

8 November 2024

Dear: Shareholders, Tenants & Clerks

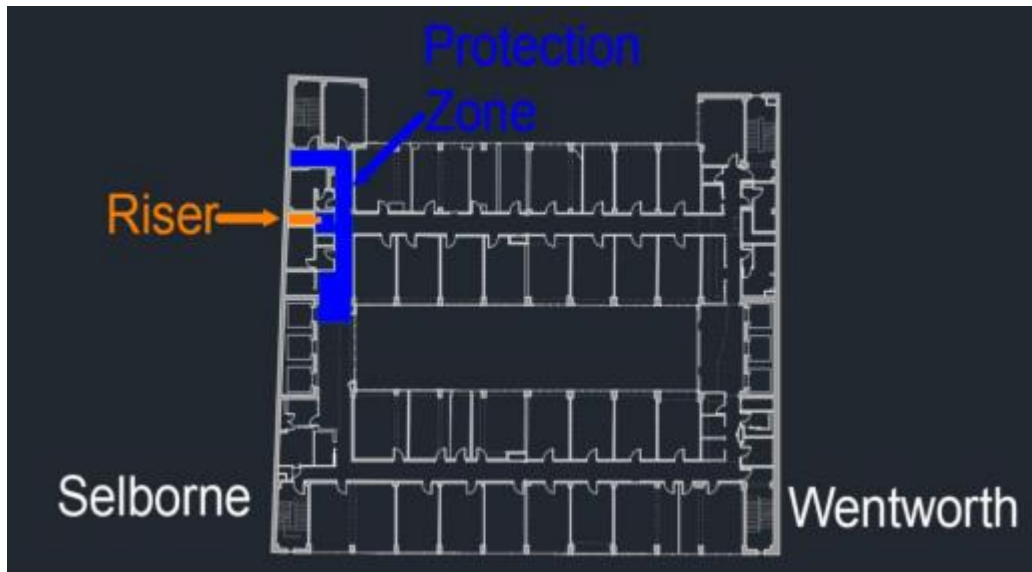
This circular includes the following topics:

- *Selborne riser works*
- *Building works*
- *CCL office & building closure*
- *HID access passes*
- *Security response protocols*
- *Duress alarms for Floors*

Selborne riser works

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 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 works

CCL has received and approved a substantial volume of work that will be carried out by Members & Floors between 20 December 2024 and 26 January 2025.

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 to be carried out between 20 December 2024 to 26 January 2025 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.

Members & Clerks are also reminded of CCL's [Rules & On-Site Procedures](#) which set out the minimum requirements for undertaking building, maintenance, construction, repairs and service work of any kind the buildings. Unless applications for work are made to CCL and approval granted in accordance with the [Rules & On-Site Procedures](#), work will not be permitted.

Please note the [Application Form in Section 13](#) of the Rules & On-Site Procedures, and the checklist of requirements which must be provided to CCL within the required [Notification Period set out in Section 2](#).

Where applications have been made and approval granted, CCL Staff will coordinate directly with the trades, contractors and service personnel who must undergo a Site Induction before being permitted to work in the buildings. Site Inductions lapse and must be renewed regularly, so it is critical that you notify CCL of all works to ensure that the trades, contractors and service personnel are eligible to work in the buildings.

These are strict WHS requirements and must always be observed. These requirements apply to all work in the building, no matter how minor in nature.

To avoid any inconvenience please plan accordingly and note these requirements and timelines as **trades, contractors and service personnel attending the building without approval and who have not successfully undergone a Site**

Induction will be turned away and not permitted to work until the requirements are met.

Members & Clerks are expected to make all necessary arrangements for access to carry out the works, CCL does not provide access to trades or contractors engaged by Members & Clerks.

[CCL Maintenance Staff](#) are here to assist Members & Clerks with this process.

CCL office & building closure

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from 12pm on 20 December 2024 until 8am on 2 January 2025.

Valid access passes on mobile devices, cards and tags will enable access to the building during this time.

Floors may elect to extend restrictions to lift access past 2 January 2025; Clerks are welcome to request additional closures or modified lift access times to your Floor.

Information about Floor opening times, contact details, deliveries or other requirements specifically for your Floor can be added to the foyer notice boards in Wentworth, Selborne and Lockhart Chambers.

For further information, to request extended Floor closures or modified lift access times please contact the CCL Maintenance Office at maint@ccl.com.au

HID 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.

[CCL's User Access Guide](#) contains tips on how to optimise use of the HID Mobile App access pass. Please refer to this to ensure that your phone has the correct settings to ensure reliable use of the Application.

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

Security response protocols

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 doorphones 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 may apply.

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

Duress alarms for Floors

In addition to the security services noted above, it is also possible for Floors to have their own duress alarm installed. The service operates by pressing a button that will trigger an alarm with the monitoring service who will dispatch a guard for assistance. As an example, the button can be installed discreetly under a desk at Reception or in the Clerk's office.

If your Floor is interested in obtaining a quote to install this service or if you have any questions about this, please [contact Khiem in our Maintenance Team](#).

Kind Regards,
Debbie George
CEO



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