

Key and Swipe Access Control Policy

Section 1 - Purpose and Scope

Purpose

(1) The purpose of this Policy is to govern the issuance of keys and swipe access control cards under the Master Key System and Access Control System, in order to maintain a secure University operating environment. It defines the conditions and procedures under which keys and access cards will be controlled and issued.

Scope

(2) This Policy applies to University employees, tenants, contractors and other recipients of any key or access control card issued by the University.

Section 2 - Policy Statement

(3) Keys and access control cards will be maintained and used in accordance with the University's [Code of Conduct](#).

(4) It is the responsibility of key and access control card holders to immediately report any lost or missing key or access Control card.

(5) All keys/access cards are the property of the University and must be returned upon termination of employment or at any time they become obsolete.

(6) Keys must be returned to Security Services if an individual relocates office or building locations. Swipe access cards shall be retained for the duration of an individual's tenure.

(7) University buildings are locked and unlocked subject to operational requirements. A schedule of times is available through Property Services.

Section 3 - Procedures

Responsibility

(8) Property Services is authorised to implement this policy and is responsible for designing, developing and managing the code for the Master Key and Access Control Systems. The code shall remain confidential at all times.

(9) It is the responsibility of the holder of University keys and/or access cards to ensure that the key or card is left secured in an appropriate place.

(10) Once issued, keys and/or access cards cannot be transferred to another individual without prior approval from Property Services.

(11) Key and swipe access cardholders shall not unlock a building or room for another individual unless they know the individual to have authorised access to enter.

(12) All key and swipe access card requests must be submitted via the [Key and Access Request Form](#).

(13) Should an individual arrive on campus without the appropriate key or access card, Security Services is available to verify identification and provide access.

Approval Authorities

Building and Office Keys

(14) Heads of Work Units are responsible for determining and approving access needs for individual staff, students and visitors to Work Unit occupied areas.

(15) Approval for the issue of building keys, including office keys will be the responsibility of Heads of Work Units. It is the responsibility of Heads of Work Units to maintain up to date records of who, other than themselves, can authorise the issuance of keys.

(16) Disciplinary action may be taken in the event of:

- a. failure to report lost or stolen keys and access cards;
- b. unauthorised transfer of keys or access cards to another individual;
- c. possession of unauthorised keys or access cards;
- d. University keys being duplicated; or
- e. University keys or access cards left unsecured.

(17) Audit reports of swipe access locks will only be made available after written request and approval by the Vice President (Operations).

Master and Grand Master Keys

(18) The issue of Building and Grand Master Keys (BMK) or individual area Master Keys will be subject to the approval of the Vice President (Operations).

(19) University Grand or Master Keys will not be removed from Campus without the prior written approval of the Vice President (Operations).

Re-keying

(20) Lost or stolen keys may result in one or more buildings having to be re-keyed to comply with insurance policy conditions. The respective work unit will be responsible for re-keying costs.

Locks Removed from the Master Key System

(21) Under no circumstances are locks to be changed from the Master Key System unless firstly authorised by the Vice President (Operations) on advice and recommendation from Property Services.

(22) Approval to remove a lock from the Master Key system will require written approval of the Vice President (Operations).

(23) Any lockable area removed from the Master Key System requiring emergency access may incur damage if keys are not immediately available. Repairs for such damage will be the responsibility of respective work units.

Control of Keys and Access Control Cards

Trades and Contractors

(24) Following authorisation and where necessary keys may be issued to individuals for the purpose of carrying out maintenance or building works. In all cases, this must be done in accordance with the [Contractor Safety Procedures](#).

(25) Keys must be removed at the commencement of each working day and returned at the completion of each working day.

(26) It is the responsibility of the key holder to ensure the keys are kept secure at all times.

Tenants

(27) Following authorisation, keys and/or cards will be issued to Tenants. In all cases, keys and/or cards will be signed for and returned at the expiration of the lease.

(28) The issuing of keys and access cards to tenants, tenants contractors, students, and visitors, will be in accordance with this Policy.

Status and Details

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