

TORRENS VALLEY INTERNATIONAL RESIDENCE

TO: RESIDENTS OF TORRENS VALLEY INTERNATIONAL RESIDENCE

RE: SECURITY

A Security Access Control System operates at the front entrance of Torrens Valley International Residence at all times, residents and staff can only gain access by use of a security key.

In the event of a fire alarm, doors will open automatically.

1. ACCESS CONTROL PROCEDURES

1.1 Issue of Keys

- a) Torrens Valley International Residence Manager will authorise issue of keys to all residents.
- b) To receive a key, residents will be required to pay a deposit, sign a form accepting responsibility for the key and agreeing to pay for replacement of lost, stolen or damaged keys.
- c) The use of broken or damaged keys will cause malfunction of the system and residents may be held responsible for the cost of repairs.

1.2 Access Control System - Inner Door & Outer Door

- a) The system will be activated at all times.
- b) Residents can only gain access by use of security key.

The system is designed so that lost keys can be deleted from the system for reasons of security. It is therefore essential that staff be advised **immediately** of lost keys.

1.3 Access by Visitors

- a) Residents are permitted visitors in Torrens Valley International Residence and are held responsible for their behaviour.
- b) Residents are also required to ensure that visitors leave Torrens Valley International Residence by 12 midnight and are seen off the premises, and are not permitted to enter Torrens Valley International Residence before 7.45am. Overnight visitors are not permitted unless prior arrangements for a room have been made with Reception.
- c) Access by visitors will be the responsibility of the resident. To arrange access, visitors may use the intercom system to call the appropriate floor. If the floor is not known, they may telephone 8161 2724 and the call will be transferred to the appropriate extension.
- d) Switchboard staff **will not** transfer calls between 2400 hours and 0630 hours.
- e) Visitors attending Torrens Valley International Residence during normal working hours, will be required to report to Reception on arrival.
- f) A sign is fixed to the front entrance of Torrens Valley International Residence giving details of these arrangements.

2. SECURITY

2.1 Security Cameras

Security cameras are installed and operating throughout Torrens Valley International Residence

2.2 Security Awareness

Please keep your room locked at all times. Report any theft or other illegal activity immediately to the Police (13 1444) and inform Torrens Valley International Residence staff as soon as practicable.

Residents should be aware of the need for security at all times. Any incident or suspicious behaviour report immediately. Serious incidents telephone Police on 13 1444.

2.3 *Identification Cards*

Each resident of Torrens Valley International Residence will be issued with an identification card. This card must be produced upon request of an authorised person.

2.4 *Lift and Stairwell Access*

Access to floors via the lifts is by use of security key. Security codes are needed to access floors via stairwell. These codes are confidential and are not to be given out to family, friends and other residents.

EXECUTIVE OFFICER