



Building Access Policy

Version: 2.0

Approved By: Management Committee

Committee: House Committee

Date: 15/06/2020

1. Purpose

This policy aims to provide guidance in the level of access members receive and how access rights are managed. The process to issue members with electronic access fobs and keys and the procedures for lost keys and fobs are also detailed in this policy.

2. Access Strategy

To ensure the security of the building and safety for our members, all doors will now remain locked with the exception of the upper Esplanade door and Office during Office hours. Members will be provided an electronic fob to gain access to the building as detailed in this policy.

3. Access Levels

Decisions on key patterns and fob access levels are the responsibility of the House Committee. Changes or additions to access will be reported to the Management Committee for endorsement.

3.1. Electronic access

Electronic access has been installed on all doors except for some service and storage rooms.

Access levels will generally be as follows:

Access Group	Access Time	Applies To	Areas Accessed
General	5am – 9pm	Club Members	Ground Floor Entrances, Change Rooms and Monro Balcony
Patrol Leaders	5am – 9pm	Patrol Captains, Vice Captains and IRB Drivers	Same as general plus Patrol Room, Craft Sheds and Kitchen (for Ice Machine)
Section Heads, Committee Convenors, Coaches, Training Officers	5am – 1am	Section Heads, Committee Convenors, Coaches, Training Officers	Same as general plus craft sheds and training rooms.
Executive and Office Staff	24/7	Club Executive and Office Staff	All Doors

Club Officers shall be granted any additional access required to fulfil their roles and responsibilities.

Craft Shed Access

Club members will not be given access to the craft shed unless they have been allocated a board or ski spot under the Craft Allocation Policy.

Gym Access

Gym access will only be given to those Members who are entitled under the Club Gym Usage Policy. Members who have paid for gym membership, completed their gym application forms and undertaken a gym induction in accordance with the Club's Gym Usage Policy will be provided access to the Gym.

3.2. Additional Access Rights

Any requests to grant access rights over and above those detailed above must be approved by the House Committee. The office staff will not change members access levels unless the House Captain, delegated members of the House Committee or President has approved the change.

3.3. Keys

Although most doors are controlled by an electronic access system, there are some service and storage rooms which remain key access only. All electronic access doors require a key for emergency access if the electronic system fails.

The master key system may have multiple locks keyed alike as appropriate. Master keys will exist for a large group of locks. Some locks may sit outside this master system.

Issuing of keys shall be restricted to key members to ensure access is available in the event of electronic system failure. Keys shall also be issued to those who require access to the storage rooms not on the electronic access system.

The issuing of any keys must be approved by the House Captain, delegated members of the House Committee or President and recorded on the key register.

3.4. Alarms

The electronic access system includes an alarm system. The alarm is set to automatically disarm in the morning and automatically arm at night. Any members who have been provided access beyond standard access hours will be given access to arm and disarm the alarm.

4. Issuing Access

All club members, except Junior Activity Members and Honorary Members will be eligible to receive an access fob. It is the Clubs policy that at least one parent of a Junior Activity Member is also a member of the Club. Junior Activity Members will be allowed access the facility accompanied by a parent member.

Fobs and Keys will be issued from the Club Office during standard opening hours after approval has been confirmed.

Eligible members will receive a key tag fob free of charge as part of their membership. If a member would prefer a wristband style fob, an additional fee may be charged.

A key register will be held in the Club Office listing club members and keys held and/or fob access issued. All keys or fobs must be signed for on receipt and on their return.

Keys and/or fobs must be returned within seven days when a member ceases to hold a position whose duties require the keys/access.

Temporary use of keys and/or fobs may be provided to Club employees or visiting trades people and others to allow performance of acknowledged duties or tasks. They must be returned immediately upon completion of the duties or tasks.

5. Misuse of Access

Members are responsible for the use of their keys and fobs.

To ensure the safety of members and the security of the building, Club members must not allow unauthorised people to access the building. Members shall not leave any door chocked open.

Members must not lend keys or fobs unless approval has been sought from the House Captain, delegated members of the House Committee or the Club President.

Craft and boat shed doors must be kept closed when not accessing craft. This means closing the doors when craft is taken out for training and closing doors when craft is returned. No exceptions.

Failure to observe these rules may lead to action against the member responsible including possible loss of access privileges.

6. Lost Keys and Fobs

All members will be given a Fob as part of their initial memberships. If a member loses their fob, a \$30 replacement fee shall be charged.

7. Document History and Version Control

Version	Date Approved	Approved By	Brief Description
1.0	17/10/2016	Management Committee	Approved Policy
2.0	15/06/2020	Management Committee	Updated policy

Fob/Key Issue Form

I, _____ received FOB/Key Numbers :

I have read and agree to abide by the Building Access Policy

Received

Signature

Date