

8.8 KEY/SWIPE CARD POLICY

The purpose of this Key/Swipe Card Policy is to help protect the life, property and security of facilities and their occupants.

Objectives

To serve as the framework by which all Shire of Morawa keys and swipe cards will be managed, issued, duplicated, stored, controlled, returned, replaced and accounted for.

This policy shall apply to all keys and swipe cards (hereinafter referred to as keys) including those to all properties, plant and equipment owned and operated by the Shire of Morawa.

This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised.

Council reserves the right to cancel a swipe card (electronically) if it is determined that it is not being used within the guidelines.

Guidelines

Keys shall be stored in a locked cabinet or container. A key control management program shall be utilized.

All keys shall remain the property of the Shire of Morawa.

A key shall be issued only to individuals who have a legitimate and official requirement for the key.

All keys shall be returned and accounted for.

Keyholders shall take measures to protect and safeguard any keys issued to them or in their name.

Keys that are no longer required for authorised purposes shall be returned to the Shire.

Keyholders shall not loan their key.

Keyholders shall not use their key to grant access to non-authorised persons.

A deposit for each key issued will be collected by the Shire as set out in the Shire of Morawa Fees and Charges.

Keyholders shall not attempt in any manner to duplicate or alter keys in their possession.

Keyholders shall immediately report any lost, missing, stolen or damaged keys.

Persons entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open any doors.

ADOPTED OCM – New Policy	21/11/2019	RESOLUTION
AMENDED OCM		
REVIEWED OCM		