**BENDIGO BANK ACADEMY OF SPORT**

**Building Security and Key Access**

**Rationale:**

* The Bendigo Bank Academy of Sport is based at La Trobe University and also uses of facilities where security and key protection is expected.

**Aims:**

* To ensure procedures are in place for the security of the buildings and assets owned / leased / or used by the BBAS and the safety of staff, equipment and facilities.

**Policy:**

* That all equipment including photocopier and computer systems be shut down at the close of business each day. Such responsibility for shut-down being that of the Executive Officer (EO) or their delegated nominee.
* That all procedures for building security be clearly communicated and adhered to by all staff in-line with the owner facility i.e. La Trobe University, Girton Grammar, Feelgood Fitness…
* That key access for BBAS buildings and facilities shall be strictly limited to the minimum number of people.
* All employees / coaches who are issued with keys to facilities that the BBAS or other areas must sign for the keys in the key register held by the EO.
* Any lost keys / cards should be reported immediately to the EO and the individual responsible for the keys / card will be responsible for any cost incurred with replacement such keys / cards.
* Upon cessation of employment, employees must return all keys / cards
* held and sign the key register to acknowledge return of same.
* As the BBAS offices are located at La Trobe University all La Trobe University procedures must be adhered to at all times.

**Procedure:**

* That the Executive Officer will keep and maintain a key register for all keys.
* That all official stationery is kept in the designated storage area, and all equipment be stored in either the consumables storage area, or within BBAS office area.
* That any variation to the standard security procedures as outlined above must be discussed with the Executive Officer to enable alternative security arrangements to be put in place.

This policy was ratified by the Board of the Bendigo Bank Academy of Sport in August 2015