

Building updates & reminders

COUNSEL'S
CHAMBERS
LIMITED

2 September 2024

Dear: Shareholders & Clerks

This circular includes the following topics:

- *CCL Office & Building closure*
- *Upgrade of Selborne Riser*
- *Building works & notification deadline*
- *Work commissioned by Members & Floors; CCL's Rules & on-site procedures*

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

Upgrade of Selborne riser

I refer to my Circulars of [18 March 2024](#) & [8 July 2024](#).

The detailed planning for the upgrade of the Selborne riser continues. From **12pm, 20 December 2024**, noise restrictions in the buildings will be lifted, the Selborne riser will be removed from service and the surrounding area protected. **From that time until completion (scheduled for 27 January), kitchens, toilets and showers will not be available to Shareholders, Tenants & Clerks on the Selborne side of the building.**

While there may be some brief interruptions to services to enable connection and testing to take place, services in Wentworth Chambers will remain available. Members & Staff who are in Selborne Chambers whilst the work is underway will be required to use kitchens & toilets in Wentworth Chambers or Lockhart Chambers, additional daytime cleaning has been arranged accordingly.

Please also note:

- Access to all Chambers will remain available, however it may be necessary to access Chambers from the Wentworth side of the building at certain times.
- Noisy and disruptive works throughout the day and evening.
- All artwork, valuables and contents will need to be removed from within the protection zone prior to after hours works commencing in early December.
- CCL's offices will be closed from mid-day on 20 December 2024 until 8am on 2 January 2025.
- Aside from CCL's Maintenance Staff who will be on site, CCL Staff will be working remotely, consequently **there will be no face-to-face IT support available from 12pm 20 December 2024 until 27 January 2025.**
- Floor cleaners ability to clean in Selborne will be affected, Clerks are advised to notify Floor cleaners as soon as possible so that they can make the necessary arrangements.
- CCL is developing plans to temporarily drain condensation from AC units on the Selborne side of the building, however there is a possibility that some AC units from Level 2 and above on the Selborne side of the building may not be able to be operated while the work is underway; CCL will confirm whether these units can be operated and directly contact the individuals affected as soon as possible.

- Lift #6 will be a dedicated builders lift and will not be in service while the work is underway.

For those who are planning to work remotely during the above period, please make and test your remote working arrangements well in advance to avoid problems; Clerks should lodge IT requests to support remote working for Members as early as possible to avoid a last-minute rush. We anticipate that the last date to lodge requests for IT support for remote working will be 13 December.

Please contact our [Maintenance Team](#) if you have any questions relating to the above information.

Deadline for the notification of building work has elapsed

The deadline to notify CCL of work during the December and January holiday period elapsed on 30 June.

No further applications will be considered for work between 20 December 2024 & 27 January 2025.

Unless an application to carry out work was submitted prior to the deadline and has been accepted by CCL, work of any kind will not be permitted to proceed.

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

Work commissioned by Members & Floors; CCL's Rules & on-site procedures

Members & Clerks are 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.

Kind Regards,
Debbie George
CEO

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