

Building Access Policy and Procedures

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Approval Authority	Director, Learning Resources
Contact Person	Campus Services Manager – Learning Resources

Introduction

This document is to ensure that University facilities and property are accessed only for authorised purposes and that compliance is achieved with all legislative requirements and University regulations, while at the same time providing an open, safe, comfortable and efficiently run environment that contributes towards meeting the teaching and research objectives of the University.

Definitions

Access Approver – person/s with delegated authority from their college, department/school or service area head to recommend to the Access Coordinator the pre-set access for staff, students and visitors to their college, department/school or service area and recommend requests for additional access.

- Access Approvers are to be nominated in writing by the college, department/school or service area. Nominations will only be approved if signed by the Pro-Vice-Chancellor (PVC), College Manager, Director or Head of Department/School (HOD/S).
- Access Approvers will only be able to recommend access to those areas directly administered by their college, department/school or service area.

Access Coordinator – Cardax access is coordinated and managed by the Manager, Security and Campus Community Support under the delegated authority of the Director of Learning Resources.

After-hours – the period between 1700hrs and 0800hrs including weekends and public holidays.

Building Access – access to, from, or within a building by access card or key. Learning Resources retains the right for the final approval of all access for the University's buildings.

Normal Hours – for the purpose of this policy normal hours of operation are defined as 0800hrs to 1700hrs Monday to Friday.

Pre-set access – the building access that will be automatically loaded on an access card at issue.

Restricted Access – areas that have been classified as sensitive or requiring restrictive control and monitoring for compliance or other security reasons.

Staff or staff member – person/s engaged for paid employment with the University by way of an employment agreement, personal contract, or through official arrangements with another organisation.

Student – a person who is currently enrolled as a student at the University, either directly or through official arrangements with another organisation.

University Closure – official University holidays and public holidays.

Visitor – a person other than a University staff member or student who is given access to or use of University resources, including but not limited to adjunct appointees, agency temporary staff, Canterbury Tertiary Alliance staff and students (as applicable), consultants, contractors, library external borrowers, private research assistants, [Professores Emeriti \(University website\)](#), University patrons and visiting academics.

Policy Statement

Management and Security

Access to the University's buildings is provided by way of the Canterbury Card and controlled by Cardax security card readers at designated locations on each building. Campus Services, through the **Access Coordinator** and Security and Campus Community Support, are responsible for the overall approval and management of access to University buildings and their environs.

Building access will be managed to provide protection to the University community and property whilst continuing to assist in the provision of an open, safe, comfortable and efficiently run environment that contributes towards meeting the teaching and research objectives of the University. As a further safety measure, the University's Security Staff may, from time to time, undertake spot checks of persons on site after building restrictions are in operation to ensure that only approved card holders are on site.

Safety

Building access will be managed to assist the University to meet its obligations under the [Health and Safety in Employment Act 1992 \(New Zealand Legislation website\)](#) and amendments, and other applicable statutory requirements.

Restrictions

Access may be restricted to areas on campus identified for reasons of privacy, commercial sensitivity, Health and Safety or other compliance requirements. Any restriction must be agreed between the appropriate access approver and the Access Coordinator.

Note: Unsupervised student events involving the consumption of alcohol are not permitted within the campus area with the exception of approved events on Ilam Fields. Refer to [Student Events on Campus Procedures \(PDF, 196KB\)](#).

Accountabilities

- Campus Services is accountable for ensuring that building locking systems (manual and electronic) are maintained in good working order; and for ensuring that the terms of this document are applied equally to all employees, students, visitors, and associates of the University.
- Building occupiers (colleges, departments/schools and service areas) are accountable for maintaining security of their designated areas and as such authorise access to approved areas directly administered by them. Building occupiers are also required to advise Security and Campus Community Support immediately if a security problem is identified in the area administered by them.
- Human Resources is accountable for ensuring that employment documentation correctly records the employee's authorisation to access specific facilities.
- Student Services is accountable for ensuring that the Student Management System accurately records student enrolment data for the relevant academic period.
- Information Technology Services (ITS) is responsible for providing the interface between relevant University information systems and the Cardax Access Control system.

Procedures

Building Access

Staff

1. Pre-set accesses are agreed between the employing college, department/school or service area (Access Approver) and the Access Coordinator.

