

27 March 2025

Dear: Shareholders, Tenants & Clerks

This circular includes the following topics:

- *30 June deadline – notification of building works*
- *Easter & Anzac Day holidays and building closure*
- *Members Portal*
- *Waste & recycling services*
- *Security Guards and after-hours access*

30 June deadline – notification of building works

Where Shareholders or Floors are contemplating carrying out work of any nature between 19 December 2025 to 26 January 2026, you must notify CCL by no later than 30 June 2025.

Where the work is substantial in nature, such as a Floor renovation or toilet upgrades, plans must also be submitted to CCL by no later than 30 June 2025 as part of the application.

Unless an application to carry out work has been received by this date, work will not be considered for approval and will not be permitted to proceed.

All work carried out at any time in CCL's buildings must comply with [CCL's Rules & On-site](#)

[Procedures](#) as published and updated from time to time.

For further information, please contact [Lee Albert](#)

Easter & Anzac Day holidays and building closure

Wentworth & Selborne Chambers and Lockhart Chambers will be closed for the Easter long weekend, Friday 18 to Monday 21 April and Anzac Day Friday 25 April. CCL's Office will also be closed and there will be no CCL Staff on duty over the long weekend or on the Anzac Day Public Holiday.

Access to Chambers is available via the HID Mobile Access App. If you require assistance, you can contact Security via the door phones at the building's entrances during this time.

For further information, please contact the [Maintenance Team](#).

Members Portal

The CCL Members Portal is the best way for Members, Tenants & Clerks to access CCL's services.

Members can pay maintenance contributions online, check payment status and review payment history.

It is also that best way to notify CCL of a Maintenance issue or request Network Support. Requests made via the Members Portal are prioritised and provide direct access to CCL's Maintenance and Network Staff.

You can log in to the [Members Portal here](#).

Waste & Recycling services

CCL provide a range of rubbish and recycling services for Floors & Members including:

- Daily General rubbish collection
- Daily paper recycling
- Glass, plastic and aluminium recycling
- Waste, paper and secure document bins on request
- Toner cartridge, battery, e-waste, medical waste and light globe disposal
- Biannual rubbish collection for larger furniture and e-waste items.

It is imperative that all waste is disposed of correctly and that Floor Cleaners collect rubbish and recycling as required. For further information, please see [CCL's Policy for rubbish & recycling](#).

If you have any questions about the rubbish and recycling services, please contact the [Maintenance Team](#).

Security guards & after-hours access

CCL has security guards on site from 4 – 9pm on weekdays. For assistance during this time, the guards can be reached on 0419 019 386.

Where security is required outside of these times to provide access to the buildings or more generally for assistance, the security service can be contacted on 1300 020 406, or via the door phones at the buildings' entrances. If the call is in relation to after-hours access, your name must be on the foyer notice board and you must provide photo identification to the security guard before they provide you with access. Fees will apply.

Otherwise, for all emergencies at any time of the day or night, call 000.

Kind Regards,
Debbie George
CEO



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Our office is on the traditional lands of the Gadigal People of the Eora Nation. We acknowledge each of the First Nations Peoples on whose lands we work and live, and pay deep respects to their elders past, present and emerging.

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