

**WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)**  
**STATEMENT OF POLICY – KEYS**

**RATIONALE:**

The proper management of keys is an important part of the security provisions for the studio.

**KEY ALLOCATION:**

- Keys are allocated to members on a needs basis, so that members who open the studio in the morning or close the studio at night, or need to access the studio when it locked at other times, will be allocated studio keys.
- Production staff, technical staff and members of Executive will also receive studio keys.
- Keys to Mt Worth will be allocated to Technical staff and the Station Management Convenor.
- A full set of keys will be held at the studio in a secure place.
- Keys to locked drawers and cupboards will be allocated to those who need them to carry out their duties.
- Members who need keys to open or close the studio because they are doing replacement programs on a temporary basis will be loaned spare keys, which must be returned when the period of replacement is over.

**USE OF KEYS:**

- Keys must not be loaned to other members, nor to any non-member.
- Keys must not be copied by anyone other than the person responsible for key maintenance.
- Keys must not carry any identification that links them to West Gippsland Community Radio premises.
- If keys are lost, the loss must be reported as soon as possible so that a replacement key can be issued.
- There will be a charge for the replacement keys, to cover the cost of duplication.
- If a presenter is leaving West Gippsland Community Radio, the keys must be returned at the last session.

**ADMINISTRATION:**

- A record of keyholders will be established as a database, and maintained by the Station Management Convenor or a person nominated by the Station Management Convenor.
- The database will be audited on an annual basis, and the results of the audit reported to the Board.

***History:*** Adopted August 2009.

***Documents Related To This Policy:***

West Gippsland Community Radio Inc. Standing Orders

West Gippsland Community Radio Inc. Discipline Procedure

West Gippsland Community Radio Inc. Duty Statement – Station Management Convenor

***Compliance:***

West Gippsland Community Radio Inc. affirms the right of presenters to participate in discussions of policy, and the responsibility of presenters to accept and implement policy decisions.

Presenters who believe that their rights as defined by this policy have been infringed, have recourse by Complaint to the Board, and access to the Grievance Policy as specified in the Rules (Clause 7B; 1-6)

Presenters who do not comply with the responsibilities defined by this policy are subject to disciplinary action as defined in the Rules (Clause 7A; 1-10).