

## Somerton SLSC – Building Access Policy

|                                |
|--------------------------------|
| Title: Building Access Policy  |
| Document Number: Somerton 1.01 |
| Last Review Date: 23/09/2025   |
| Next Review Date: 01/07/2026   |
| Approved: BOM                  |

### Declaration:

1. By requesting club access (mobile or fob) I acknowledge that I have read the club's Policy for Building Access to Somerton SLSC and agree to be bound by the terms and conditions of the policy.
2. Access is to only be used by myself and is non-transferable, I will not provide access to anyone else.
3. I understand that as of the 31st October annually my access will be deactivated if my membership has not been renewed, accepted and fees paid in full or any other amount owing to Somerton SLSC remains unpaid.
4. If my Fob has been lost, stolen or damaged I will advise the Director - Facilities to arrange de-activation. I acknowledge there will be a replacement Fob charge as set by the BOM.
5. For Gym Access – I will adhere to the Somerton SLSC Terms and Conditions for the use of the Gym Membership Policy v 2025.
6. For Private Craft Storage Access – I will adhere to the Somerton Board & Ski Storage Policy.
7. When leaving the club, I will ensure that I have closed all windows, locked all doors behind me and switched off all lights and/or fans/air-conditioning.
8. If I am under 16 years of age and require private craft storage access I agree to the terms that my access must be approved by the Director - Member Services.

# Somerton SLSC – Building Access Policy

## Building Access Policy

### Purpose

The purpose of this policy is:

- To ensure the security and safety of our building, members, members property, staff and visitors.
- To prevent the unauthorised access, use, theft or damage to equipment, facilities and assets.
- Provide a clear understanding in the level of access members receive and how these levels of access are managed.

### Eligibility

- Be a Fully Financial Proficient Active Member 18 years and over, life member or General member of the club with approval from the Board of Management
- SRC & Bronze Medallion holders 13 – 17 years may apply for access with parent/guardian approval in line with Gym Use and Board & Ski Storage policies
- Have a valid WWCC as recorded on SLSA membership
- Completed and acknowledged the relevant application forms
- Completed the required induction(s)
- Paid the required access fee
- All applications must be approved by Director - Member Services (Secretary)

| Access Group     | Access Time               | Applied To  | Areas Accessed  |
|------------------|---------------------------|---|---|
| Key Users        | Sun-Sat<br>24 Hours       | President,<br>Directors - Member<br>Services, Facilities                  | All area upper and<br>lower levels  |
| Board Members    | Sun-Sat<br>5am – 1100pm   | Board of Directors  | All areas lower<br>level (club shed)                                      |
| Commercial Staff | Sun-Sat<br>800am – 1200am | Somerton Bistro<br>Operators &<br>selected staff.                         | Upstairs, stairwell<br>& rear PA door<br>(South).                         |
| Patrol Members   | Sun-Sat<br>500am – 1100pm | All financial and<br>proficient patrolling<br>members 16 Years<br>& over. | Craft storage area,<br>first aid room,<br>change rooms &<br>Training Room |

## Somerton SLSC – Building Access Policy

| <b>Access Group</b>     | <b>Access Time</b>       | <b>Applied To</b>   | <b>Areas Accessed</b>                |
|-------------------------|--------------------------|---|--------------------------------------|
| SSLSC EOG               | Sun-Sat<br>24 Hours      | Members listed on<br>SSLSC EOG callout<br>with SLSSA        | All areas lower<br>level (club shed) |
| Education &<br>Training | Sun-Sat<br>500am-1100pm  | Assessors,<br>Trainers, Coaches<br>& Administrators         | All areas lower<br>level (club shed) |
| Gym Users               | Sun-Sat<br>500am-1100pm  | Members Approved<br>under the Gym<br>Policy                 | Gym &<br>Changerooms                 |
| Private Craft           | Sun-Sat<br>500am – 900pm | Members approved<br>under the Board &<br>Ski Storage Policy | Craft Storage Area<br>& Changerooms  |

### **Issuing Physical Keys**

Issuing of physical keys shall be restricted to Key members to ensure access is available in the event of electronic system failure.

Master Key will be issued to Director - Facilities.

Issuing of keys must be approved by the President and recorded in the Key Register.

### **Issuing Access Codes or Fobs**

Codes or fobs will be issued by Director - Facilities once approval has been confirmed and payment received.

Fobs will only be issued in person and will not be mailed. Issuing of fobs must be recorded in the fob register and signed for on receipt and upon their return.

### **Return of Keys and Fobs**

Keys and/or fobs must be returned within 7 days when a member ceases to hold a position whose duties require the keys/access.

### **Misuse of Access**

Members are responsible for the safety and secure use of their keys and fobs. To ensure the safety of members and the security of club and members property, users must not give unauthorised people access to the building. Doors are not to be left open or locking mechanism inhibited. Members must not lend keys or fobs unless prior approval has been given by the President or Director – Facilities.

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

### **Lost Keys and Fobs**

Lost, stolen or damaged Fobs must be reported immediately to Director - Facilities [facilities@somertonsurfclub.com.au](mailto:facilities@somertonsurfclub.com.au). A replacement fee will be charged.