

 BOND UNIVERSITY	PROXIMITY CARD AND KEY CONTROL GUIDELINE
Guideline owner:	Director, Campus Life
Contact officer:	Director, Campus Life
Approval authority:	Director, Campus Life
Date of next review:	10 May 2025

1. PURPOSE AND OBJECTIVES

2. AUDIENCE AND APPLICATION

All Bond University Staff, Students, Contractors and Visitors

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Executive Dean or Designate	<ul style="list-style-type: none"> ▪ Approve PhD or Master's Degree students out of hours access to building (clause 4.1)
Director, Facilities Management	<ul style="list-style-type: none"> ▪ Undertake a Master Key audit annually (clause 4.2)
Campus Security	<ul style="list-style-type: none"> ▪ Management of lost/stolen keys (clause 4.3)

4. THE GUIDELINE

4.1. Proximity Cards

All University staff are required to:

- Maintain, secure and be responsible for any Proximity Card or key issued.
- Report the loss, theft or damage of Proximity Cards or keys to Campus Security, Facilities Management, and to the Faculty/Office Authority within 24 hours of discovery of the loss, theft or damage. Individuals who have lost or damaged their assigned key/s or Proximity Card should advise Campus Security immediately. If it is the key to the residential accommodation, the Accommodation Office staff should also be notified as soon as possible. The student will be charged for a replacement key as per the [Student Housing Handbook](#).
- Return all issued Proximity Cards and keys to the Faculty/Office Authority at the end of tenure or enrolment at the University.

PhD or Master's Degree students requiring access to buildings *out of hours* for purposes of research or study will adhere to the following procedure:

- Present authorisation notification, including student name and Student ID number and signed by the relevant Executive Dean or designate (Executive Officer), to Campus Security.
- On presentation of the student's ID card, Campus Security will issue a Proximity Card and retain the student ID until the return of the Proximity Card.

4.2. Issue of Locks / Keys

In conjunction with the University's key supplier, a Master Key Schedule will be designed for each Campus building to fit into the Keying Plan for the University.

The following features should be incorporated into the re-keying plan:

- One (or more if deemed necessary to facilitate secure access) external designated after-hours door/s shall be allocated to each building which will be fitted with the Bond University Access Control System (BUACS). All other external doors shall be electronically locked and connected to the BUACS as determined by the Director Facilities Management and Campus Security Manager (or their delegates). All electronic doors shall be keyed alike, and keys issued only to Security and Maintenance for emergency use. This increases the security of the building as all after-hours access to the building is through the designated after hours door/s.
- Areas within the building can either be keyed alike or keyed differently.
- Maison keying is where a service level key can open the key coded door to which it's designated, as well as one or more other service level keyed doors. No Maison keying shall occur within the University.
- Common use areas shall be keyed alike to limit the number of keys that need to be issued.

- Re-keys shall be kept at the lowest level (service level) of keying possible. Areas shall not be re-keyed to a system where people are reliant on Master Keys to obtain access to several areas; these areas should be keyed alike or fitted with the BUACS.

Re-keying planning will occur at a meeting between the Director Facilities Management, Campus Security Manager (or their delegates), and stakeholders.

The normal scale of key issue will be:

- One service level room key to each occupant of a separate room in the building interior, as is the case for Professional, Research and Academic staff. If, a decision is made to permanently issue a master or higher-level key permanently to an individual staff member, then a detailed risk assessment needs to be completed in consultation with the Director Facilities Management and Campus Security Manager.
- Master or higher-level keys permanently issued to individual staff members should be locked in an approved cabinet when not in use.
- To minimise the financial risk associated with rekeying, master or higher-level keys must not be taken off Campus without the written approval of the Vice Chancellor.
- Keys to common use areas (general office spaces, resource rooms, photocopy areas, tea rooms, lunch rooms, etc.) are to be issued to those people who are required to access these common use areas before anyone else on a daily basis. Another key to these areas should be kept in the key cabinet for short-term sign out and issue as required.
- One proximity access card for the after-hours access door/s to the building for those persons provided with a room key as above, upon establishment that after-hours access is required on a frequent basis.
- All keys that are not issued are to be stored in approved "secure key cabinets". Director Facilities Management or Campus Security Manager (or their delegates) will determine the type and size of key cabinet required after a brief risk assessment has been conducted.

4.3. Lost or Stolen Keys

If keys are lost or stolen, and after a 24-hour period are still not found, a report shall be made to the Campus Security in the form of an Incident Report or Counter Statement, detailing the circumstances and events which occurred resulting in the key/s becoming lost or stolen.

The Campus Security Manager in consultation with Director Facilities Management and Director Campus Life and stakeholders, shall undertake a Risk Assessment.

Risk assessment will be conducted as per Campus Life Lost Key Risk Assessment Proforma.

4.4. Key Audits

Every year a full Great Grand and Grand Master key audit and 30% Master Key audit (via a sampling methodology) shall be conducted by the Director Facilities Management or their delegate. The Director Facilities Management or their delegate will nominate audit dates and compliance periods. The Director Facilities Management is responsible for checking the audit results, follow up on audit outcomes and reporting of results to the Vice President Operations.

5. DEFINITIONS, TERMS, ACRONYMS

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6. RELATED DOCUMENTS

[Access Control to Campus Buildings and Property Procedure](#)

[Campus Management Policy](#)

Building Access Application (Campus Security)

[Student Housing Handbook](#)

Proximity Card Register form (Campus Security)

CS-SEC-FRM-003 Counter Statement

CS-SEC-GDE-001 Lost Key Risk Assessment

7. MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Convert Policy (COR 5.11) to this Procedure
31 March 2008			Date first approved