



Security Devices and Keys Register Management Policy

Version: 1.0 Final	Approved by the Board on: 23/6/2025
Author: Policy Officer	Scheduled review date: 2028 (Every three years)

1. POLICY PURPOSE

To ensure that U3A North Inc:

- 1.1. Maintains an accurate and up-to-date Security Devices and Keys Register detailing people that are authorised by its Board to have Security Devices (alarm fob) and Keys to:
 - (a) access Enfield Community Centre
 - (b) access storage facilities for its equipment.
 - (c) access its Post Office Box
- 1.2. Manages its risk with:
 - (a) a good management practice of maintaining an up-to-date keys and security devices register.
 - (b) avoids theft or damage in accordance with its insurance policy
 - (c) abides by any hire agreements such as with Enfield Community Centre.

2. POLICY PROCEDURE

- 2.1. The U3A Inner North Inc Administration Officer is to maintain and update a central register of key holders and security devices documentation called the Schedule of Security Devices and Keys which includes key recipients' signatures when receiving and returning keys and security devices.

Source: From U3A Inner North Minutes 22 January 2024.

- 2.1.1. The central register is to be included as an appendix on its Google Drive 'Security Devices and Keys'.
- 2.2. The U3A Inner North Inc Board, Tutors and Activity Leaders are to ensure they are familiar with the appropriate sections of the *Information for Tutors, Leaders, Coordinators and Presenters Handbook* that deals with:
 - 2.2.1 Opening and Closing of Enfield Community Centre that requires keys as well as keys for cupboards.

2.2.2 Storage and Equipment allocated to U3A North Inc as agreed with Enfield Community Centre.

Source: Handbook: *Information for Tutors, Leaders, Coordinators and Presenters*

2.2.3 The Administration Officer is responsible for the update of these sections of the *Information for Tutors, Leaders, Coordinators and Presenters* Handbook.

2. 3. The Administration Officer is responsible for day-to-day administration of the keys and security devices by:

2.3.1 liaising with the Enfield Community Centre staff

2.3.2 holding spare keys and security devices in a secure place to allocate to U3A North Inc members who are approved by its Board to hold those items.

2.3.3 arranging for new keys to be cut with approval from its Board for this expenditure.

2.3.4 updating details about keys and security devices to the central register of key holders and security.

2.4. The Board will decide who is responsible for the cost of replacement of lost keys and security devices.

3. RESPONSIBILITY

3.1. The U3A Inner North Inc Board is responsible for the implementation and review of this policy.

3.2. All U3A Inner North Inc members, volunteers and other personnel are responsible for adhering to this policy.

4. REFERENCES

Tutor Handbook: *Information for Tutors, Leaders, Coordinators and Presenters*

<https://www.u3ainnernorth.org.au/wp-content/uploads/2025/01/Tutor-Handbook-2025.docx.pdf>

5. ATTACHMENTS

Schedule of Security Devices and Keys

U3A Inner North Inc - Schedule of Security Devices and Keys											
Holder	Entry/Security Device			Comments	Other Keys				Date Issued	Form signed	Date Returned
	Fob	Tag	Room Key		Shared Office Cupboard Key	Storeroom Stadium	Small Kitchen Bottom Cupboard Key	Food cupboard			