standard

All equipment supplied and methods of installation and standard of workmanship shall comply with the technical specifications, procedures, practices and standards and / or any planning and installation guidelines published by the security equipment and / or cabling system manufacturers. In addition, the equipment and installation shall be to the satisfaction of Facilities Management and in accordance with the following:

- AS 3000 SAA Wiring Rules;
- AS 2201 Intruder Alarm Systems;
- Austel Technical Standards; and
- Building Code of Australia.

Modem

All modems, when required, are to be 4 wire and are to be labelled indicating which commander and site (campus and building) they are communicating with.

Physical Installation

NB. Only contractors authorised by Facilities Management are permitted to install, program or connect any equipment to the University's electronic access control systems.

Power transfer device

Depending on application, MET 300 for pivot doors or Abloy 8810 Cable transfer device to be installed in accordance with the manufacturer's specifications.

Striker plate

	<p>The striker plate and striker box are to be installed in accordance with the manufacturer's specifications.</p> <p>Warranty</p> <p>All installed systems are to be covered by a 12 month warranty against product failure or faulty workmanship.</p>
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