1. Intention

To implement a secure and efficient system for managing volunteer access to the Waroona Visitor Centre, ensuring volunteers can reliably access the facility.

This key management system enhances security and streamlines access for volunteers. Secure access is critical to protect the facility, its resources, and any sensitive information it may contain. It also helps prevent unauthorized access, reducing the risk of theft, vandalism, or misuse of the premises. Regular monitoring and periodic review of the process will ensure its ongoing effectiveness and adaptability to meet changing requirements, reinforcing the Shire's commitment to safety and operational excellence.

2. Scope

This management practice applies to all employees and Waroona Visitor Centre volunteers.

3. Definitions (remove if irrelevant)

Management Practices refers to the working methods and innovations that managers use to improve the effectiveness of work systems.

Visitor Centre refers to the Waroona Visitor Centre located on Southwest Highway in the Shire of Waroona.

Waroona Roadhouse means the fuel station located opposite the Visitor Centre located on Southwest Highway in the Shire of Waroona.

4. Statement

The Shire of Waroona is committed to maintaining a secure and efficient system for managing volunteer access to its buildings, ensuring the safety of facilities, resources and personnel while enabling volunteers to perform their duties effectively.

4.1 Key Assignment

The Visitor Centre Manager is to maintain an up-to-date record of volunteers who require access to the Visitor Centre.

4.2 Key Storage

The key that is used to access the Visitor Centre by volunteers on weekends will be securely stored, on agreement of the proprietors, at the Waroona Roadhouse which is located

opposite the Visitor Centre, and open 7 days per week. The key is stored in a drawer located securely behind the front counter.

4.3   Key Retrieval

Volunteers retrieving the key from the Waroona Roadhouse during weekends must sign the key out using the sign out register.

4.4   Alarm Code Access

The Visitor Centre Manager will provide volunteers with the alarm code and inform them of the process for arming and disarming the alarm.

4.5   Key Return

Volunteers are responsible for returning and signing in the key to the Waroona Roadhouse immediately after use.

4.6   Emergency Protocol

The Visitor Centre Manager will supply the volunteers with a list of contacts to be used in case of an emergency. In the event of a lost or stolen key, the Visitor Centre Manager will immediately report the matter to their Reporting Manager and inform the Building Maintenance Coordinator to have the locks promptly changed. Any lost or stolen access keys will also be reported to the Waroona Police.

4.7   Communication and Feedback

Open communication channels between the Departmental Director/Manager of the Visitor Centre portfolio, Visitor Centre Manager, volunteers and Waroona Roadhouse management will be maintained to address concerns or suggestions regarding key management practices.

Volunteers are invited to provide feedback on the effectiveness of the key management system and suggest improvements for enhanced security and convenience.

5.   Legislative and Strategic Context

The *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and the associated subsidiary legislation provide the broad framework within which this management practice operates.

6.   Review

This management is to be reviewed triennially or as required due to changes.

7.   Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- 2022 Financial Management System Review Report
- Shire of Waroona Code of Conduct for Employees and Volunteers

8.   Document Control

Division	Community		
Management Practice No.	CMP001		
Contact Officer	Acting Director Corporate & Community Services		
Approved by	Executive team		
Related Legislation	As detailed above.		
Related Shire Documents	As detailed above.		
File Number	CP.32 – Council Properties – Security Arrangements		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	December 27	Date Adopted	4/12/2024

9.   Amendments

Date	Details of Amendment	Reference	Record Number
04/12/2024	Document Creation	ADCCS	TBA