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**Key Access – Community/Leisure Buildings**

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<b>Policy Owner</b>	Community Development
<b>Contact Person:</b>	Manager Community Programs and Services
<b>Date of Approval:</b>	May 2010 – CS05-05/10

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**POLICY OBJECTIVE**

To provide a framework for the issue of keys to users of Council owned facilities.

**POLICY STATEMENT**

- To provide all facility users with the correct procedure and protocol to follow for using keys to access the City's facilities.
- To enhance the security of the City's facilities through keys access and accountability

**SCOPE**

This policy applies to all users of the City's facilities.

**BACKGROUND**

The City of Wanneroo has a large number of community and recreation facilities, which are used by the community. As a result it is necessary to make keys available to users in order for them to access these facilities. In doing so, it is important to recognize the importance of maintaining a high level of security for the building and equipment held within each facility.

**CONSULTATION WITH STAKEHOLDERS**

Amendments to the policy were made in consultation with internal stakeholders, namely Infrastructure Maintenance, Buildings Maintenance and Community Facilities, as well as correspondence with external stakeholders through the evaluation period.

**IMPLEMENTATION****Eligibility Criteria**

All groups or individuals using "A" Class facilities must obtain the required keys from the designated Key Holder and ensure that they sign for the respective keys when they are returned. Users of "A" Class buildings are not permitted to retain keys for these facilities, (excluding those seniors clubs listed below). Keys for "A" Class facilities are to be collected 30 minutes prior to each booking and are to be returned within 30 minutes after the booking has finished.

Seniors Clubs which have been endorsed by the Council may retain keys for those areas of the "A" class buildings in which they use to conduct their programs, during periods which have been booked for their use:

- Wanneroo Seniors Club
- Alexander Heights Seniors Club
- Girrawheen/Koondoola Seniors Club
- Quinns Rocks Seniors Club
- Carramar Seniors Club
- Yanchep Two Rocks Seniors Group
- Butler Seniors Club

Individuals or groups who hire the City's community and recreation buildings that are not deemed to be "A" Class facilities are permitted to retain the required keys for the duration of their booking, being either on a seasonal basis or annual basis. The maximum number of sets of keys is limited to two per group or one per individual, should the booking not be made by a group. A third set of keys may be considered for reserve hirers should the number of club members exceed 300.

Lessees of Council facilities are excluded from this policy as they are issued with keys by the City of Wanneroo at the commencement of their respective lease agreements.

### **Application for Keys**

Those individual or groups who use the City's facilities that are not deemed to be "A" class facilities are required to obtain key(s) from the Manager Community Programs and Services or delegate prior to the commencement of the use of the facility or facilities. Again, the maximum number of sets per group is two. A third set of keys may be considered for reserve hirers should the number of club members exceed 300.

A bond, as per the City's schedule of Fees and Charges, will be required to be paid for those groups or individuals who retain keys for facilities.

It is also the responsibility of the hirer to advise the City of any changes to the contact details of the designated Keyholder.

The Manager Community Programs and Services has the right to refuse key requests if in the opinion that the building's security may be at risk.

**Note: A key set consists of one of each required key per facility. Should two keys the same be required, this is considered a second set.**

### **Bond**

All key holders of the City's community and recreation facilities are required to place a bond as listed within the City schedule of fees and charges (dependent on type of booking and facility) per key set at the time of collecting the key(s) from the Manager Community Programs and Services or Delegate.

Community Facility keys bonds to be waived for the following senior's clubs:

- a) Wanneroo Seniors Club
- b) Alexander Heights Seniors Club
- c) Girrawheen/Koondoola Seniors Club
- d) Quinns Rock Seniors Club
- e) Carramar Seniors Club
- f) Yanchep Two Rocks Senior Club
- g) Butler Seniors Club

All bond monies will be refunded once the key(s) are returned to the City's Manager Community Programs and Services or Delegate at the completion of the hire period.

Bond monies will not be refunded for lost or stolen keys.

### **Lost Keys**

The person who, as a result of paying the required bond, is given key(s) for a City of Wanneroo Community or Recreation building is responsible for the safe keeping of that key(s). Should the key(s) be lost or stolen the person responsible for the key(s) will be required to meet the cost of replacing the key(s) and if necessary the cost of re-keying the building, at a minimum of \$300.00 per barrel lock.

Note: The cost to replace a barrel lock includes the call out charge and labor costs to replace a barrel.

### **Key Access – City of Wanneroo Officers**

City of Wanneroo Officers who require key access to either any of the City's "A" class buildings, or any other building managed by Community Programs and Services to conduct meetings, workshops etc must book the facility through the appropriate Administration Officer and access the required keys from the appropriate Key Holder as advised by the Administration Officer.

City of Wanneroo Officers who require key access to an "A" Class building for day to day working purposes must have their key request application approved by the Manager Community Programs and Services prior to it being submitted to the relevant Director for final approval.

### **ROLES AND RESPONSIBILITIES**

Manager, Community Programs and Services

### **WHO NEEDS TO KNOW ABOUT THIS POLICY?**

Community Programs and Services

## EVALUATION AND REVIEW PROVISIONS

The policy will be reviewed every two years, in consultation with Community Facilities, Infrastructure Maintenance, and taking into account feedback given from external stakeholders over the two year evaluation period.

## DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

“A” Class Building

For the purposes of this policy, “A” class buildings are defined as follows:

- Alexander Heights Community Centre
- Hainsworth Community Centre
- Wanneroo Recreation Centre
- Gumblossom Community Centre (including Sports Hall)
- Phil Renkin Recreation Centre
- Jenolan Way Community Centre
- Banksia Grove Community Centre
- Clarkson Youth Centre
- Girrawheen Senior Citizens Centre
- Wanneroo Community Centre
- Carramar Community Centre
- Butler Community Centre

The remaining buildings that are not designated as “A” Class but are used by the community on either a casual or annual basis include:

- Dennis Cooley Pavilion
- Elliot Road Clubrooms
- John Maloney Clubrooms
- Koondoola Community Hall
- Lake Joondalup Pavilion
- Margaret Cockman Pavilion
- Wanneroo Showgrounds Clubrooms
- Warradale Community Hall
- Anthony Warring Clubrooms
- Addison Park Clubrooms
- St Andrews Park Clubrooms
- Butler Sports Amenities Building
- Oldham Reserve Clubrooms
- Ridgewood Reserve Changing Rooms
- Gumblossom Reserve Changing Rooms

Keyholder	For the purpose of this policy a Key Holder is defined as an individual who lives in the immediate area of one or several of the City's "A" Class buildings and makes keys available to user groups for the use of that facility(s) upon request.
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**REFERENCES**

- Facility Hire and Use Policy

**RESPONSIBILITY FOR IMPLEMENTATION**

Manager Community Programs and Services

**Date of Next Review:**

<b>Versions</b>	<b>Next Review</b>	<b>Record No</b>
01 October 2001 (CD02-11/01)		
4 May 2010 (CS05-05/10)	March 2012	887663 TRIM: 10/937