

Public holiday building closures & reminders

COUNSEL'S
CHAMBERS
LIMITED

27 March 2024

Dear: Shareholders, Tenants & Clerks

This circular includes the following topics:

- *Easter & Anzac Day public holiday building closures*
- *Reminder: Maintenance requests for HID Mobile Access*
- *Update: Internal window cleaning*
- *Fire & Rescue NSW: Call out fees for fire alarms*
- *Deadline for the notification of building work: 30 June.*

Easter & Anzac Day public holiday building closures

Wentworth & Selborne Chambers and Lockhart Chambers will be closed for the Easter long weekend, Friday 29 March to Monday 1 April and Anzac Day Thursday 25 April. CCL's Office will also be closed and there will be no CCL Staff on duty over the long weekend or on the Anzac Day Public Holiday.

Access to Chambers is available via the HID Mobile Access App. If you require assistance, you can contact Security via the door phones at the building's entrances.

For further information, please contact the [Maintenance Team](#).

Reminder: Maintenance requests for HID Mobile Access App.

A number of support requests for new and existing HID Mobile access App users continue to be incorrectly logged as IT requests. To ensure a prompt response to service requests related to the HID Mobile Access App, please ensure that when logging a support request in the [Members Portal](#), Members and Clerks should select "Mobile HID/Access Pass" as per the image below:

Unit

Unit * Priority*

Select Unit ▼

Category* Sub Category

Mobile HID/Access Pass ▼ Select Sub Category ▼

Brief Description *

CCL appreciates your patience and cooperation, for further information, please contact the [Maintenance Team](#).

Update: Internal window cleaning

I refer to my [circular of 18 March 2024](#); the internal window cleaning is on schedule and the balance is due to be completed on Friday 29 March 2024. The remaining floors are:

- Wentworth & Selborne Chambers, Levels 2 – 7.
- Lockhart Chambers, Levels 2 – 12.

CCL will provide access to Chambers, please ensure that the windows are accessible to facilitate the cleaning. To report any problems or inadequate window cleaning, please contact the [Maintenance Team](#).

Fire & Rescue NSW: Call out fees for fire alarms

Shareholders, Tenants and Clerks are reminded that Fire & Rescue NSW charge a fee to attend to fire alarms, the fee is approximately \$1,800. CCL pass on the cost of fire alarm call outs to the Floor where the alarm is generated from.

To avoid inadvertently activating the fire alarm, please note the following:

- Ensure that all electrical appliances are tagged and tested in accordance with WH&S requirements.
- Never leave any kitchen appliance unattended whilst in use, such as toasters and kettles.
- Avoid using aerosol sprays.

- Always notify CCL of trades and contractors attending site in accordance with the [Rules & On-site Procedures](#).
- Ensure that all trades and contractors attending site sign in and out here at Level 1 Selborne Chambers.
- Smoking or vaping is not permitted anywhere in the buildings.

If you require assistance of further information in relation to this, please contact the [Maintenance Team](#).

Deadline for the notification of building work: 30 June.

Where Shareholders or Floors are contemplating carrying out work of any nature between 20 December 2024 to 26 January 2025, you must notify CCL by no later than 30 June 2024.

Where the work is substantial in nature, such as a Floor renovation or toilet upgrades, plans must also be submitted to CCL by no later than 30 June 2024 as part of the application.

Unless an application to carry out work has been received by this date, work will not be considered for approval and will not be permitted to proceed.

All work carried out at any time in CCL's buildings must comply with [CCL's Rules & On-site Procedures](#) as published and updated from time to time.

For 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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