UC Policy Library

University of Canterbury
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Building Access Policy

**Nōnahea i Whakarerekē	Last Modified**	May 2024
**Rā Arotake	Review Date**	July 2026
**Mana Whakaae	Approval Authority**	Executive Director of People, Culture and Campus Life
**Āpiha Whakapā	Contact Officer**	Security Manager, Facilities Management – People, Culture and Campus Life

Kupu Whakataki | Introduction

This document covers information relating to how the University manages access to buildings on campus.

Kaupapa Here| Policy

Management and Security

Building access is managed in a way that provides protection to the University community and property whilst continuing to assist in the provision of an open, accessible, well maintained, safe, comfortable, clean and efficiently run environments that contributes towards meeting the teaching and research objectives of the University.

Facilities Management, through Access Approvers, Access Coordinator and the University Security department, are responsible for the overall approval and management of access to University buildings and their environs and contribute toward ensuring statutory requirements around health and safety are met.

Building Access

Access management

Access Approvers are nominated in writing by the faculty, department/school or service area. Nominations will only be approved if signed by the Executive Dean, Faculty 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 faculty, department/school or service area.

Method of Access

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.

How access is determined

For Staff, pre-set accesses are agreed between the employing faculty, department/school or service area (Access Approver) and the Access Coordinator.

For students, pre-set accesses are agreed by the appropriate faculty/department/school (Access Approvers) and the Access Coordinator, access is dependent on course requirements. Tutors, research assistants or those in temporary employment that are also students, 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, but 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.

For visitors, accesses are agreed by the appropriate faculty, department/school or service area (Access Approver) and the Access Coordinator, depending on requirements.

Access Duration

For continuing full-time staff under an employment agreement and students, access is pre-set. Access is uploaded when a Canterbury Card is issued.

All continuing staff under an employment contract will have a default access period of 10 years, and those under a fixed term employment contract will be granted access for the period of their contract.

Students will be granted access for period of their study.

The maximum period a visitor card will be issued for is 12 months from the date of issue.

Any staff who are no longer employed and/or any students who are no longer employed at the University, will have their access terminated within a week of their departure.

Additional and After-Hours Access

For staff and students, 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. Visitors will require the appropriate Access Approver's and the Access Coordinator's consent.

If additional access is granted, there is a change to employment conditions or location, or a change of course access will be amended overnight.

Security will only admit a staff member or 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 faculty, department/school or service area.

Security officers will not open any area after hours for visitors without consent from the appropriate Access Approver and the Access Coordinator.

Security officers will only open a faculty/department/school for student use if the activity has been scheduled through room bookings and the designated staff supervisor is present.

Notes:

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

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

Access 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.

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.

The setting up of facilities inside buildings or outside on campus for sleeping, living arrangements or other related purposes is prohibited. Occupying buildings for use as living spaces or for the purpose of sleeping is prohibited.

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

Responsibilities

• University Security is responsible 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 staff, students, visitors, and associates of the University. University Security retains the right for the final approval of all access for the University's buildings.

- Building occupiers (faculties, departments/schools and service areas) are responsible 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 University Security immediately if a security problem is identified in the area administered by them.

- People and Culture is responsible for ensuring that employment documentation correctly records the employee's authorisation to access specific facilities.

- Student Services is responsible 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.

Consequences for breaching this Policy

Failure to comply with this Policy may equate to misconduct or serious misconduct, depending on the circumstances. Non-compliance may be dealt with in accordance with the [Employee Disciplinary Policy](#) (if the breach involves a University employee) or as deemed appropriate by the University and/or in accordance with any written contract for breaches by non-employees.

Definitions

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

Access Coordinator – Cardax access is coordinated and managed by the Security Manager under the delegated authority of the Executive Director, People, Culture and Campus.

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

Normal working 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 – for the purposes of this policy, the definition of "staff" or "staff member" extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns and volunteers.

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

Visitor – a person other than a University staff member or student who is given access to or use of University resources.

Related Documents and Information

Legislation

- Building Act 2004 (New Zealand Legislation website)

- Health and Safety at Work Act 2015 (New Zealand Legislation website)

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- Adjunct Appointments Policy

- Health, Safety and Wellbeing Policy

UC Website and Intranet

- Professores Emeriti (University Governance website)

- Building Access (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**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
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
3.00	Scheduled review, no changes to policy content	Policy Unit	Nov 2018
4.00	Scheduled review by Contact Officer, reformatting of existing content, minor amendments to content.	Policy Unit	Dec 2022
4.01	Update to Building Access Restrictions section & adding Consequences for Breaching section.	Policy Unit	May 2024