

ACCESS CONTROL PROTOCOL

As at 27 March 2019

Security of our property at Gainsborough, and of the people who live in it, is dependent upon maintaining good control over the devices that provide access and security for the Common Property – the foyers, lift lobbies, lifts, garage, storage cages, visitors’ carpark and swimming pool.

Its effectiveness however, does depend on all residents and legitimate visitors being willing to comply with the provisions that are in place, and not to compromise them for the sake of individual convenience.

FOUR DIFFERENT DEVICES PROVIDE ACCESS:

- 1 **Electronic “swipe fobs”** - providing access through all external entrances to common property, and lift access to the individual fob holder’s floor. The Gainsborough access control system tracks and records the date and time of every use of every individual fob at every access point or elevator.
- 2 **Non-electronic, metal keys** - providing access from the fire stairs to individual lift lobbies. These keys open all fire stair doors – not just those to the resident’s floor.
- 3 **Wireless remote controllers** - providing vehicular access to the basement car park and to the visitors’ carpark. The use of these devices is tracked by the access control system in the same way as the swipe fobs.
- 4 **Keys to certain restricted areas of the Common Property** housing service equipment or materials to which residents do not normally require access (lift motor room, building roof, electrical switch room, cleaner’s room, compactor room etc.)

EACH OWNER HAS RECEIVED, WITHOUT CHARGE :

- 1 **Four (4) electronic swipe fobs for each unit owned.** Each fob provides access to all common area entrances and lift access to the floor of the owner’s unit
- 2 **One (1) wireless remote controller for each car space owned** in the basement carpark. This also provides access to the visitors’ carpark at the rear
- 3 **Two (2) non-electronic metal keys** providing access from the fire stairs to lift lobbies.

CONTROL OVER ACCESS DEVICES

1 Electronic Swipe Fobs

- a. A maximum of two (s) additional fobs beyond the initial allocation of four (4), may be issued on request from an owner, and with the specific authorisation of the Owners’ Corporation, but at the cost of the requesting owner
- b. Any lost or stolen fobs should be reported immediately to the Owners Corporation. Such fobs will be replaced at the owner’s cost.
- c. However, before such replacement is made, the identity (serial number) of the lost or stolen fob must be provided, to enable it to be deactivated and prevent unauthorised use
- d. Requests for replacement fobs can be made only by an owner or an owner’s agent. Requests from tenants will not be accepted without the approval of the relevant owner
- e. If a unit is leased, it is entirely up to the owner to determine how many of his/her already issued fobs are made available to the tenant or agent
- f. Fobs may be issued for service and emergency personnel, but only on the express authority of the Owners’ Corporation

“Gainsborough”

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2 Non-electronic, metal keys

Required only when access is needed from the fire stairs back into a lift lobby

3 Wireless remote controllers

- a. Additional or spare remote controllers will not be issued
- b. Lost or stolen remote controllers will be replaced at the owner's cost. However, before such replacement is made, the identity (serial number) of the lost or stolen controller must be provided, to enable it to be deactivated and to prevent unauthorised use
- c. Requests for replacement controllers can be made only by an owner or an owner's agent. Requests from tenants will not be accepted without the approval of the relevant owner

4 Keys to Restricted areas of the Common Property

There is a number of areas where, for security, safety and liability reasons, access is restricted to only those who have a genuine need for entry.

Keys to these areas are held by the Strata Manager, contractors and workers who have a regular need for access, and designated members of the Strata Committee.

When necessary, such keys may, be made available on loan:

- a. To employees, consultants, contractors and tradesmen engaged to provide services that require occasional access to these areas
- b. Temporarily upon request, to owners who
 - i. Have a genuine need for the access requested
 - ii. Undertake to return them immediately on completion of the task for which access was requested
 - iii. Indemnify the Owners' Corporation against any claim for damage or injury associated with this access

5 Audit

From time to time, the Owners' Corporation may undertake an audit of access control devices in circulation to identify and deactivate any that may be missing

FEES AND CHARGES

A substantial expense is involved in providing, programming and maintaining records of new or replacement keys, fobs and controllers. Accordingly a fee will be charged to any owner who requests a replacement.

- 1 The fee shall be determined by the Owners' Corporation from time to time, based on the costs incurred
- 2 The fee shall be paid by the requesting owner when the device is supplied
- 3 The fee shall be in the nature of a “deposit” and the device shall remain the property of the Owners' Corporation – not of the owner
- 4 In the event that an owner returns the replacement device in working condition, the deposit shall be refunded

CLOSED CIRCUIT TELEVISION

Complementing the access control system is a network of high definition colour CCTV cameras, providing coverage of all external entrances to common property and important locations within the building. Although the system is not continuously monitored, it can be interrogated and, in conjunction with recordings from the access control system, provides a comprehensive analysis of virtually any entry event that might require investigation.