

Open Questions

1. Why do you want to be on Door?

To help maintain the activeness of the club by making sure that the club is accessible to members throughout the day so they can easily come here for help or signing up if they are yet to join the club.

2. What difference will putting you on Door make?

I am an active member of the club who regularly spends time at uni in the earlier hours of the day so I will be able to hold the room at those time when the other door members are yet to arrive at uni.

Policy Questions

3. Where would you find the Door Group policy?

On the ucc webpage, in the infobase section, ucc polices and procedures

https://www.ucc.asn.au/infobase/policies/regulations_20180926.ucc#door_manual

4. Why do we have door members?

To manage and maintain the clubroom, manage clubroom affairs, sign up new members and assist in cleaning the room.

5. Who should you contact with questions/concerns about the policy?

Committee, phoning the ucc 6488 3901 or by emailing committee@ucc.asn.au

6. How does committee officially contact Door members?

Via door group mailing list or via discord if necessary

Practical Questions

7. What is the vending machine code to unlock the door?

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8. If someone is violent, refuses to leave, or otherwise poses a danger to people or property, you should call UWA Security. What is their number? Give both the emergency and non-emergency numbers.

Emergency phone: 6488 2222, Non-Emergency: 6488 3020

9. Briefly describe how the door system works (describe how the above code actually unlocks the door).

Either by putting in the code or by using dispense interface, the door lock is switched using a on-hook relay of a modem.

10. If you are unable to unlock the door from the snack machine, how else should you open the door? Give both methods.

Method one, log into dispense web interface (<http://dispense.ucc.asn.au>) and click the door button. Method two, log into a machine with dispense installed (ucc machines, putty etc...) and entering in the code dispense door

11. Who has clubroom keys on their person and who is able to get the clubroom key out from the Guild Student Centre?

President, Vice President, Guild Student Centre, Treasurer, Secretary

12. What needs to be done when closing the clubroom?

First, give early warning and due notice to people using the clubroom that you are leaving at X time. Make sure all rubbish is thrown into appropriate bins, removal of all personal property from the clubroom. Then turn off the lights, fan, soldering iron and lock up the tool cupboard, machine room, the club door and close the windows. Finally, if no one else is present in Cameron hall, the main door and the doors at the top and the fire exit need to be locked.

13. What needs to be done when leaving Cameron Hall?

If no one else is present in Cameron hall, the main door and the doors at the top and the fire exit need to be locked

14. If you are unable to correct an issue with something in the clubroom, who should you inform?

Campus Security for anything dangerous/rebellious and Committee for anything, inclusive of faults and repairs that door members cannot do.