1. Overview
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 personnel on University premises.

2. The Policy
2.1. Proximity Cards
Bond University operates access control for buildings and property using proximity cards. Bond University ensures that all staff identity cards are able to be programmed according to the proximity card system for the purpose of access to buildings and property.

There are seven card types:

a) Staff
b) Student
c) BUELI Students
d) Contractors
e) Food & Beverage (Casual)
f) Visitor
g) Special Access (PhD Student, Building Access)

2.1.1. Issuing Proximity Cards
All Bond University staff are issued with a proximity card at the commencement of duty with the University. 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.

Proximity cards shall be issued to BUELI students enrolled for five weeks or more. Non-proximity cards shall be issued to students enrolled in one week programs.

Permanent contractors (Campus Security Contractor, Cleaners) will be issued with proximity cards.

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.
2.1.2. Access to Buildings
The activation of a proximity card to enable entry to buildings and property via a proximity card must be authorised through the Faculty/Office Authority (see Section 3). If a staff member is eligible for access, the Faculty /Office Authority will complete the Building Access Application Form and forward to Campus Security.

Access to areas of campus via proximity card is granted on a building by building basis according to the position description requirements of the staff member. If the position warrants access to multiple areas on campus, written approval must be sought from the Facilities Manager, Office of Facilities Management or the Vice President Administration. This written approval must be supplied with the Building Access Application form when submitted to Campus Security.

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.

For buildings without electronic access control, the application form should be emailed to Campus Security who will access the authorised student or issue a swipe card. Campus Security arrange for the individual to sign the Key Register form or the Proximity Card Register form (refer to section 5).

2.1.3. Guidelines for Use of the Proximity Card
All card holders are required to wear the proximity card, either on a lanyard or clip, in plain view on their person. This will assist Campus Security, staff and students in identifying personnel on University premises who may not be on legitimate business.

All cards from categories 2.1 (f) and (g) are to be issued by Campus Security and signed for by the individual requesting access, on a visit by visit basis.

Access to buildings outside of normal office hours will be either by proximity card or request to Campus Security for entry. Any person found inside a building after hours without authorisation will be asked to leave the building immediately.

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 and also the intended duration of the stay.

All University personnel are required to do the following:
- 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 On Campus Student Handbook.
- Return all issued proximity cards and keys to the Faculty/Office Authority at the end of tenure or enrolment at the University.

2.2. Keys
2.2.1. 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.

2.2.2. 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. The key for the Locked Box will be the same as the key to the Faculty Business Director's office, which can only be opened by the Faculty Business Director's or Executive Dean's key. 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.
2.2.2.1. Office or Room Keys
Staff will be issued with individual room keys only. Access to buildings outside of normal office hours will be as above, 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.

2.2.2.2. 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).

2.2.2.3. Lock Change Keys
The University approved locksmith hold two Lock Change keys for the assembly of key barrels. One Lock Change key will be held on campus in the key safe under the control of the campus locksmith. Whilst the locksmith is on leave, his key will be secured in the Office of Facilities Management safe.

2.3. 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 if a safety or disaster situation arises.

2.4. Campus Security Access
Campus Security will have access to all areas. Campus Security will carry Section Master Keys and proximity cards. Campus Security will not carry Building Master Keys unless deemed necessary by the University.

3. Authority Delegation

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<thead>
<tr>
<th>Faculty or Office Authority</th>
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<tbody>
<tr>
<td>Faculty of Business</td>
<td>Executive Dean</td>
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<td>Faculty of Law</td>
<td>Executive Dean</td>
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<tr>
<td>Faculty of Health Sciences and Medicine</td>
<td>Executive Dean</td>
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<td>Faculty of Society and Design</td>
<td>Executive Dean</td>
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<td>Chancellery</td>
<td>Vice-Chancellor</td>
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<td>Student &amp; Academic Services (incl. Student Services)</td>
<td>PVC (Students and Academic Support)</td>
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<td>Financial Services</td>
<td>Executive Director</td>
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<td>Office of Facilities Management</td>
<td>Director</td>
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<td>Marketing and Recruitment</td>
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<td>Human Resources</td>
<td>Director</td>
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4. Definitions

BUELI Bond University English Language Institute

Proximity Card Electronic Access Control Card. A proximity card is coded to enable access to Bond University buildings and property.

Locked Box A lockable receptacle, for the retention of keys, to be placed in each Faculty

5. Related Procedures, guidelines and forms
On Campus Student Handbook
Building Access Application (Campus Security)
Proximity Card Register form (Campus Security)
Key & Proximity Card Policy – Cleaners.doc (Office of Facilities Management)