



# **REPLACEMENT AND CHANGEOVER OF COUNCIL'S SECURITY KEY SYSTEM**

## **BACKGROUND and EXPLANATION**

It has become necessary for Council to update and replace the current security lock and key systems for all Council Buildings & Facilities due to a number of factors. Those factors include spiralling vandalism, expiration of patents, a growing number of keys being unaccounted for by user groups and general obsolescence of the current systems. Council has spent over 12 months investigating alternate systems in an effort to increase security, flexibility and accountability in a state-of-the-art security system. As a result of those investigations Council will now phase out the 4 current security key systems in use and replace them with a single system. The new system is called the 'Cyberlock System' which is an electronically controlled security system that Council believes will meet its' requirements well into the future.

The system has many features and benefits over previous systems including:

- **Only 1 key per user is required** for access to all relevant areas
- Each user is **personally responsible for their individual key**
- The system records **every access or attempted access by the key user**
- Keys will be programmed to **only allow access during Council authorised time periods**
- **Cyberlocks** are virtually non-pickable
- If a key is lost or not returned when requested the system will block any further access by that key and will register an alarm (with all details) if any attempt is made to use the key at a later date

As this system is extremely expensive and uses the latest technology, it has now become necessary to introduce updated terms and conditions covering the issue and use of Council security keys which must be understood and agreed to by each individual applying for the issue of a security key. Those terms and conditions are listed overleaf:

**Initial enquiries regarding the issue of a security key should be directed to Council's Security Key Officer, on (02) 4993 4307 between 8.00am and 4.00pm weekdays.**



## **TERMS & CONDITIONS FOR THE ISSUE AND USE OF A SECURITY KEY**

1. The security key Applicant shall be the sole person responsible to Council for the safe keeping and responsible use of the security key **until the security key is either returned to Council or cancelled as lost or stolen.**
2. Under **NO** circumstances should a security key be 'loaned' to another person for their use.
3. Generally no more than two (2) security keys will be issued to representatives of a sporting or cultural organisation and security keys will generally only be issued to members of the executive.
4. An Application for more than two (2) organisation representatives to have security keys will be assessed on a case merit basis by Council Officers.
5. The initial two (2) security keys provided to sporting or cultural organisation representatives will be issued free of charge, **ALL** other security keys issued (including an initial key issued to an individual not representing such an organisation) will require a **\$250 deposit to Council** for each security key.
6. Upon return of a security key to Council that has been the subject of a \$250 deposit, Council will refund 75% of the deposit by cheque to the security key applicant provided the key is in a re-useable condition. An amount of 25% from the deposit will be retained by Council to cover administration expenses.
7. If a security key (that has been the subject of a \$250 deposit) is not returned to Council or not returned in a re-useable condition, the full \$250 deposit will be forfeited to Council.
8. Any replacement security key for one that is reported as lost or stolen or one that is damaged and inoperable will require the Applicant to pay a deposit of \$250 regardless of whether a deposit was paid for the initial key issued.
9. Any security key rendered inoperative due to normal wear and tear, system malfunction or other acceptable reason will be replaced or re-programmed at Council's cost.
10. Any replacement security key may take up to **2 weeks** for the key to be purchased and programmed.
11. To validate a security key and make it operational **ALL** security key users will need to make contact between their security key and a keypad validator. Two (2) keypad validators are available at the following locations:  

Council Works Depot Administration Office – Old Maitland Road Cessnock (Note: Accessible only during business hours of the Depot)

Council Administration Building (Upstairs car park near Disabled Toilet) – 62-78 Vincent Street Cessnock
12. **ALL** security keys will need to be updated periodically by making key contact with a validator pad so as to continue its operational use as per the **Scheduled Update Frequency** indicated on the approved Application.
13. **ALL** security key Applicants will be required to present their security key together with suitable personal identification to Council's Security Key Officer for inspection at Council's Works Depot Administration Office **once per annum.** (This could be done when validating your security key).
14. **NO** Applicant will be permitted access to a service corridor or other deemed restricted area in a Council building.
15. Under **NO** circumstances are committee members to 'pass on' their security key when their committee status changes. It is still the responsibility of the security key Applicant to return his/her security key to Council. **ONLY** Council Officers may issue a security key to new key Applicants.



