

COUNSEL'S CHAMBERS LIMITED

POLICY DOCUMENT

POLICY FOR THE MAINTENANCE AND USE OF COMMUNICATION AND NETWORK SERVICES INFRASTRUCTURE RISERS

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Source: **The Board of Directors of Counsel's Chambers Limited**

Counsel's Chambers Limited ("**CCL**" or "**the Company**" or "the Network") recognise the following each in relation to the provision of communication and network services, by CCL or otherwise, to its licensees and tenants:

- CCL has established a policy to regulate the use of the communications and electrical risers in the Company's buildings, based on the need to ensure that secure, scalable and sustainable services are available to shareholders and other Network users.
- Modern business technology is in a state of change and constant evolution. The forms and media used for communication and information handling are being updated constantly.
- Each tenant and licensee has the right to use whichever carrier service they choose, and, as the owners and managers of the buildings, the Company is prepared to accommodate their choices, subject to application of this policy.
- All of CCL services, and the services provided by others in CCL's buildings must remain secure at all times. The integrity of the Network and ancillary systems is paramount to the day to day operation of our Network Users.
- Space in CCL's buildings to accommodate current and potentially necessary additional infrastructure is limited and often conflicts with the

needs of the individual floors and, on occasion, individual shareholders and tenants.

- A consolidated and uniform approach has been developed for dealing with forecasted expansion of certain services and the reduction of others and how best to facilitate this transition in terms of infrastructure.
- Necessary resources and management tools must be allocated to effectively manage these developments and associated transformations to infrastructure and services.

POLICY GUIDELINES:

In order to observe the key points that define the policy for the use of the risers in CCL buildings, and in accordance with the points outlined above, guidelines to manage the use of the risers in CCL buildings are as follows:

1. CCL, reserves the right in its absolute discretion to refuse permission for the installation of any new communication, electrical or network service (“**service**”) on the basis that it may compromise, or potentially compromise existing, proposed or future installations for shareholders or Network users individually or collectively.
2. The risers in CCL’s buildings will be inspected every quarter to ensure that physical access to services is maintained and that new unauthorised services have not been connected.
3. Strict documentation and recording procedures are established, maintained and reviewed by CCL staff on an annual, and depending on the proliferation of new and independent services, possibly more frequent basis.
4. All requests for the installation of new and independent services must be in writing and first be received from either a licensee, tenant or floor and must result in the following:
 - Applications should be investigated by CCL with an emphasis on maintaining security and manageability of CCL systems in the future.
 - The direct and indirect impact to CCL staff and current compliance with CCL policies will be considered when reviewing a request to install a new service in our riser. The evaluation should be considered in terms of how it will affect the use of the CCL network, in terms of security and the required effort from staff to assist with the maintenance of these services.

- All requests for new and independent installations of services must be accompanied by written approval by the tenant's or licensee's floor.
 - Approval or rejection of the proposed installation is to be given to the tenant, licensee or floor within 5 working days of the request being received. Non-compliance issues should be pointed out to the tenant, licensee or floor.
5. All installations will be assessed in accordance with the following criteria:
- a) The proposed installation must be installed according to AS/NZS 3080:2003 : Telecommunications installations - Generic cabling for commercial premises.
 - b) The proposed installation must not hinder access to existing services or areas that potentially may be required for new services.
 - c) The proposed installation complies with Counsel's Chambers Limited published Contractors on site procedures and Rules for Tradespersons (as published on the internet from time to time at www.counselschambers.com.au).
 - d) Requests for proposed installations must be received from the Barrister or floor requesting the service, not the service provider. The written approval of the floor must accompany this request.
 - e) Requests for proposed installations must be accompanied by detailed drawings outlining the installation locations, installation capacity and method of connection.
 - f) The capacity of the proposed installation in terms of the potential number of users must not exceed the number of users requesting the service. For example, if one Barrister requires an installation, the service is installed directly to that Barristers Chambers, with no termination point within the risers, and capacity for only one user.
 - g) The installation must not compromise the integrity of any of the building's structure or services including and especially those of or provided by CCL.
 - h) The installation must be safe and must not compromise the safety and well being of the buildings occupants or the Company's Shareholders.
6. The overall impact of a proposed installation should also be assessed, particularly in those areas where the specified criteria do not apply. The

areas to be examined can be determined on a case by case basis and at the appointed examiners discretion.

7. All installations must have documented approval from CCL prior to carrying out any work in the riser.
8. Unapproved installations will be disconnected and removed immediately without notice.
9. Serious consideration should be given to how best to accommodate a carrier coming into the building and establishing their intentions in the future when considering individual installations.
10. Appropriate resources are allocated to supervise and co-ordinate the services within the building, and the evaluation criteria is constantly in a state of review and updated as required with the permission of the Technology Committee of CCL.
11. Inspection of installations should take place after completion, with a sign off by CCL to ensure that the installation complies with the above requirements and is as approved.
12. Security procedures will be put in place in order to prevent unauthorised access to risers.

INTERCONNECTION OF FLOORS

13. CCL will only consider requests for the installation of cables to interconnect Floors that are made by its shareholder floors and an application from each floor to be connected should be submitted. Applications from third parties will not be considered.
14. The cost of the installation and ongoing maintenance is to be covered by the relevant Floor/s.
15. All applications to provide for the interconnection of Floors will be considered individually and permission to install such cable will only be granted subject to adequate space being available in the riser, and, at the Board's discretion.
16. The Board will only consider applications for the installation of cables in the risers based on a point to point installation for the purposes of facilitating a connection between two floors, rather than to a third party located on the floor where the connection terminates.

SUMMARY OF REQUIREMENTS FOR AN ALTERNATIVE INSTALLATION

- A barrister, tenant of floor must request permission to install cabling in a riser that contains the Company's infrastructure prior to performing any work.
- A letter indicating the floor approves of this installation must accompany the written request.
- Detailed drawings and plans, showing the type of cable and any other devices and the precise location of where the cable and such other devices are to be installed must accompany the submission.
- CCL must assess and, if the proposed installation satisfies the qualification criteria, give approval in writing for the work to commence.
- After the installation is complete, the Barrister, Floor or Tenant having the installation performed must inform the Company.
- CCL will inspect the installation to ensure that it complies with the submission request.