

## CIRCULAR TO SHAREHOLDERS & CLERKS - WENTWORTH & SELBORNE CHAMBERS - UPGRADE OF WINDOWS ON THE PHILLIP STREET FAÇADE

**26 March 2018**

I refer to my Circular below of 14 September 2017 announcing the upgrade of the windows on the Phillip Street façade.

Members will appreciate that the work to upgrade the windows and replace the flammable cladding is a substantial undertaking and the largest single project ever undertaken by CCL.

Members will also appreciate that the project has been scheduled for the 2018-2019 summer period, notwithstanding that there has been a lot of work carried out by CCL in recent years which has inconvenienced members, because CCL was notified by the NSW Government of the potential risk of there being flammable cladding on both the Selborne/Wentworth and Lockhart facades and CCL's own investigations demonstrated that there is cladding material which does not meet current standards. Accordingly, that unsafe material must be replaced as soon as reasonably practicable.

In addition, many members with rooms on the Phillip Street frontage have requested that their windows be replaced with materials comparable to the recently installed internal lightwell windows. Although doing so makes the project considerably larger and will cause more inconvenience to members with rooms on the Phillip Street side of Selborne/Wentworth, it is obviously cheaper and will cause less inconvenience overall to replace the Phillip Street windows at the same time as the unsafe cladding is replaced.

However, the size of the project means that building work must start earlier than has been the case in the past with smaller projects and it will be necessary to cause some inconvenience to members occupying rooms not only on the Phillip Street frontage itself but also rooms on the internal side of the Phillip Street frontage on every floor. That is because WHS requirements mandate that the whole of the Phillip Street corridor on every floor be an 'exclusion zone' with access permitted only to the building contractors after 6pm on Monday 17 December 2018. **From Tuesday 18 December 2018 members will not be permitted access to the Phillip Street corridor on any floor in Selborne/Wentworth and any requests to obtain briefs or other materials from any of those rooms must be directed to CCL staff, not to an employee of the building contractors.**

The CCL Board recently considered a number of logistical and scheduling issues that will affect this project and some difficult decisions needed to be made, it is critical that members and Clerks note the following:

### 1. WHS Requirements & Access Restrictions

CCL has had a full WHS review of the proposed works carried out. The expert advice is that a full construction exclusion zone must be established on each floor. In order to properly establish and maintain the exclusion zone, a temporary wall will be erected across each reception, incorporating the door to the lift closest to Phillip Street, and isolating the entire Phillip Street side corridor. This will occur in both Wentworth and Selborne Chambers receptions, and on every floor. A plan of the proposed exclusion zone is attached.

Unfortunately, this means that all chambers on the Phillip Street corridor will be affected and these chambers and all services located within this area will fall within the exclusion/construction zone.

No access to those chambers will be possible while the construction work is being carried out. If a member requires something from a room on the Phillip Street corridor then a request to obtain that material **must** be directed to CCL staff. **In no circumstances should requests for access to a room within the exclusion zone be made to an employee of the building contractors.**

CCL has explored many alternative options to reduce the impact on members but, unfortunately, this is the only practical option available to maximise safety on the work site for both the building contractors and CCL members.

### 2. Building & CCL Office Closure

The full handover of the site, the implementation of the exclusion zone (as noted above) and the lifting of noise restrictions will be from 6pm on Monday, 17 December 2018. These arrangements will remain in place until 5pm on 25 January 2019.

Further, the buildings and CCL's offices will otherwise close at midday on Friday, 21 December 2018 and re-open at 8am on 2 January 2019. CCL's offices are also affected by the work and the exclusion zone and CCL will therefore be operating with only a skeleton staff for the first two weeks of January.

### 3. Noise Restrictions & Extended Morning and Afternoon Hours for Noisy Work

It is anticipated that the hoarding and scaffold for this project will be erected during October and should take 4-6 weeks to complete (weather dependent).

The City of Sydney Council will only permit noisy works to be carried out between 7am-7pm Monday to Friday and 7am-5pm Saturday (no construction work can be undertaken outside of these hours). As a consequence, and given the limitations of CCL's own noise restrictions, it will be necessary in order to erect the hoarding and scaffold for CCL to reduce its own noise restrictions and permit noisy works for the erection of the scaffold to be undertaken between the hours of 7am-9am and 5pm-7pm Monday to Friday and 7am to 5pm Saturday.

After the scaffold is erected the contractors will be required to observe CCL's noise restrictions.

The contractor has sought a further extension of CCL's noise restrictions for an extra half an hour in the mornings and afternoons after the scaffold is erected in the weeks leading up to Christmas but no agreement has been reached at this stage. CCL will advise further in relation to this matter if any further changes are made to these conditions.

CCL's own noise restrictions will not apply after 6pm on Monday 17 December.

#### 4. Disruption Generally Between October to December 2018

Members should note that in the lead up to Christmas and the work commencing on site full time, a number of components of the work are scheduled to be carried out during weekdays and immediately outside Chambers. The builder has been notified that all unnecessary noise, talk, use of radios etc will not be tolerated, however the presence of trades and the work that will be carried out will be seen and heard by members, as this will be taking place immediately outside their Chambers.

