

# Keying System Policy



City of Ryde

**March 2009**

## **1 INTRODUCTION**

The Keying System Policy has been prepared to outline the procedures for the issuing of keys to Council's facilities and the maintenance of the keying system distribution.

## **2 APPLICATION**

This policy shall apply to all employees of the City of Ryde, contractors, community sports groups and any person applying for a key to access the Council's facilities and assets.

This policy was adopted on 11 March 2009.

This policy may be varied by future resolutions of the Council.

## **3 OBJECTIVE OF POLICY**

The objective of this policy is to:

- To provide a framework for the effective maintenance and management of Council's lock and keying system, including procedures for the issuing of keys to internal staff, contractors and external stakeholders.
- To ensure Council's lock and key system is effectively maintained and managed.
- To ensure all keys issued to staff, contractors and stakeholder groups and/or individuals are recorded and registered.
- To implement a key bond system, which will be applied when keys are issued and a penalty fee for the non return of keys.

## **4 AUTHORITY TO ISSUE KEYS**

The authority to issue keys lies with the following City of Ryde staff:

- General Manager
- Group Manager - Public Works
- Maintenance Officer (Buildings) – Public Works
- Facilities Manager (Buildings) – Public Works
- Co-ordinator Recreation - Parks
- Parks Facilities Officer - Parks

## 5 PROCEDURES FOR ISSUING OF KEYS

- A key bond, consistent with the Council's Management Plan, (currently \$50 as of 2009) will be charged to each individual or user groups for each key issued. This bond will be released upon return of the key. Council staff will not be required to provide a bond.
- Prior to the issuing of key(s) the person requesting the key must provided the following details.

Name of individual  
Name of organisation  
Address / contact details  
Date of key issue  
Period required  
Date of return  
Key number  
Asset number

- Person requesting their key must also sign a form stating:
  - (a) that they have received the key(s) and;
  - (b) that they have provided the required key bond to the Council.
- Keys must be issued without a key tag so that the facility it belongs to cannot be identified.
- Keys will not be mailed out. All keys must be signed for by the applicant at time of issue.
- Cleaners, contractors and security companies must provide certificates of currencies for insurances to cover the cost of a total re-keying should a Master Key be lost.
- Council staff will not be charged a bond for the issue of keys necessary for them to carry out duties within the work place.
- All persons issued keys will also be issued with a copy of this Keying System Policy.

## **6 PENALTIES FOR LOSS OF KEYS**

- Council staff will be required to provide a statutory declaration in the event of a key being lost. It will be at the discretion of the General Manager or Group Manager – Public Works to determine if the cost of the replacement key is to be waived.
- If a key is not returned then at the termination of an employee's employment with Council, a fee consistent with the Council's Management Plan, (currently \$50 as of 2009) will be deducted for each and every key issued, from their termination payment.

## **7 RETURN OF KEYS**

At the conclusion of a contract, lease or facilities hire period, etc the key(s) must be returned to the Council where upon the key bond(s) will be returned.

It would be expected that when the key(s) is returned all personal or the organisation's/contractor's items previously stored on site would be removed. Failure to do so will deem the items to be waste material and the Council will make arrangements to dispose of the items.

Failure to return the key(s) at the completion of the contract or hire period will result in a loss of the bond and also possible rejection of future issuing of any keys

## **8 BREACHES OF THIS POLICY**

The obligation to comply with this policy rests with each, employee, person or organisation obtaining a key. Sanctions may be applied if this policy is breached.

Any person may report an alleged breach of this policy by a Councillor, an employee (other than the General Manager or other person in writing to the General Manager

The General Manager as appropriate shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, disciplinary action (including termination of employment), the laying of charges, withholding future key allocation and the taking of civil action.

## **9 DISCLOSURES**

This policy does not remove any other obligations under the Local Government Act, any other legislation, or relevant codes and policies regarding the disclosure of any interests.