

# COUNSEL'S CHAMBERS LIMITED

## POLICY DOCUMENT

### POLICY FOR THE ISSUE AND USE OF PROXIMITY CARDS AND TAGS

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Below are the conditions for the issue, replacement and renewal of proximity cards and tags for everyone in Wentworth & Selborne Chambers and the Lockhart. These conditions are effective as of July 2005, so the condition will apply for all cards and tags that are to be issued and existing cards and tags that are to be renewed. Please observe these conditions, as they will affect the renewal of floor cards, the replacement of Barristers cards and tags and cards for staff and secretaries.

If further information is required, please contact Counsel's Chambers Limited.

#### **1) Temporary Floor Cards:**

Each Floor has 4 proximity cards, or 8 proximity cards for floors covering both Wentworth & Selborne, that are issued to Clerks for use at their discretion. Tags will not be issued for this purpose. These proximity cards will provide access into the building, into the lift and only to your floor. These are on an ongoing reactivation cycle of three months at a time and we require the Clerks to renew them or send written permission to renew them. These proximity cards are intended to be kept by the Clerk who is ultimately responsible for them on behalf of the floor, in a safe and secure place and should only be issued on short term basis to staff who require them. Renewal of floor proximity cards must all be done at once to ensure that all are current and that none are missing. We need to see the proximity card before we can renew it.

*NOTE: New Floor cards will only be issued once an up front deposit /replacement cost of \$55 is received.*

#### **2) Temporary Cards for Readers, Lockhart Barristers and Licensees:**

Readers and Licensees are entitled to either proximity cards or tags for a period of three months, and the cards can be reactivated as required for another 3 months at the end of each period. The continuing reactivation of these cards is not generally limited. Initially, these proximity cards can be issued upon receipt of written request on behalf of the floor, and once the proximity cards have been issued, they can be renewed by the holder as required.

Holders of these proximity cards have access to all floors in Wentworth & Selborne and Lockhart. Access will be issued either proximity cards or tags. Only one proximity card or tag can be issued per person.

The floor is ultimately responsible for the issue of this type of proximity card or tag.

*NOTE: For those Barristers who are accommodated in the Lockhart under a long term lease with a floor in Selborne and/or Wentworth Chambers, their proximity cards or tags can be issued for periods of 12 months.*

*NOTE: Requests for Readers card or tag will have to be made by the floors in writing, and such letters or emails should outline that the floor takes responsibility for the card or tag and ensure that it is returned to Counsel's Chambers when the Reader no longer requires access or leaves the building. Failure to return the card or tag will incur a \$55 replacement fee for the next requested card or tag.*

*NOTE: Temporary cards for readers, Lockhart Barristers and Licensees will only be issued once an up front deposit of \$55 is received.*

### **3) Temporary Cleaners Cards:**

For contract cleaners that work on multiple floors after 6pm, CCL have issued restricted access proximity cards for them to travel between floors. These proximity cards will not give Cleaners entry to the building, but will allow them to travel between the necessary floors to perform their work. These proximity cards will be issued on a temporary basis being three months, and will be subject to the same renewal criteria as outlined in section 2.

Cleaners proximity cards will only be issued upon receipt of a written request from floors where the said cleaners may require access. The floors providing such a request will be ultimately responsible for the issue of cleaners proximity cards.

Only proximity cards will be issued for cleaners. Tags will not be issued for them. The period has been set for all cleaners to simultaneously expire on the 30th September, and the corresponding quarterly intervals. On or shortly prior to this date, Floor Clerks are advised to send the Cleaners to see us for access renewal. Cleaners who work on only one floor in the building and who arrive after 6pm will need to contact the security guard for entry, and will not be issued a proximity card.

*NOTE: Cleaners cards will only be issued once an up front deposit of \$55 is received.*

### **4) Clerks and Shareholders Cards:**

The proximity cards or tags issued to Shareholders and Clerks are permanent, and will access all areas of the buildings, Wentworth & Selborne Chambers and the Lockhart Chambers. Only one proximity card or tag can be issued per Barrister or Clerk.

### **5) Secretaries and Floor Staff (For access in the morning during the week):**

CCL can provide access to secretaries and floor staff giving them access only to the floor they work on. These proximity cards will allow access into the lift and to the relevant floor only. Access cards will be issued to secretaries subject to receipt of a letter from the floor confirming the following:

- That a floor resolution had been passed authorising the issue of these proximity cards which would only be active for the relevant Floor.