Members on the Phillip Street frontage should be prepared to encounter the following after 1 October:

- the construction of scaffold, including protective screening, which will reduce the transmission of light into Chambers;
- the removal of the aluminium screens;
- partial removal of the aluminium composite cladding;
- remedial façade work (not including that which will involve drilling, grinding, jack hammering, coring etc);
- site survey, measurement and investigation; and,
- removal and installation of framing and weatherproofing materials.

Each of these elements of the work, although not involving the use of percussion or high impact tools or grinders and the like, will generate noise and will do so immediately outside individual chambers from time to time in the lead up to Christmas.

#### 5. Scaffold Anchors & Connections in Chambers

Preliminary structural advice is currently being developed to identify the best method of attaching the scaffold to the building structure. There are few suitable structural elements on the façade to which the scaffold can be safely and securely attached without compromising the quality of the work or prolonging the work.

An option has been presented which involves attaching the scaffolding to the underside of the structural floor slab inside each of the Chambers. This will have an impact in a number of Chambers, but the impact is only visual in nature, and only for the time that the scaffolding is in place from the beginning of October 2018 until mid-March 2019. The process will involve removing one of the top window hoppers altogether and replacing it with a piece of clear Perspex or a similar material in advance of the scaffolding being erected. Additionally, an anchor bolt will be fixed into the underside of the floor slab, adjacent to the removed window hopper, to which the scaffold may be connected to when it is erected. A short scaffold connection piece will run through the Perspex material, tie to the previously installed anchor and will remain in situ until the scaffold is removed. The windows and cladding can be installed around the scaffold connection piece, and when removed, the new window hopper can be immediately and simply installed. This appears to be the only available option at the moment, as it involves no long-term compromise on the finish, quality and appearance of the façade.

CCL is currently awaiting structural sign off on this option and investigating further options and has also requested a plan demonstrating this proposal so that it can be circulated to members.

CCL will advise further in this regard as more information becomes available.

In May CCL intends to hold two meetings, one with Heads of Chambers from each Floor and the second meeting with Clerks. At those meetings a full briefing will be given, and members and Clerks

will have the opportunity to seek further information in relation to the above information and the project generally. Further information relating to these meetings will be circulated closer to the time.

In light of the volume of work that will be carried out this year, co-ordination of all work on site will be critical. Therefore, if you or your Floor are planning to carry out any building or maintenance work whatsoever during the period from 18 December 2018 to 26 January 2019, you must notify CCL on or before 29 June this year. If CCL are not notified by that day, the work you or your Floor wish to carry out will not be permitted to proceed.

Please let me know if you have any questions in relation to the above. Any queries concerning the need to exclude access to internal rooms on the Phillip Street corridor may be directed to the Chairman on 9221 2065.

Kind regards,

**Debbie George**

General Manager



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**From:** Debbie George <[dgeorge@ccl.com.au](mailto:dgeorge@ccl.com.au)>

**Sent:** Thursday, 14 September 2017 12:15 PM

**To:** Shareholders and Clerks <[wentworthselborne@lists.counselschambers.com.au](mailto:wentworthselborne@lists.counselschambers.com.au)>

**Subject:** CIRCULAR TO SHAREHOLDERS & CLERKS - WENTWORTH & SELBORNE CHAMBERS - UPGRADE OF WINDOWS ON THE PHILLIP STREET FAÇADE

Upgrade of the windows on the Phillip Street façade was considered at the CCL Board Meeting on 13 September 2017.

The Board decided to accelerate this project so that it will be undertaken in the 2018/2019 financial year. It had been CCL's intention to upgrade the Phillip Street façade windows within a few years, which would have given members a reprieve from the need to close chambers for at least the next couple of years. However, as remediation work to existing cladding on the Phillip Street façade will be necessary now for safety reasons, it will be convenient for the window upgrade to be undertaken at the same time. The acceleration of this project will put other major projects, such as the upgrade of the lifts, on hold for the time being.

We can now advise the following:

- It is intended that the windows will be upgraded as a maintenance project and, as a consequence, to avoid unnecessary delays in having to negotiate changes to the façade with the Council, the replacement will be like-for-like and there will not be any visible change to the façade from the street;
- The new windows will have improved soundproofing and will be double glazed;
- Improvements to the routing of the a/c conduit, which currently runs through the glass will be addressed and is anticipated to be incorporated in the design for the window frames (similar to the design of the internal windows);
- This project is likely to run for a 6 month period with scaffold being installed about August 2018 and the project completing at the end of January 2019;
- It will be necessary to restrict access to all chambers on the façade from the end of term in December 2018 until 26 January 2019 during which time it is intended that the new windows will be installed;
- CCL will be recommending the upgrade of all of the a/c units on the Phillip Street façade because they are all nearly 10 years old. CCL will email members early next year with pricing for the upgrade of a/c units. We are hoping that all members assist with this process and purchase a new a/c unit;
- The a/c units will be installed externally in the same location on the same brackets;
- CCL will only be reinstalling a/c units internally on a like-for-like basis. If any member wants the internal part of their a/c unit relocated there may be an additional cost for this installation;
- In order to upgrade the windows, all of the white alucobond cladding that surrounds the windows on the façade will need to be removed and this demolition work will commence as soon as the scaffold is installed.

- In addition to the above the scope of work will be expanded to also deal with any dilapidation issues on the façade.

The above information is provided as preliminary information only as CCL is still in the design development stage of this project and based on consent conditions the approach, scope and programme for this project may change.

Kind regards,

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General Manager



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