



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

February 2023

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. Access to the building is by use of a Frequency Operated Button (Fob).
3. Access to the building is via two doors only; one in Ferrars St and the other in Dorcas St. Both these doors have Fob readers which transmit information on who accesses the building to a central computer located in the first-floor office.
4. There is no ingress through the darkroom door from the courtyard, with only emergency egress in place. Similarly, there is no ingress from the side door in the court yard on the south side except for someone using the external toilets.
5. The two access doors have a key based override system in the event that the Fob based electronic system fails. (See item 12 on who has override keys)
6. The MCC has installed two internal security video cameras that records who has come in through the doors at Dorcas and Ferrars Streets.
7. 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

8. The Fob based system is 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.
9. 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.
10. The Building Maintenance Manager will be responsible for distributing a fob on an ongoing basis. The Treasurer will keep the records in Civicrm and the Building Maintenance Manager will update the security system
11. 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.



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12. The override keys will be held by three MCC members – President, two Board members and the Building Maintenance Manager.
13. Access and Review of security footage is limited to all board members and the security company.

Procedures

14. The MCC Treasurer is responsible for all refunds.
15. 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 February 2023

Next revision February 2025