### 4.9 Opening – West Precinct

**Purpose**

To ensure a system of opening that facilitates the needs of the University.

**Guideline**

#### DURING SEMESTER

All main external doors to all buildings are monitored by electronic access control (Cardax). The Area Security Officer is to ensure that all buildings containing CAP Rooms (teaching rooms) are opened by 0700, Monday to Friday.

During weekends, the Area Security Officer will be given direction by the Control Centre Operator as to which building to open, as provided on the ‘Daily Sheets’, which are provided by Property Space Planning.

Buildings within the Western Precinct are:
- W3A – Admin/Teaching Building (Arts)
- W5B – Macquarie Theatre (General Teaching)
- W5C – Teaching Building (General)
- W6A – Admin/Teaching Building (Arts)
- W6B – Admin/Teaching Building (Arts)
- W6D – Lotus Theatre (General Teaching)
- X5A – Special Education School
- X5B – Admin/Teaching Building (Arts-Also contains Mia Mia Child Care Centre)
- X6A – Banksia Cottage (Child Care Centre)
- Y3A – Admin/Teaching Building (Arts-Also contains Community Radio Station 2SER)
- Y1A – House used for Special Projects
- Y2A – Sustainability
- Y3A – Admin/Teaching Building (Arts-Also contains Community Radio Station 2SER)

**Keys Used**

1. 1114AS – W5A Toilets
2. 1119AS – W5A Classrooms
3. 1599 – Plant Rooms
4. 2099 – Plants Rooms
4321 – Pad Locks  
QMK – Pad Locks  
Q190 – Bollards  
X3 – Class Rooms  
X8 – Class Rooms  
X30 – Class Rooms  
X37 – Class Rooms  
Bi-Lock Keys – Cardax Fail

**SEMESTER BREAKS/PUBLIC HOLIDAYS/CONCESSION DAYS**

Only buildings and rooms that are placed on the ‘Daily Sheets’ provided by Property Space Planning will be opened during semester breaks, public holidays and concession days.

Persons who do not have the necessary access (via their Campus Card) who wish to enter buildings during this time may do so, only after receiving prior permission by their Head of Department or their representative.

This permission will be provided to the Control Centre Operator by either the Campus Security Manager or Campus Security Operations Coordinator **ONLY**.

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<tr>
<th><strong>Contact Officer</strong></th>
<th><strong>Campus Security manager</strong></th>
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<tr>
<td><strong>Date Approved</strong></td>
<td><strong>1 July 2012</strong></td>
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<tr>
<td><strong>Approval Authority</strong></td>
<td><strong>Director, Property</strong></td>
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<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td><strong>Security services Section – Standard Operating Procedures</strong></td>
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<td><strong>Next Date of Review</strong></td>
<td><strong>1 July 2013</strong></td>
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