



# Policy: Key security

Policy number:	POL-2023-0528	Version:	V1.0
Date approved:	14 August 2023	Review date:	14 August 2026

## Introduction

The Key Security Policy establishes guidelines and procedures to ensure the management of keys within the Cairns City Kennel Club. This policy aims to safeguard physical assets and maintain a secure environment for members. By implementing this policy, we prioritize the protection of key resources and minimise the risk of unauthorised access or misuse.

## Purpose

The purpose of this policy is to define the framework for managing keys and to outline the responsibilities of authorised personnel in their allocation and use. It is crucial to restrict key possession to individuals with a legitimate need for access to the club. This policy aims to mitigate the potential risks associated with unauthorised key duplication, loss, theft, or misuse, ensuring the integrity and security of our club.

## Policy

### Authorisation and allocation of keys.

- The following positions are authorised to hold a set of keys:
  - All members of the Management Committee
  - Grounds person
  - Supply officer
  - Instructors conducting training where the instructor is not one of the above listed positions and training is conducted at a time where a member of the management committee is not present. This is to be confirmed by the relevant sub-committee responsible for the training.
  - A set of keys will be provided to the Cairns Show Association office.
- Only authorised persons holding an authorised position can be issued with a set of keys. Keys must be returned to the club when the person vacates the authorised position or is no longer required to have access.
- Keys shall only be issued by the President or Vice President.
- Each person receiving a set of keys shall complete the Key Issue Form.
- Keys can be issued on a temporary basis, at the discretion of the President or Vice President, for the purposes of temporary and limited access to the grounds.

### Key management

- Keys cannot be duplicated or copied.
- A person issued with a set of keys:
  - is responsible for the security of the keys in the possession.

- can only be issued with one set of club keys at any one time.
- shall not loan their keys to another person.
- report any lost or stolen keys immediately to the President or Vice President.
- is responsible for ensuring the facility is secure and locked if they are the last person to leave the grounds.
- shall be responsible for the cost of replacement if they lose or misplace their allocated set of keys.
- A register of keys shall be maintained that includes:
  - Name
  - Contact details (phone number, email address)
  - Key number
  - Issue date
  - Return date.
- The Management Committee may, at their discretion, revoke a person's access to keys.

## Related documents

- Key Issue form.

## Version control

Version	Date	Comments
0.1	28/05/2023	Initial draft
1.0	14/08/2023	Approved