### 11.5 E11A – Staff Access

**Purpose**

*No one will be permitted access to an office unless authorised to be there.*

**Guideline**

If an E11A staff member asks to be let into their office you may do so provided you are able to identify them first.

If an E11A staff member asks to be let into another person’s office, you may **not** do so unless you have the authority of the senior officer of the person whose office it is. You must escort them in and out, recording what they have delivered, taken, or any other action.

Notify the person whose office was entered as soon as you see them.

If someone wants to be let into a locked office in the VC’s section, do not let them in unless you have gained permission form the Vice Chancellor or his Personal Assistant (Ms Kylie Colvin ext 7489).

---

**Contact Officer**

*Campus Security manager*

**Date Approved**

1 July 2012

**Approval Authority**

*Director, Property*

**Related Policies, Procedures, Guidelines, Forms or Templates**

*Security Services Section – Standard Operating Procedure*

**Next Date of Review**

1 July 2013