



Melbourne Camera Club (MCC) – Door Access Policy and Procedure

October 2019

Background

1. This document outlines the policy and procedures for all MCC members to access the club's building facilities at 254-256 Ferrars St, South Melbourne, Vic 3205
2. As of September 2019, a new access system has been commissioned to facilitate building access using a Frequency Operated Button (Fob). These Fobs will replace the traditional key based building access system with issued keys no longer being operative from 31st October 2019.
3. Access to the building will be via 2 doors only. One in Ferrars St and the other in Dorcas St. Both these doors will have Fob readers which transmit information on who accesses the building to a central computer located in the first floor office.
4. There will be no ingress through the darkroom door from the courtyard, with only emergency egress in place. Similarly, there will be no ingress from the side door in the court yard on the south side except for someone using the external toilets.
5. The 2 access doors will have a key based override system in the event that the Fob based electronic system fails. (see item 13 on who has override keys)
6. Currently MCC holds a \$50 deposit for building access keys from members that have a physical key to the building and side gate. This is a deposit for the physical keys and is refunded once a member leaves or does not need access to MCC facilities.
7. With the new access system, MCC has installed 2 internal security video cameras that records who has come in through the doors at Dorcas and Ferrars Sts.
8. These security video recordings are held on a computer in the first-floor office. Access to view security videos is covered in item 14

Policy

9. The new Fob based system will be based on a non-refundable charge of \$25 per fob. In the event that a fob is lost a new fob will have to be purchased at \$25 by the member. Once a fob has been reported as lost the Building Maintenance Manager will disable the lost code in the system and notify the MCC Treasurer.
10. The MCC Treasurer is responsible and accountable to keep records of members that have a Fob and its associated payments. This information will be held against individual membership records in Civicrm.



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11. The Building Maintenance Manager will be responsible for distributing and swapping a key for a fob on an ongoing basis. The Treasurer will keep the records in Civicrm and the Building Maintenance Manager will update the security system
12. All Board members, and Coordinators will receive a Fob at no charge. If a Board member or a coordinator ceases their role but remains in the club and requiring building access, the member will be required to pay the \$25 fee for the fob. If a member who has received a fob at no cost (e.g. coordinator/board member/malacological society) and loses the fob, a payment \$25 will be required to receive a replacement fob.
13. The override keys will be held by 3 MCC members – President, one Board member and Building Maintenance Manager.
14. Access and Review of security footage is limited to all board members, Bookings Coordinator and the security company.
15. There will be no refunds of \$50 key deposits after 31 Dec 2019.

Procedures

16. Swap of physical keys for Fobs –Physical keys (Front door, Side gate) will be swapped for a Fob. Where a member has paid a deposit of \$50 a refund of \$25 will given back to the member. A member may choose to donate the refund of \$25 to the club.
17. Existing keys will not be able to be used for building access after 24 November 2019.
18. The MCC Treasurer is responsible for all refunds.
19. When a member requires building access for the first time, Bookings Coordinator will ensure that the facilities user agreement has been signed and informs the MCC Treasurer. The MCC Treasurer will inform the Building Maintenance Manager of the \$25 payment being received. MCC treasurer will update the Civicrm database and advise the Building Maintenance Manager to issue a fob.

Current as of October 2019

Next revision October 2021