	ACCESS CONTROL TO CAMPUS BUILDINGS AND PROPERTY PROCEDURE
Procedure owner:	Director, Campus Life
Contact officer:	Director, Campus Life
Approval authority:	Director, Campus Life
Date of next review:	16 June 2024

1.   PURPOSE AND OBJECTIVES

The purpose of this Policy is to outline University procedures regarding the building access and provision of Proximity Cards and keys. Bond University is committed to the safety and security of staff, students, and their property. The development of building access procedures assists in identifying authorised individuals on University premises.

2.   AUDIENCE AND APPLICATION

All Bond University Staff, Students, Contractors and Visitors

3.   ROLES AND RESPONSIBILITIES

Role	Responsibility
Faculty/Office Authority	▪ Approve Building Access Application and forward to Campus Security (clause 4.1.1.)
Faculty Business Director and Administrative Office Managers	▪ Keep Section Keys in a locked box (clause 4.2.2)
Campus Security	▪ Program Staff Proximity Cards and Student ID Cards with approved access to buildings (clause 4.1.1. and 4.1.2)
	▪ Issue permanent contractors with Proximity Cards (clause 4.1.5)
	▪ Maintain the key register (clause 4.2.2.2)
	▪ Hold Building Master Key (clause 4.2.1) and one of two Lock Change Keys (clause 4.2.2.3)
Facilities Management	▪ Hold one of two Lock Change Keys (clause 4.2.2.3)

4.   THE PROCEDURE
4.1.   Access to Buildings
4.1.1. Staff

Access to buildings on Campus is controlled by Proximity Card and granted on a building-by-building basis according to the position description requirements of the staff member. All Bond University staff are issued with a Proximity Card at the commencement of duty with the University. If a staff member is eligible for access, the Faculty/Office Authority will complete the Building Access Application and forward to Campus Security. This Card, once appropriately coded by Campus Security, will allow access to necessary buildings and property according to the individual's position description and duties performed.

If the position warrants access to multiple areas on Campus, written approval must be sought from the Director, Campus Life or the Vice President Operations. This written approval must be supplied with the Building Access Application form when submitted to Campus Security.

4.1.2. Students

Student identity cards are programmed by Campus Security according to their status, i.e. residential student.

4.1.3. Campus Security Access

Campus Security will have access to all areas. Campus Security will carry Great Grand Master Keys and Proximity Cards.

4.2.4. Commercial Tenants

Commercial Tenants are responsible for their own security and access. Keys to tenanted areas will be held with Campus Security. Access to tenanted areas will only apply with written approval from the tenant or approved delegate. In the event of a safety or emergency situation approval to access a tenanted area can be approved by the Director, Facilities Management, Director, Campus Life, Vice President Operations or Vice Chancellor.

4.1.5. Other
Permanent contractors (Campus Security Contractor, Cleaners) will be issued with Proximity Cards.

All visitor and special access cards are to be issued by Campus Security and signed for by the individual requesting access, on a visit by visit basis.

4.1.6. After Hours or Restricted Area Access
If a staff member requires access into restricted areas and/or access outside of the normal operating hours (i.e. on weekends), permission must be authorised by the Faculty/Office Authority to whom that staff member reports. Any person found inside a building after hours without authorisation will be asked to leave the building immediately.

Student ID cards are coded for afterhours access to the MLC, Library, and Building 1B (computer labs). All other out of hours' access to buildings, including PhD or Master's Degree students, will require authorisation as per the Proximity Card and Key Control Guidelines.

Persons working alone in a laboratory or other potentially dangerous area *outside normal working hours* are requested to advise Campus Security, by email or telephone, that they are in the area, the intended duration of the stay and on departure.

4.2. Keys
4.2.1. Building Master Keys
The Building Master Keys will be held in the Campus Security office. Only one key is to be issued to an individual at any one time. A Building Master Key will not be issued permanently.

4.2.2. Section Master Keys
Section Master Keys will be held in a Locked Box in the Faculty Business Director's office with access restricted to the Executive Dean, the Executive Dean's Executive Assistant and the Faculty Business Director. These keys will be available within the Faculty to allow access to offices or rooms under their control in emergency situations, or to provide access to staff under their control. Section Keys in Administrative Offices will be held by the Manager of the area.

