### 11.6 Visitors – Meetings & Appointments

**Purpose**
The E11A Security Officer will permit access only to those persons authorized to attend meetings and appointments.

**Guideline**
The Security Desk is usually advised in advance of organised meetings and appointments with E11A personnel.

Appointments and meeting will be noted in the Security Desk diary. Meeting lists will be inserted (stapled) at the date of the event.

**Visitors – Vice Chancellor**
- Always escort any visitors to reception desk and inform the VC office manager or the VC executive assistant of their arrival.

**Council Meetings**
- The dates for Council and other meeting are listed on the University Web site. The dates should be entered in the Security Desk diary.
- The Secretary to the Council (Ms Emma Lawler) will provide a sign-in book prior to Council Meetings.
- Security must carefully monitor all persons entering the building at least one hour prior to the Council Meeting.
- All Council Members are free to go up to the Level 2 Council Room.
- The Council Meeting will remain closed to members until advised by the Assistant Registrar.
- All Speakers and Observers are required to sign the ‘sign-on’ book prior to entering the Council Meeting. They will be required to provide some form of identification. Only when the Council Meeting is declared open can they be permitted to enter the meeting.
- If the Council Meeting is not ended by 1900 hours (Building Closure), notify the Security Operations Coordinator & Security Control Centre who will provide a security officer to replace you.

**A SECURITY OFFICER MUST BE IN THE BUILDING AT ALL TIMES DURING A COUNCIL MEETING**
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th><strong>Campus Security Manager</strong></th>
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<tbody>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td><strong>Director, Property</strong></td>
</tr>
<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td><strong>Security services Section – Standard Operating Procedures</strong></td>
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<td><strong>Next Date of Review</strong></td>
<td>1 July 2013</td>
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