- That the floor accepts the responsibility for the use of the proximity cards and as acknowledgement that the Company could not guarantee that it would monitor their use.
- An undertaking to immediately advise the company should any proximity cards become lost.
- That the proximity cards will be renewed by the Clerk every 3 months.

These proximity cards are for floor staff only and are to be issued to the Floor Clerk who is to be responsible for them.

*NOTE: The intention of these proximity cards is to provide secretaries and floor staff access to their floors at times when the building is open but when the lifts have security activated. These cards will not provide access into the building outside of normal business hours.*

*NOTE: Only cards will be issued for secretaries and floor staff.*

*NOTE: Secretaries cards will only be issued once an up front deposit of \$55 is received.*

#### **6) Guest passes to Lockhart Chambers – Toilet Access cards:**

CCL can provide proximity cards for Guests and Clients, from the Lockhart Chambers fire stairs onto the main Floor in Lockhart Chambers, to enable access to and from the toilets in Lockhart Chambers. These Guest passes are available on request and will be provided to Clerks of Floors who have a lease in Lockhart Chambers. The Guest pass will only provide access from the fire stairs onto the leased floor, and nowhere else.

The maximum number of Guest passes is two per leased floor in Lockhart Chambers.

#### **Some additional information:**

- When someone who holds a proximity card or tag leaves the floor or the building altogether, Floor Clerks must notify CCL immediately.
- If you have problems with access, have forgotten your proximity card or tag or forgotten to renew the card, or generally require access without a card, use the doorphones at the buildings' entrances or foyers. The intercom will continue ringing until answered. The operation of the door phones follows:
  - Dial 1000#. The intercom will now ring in CCL's offices.
  - If for some reason, the phone is not answered immediately, which may happen early in the morning or on Saturdays, the call is diverted to the mobile phone of whoever is on duty. The transition is quick and seamless.
  - Failing immediate contact with someone who is on duty, a message may be left on an answering service, and CCL's person on site will be notified immediately of the presence of someone trying to gain access to the building.
  - The system is in use from 6am to 6pm Monday to Fridays, and also on Saturdays from 7am to 5pm.
- If you require assistance outside of those hours, please phone Allied Security on 1300 003 456. A charge may apply and you will also need to provide some form of identification.

- Family members, contractors and anyone other than Barristers, Clerks, Staff and Cleaners located in buildings operated by Counsel's Chambers Limited, will not be issued access cards under any circumstances. Floor Clerks may issue Floor cards to persons at their discretion, which may assist with further requirements for access.
- The cost to replace proximity cards or tags that are lost, broken or damaged and cease to operate properly due to improper use or storage will **be \$55 (inclusive of GST)** charged to the Floor or to the Barrister's Account. Deposits for the same amount will be required for some proximity cards or tags.
- The floors acceptance of "responsibility" as referred to above means the following:
  - a) That the floor confirms that the person who is nominated to hold the card is an employee of either the floor or a floor member and;
  - b) that the floor will notify CCL immediately upon the termination of employment or contractual arrangements of staff who have in their possession access cards and;
  - c) the person who the access card is to be issued is authorised to be on the floor at times when the lift security is still activated and;
  - d) the person who the access card has been issued to has been instructed to take all reasonable precautions to ensure the security of the card and;
  - e) that the floor shall notify CCL immediately should the card become lost, stolen or misplaced.

In relation to renewing any of the above types of proximity cards or tags, or addressing any access issues or problems with any of the types of cards above, CCL have two set times every day, when access card issues can be addressed. These times will be 10am and 3pm. Proximity cards or tags that need renewing, or that have problems can be left at reception before 10am and 3pm each day. Contact details and a brief explanation of your request or problem must be left with the reception staff.

The proximity cards or tags will be available for collection at reception at 10.15am and 3.15pm or after each of those respective times. If there is a problem that can't be resolved, we will contact you immediately. CCL will endeavour to assist with access enquiries outside of these times in the event of an emergency, and request your co-operation in observing the nominated renewal times whenever possible.

Access card holders must not use their card to provide access for any person to a floor other than their own, unless that person is personally known to the access card holder and is entitled to otherwise have access to that Floor. Failure to observe this requirement may result in CCL restricting the holder's access card privileges to the floor where the holder is located.