



## **Policy 2022-02**

### **PMSLSC Security Policy**

---

|                         |                  |
|-------------------------|------------------|
| Original document date: | 01 February 2022 |
| This version:           | 2022-02          |
| Version date:           | 01 February 2022 |
| Next due for review:    | 01 February 2023 |

---

#### **Objectives**

- To ensure club assets held downstairs at the club are securely stored at all times.
- To restrict non-member access to the downstairs area of the club.

#### **Stakeholders**

The following stakeholders should be made aware of this policy, and should comply with it at all times.

- All members of Port Macquarie Surf Life Saving Club.
- Port Macquarie ALS Lifeguards.
- UAV Services Australia.
- Sandbox Cafe staff.

#### **Security Guidelines**

Stakeholders should adhere to the following guidelines.

- The ATV roller door can be unlocked but should be pulled down while members are on patrol. It should be locked at all other times.
- The door next to the ATV roller door should be locked at all times. Sandbox staff have a key and can unlock it when required.
- The roller door next to Sandbox can be unlocked but should be pulled down while Sandbox staff are in attendance. It can be unlocked and rolled up while members are on patrol. It should be locked at all other times.

- The roller door next to the first aid room can be unlocked and rolled up while members are on patrol. It can be unlocked but should be pulled down while members are training outside patrol hours. It should be locked at all other times.
  
- The front door can be unlocked while members are on patrol, and while members are training outside patrol hours. It should be locked at all other times.
  
- The door between the locker room and the gear storage area can be open while members are on patrol. It should be locked at all other times.
  
- The door to the patrol room can be open while members are on patrol. It should be locked at all other times.