

15 June 2020

Circular to Shareholders & Clerks - Building works and security

I refer to my circular of 3 March 2020, and remind Members & Clerks of the requirement to notify CCL by 30 June 2020 to request approval for works to be carried out at the end of the year.

At this stage, it is unlikely that CCL will be carrying out substantial upgrades or maintenance works in December 2020 and January 2021, the proposed lift works are also likely to be deferred. As per my earlier circular, please note the following.

Building works:

This years construction period corresponding with the traditional vacation period will be from 6pm, 18 December 2020 to 8am 26 January 2021. During this time Members should expect noisy and disruptive work taking place in the buildings, which will likely include Shareholders carrying out work in Chambers and Floors performing renovations, this is in addition to any work that CCL may carry out.

Work of any kind during the construction period will not be permitted to be carried out in the buildings unless:

- a) an application has been made to CCL by no later than 5pm, 30 June 2020;
- b) where such work is substantial in nature, such as Floor renovations or alterations and renovations to toilets, a full set of plans must also be submitted by no later than 5pm, 30 June 2020 including;
 - i) a demolition plan;
 - ii) a proposed layout; and,
 - iii) a proposed reflected ceiling plan;
- c) all works must comply with the CCL's Fit Out Guide:
https://www.ccl.com.au/files/documents/Fitout_Guide_May_2020_3.7.pdf; and,
- d) CCL has explicitly approved the work, and confirmed such approval in writing.

The definition of work, includes any and all undertaking by trades, technicians, labourers, removalists and contractors, no matter how minor in nature and includes activities such as hanging artwork, moving furniture or equipment in bulk, installing blinds or carpet and painting. A full description is available in the FitOut Guide.

Outside of the construction period, the requirements of the Fit Out Guide still apply. CCL must be notified in advance of all work taking place in CCL's buildings. Furthermore, all trades, technicians, labourers, removalists and contractors must be registered in CCL's database and must sign in and out every time they arrive and leave site. For further information, please contact our Maintenance Staff on 9231 3644.

Fire alarms:

Fire & Rescue NSW continue the practise of charging to attend to fire alarm activations in NSW. In the event that a fire alarm is activated, CCL will pass on the charges to the Floor where the alarm originated from. The charge is over \$1,600 at the moment, and may be subject to increase as it has in the past. For further information about the charge and how to prevent an accidental fire alarm activation, please refer to the Fire & Rescue NSW brochure:

<https://www.fire.nsw.gov.au/gallery/files/pdf/business/Unwanted%20alarms%20brochure.pdf>

Use of security cards:

Shareholders & Clerks are reminded of CCL's access card policy and the proper use of access cards issued by CCL: https://www.ccl.com.au/files/support/Policy_Ed_1.12.pdf

Please note: Access card holders must not use their card to provide access to any person to a floor other than their own, unless that person is personally known to the access card holder and is entitled to otherwise have access to that Floor. Failure to observe this requirement may result in restrictions being placed on the holder's access access card.

If you have any questions, please contact Lee Albert on 9231 3644.

Kind regards,

Debbie George

CEO

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