2. Staff access for continuing full-time staff is pre-set and is uploaded when a Canterbury Card is issued.
3. Additional access will only be granted with the prior consent of the appropriate Access Approver and the Access Coordinator for a period of 12 months from the date of approval.
4. If the staff member is granted additional access, changes department or is no longer employed at the University, their access will be amended overnight.
5. Students who are engaged as tutors, research assistants or other temporary employment will only be issued with a staff card or staff access if they expend greater than 60% of their time at the University undertaking these duties.
 - Additional access other than their approved student access will only be granted with the consent of the Access Approver for the area and the Access Coordinator.
 - Should a change in status from student to staff be approved the student card must be forfeited.

Note: that during public and University holidays the University may restrict some access as required.

6. After-hours access: Security will only admit a staff member to an area outside of normal working hours if provided with some form of photo ID as proof of identity; this is to allow confirmation of approved access.
 - Entry will only be allowed to those areas where access has been approved.
 - Record of entry will be included in the security log and will comprise the area entered and the purpose of entry.
 - All entry assists will be followed up on the next working day with the appropriate college, department/school or service area.
7. Access to restricted areas/doors will only be granted after the requester has completed an access request form which has then been approved by the Access Approver for the area and the Access Coordinator.

Where practical, access and egress from buildings after-hours will be via designated doors.

Student

1. Pre-set accesses are agreed by the appropriate college/department/school (Access Approvers) and the Access Coordinator, access is dependent on course requirements.
2. Student access is pre-set and uploaded when a Canterbury Card is issued.
3. Additional access will only be granted with the prior consent of the appropriate Access Approver and the Access Coordinator for a period of 12 months from the date of approval.

4. If the student drops a course or enrolls in an additional course their access will be amended overnight.
5. After-hours access: Security officers will only open a college/department/school for student use if the activity has been scheduled through room bookings and the designated staff supervisor is present.
6. Students requesting assistance with access: Security will only admit a student to an area outside of normal working hours if provided with some form of photo ID as proof of identity; this is to allow confirmation of approved access.
 - Entry will only be allowed to those areas where access has been approved.
 - Record of entry will be included in the security log and will comprise the area entered and the purpose of entry.
 - All entry assists will be followed up on the next working day with the appropriate college/department/school.
7. Access to restricted areas: Access to a restricted door/area will only be granted after the requester has completed an access request form which has then been approved by the Access Approver for the area and the Access Coordinator.

Where practical access and egress points from buildings after-hours will be via designated doors.

Note: During public and University holidays the University may restrict some access as required.

Visitor

1. Visitor accesses are agreed by the appropriate college, department/school or service area (Access Approver) and the Access Coordinator, depending on requirements.
2. Visitor access will be uploaded when a Canterbury Card is issued.
3. The maximum period a visitor card will be issued for is 12 months from the date of issue.
4. Additional Access will only be granted with the appropriate Access Approver's and the Access Coordinator's consent.
5. After-hours access: Security officers will not open any area after hours for visitors without consent from the appropriate Access Approver and the Access Coordinator.
6. Visitors requesting assistance with access: Security will only admit a visitor to an area outside of normal working hours if provided with some form of photo ID as proof of identity; this is to allow confirmation of approved access.
 - Entry will only be allowed to those areas where access has been approved.

- Record of entry will be included in the security log and will comprise the area entered and the purpose of entry.
- All entry assists will be followed up on the next working day with the appropriate college, department/school or service area.

7. Access to restricted areas: Access to a restricted door/area will only be granted after the requester has completed an access request form which has then been approved by the Access Approver for the area and the Access Coordinator.

Where practical, access and egress points from buildings after-hours will be via designated doors.

Note: that during public and University holidays the University may restrict some access as required.

Related Documents and Information

Legislation

- [Building Act 2004 \(New Zealand Legislation website\)](#)
- [Health and Safety in Employment Act 1992 \(New Zealand Legislation website\)](#)

UC Policy Library

- [Student Events on Campus Procedures \(PDF, 196KB\)](#)

UC Website and Intranet

- [Professores Emeriti \(University website\)](#)

External

- [Building Act 2004 Information \(Ministry of Business, Innovation & Employment website\)](#)
- [WorkSafe New Zealand \(WorkSafe New Zealand website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Conversion of document onto new template and document pushed out.	Policy Unit	Sep 2013
1.01	Updated hyperlinks.	Policy Unit	Oct 2013
1.02	Document review date pushed out.	Policy Unit	Feb 2014
1.03	Hyperlinks updated.	Policy Unit	Jun 2014
1.04	Review date pushed out.	Policy Unit	Sep 2014
2.00	Scheduled review by Contact Officer.	Policy Unit	Apr 2015
2.01	Updated definitions for consistency.	Policy Unit	Dec 2015
2.02	Updated definitions for consistency.	Policy Unit	July 2016