



# Portsea Surf Life Saving Club

## *Fob Access Policy*

DATE: 21/09/2021  
Version: V3.10



## Document Configuration Management

### Document Identification

<b>File Name</b>	Portsea Fob Access Policy 2021
<b>Version</b>	V3.10

### Preparation

Action	Name	Role/Function	Date
Prepared By	James Nola	IT & Building Operations	19/11/2019
Prepared By	Rob Mellor	Secretary	19/11/2019
Reviewed By	Committee	Committee	22/11/2019
Approved By Proposer	Rob Mellor	Secretary	22/11/2019
Approved by Seconder	Matt Mahon	President	22/11/2019
Amended by	Jessica Lamb	Club Captain	21/09/2021
Approved By	Committee	Committee	21/09/2021

### Release

Version	Date	Change	Remark
V1.10	19/11/2019	Initial Release	Draft to Rob Mellor
V2.10	19/11/2019	Club Release	Presented to Committee
V2.01	22/11/2019	Final approved	Minor Committee Updates
V3.10	21/09/2021	Minor amendments	Approved by Committee

### Contribution & Distribution (D)

Name	C/D	Role
James Nola	C	IT & Building Operations
Rob Mellor	C	Secretary
Matthew Mahon	C	President
Matthew Perrott	C	Club Captain
Club Committee	D	Committee
Portsea SLSC Membership	D	Members



## 1 - Foreword

### 1.1 - Introduction

Portsea Surf Life Saving Club Inc is committed to maintaining the security and protection of the Portsea Surf Life Saving Club, its facilities and its assets. The new clubhouse provides the ability to segment and control building access for members via an electronic access system controlled by a small fob device that can attach to a keyring.

### 1.2 - Purpose

The purpose of the Fob Access Policy is to outline the security requirements for both Portsea SLSC's members and their guests that are necessary to minimize the occurrence of unauthorised physical access, damage or interference with Portsea SLSC's operations, facilities and assets.

Portsea SLSC has implemented a series of access control measures designed to ensure only authorised members and guests have access to Portsea SLSC's assets and facilities. Premises owned or managed by Portsea SLSC will be protected from unauthorised access. Controls will be in place to ensure we are able to identify, authenticate and monitor access as appropriate for the premises.

The Policy will be reviewed by the Committee every 12 months.

### 1.3 - Objective

The objective of the Fob Access Policy is to implement the overall security objectives by enabling the club to:

- • Limit members' physical access to certain areas within the clubhouse premises according to the needs of each membership group;
- • Help to ensure the smooth operation of the club's core lifesaving activities;
- • Monitor and respond to unauthorised physical access;
- • Audit and review members' physical access entitlements and authorizations
- • Secure physical assets and equipment and raise user awareness of physical security risks;
- • Controlling and monitoring visitors requiring access to facilities.



## 2 - Eligibility

All Portsea SLSC members who comply with the following conditions are eligible to receive a fob. To be eligible to be issued with a fob, a member must:

1. Be a current financial member of the Club;
2. If aged 18 years or older, must have a valid Working With Children Check (WWCC) registered to Portsea SLSC;
3. Comply with the applicable fob category requirements;
4. Have signed a Fob Agreement Form.

## 3 - Fob Category

The following section lists the 3 different fob categories:

1. Active
2. Associate
3. Accommodation

Access to the clubhouse and the different areas within it are determined by each member's category of membership, role within the club and their associated fob category.

### 3.1 - Category Definition

Listed below are the criteria that define each fob category.

#### Active

To be considered Active, each member must meet the following criteria:

1. Be a current financial member of the Club, either as an individual Active member or as part of a Family membership;
2. Be considered as an active member as per the Portsea SLSC constitution;
3. Hold a minimum level of qualification of an SRC certificate;
4. Be allocated to and attend a minimum of 16 hours of assigned volunteer patrols per year;
5. If aged 18 years or older, have a valid WWCC registered to Portsea SLSC;
6. Complete a Facility Induction;
7. Sign an Active Member Fob Agreement Form.



## Associate

For the purposes of this Policy, if you are not an Active member involved directly in patrolling the beach as defined above, you are an Associate member. You may have an individual Associate membership or you may be an Associate member as part of a family membership.

To be considered an Associate member, members must meet the following criteria:

1. Be a current financial member of the Club;
2. Be aged over 18 years and have a valid WWCC registered to Portsea SLSC;
3. Sign an Associate Member Fob Agreement Form.

***Associate Members under the age of 18 years old are not eligible to be issued with a fob.***

## Accommodation

People staying overnight at the clubhouse will be issued temporarily with an access card providing access to the clubhouse accommodation facilities. In addition to the criteria required to take advantage of accommodation facilities, Accommodation fobs will be issued according to the following criteria:

1. Be a current financial member of the Club or an approved member of another lifesaving club involved in patrolling at Portsea in accordance with the Club's Accommodation Policy;
2. If aged 18 years or older, have a valid WWCC;
3. Complete a Facility Induction;
4. Be in good standings with Portsea SLSC or if not a member of Portsea SLSC, the club that they are a member of;
5. Sign a Fob Agreement Form.

