

## **14 CONTRACT NO 19/26 COUNCIL BUILDINGS/ FACILITIES RE-KEYING PROJECT**

FILE REFERENCE INT1969218

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Rachel Zoldak

### **RECOMMENDATION**

That Council:

- Adopt and endorses the replacement of the existing 3no. master-keys systems with a single and appropriate electronic access and a single new general master-key system, across all of Council's buildings and facilities'.
- Approve the Schedule of Rates tender as recommended in the Confidential Report.

### **Attachments**

1 Confidential Memorandum - Circulated to Councillors only 4 Pages

### **EXECUTIVE SUMMARY**

In mid-2017, an internal audit of the Council's buildings and facilities key systems was undertaken by Oakton that identified the need for Council to improve the governance and management for such keys. Subsequently, a new key management software program was purchased to manage key data, a policy drafted, and roles and responsibilities of staff, contractors and visitors formalised to ensure control and management of keys was appropriate to Council's needs.

In early 2019, a further review of the existing buildings and facilities key systems was carried. The outcomes from the review recommended that, in order to (a) reduce ongoing management and operational risks to Council, (b) achieve better control and accuracy with key data, and in (c) providing improved security to buildings and facilities and safety to occupants, to change over to an electronic access and single master-key system.

Appropriate information was formulated and a Schedule of Rates tender prepared for market response.

### **BACKGROUND**

Council currently has 3no. master-key systems – RCF, BPA and D2 for Children's' Centres, Recreation Reserves, Community Centres, Senior Housing etc. The key systems have been implemented as follows:

- RCF – pre Council amalgamation.
- BPA – post Council amalgamation, where majority of our buildings and facilities were re-keyed to this system.
- D2 – all new buildings and facilities, and any re-keyed facilities starting from approximately 2014, due to no further capacity with the BPA system.

Reconciliation of physical key data against user groups and staff was conducted mid-2017 after an Oakton audit. The audit provided opportunity to update records and identifying areas for further action. As part of the accurate record keeping, a new key management software program was required and purchased, to ensure Council buildings and facilities key data would be appropriately recorded and managed. Other identified actions included a draft policy document, authority approvals for distribution of relevant keys and clearer transparency with obligations when using or holding keys.

### Table 1 - Risk Matrix Change-over

The following table provides an overview of the 3-year implementation plan across Council's buildings and facilities:

Priority	Facility Type	Electronic Access	Key
High	Children Centres/MCH	X	
	Recreation/Leisure Facilities	X	
	Senior Citizens	X	
	Senior Housing		X
	Libraries	X	
Medium	Community Centres	X	
	Public Halls (managed by Council)	X	
	Public Halls		X
	Swimming Pool Facilities	X	
Low	Other community buildings including sheds		X

Criteria applied for buildings and facilities that require an electronic access system are:

- Facilities with a high level of users or have multiple user groups;
- Have a high turnover with clubs and committees;
- Facilities that are used, run or managed by Council staff.

Criteria applied for buildings and facilities that require a key system are:

- Low usage facilities, for example public halls not managed by Council;
- Facilities with a low number of keyed entries/exits;
- Facilities with single users with minimal turnover.

Please note the Civic Centre, Pakenham Depot, My Place, Cardinia Cultural Centre and Emerald Hills Hub will remain on the current Commander system (electronic access), as it is not financially viable or practicable to change over these facilities to the a new proposed electronic access system. The present system well supports secured and safe management of entries/exits, and please note that on average to replace the existing Commander system with a new proposed electronic access system would cost in addition of \$1500 for each entry/exit door.

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

The following Key Strategic Objectives support the proposed recommendations in this report:

1. Our People
  - 1.6 Increased Awareness of Safety
  - 1.7 Minimised Impact of Emergencies
2. Our Community
  - 2.3 Increased Levels of Community Participation
3. Our Environment
  - 3.1 Provision and Maintenance of Assets on a Life-cycle Basis
5. Our Governance
  - 5.2 Open Governance
  - 5.3 Long-term Financial Sustainability

## **CONSULTATION/COMMUNICATION**

The IT, Risk Management, Community Places and Active Communities Units have been appropriately consulted in identifying priorities, logistics and in minimising disruptions to ongoing operations, whilst implementing the proposed recommendations. Further, to ensure a smooth and successful transition, the implementation plan for the proposed electronic access and key systems will continually review and consider any other Council groups and stakeholders as part of its process.

Separate communication plans are currently being developed addressing (1) buildings being changed over to the proposed electronic access system and (2) master-key system. A Q&A document is also included and developed in conjunction with Community Places and Active Communities to accompany the communications that will be sent to the relevant user groups and other Council building/facilities occupiers.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

An implementation plan in transitioning to a new proposed electronic access and single master-key systems for entries/exits is recommended.

Year 1 - 19/20FY: Nil impact to Council with availability of funding from other source.

Following years budget will be reviewed and considered in conjunction with the annual budgeting process.

## **CONCLUSION**

The evaluation of the aforesaid submitted tenders provides value for money to Council and subsequently the Schedule of Rates tender submitted by Rams Security Locksmiths is asked to be accepted by Council for Contract 19/26 Electronic Access Control System and Master Key System for Council Properties.

Further, a change-over implementation plan has been recommended by the relevant Council Officer to be endorsed by Council, ensuring a viable and effective approach in considering the new

---

installations to the various buildings and facilities across the Shire. The first year of the implementation plan has appropriate financial resourcing.