



TITLE	<b>MANAGEMENT OF ELECTRONIC KEY SYSTEM (Fobs) POLICY</b>		
Policy No:	BOM-003	Version:	1-0
Responsible Board:	Board of Management	Responsible Person:	General Manager
Approved by:	Board of Management	Date Approved:	23-Aug-16
		Review Date:	April 2019

## Purpose

This policy provides guidance on the implementation and management of the electronic key system (Fob) installed at Maroochydore Surf Lifesaving Club. The security system consists of FOBs and supporting electronic technology used to manage member access to designated areas within lifesaving club premises.

## Definitions

**FOB** - A key or wrist Fob is a small electronic security device with built-in authentication protocols or mechanisms to allow whoever possesses it to enter a secured network or location to access data or services.

## Policy

The Board of Management has identified there is a potential risk to our membership and workforce by unregulated entry to the members' area and recommended the installation of a security access management system to assist:

- a) control risk of possible access by general public to Club Member Only areas
- b) control potential risk of theft of personal and club gear and equipment
- c) reduce potential risk of unwarranted access between licensed club and member area
- d) improve management of junior and youth access and any potential exposure of youth to non-authorized persons or unsolicited behaviours.

The security system consists of a series of gates or doors that restrict entry unless activated by the Fob. Club members will be provided with access to club areas based on their volunteer activities. For example; patrol members over 13 years who hold an SRC can access senior club toilet and shower facilities, first aid room and common room. JAC members will have access to JAC areas only.

Every member who enters club premises must do so by using their own Fob every time they enter. Members should never permit someone else to use their Fob, or allow someone to 'tailgate' them into restricted areas.

## Procedure

At the time of renewing their membership a member will need to purchase a security FOB.

Administration of the Fob system is undertaken by the Lifesaving Administration staff under the direction of the General Manager.

A record is to be kept of the FOB number issued and the name of the club it was issued to.

The expected life of a Fob is four (4) years. Any Fob that malfunctions will be replaced free of charge.

Replacement of an expired, lost or stolen Fob is at the member's cost. Members are requested to please report a lost or stolen Fob immediately to the Lifesaving Administration Office so it may be disabled.

FOB access to restricted areas will cease on:

- a) 30 April each year, unless the member has renewed their membership subscription. Once the membership fee is paid the FOB will be re-activated,
- b) for members over 18 years the expiry of, or withdrawal of their Blue Card (Working with Children Check).
- c) Suspension from surf lifesaving club.

## 1. Access Permissions

The Board of Management has endorsed the following access permissions for club members, Guests and Visitors.

### 1.1. Senior Club Member Access

Standard access permissions for senior club members including members over 13 years of age who hold a Surf Rescue Certificate and participate in patrol duties.

MEMBERSHIP CATEGORY	EXTERNAL DOORS	FIRST AID ROOM	IRB ROOM	SENIOR TOILETS	BUNK ROOMS	GYM (6 <sup>TH</sup> AVE)	JAC ROOM & TOILET	DISABLED TOILET
<b>Board of Management</b>	Yes	Yes	Yes	Yes	Yes	No	President, Deputy President, DoSLS & DoJA	Yes
<b>Club Coach (Paid employees)</b>	Yes	Yes	No	Yes	No	Yes	Yes	Yes
<b>Patrol - Holders of SRC (U14 &amp; U15) or Bronze Medallion (15 plus)</b> <ul style="list-style-type: none"> <li>• Senior Active</li> <li>• Active Reserve</li> <li>• Cadet Active</li> <li>• Award (Radio, FA)</li> <li>• Long Service</li> <li>• Life Members</li> </ul>	Yes	Yes	No	Yes	No	No	No	No
<b>Patrol Captain</b>	Yes	Yes	Yes	Yes	No	No	No	Yes
<b>First Aid Officer</b>	Yes	Yes	No	Yes	No	No	No	Yes
<b>IRB Driver &amp; Crew</b>	Yes	Yes	Yes	Yes	No	No	No	
<b>Emergency Response Group</b>	Yes	Yes	Yes	Yes	No	No	No	
<b>Associate – non-patrolling</b>	Yes	No	No	Yes	No	No	No	
<b>Life Members</b>	Yes	No	No	Yes	No	No	No	Yes

### 1.2. Junior Activities Member Access

Junior Activity members (U6 to U13) have a designated JAC toilet facilities at the northern end of the club for their exclusive use. The Junior Activity toilet facilities and club room will be locked except during for the following activities:

- a) Sunday morning Junior Activity training [September to April] (Director of JA or authorised JA representative to open and close)
- b) Club sanctioned training (Club Coach or authorised JA representative to open and close)
- c) Club sanctioned JAC meetings.

### 1.3. Bunk Rooms (Male / Female)

Members will only be able to access the club bunk rooms (dormitories) if they hold activated FOBs for that area. Financial members over 18 years may apply to the Lifesaving Administration Office for their FOB to be activated to enter the bunk rooms. Members under 18 years must be accompanied by an adult when staying in the dormitories. A member or guest over 13 years may be issued with a FOB for use during their stay at the discretion of the Board of Management or General Manager.

Male members or guests will be given access to the Male Bunk Room only. Female members or guests will be given access to the Female Bunk Room only.

### 1.4. Single night or Infrequent Bunk Room Usage

Members are to pre-book with the Lifesaving Administration if they wish to stay in the Club Bunk Rooms. At the time of booking the Lifesaving Administration Office will adjust the members FOB to provide access to the relevant bunk room facility. Access will be removed from the member's FOB the day following their departure from the club.

### 1.5. Regular Bunk Room Usage

Club members who intend to regularly stay in the club bunk rooms are to make written application to the Director of Administration and Membership for their bunk room access to be permanent for the financial year. The member will be advised if the application is granted and arrangements put in place for the member's FOB to be activated for the year (to 30 April each year).

### 1.6. Visitors or Guests

Visitors or Guests that have been approved by the Board of Management to use the club bunk rooms will be able to hire FOBs for the duration of their stay. The Lifesaving Administration Officer will activate each FOB for entry to the relevant toilet and/or bunk room for the period of the stay.

FOB's are to be returned on departure.

### 1.7. Visitor or Guests FOB Hire charge

\$30 per guest. \$20 is refundable on return of FOB to cover administration costs.

### 1.8. Gymnasium

Fob access to the club Gymnasium is granted once a member has completed the Gymnasium Application form and paid the gym membership fee.

## **2. Monitoring and Reporting**

The General Manager is responsible for managing and monitoring member access to secured areas. Where a breach of a member's access is identified it is to be reported Board of Management for their consideration on what action should be taken.

## **3. Privacy**

The Board of Management is responsible for the maintenance of data held in the electronic Fob systems. No person other than a Board Member or their designated agent will be given access to the data contained in the systems or log files unless duly served with a legal order to do so.

Any member provided with a username and password for the system who is found to have used the data contained in it in any other capacity than that assigned to them may be subjected to civil and legal remedies.

#### **4. Disputes**

Any dispute related to this Policy must be directed to the Board of Management, in writing. The Board of Management will retain the sole discretion for interpretation of this Policy.

#### **Associated Documents**

Gymnasium Membership Application – Active

Gymnasium Membership Application – Non-active