



## POLICY

Drafted by	J. Briscoe	Approved by Board on	June 2018
Date Drafted	June 2018	Scheduled review date	June 2021

### Security of Premises

#### **Purpose**

To outline Valley FM's (VFM) requirements and management of security of VFM premises.

#### **Policy**

VFM is committed to minimising risks to members, equipment and premises by maintaining sound security regimes.

Full details of security arrangements will be provided to members.

All members share the responsibility for VFM's premises security and for ensuring security of the station at the end of each day.

Swipe cards (used to access the studios and other internal space) and remote-control devices (used to access the enclosed parking area) must not be marked as, or in any other way be identifiable, VFM access passes. Swipe cards have an inscribed number which, after allocation, is documented against the member's name in the official VFM Members' Register. The same information is also logged into a VFM Security Register and is maintained by the VFM Secretary.

Swipe cards and/or remote-control devices issued to a particular member must not be passed on to any other person without the authorisation of the Station Manager or President/Vice President. This will be noted in the Security Register.

Swipe cards and/or remote-control devices that have been issued to a member who is leaving VFM must be returned to the Station on the last day of program presentation.

When a presenter/s leaves the VFM last each day that person is responsible for checking to ensure the premises are secure before departure. A lock-up check list is at Appendix A for information

#### **Valley FM Compliance Obligations**

The Board is responsible for the development, implementation, operation and review of this policy. Compliance with the policy is also the responsibility of all Board Members.

## **Legislation Framework**

N/A

## **References**

N/A