

Use of access cards and tags

April 10 2019

Counsel's Chambers is auditing all access cards and tags that provide access to CCL's properties. In order to accurately maintain the access system Floor Clerks must notify CCL of changes on the Floors, for both Members and Staff. Failure to notify CCL when changes occur may lead to access cards or tags inappropriately remaining active and in circulation. In addition to Floor Clerks notifying CCL of changes that occur on Floor, please remember to collect the access card or tag from Members and Staff member before they leave.

Furthermore, it is imperative that Members and Staff use their own cards. CCL Staff frequently receive staff cards for renewal where the name on the access card does not correspond with the person in possession of that access card. Under these circumstances CCL is unable to renew these cards until we receive approval from Floor Clerks, this also may result in the cards being cancelled and Members and Staff not being able to gain afterhours access.

Providing access to unauthorised persons is strictly prohibited as it is a serious breach of security, either during or outside of business hours. Access cards are not permitted to be used in this manner. Should assistance with access be required, persons should be directed to Floor receptions via the correct lifts or the foyer intercoms may be used to contact CCL or Members' Floors. Search functions, contact details and directions are also available on the foyer notice boards.

An access card deposit is refundable where the card is no longer required and a deposit was paid initially to secure the use of that card, provided that the card is returned within 6 weeks of it being cancelled or last used.

For more details on the use of access cards, please refer to the Access Card policy on Counsel's Chambers website: https://www.ccl.com.au/files/documents/Policy_Ed_1.11.pdf

If you have any questions, please contact our Maintenance staff on 9231 3644.

Kind regards,

Debbie George
General Manager

It may be read, copied and used only by the intended recipient. If you have received it in error, please contact CCL on +61 2 9231 3644 or by email at admin@ccl.com.au, or the Sender immediately by return email, and immediately delete this email. CCL reserves the right to monitor all email communications through its networks. If the content of this email is personal or unconnected with CCL's business, we accept no liability or responsibility for it. You should take full responsibility for virus checking of this email and any attachments. If this email contains personal information (as defined in the Privacy Act Cth as amended) you must at all times comply with the Privacy Act and Australian Privacy Principles in connection with the personal information.