

## **ACCESS POLICY**

Date: **July 2021**

Edition: **2.2**

This following policy outlines the rules and conditions for access in Wentworth & Selborne Chambers and Lockhart Chambers.

Unless explicitly stated, a reference to an "access device" is the same as:

- a) the HID Mobile Access App;
- b) an access card; or
- c) an access tag.

The issue, possession, use and renewal of an access device is strictly subject to these rules and conditions.

### **General:**

1. All access devices remain the property of Counsel's Chambers Limited (CCL).
2. CCL reserves the right to issue, cancel and modify access privileges to access devices without notice.
3. New and replacement access devices may be provided to a prospective holder upon the completion of the correct Activation Form; <https://www.ccl.com.au/services>.
4. An access device holder (holder) must not use their access device to provide a person with access into the building or to a Floor other than their own, unless that person is personally known to the 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 privileges to the Floor where the holder is located.
5. Access cards and access tags must not be modified, marked, affixed to or altered in any way that will identify;
  - a) the name, address or phone number of the holder;
  - b) the name or address of any Floor in any of CCL's buildings;
  - c) the name or address of any of CCL's buildings; or
  - d) CCL.
6. Except for access devices issued to incoming Shareholders and Clerks, an admin fee of \$50 ex GST is required to be paid to CCL for all new access devices after 1 December 2021.

7. Admin fees are not refundable.
8. An additional admin fee will be charged to replace an access card or access tag that has been lost, stolen or damaged due to misuse is \$50 ex GST.
9. Where the holder is a CCL Shareholder, the holder is solely responsible for the use of the access device.
10. Where the holder is not a CCL Shareholder, the Floor and Clerk to which the card is associated are responsible for the use and stewardship of the card, and the Clerk must notify CCL immediately upon that holder leaving the Floor and/or building.

**A summary of eligible holders, activation periods, access privileges and access device types:**

11. Access devices will issued, renewed, expired and be cancelled in accordance with the following:

<b>Card type/holder:</b>	<b>Activation period:</b>	<b>Access privileges:</b>	<b>Access device:</b>
CCL Shareholders & Clerks	No expiry	All areas, all buildings.	Mobile device.  Cards or tags only for existing Shareholders & Clerks.
Licensees, Readers, Non-Shareholder Barristers	3 months	All areas, all buildings.	Mobile device
Floor Cards	3 months	Into the building, lifts, and to the associated Floor.  Level 1 Selborne Chambers.  Where Floors have an Annex in Lockhart Chambers, corresponding access to that Floor and the pedestrian link.	Card only.
Door tenants, Floor Cleaners	3 months	Into the building, lifts, and to the associated Floor.  Level 1 Selborne Chambers.  Where Floors have an Annex in Lockhart Chambers, corresponding access to that Floor and the pedestrian link.	Mobile device
Barristers in Lockhart Chambers	12 months	All areas, all buildings.	Mobile device
Lockhart toilet guest passes	12 months	Access onto the associated Lockhart Floor from the fire stairs.	Card or Tag

Floor Staff, Secretaries	3 months	<p>Into the lifts, and to the associated Floor.  <b>Floor Staff and Secretaries' cards do not provide access into the building.</b></p> <p>Where Floors have an Annex in Lockhart Chambers, corresponding access to that Floor and the pedestrian link.</p>	Mobile device
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**Access renewals & updates – Mobile devices:**

12. CCL will provide and maintain for each Floor a renewal schedule that will include:
- a) the holder's name;
  - b) the access device number and type;
  - c) the expiry date of access device; and,
  - d) the access device status, being either active or suspended.
13. All access devices associated with a Floor having the same activation period (either 3 or 12 months) will be set to expire at the same time.
14. The renewal schedule will be sent to Clerks and confirmation sought that the renewal schedule is correct and that access devices set to expire may be renewed. Clerks must inform CCL where changes to the schedule are required or where information is not correct.

**Access renewals & updates – Cards & tags:**

15. In addition to the above renewal process, cards & tags will be renewed only where:
- a) the Clerk confirms that the card or tag is in the correct possession of its eligible holder; and,
  - b) it is presented to CCL.
16. Once the card or tag associated with a Floor are renewed, the renewal schedule will be updated and provided again to the Clerk for their reference.
17. Cards & tags authorised for renewal but not presented to CCL will be suspended and may be reactivated by presenting it to CCL – the expiry date will align with the other access devices.
18. CCL have two time slots each day to present cards or tags for renewal and to address all other enquires or issues relating to access devices being:
- a) 10.00am – 10.15am; and,
  - b) 3.00 – 3.15pm.