4.2.2.1. Office or Room Keys
Staff will be issued with individual room keys only. Access to buildings outside of normal office hours will be as per clause 2.2.1, providing the relevant authorisation procedures are in order. Office key(s) and Proximity Card(s) are not to be kept together (such as on a chain or lanyard). Staff will keep their Proximity Card and office/room key in separate locations.

4.2.2.2. Key Register
All keys will be signed out by Campus Security, either on a permanent basis or as needed. Campus Security will have the responsibility of ensuring all keys are returned when they are not in use. All permanent key holders must sign their keys in and out at the start and end of their tenure at Bond University (refer to section 5: Related Guidelines and Forms: Proximity Card Register form).

4.2.2.3. Lock Change Keys
The University approved key supplier will hold Lock Change keys for the assembly of key barrels. Two Lock Change keys will be held on Campus in the key safes under the control of the Office of Facilities Management and the Security Office. The contracted key supplier signs out the Lock Change key as required.

5. AUTHORITY DELEGATION
Refer to Access Control to Campus Buildings and Property Authority Delegation Schedule.

6. DEFINITIONS, TERMS, ACRONYMS

Campus	Includes the campus at University Drive, Bond Institute of Health & Sport (BIHS), Bond University Clinical Education and Research Centre (BUCERC)
Proximity Card	Electronic Access Control Card. A Proximity Card is coded to enable access to Bond University buildings and property.

7. RELATED DOCUMENTS
Access Control To Campus Buildings And Property Authority Delegation Schedule
Proximity Card and Key Control Guideline
Building Access Application
Campus Management Policy (FAC 8.3.4)

[Student Housing Handbook](#)
Proximity Card Register form (Campus Security)
CS-SEC-FRM-003 Counter Statement
CS-SEC-GDE-001 Lost Key Risk Assessment

8.   MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Convert Policy (COR 5.11) to this Procedure
16 June 2021			Reviewed
18 November 2019			
31 March 2008			Date first approved

ACCESS CONTROL TO CAMPUS BUILDINGS AND PROPERTY AUTHORITY DELEGATION SCHEDULE

Schedule 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

Access to buildings on Campus is controlled by Proximity Card and granted on a building-by-building basis according to the position description requirements of the staff member. All Bond University staff are issued with a Proximity Card at the commencement of duty with the University. If a staff member is eligible for access, the Faculty/Office Authority will complete the Building Access Application and forward to Campus Security.

2. AUDIENCE AND APPLICATION

All Bond University Staff and Students

3. ROLES AND RESPONSIBILITIES

Faculty, College or Office Authority Delegation	
Chancellery	Vice Chancellor
Bond Business School	Executive Dean or Faculty Business Director
Faculty of Law	Executive Dean or Faculty Business Director
Faculty of Health Sciences and Medicine	Executive Dean or Faculty Business Director
Faculty of Society and Design	Executive Dean or Faculty Business Director

Office of the Provost:
  ▪ Bond University College
  ▪ Micro-Credential Unit
	Provost

▪ Transformation CoLab	Assistant Provost
▪ Office of Research Services	Director of Research
▪ Office of Learning and Teaching	Director, Learning & Teaching

Office of Engagement:
  ▪ Alumni Relations
  ▪ Engagement & Development
  ▪ Newsroom & Communications
  ▪ Engagement & Stewardship
  ▪ Philanthropy & Campaigns
  ▪ Bond Sport
	Vice President Engagement

Future Students:
  ▪ Admissions
  ▪ Domestic Recruitment
  ▪ Bond International
  ▪ Marketing & Customer Experience
	Vice President, Future Students

Office of the Registrar:
  ▪ Academic Secretariat
  ▪ Career Development Centre
  ▪ Student Success & Wellbeing
  ▪ Student Business Services
  ▪ Learning Services
	University Registrar

▪ Campus Life	Director, Campus Life
▪ Library Services	University Librarian
Office of Vice President Operations:	
▪ Strategy & Planning	Director of Planning
▪ Information Technology Services	Director, Information Technology Services
▪ Financial Services	Director Financial Services
▪ Office of Facilities Management	Director, Facilities Management
▪ Human Resources	Chief People Officer

4. RELATED DOCUMENTS

Access Control to Campus Buildings and Property Procedure

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