

10 October 2024

Dear: Shareholders, Tenants & Clerks

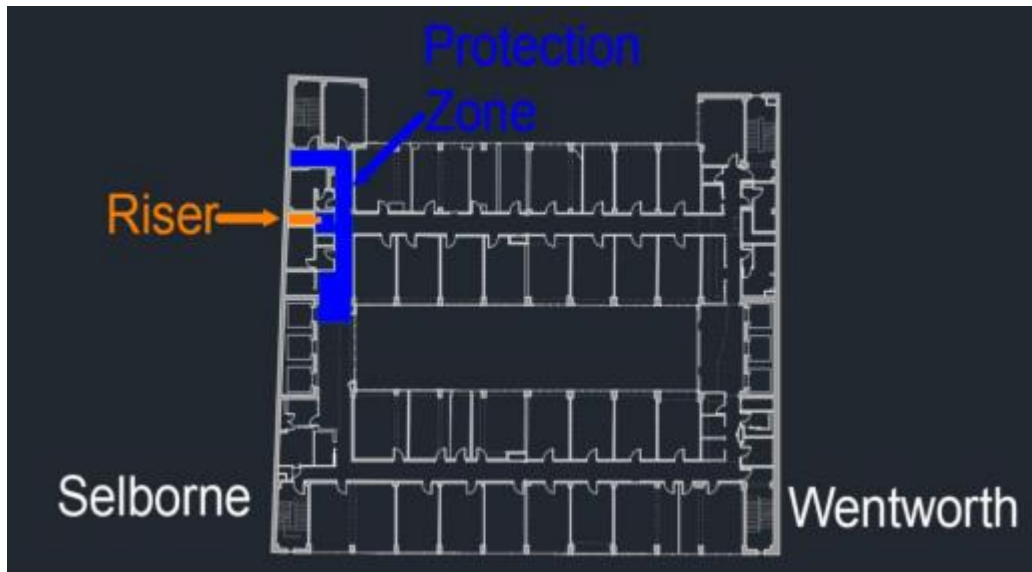
I refer to my previous circulars of [18 March 2024](#), [24 June 2024](#), [8 July 2024](#), [2 September 2024](#), this circular includes the following topics:

1. *Selborne service riser upgrade*
2. *Building work*
3. *Issuing new access passes*

Selborne service riser upgrade

Shareholders, Tenants & Clerks please note the following important reminders:

1. The upgrade of the Selborne services riser is scheduled to commence at midday on 20 December 2024 and scheduled for completion by 27 January 2025.
2. During that time, there will be no hot or cold water or drainage on the Selborne side of the building.
3. All kitchens and toilets will be out of service, do not attempt to flush toilets or pour any liquids into hand basins or sinks during this time.
4. The riser and the associated protection zone is set out below.



5. Access to Chambers will remain available, however some Chambers on the Macquarie Street side of the building will only be accessible from Wentworth Chambers.
6. The work will be noisy and disruptive, trades and contractors will be working on all floors throughout the period.
7. Services in Wentworth and Lockhart will remain online during this period, there may be a very brief, scheduled interruption to services in Wentworth – if this is required you will be notified in advance.

The previous circulars, and in particular the circular from 8 July this year contains further, important information with respect getting prepared for the work, what to expect when the work is being carried out and the timing and provision of Maintenance and Network Support services leading up to and during the construction period; [please review that circular to ensure that you are prepared for these works.](#)

Building work

CCL has received and approved a substantial volume of work that will be carried out by Members & Floors during the construction period.

The works that remain on the schedule for this year include:

- Chambers renovation on Level 13 Selborne.
- Chambers renovation on Level 12 Selborne.
- Multiple Chambers renovations on Level 11 Wentworth & Selborne.
- Floor work on Level 8 Selborne.
- Floor work on Level 5 Selborne.
- Multiple room works on Level 3 Lockhart.
- Building and comms upgrades on Level 1 Wentworth.

These works will be noisy, disruptive and will involve numerous trades and contractors moving in and out of the building with tools, joinery and debris from demolition throughout the construction period.

No further applications for work will be considered. Do not attempt to have contractors carry out any work of any kind during the construction period if you do not already have approval as they will be removed from the building without notice.

Issuing new access passes

[CCL's Access Policy](#) sets out the conditions for use of access passes in the buildings. Please note that CCL no longer issues access passes or tags, new access passes will only ever be issued on the HID Mobile App.

Except for new Shareholders & Clerks, all new access passes incur a non-refundable \$50 ex GST admin fee.

If you require further information, please contact [Lee Albert](#).

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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