19. Cards & tags should be presented prior to the beginning of each time slot along with the card or tag details, including the holder and the nature of the enquiry, problem or if the card or tag is being presented for renewal.
20. CCL will do its best to complete a renewal or resolve an issue within that time slot but provides no guarantee in relation to these times.

**Shareholder & Clerks cards:**

21. Shareholders & Clerks may be provided an access device upon completing the relevant activation form.
22. Shareholders & Clerks access cards have no expiry date and have access to all areas of the buildings.
23. Shareholder & Clerks may retain cards or tags where already in issue.
24. Only Mobile access will be provided to new Shareholders & Clerks.

**Access devices for Non-Shareholder Barristers, Barristers in Lockhart Chambers, Readers, Licensees, and Door Tenants.**

25. Non-Shareholder Barristers, Barristers in Lockhart Chambers, Readers, Licensees and Door Tenants may be entitled to an access device upon completing the relevant activation form.
26. Non-Shareholder Barristers, Readers and Licensees and Door Tenants access devices have an activation period of 3 months and have access to all areas of the buildings.
27. Access devices issued to Barristers in Lockhart Chambers have an activation period of 12 months and have access to all areas of the building.
28. Door Tenants access devices have an activation period of 3 months and have access to the building, lifts, and to the associated Floor, Level 1 Selborne Chambers and where Floors have an Annex in Lockhart Chambers, corresponding access to that Floor and the pedestrian link.
29. Only Mobile access will be issued to Non-Shareholder Barristers, Barristers in Lockhart Chambers, Readers, Licensees and Door Tenants, cards or tags will not be permitted.

**Floor cards:**

30. Floor cards are 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 people that require access.
31. Floor cards have an activation period of 3 months.
32. Only access cards will be provided by CCL for use as a Temporary Floor Card, Mobile access and access tags are not permitted.

**Floor Cleaner's cards:**

33. Floor Cleaner's access devices will provide Floor Cleaners with entry to the building, allow them to travel to Level 1 Selborne Chambers to sign in and out every evening, to their respective Floor and, where required, between the necessary floors to perform their work.

34. Floor Cleaner's access devices will be issued on a temporary basis being 3 months and may only be renewed in accordance with this policy.
35. New Floor Cleaner's access devices and changes to access privileges will only be permitted upon receipt of a written request from Floors where the Floor Cleaner requires access. The Floor requesting a Floor Cleaner's access device is responsible for the ongoing use and stewardship of that access device.
36. Only Mobile access will be issued for Floor Cleaner, cards or tags will not be permitted.

**Staff cards:**

37. Floor Staff and Secretaries may also be provided with an access device upon application.
38. Staff access devices will not provide access into the building outside of business hours, only into the lifts and to authorised Floors.
39. The access devices are intended to assist with access for those arriving after the doors to Wentworth & Selborne Chambers are open (7am Monday to Friday) and before the lifts are unlocked (generally, 8am Monday to Friday) and to eligible, secure Floors during office hours.
40. Only mobile access will be issued for Staff, cards or tags will not be permitted.

**Guest passes to Lockhart Chambers – Toilet Access cards:**

41. 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.
42. These Guest passes are available on request and will be provided to Clerks of Floors who have a lease in Lockhart Chambers.
43. The Guest pass will only provide access from the fire stairs onto the leased floor, and nowhere else – 12 months expiry.
44. The maximum number of Guest passes is two per leased floor in Lockhart Chambers.
45. Only card or tags will be issued for Guest passes

**Additional information:**

46. Family members, contractors and anyone other than Barristers, Clerks, Staff and Cleaners located or working in buildings operated by Counsel's Chambers Limited, are not eligible holders and will not be issued access cards under any circumstances.
47. Floor Clerks may issue Floor cards to persons at their discretion, which may assist with further requirements for access.

**Responsibility for access devices:**

48. Except for Shareholders access devices, the Floor warrants that:
  - a) the holder is eligible to have an access device;

- b) the holder is permitted to be on the Floor at all times including when lift access to the Floor is secure;
- c) the holder has been instructed to take all reasonable precautions to ensure the security of the access device;
- d) that the issue and use of the access device will be in strict accordance with this policy; and,
- e) it will notify CCL immediately upon a holder no longer being eligible.