**TERMS & CONDITIONS FOR THE ISSUE AND USE OF A SECURITY KEY - continued**

16. If an Applicant fails to periodically update, present or return his/her security key to Council when required, then the key's operational effectiveness may be cancelled without notice. A new Application and \$250.00 deposit will be required to replace or reinstate the key. If the initial key is subsequently returned to Council, a refund of \$100.00 from any deposit paid for the initial key will be returned to the Applicant in such circumstances, provided the key is in a re-useable condition.
17. Any security key that is lost or stolen should be reported to Council within **48 hours** so that its operational effectiveness can be cancelled. A written explanation of the circumstances of the key's loss/theft is also required. The Applicant remains responsible and liable for the key's use until Council cancels its operational effectiveness.
18. The granting of security key access to a Council facility does not provide the Applicant with any interest at law or in equity in the facility nor does it represent the granting of exclusive access to or exclusive use of that facility or part thereof.
19. Council reserves the absolute right to cancel, amend or temporarily deny any security key access privileges granted without notice and for any reason.
20. Council does not warrant that a facility can be accessed during the approved periods or at the approved times as security system malfunctions, vandalism or other constraints may influence such access. Council will endeavour to minimise inconvenience associated with any such temporary denial of access.
21. The Applicant may be temporarily denied access to or use of a facility or part thereof by Council without notice to allow maintenance, repairs, inspections or other works to the facility.
22. The Applicant waives to the fullest extent possible by law and in equity any right to claim compensation or damages against Council and/or its staff arising from or in connection with cancellation or amendment of any security key access privilege and/or from any temporary denial of access to a facility or part thereof.
23. The Applicant shall be fully responsible for the care , control and management of any plant, equipment , furnishings or other items or things that they allow to be placed, stored or used in a Council facility and shall implement all safety and environmental safeguards, records and monitoring required by law associated with any such use of a facility. Failure to satisfy Council that all such safeguards and other measures are in place and are being adequately maintained may result in cancellation or amendment of the security key access privileges. Council reserves the right to remove any property of the Applicant from a facility without notice should it be considered by Council to represent an unacceptable hazard or risk to Council staff, the public or the facility.
24. The Applicant shall indemnify and keep indemnified Council and its staff, its contractors and agents against any and all claims made against the Council for or in connection with damage to or loss of property of the Applicant whilst at the facility or if the property is removed by Council from the facility pursuant to Condition 23 regardless of the cause of the damage or loss.
25. The Applicant shall be responsible to advise Council promptly of any changes to their address or other contact details provided on the Application Form so that any advice or refunds can be duly provided.
26. Failure by the Applicant to fully abide by all or any of these terms and conditions may result in cancellation or amendment of security key access privileges.

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# Application For The Issue of a Council Security Key/Key Deposit Refund



## ISSUING A KEY UNDER COUNCIL'S SECURITY KEY SYSTEM

Applicant's Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
 Contact Phone No. Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Facility Access Requested	Dates	Times	Office Use Only
			Approved Times
	to	to	to
	to	to	to
	to	to	to
	to	to	to

## OFFICE USE ONLY

I, \_\_\_\_\_, authorise the above named Applicant to be issued with a security key as approved above and any charges are to be allocated against General Ledger Number ..2452.103.215 .....

Signature: \_\_\_\_\_ Scheduled Update Frequency: \_\_\_\_\_

Deposit Receipt No.: \_\_\_\_\_ Deposit Paid \$ 250.00 Receipt Date: / /

## ACCEPTANCE OF A SECURITY KEY BY THE APPLICANT

I have read and understand '**Council's Terms and Conditions for the Issue and Use of a Security Key**' and I agree to abide by Council's terms and conditions:

Signature: \_\_\_\_\_ Date: / /

Key Issued By: \_\_\_\_\_ Key No.: \_\_\_\_\_

## RETURNING A SECURITY KEY UNDER COUNCIL'S SECURITY KEY SYSTEM

Applicants Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Applicant's Address for Refund: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

Deposit Refund Amount: \_\_\_\_\_ Key No.: \_\_\_\_\_

Key returned to and records updated by (signature): \_\_\_\_\_ Date: / /

## OFFICE USE ONLY

**To Accounts:** I authorise a refund of \$..... security deposit held by Council to the Applicant.

Signature: \_\_\_\_\_ Council Title: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt Date: / /

General Ledger Number: \_\_\_\_\_ Signature: \_\_\_\_\_