## 4 - Fob Allocations

Fobs will be allocated according to the following guidelines.

Each member who satisfies the eligibility criteria is required to pay a refundable deposit of \$10 for a key-pass style fob or \$25 for a wrist-band style fob. This deposit will be refunded once the fob is returned to PSLSC.

This deposit will be lost if the fob is lost, and a new deposit will be required to be issued a replacement fob.



## 5 - Obtaining a fob

A member's fob category will determine how their fob is obtained. Fobs will only be given to members who fulfil the eligibility criteria.\*\* Fobs will be issued in person only, and will not be mailed. Fobs will only be handed to the member the fob is allocated to.

**Please note that WWCC details will be checked for all members aged 18 years or older prior to fobs being issued. Members without a valid WWCC registered to Portsea SLSC will not be issued with fobs.**

### Active

Fobs for Active members will be distributed during the following events:

1. Requalification Day
2. Facilities Induction Day

*Please note that Active members will be granted access to areas of the clubhouse that require additional induction training. Induction training sessions will be provided during requalification and at specified Facilities Induction Days (dates to be announced).*

### Associate

Fobs for Associate members can be collected from the clubhouse reception desk when it is attended.

### Accommodation

Accommodation fobs will be issued on check-in.

\*\* Access levels are subject to change at any time.

\*\* Portsea SLSC reserves the right to revoke fob access if that member no longer fulfils the eligibility criteria as specified in this document

## 6 - Where Will It Get Me?

The areas within the clubhouse which will be accessible via fob are determined by the fob category and the time of year. Greater access will be provided during the peak patrol season.



Access to certain areas of the club may be restricted during special events and particular occasions.

Please be aware that all access to the club is monitored and logged.

Members and guests will be able to access club's Food & Beverage services without a fob, but membership identification will be required.

## 6.1 - Active Member

### 6.1.1 – Patrol Season 24x7 Access

- • Side Gate
- • Equipment Room
- • Patrol Room
- • Downstairs Bathrooms
- • Clubrooms Via Internal Stairs
- • First Aid Room
- • Control Room

### 6.1.4 - Off/Out of Season - Daylight Hours

- • Side Gate (8:00AM - 6:00PM)
- • Downstairs Bathrooms (8:00AM - 6:00PM)

\*Active members can request additional access to the club using the form at the following link [www.portseasurf.com.au/security](http://www.portseasurf.com.au/security)

## 6.2 – Associate Member

### 6.2.1 - Patrol Season

The patrol season dates are as specified on the Portsea SLSC Website

1. Side Gate (8:00AM - 6:00PM)
2. Downstairs Bathrooms (8:00AM - 6:00PM)

### 6.2.2 - Out of Season

1. No Access

*Associate members will be able to access the food and beverage area without a fob whilst it is operating.*



## 7 - The Fob

### 7.1 - What Fob Will I Get?

#### Key Tag Fob

By default all fobs allocated will be a small black key tag fob, along with a lanyard.

The key tag fobs are:

- • Waterproof
- • Dustproof
- • Lightweight
- • Strong
- • Unidentifiable
- • Can be attached to your keys



Each fob contains a unique number that is linked to each member's access.

Portsea SLSC has intentionally ordered fob that are not easily recognisable as access tokens to the clubhouse to prevent unauthorised access if a fob is lost.

#### Wristband Fob

Members also have the ability to request and purchase a wristband fob instead of their tag. The wristband is subject to availability. (Preference if given to Active Members). A member's key tag fob must be returned before the wristband fob will be issued.



### 7.2 - Lost Fobs

It is very important that a member **immediately reports** a lost fob to:

+61 452 596 557

Or email: [Security@portseasurf.com.au](mailto:Security@portseasurf.com.au) Or email: [contact@portseasurf.com.au](mailto:contact@portseasurf.com.au)

If a member finds a fob on the ground it is also important that they inform the club via the contacts listed above and provide the Unique ID number that is written on the Fob. We also ask that you hand the fob into reception.

### 7.3 - Damaged Fobs





The Portsea SLSC Fobs are hard wearing and virtually indestructible. If a member's fob stops working as a result of damage to the fob the deposit will be lost, and a new deposit will be required to be issued a replacement fob.

## 8 - Non-Club Member Access

In the event that a non-member requires access to the clubhouse, the following criteria must be met.

1. A building induction must be completed
2. A copy of a valid form of Identification must be provided and kept on file (Drivers License or Passport).
3. A Temporary Fob & Facilities Access form must be signed
4. Approval must be given by the Committee

## 9 - Important Information

1. Lost Fobs must be reported immediately.
2. Disciplinary action may be taken if the above policy is breached.
3. If you cannot get through door you think you should have access to please contact [security@portseasurf.com.au](mailto:security@portseasurf.com.au)
4. No Tailgating.
5. Don't be afraid to ask to see someone's fob if you believe they are in an area they shouldn't be.