Cardinia Shire Council Key Request Form

Provisions

1. Completed forms must be sent to security@cardinia.vic.gov.au.
2. Incomplete/ incorrect forms will not be processed.
3. Appropriate justification must be provided for the requirement of requested keys. This will be approved by the authorising officer.
4. Some orders may require an account code or purchase order. The requestor will be notified of this prior to an order being placed.
5. Once the request is approved and processed, the requestor will be notified by email when and where to pick up key(s).
6. Please refer to the Buildings and Facilities CardiNet page for further information.

Authorisations

Key Type	Approval
General Issue/ Site Keys	Access and Security Systems Officer, Buildings and Facilities
Master Keys (MK)	Manager, Buildings and Facilities
Grand Master Keys (GMK)	Manager, Buildings and Facilities

CSC Employee / Internal Liaison Officer Information			
Name:		Department:	
Phone:		Email:	
Requestor Type			
☐ Employee	☐ Contractor	☐ Club/ Committee	☐ Community Group
Requestor Information (if different from above)			
Name:		Organisation:	
Phone:		Email:	
Duration			
☐ Temporary issue		☐ Permanent issue	
If temporary issue – estimated return date:			
Access Information			
Key Number:		Site:	
Reason for Use:			
Conditions of Issue			

In accepting the above key(s), I understand and acknowledge that:

- These keys will give entry into a Cardinia Shire Council facility and must be kept securely and used responsibly.
- These keys cannot be left unattended in a lock box onsite. I further understand that use of these keys must only be for the purpose of Cardinia Shire Council sanctioned activities. Any unauthorised use may be treated as a security breach.
- These keys are my responsibility and agree they will always remain in my personal possession and that I will not lend them to anyone without approval of Cardinia Shire Council.
- I agree to return these keys to Cardinia Shire Council's Buildings and Facilities team upon leaving the above-mentioned organisation or when requested to do so.
- I will report any loss of these keys immediately to Cardinia Shire Council.
- The keys I hold belong to Cardinia Shire Council and that I may be liable for the cost of replacement locks if found to be negligent in my duty as a custodian of these keys.

Requestors Signature: **Date:**

Purchasing Details (if applicable)	
Account Code:	Purchase Order:
Authorisation	
Unit Manager	

Name:	Signature:	Date:
Buildings and Facilities		
Name:	Signature:	Date: