

20 May 2021

Dear: Shareholders & Clerks

This circular includes the following topics:

- *COVID-19 & Infectious diseases management plan*
- *Lift modernisation*
- *Building maintenance works December 2021 & January 2022*
- *General reminders*

COVID-19 & Infectious diseases management plan

The following is the link to CCL's Infectious diseases management plan:

https://www.ccl.com.au/files/documents/CCL_Infectious_Diseases_Management_Plan.pdf

CCL continually reviews, assesses and responds to new information and requirements related to COVID-19, and will provide updates to Shareholders & Clerks of any changes to CCL's response to COVID-19 as appropriate.

Members & Clerks in Lockhart Chambers will note that to avoid the possibility of airborne transmission of COVID-19 that CCL continues to operate the air conditioning on fresh air only. As a consequence, the air temperatures in Lockhart Chambers are likely to be cooler as winter approaches.

Lift modernisation

I refer to my circulars of March and April 2021.

The plans to modernise the lifts in Wentworth & Selborne Chambers and Lockhart Chambers continue, where the entire lift service will be upgraded, including all controls, lifting machines and lift car interiors.

Members and Clerks please note that the project will be noisy and disruptive and the lift service will be noticeably slower while work is underway.

The program has been developed to minimise disruption to Members and to complete the work as quickly as possible. **Work is scheduled to commence on 17 September 2021 and to be complete by 31 March 2022 – lift response times will be noticeably slower during this period.** The program is subject to change and CCL will continue to endeavour to further minimise the impact on Members wherever possible.

The lift car interiors will be upgraded to better comply with current accessibility codes and standards, and provide improved access for those with impaired mobility or sight. Members are invited to view samples of the finishes for the lift car interiors, these are currently on display on Level 1 of Selborne Chambers.

Further information, updates and reminders will be provided to Members, Clerks and Tenants on a regular basis leading up to and during the project. If you require further information or have any questions about the project, please contact Lee Albert at lalbert@ccl.com.au

Building works December 2021 & January 2022

A reminder that CCL will be carrying out essential building maintenance works in December 2021 and January 2022. The work will be limited to the roof and plant areas in Wentworth & Selborne Chambers and Lockhart Chambers and is in addition to the lift modernisation. Whilst the work is not expected to be particularly disruptive for Members & Clerks, trades will be visible and the work may generate noise at times.

Other than the lift service being slower as a consequence of the lift modernisation, access to Floors and Chambers will not be affected.

General reminders

Members & Clerks are reminded of the **30 June 2021 deadline** to notify CCL of plans to carry out work in December 2021 and January 2022. Applications will be considered by CCL, however please note that there will be restrictions on lift availability during this period and careful and detailed planning and coordination will be required to manage the movement of contractors and materials at all times.

If you have any questions or are considering work for this period, please contact Lee Albert at lalbert@ccl.com.au as soon as possible.

Kind Regards,
Debbie George
CEO

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