

31 March 2020

## Circular to all Shareholders, Clerks & Tenants – CCL Network, Virtual Court Rooms & WHS Guide to working from home

### WEBEX MEETINGS

Further to our recent announcement advising that CCL had arranged free access for an 8 week period to the Webex Meetings Video Conferencing (“VC”) service which is available for all CCL Network Members (using CCL’s VoIP services). CCL is pleased to announce that this service will now be permanently available on the CCL Network.

A reminder that here is the link to the information and instructions on how to set up this service on your PC, laptop or mobile device: <https://www.webex.com/webexremoteessentials.html>

As promised in our email correspondence of last week CCL staff have now developed a User Installation Guide please see the Webex section at this site: <https://www.ccl.com.au/services#network-documents>

Individuals who find that they are using the VC services extensively may want to invest in an individual collaboration unit which will interface with CCL’s Webex Meetings Accounts, we expect that these individual units, which can be used in chambers or remotely, will be around \$1800 each (this pricing is an estimate only and subject to confirmation), we are not endorsing the use of these units, just making members aware that this is another option. Anyone wishing to investigate this option further should contact CCL Support and they will arrange for a quotation from Allcom who is CCL’s Cisco supplier: <https://www.cisco.com/c/en/us/products/collaboration-endpoints/webex-desk-series/index.html>

### WEBEX TEAMS

Members using the CCL VoIP service can also access a free service called Webex Teams which can be used for making either voice or video calls to staff and members. More importantly, this service can also be used to set up a group chat, similar to WhatsApp, CCL has been using this service extensively over the last couple of weeks to communicate via a group chat with the CCL staff and CCL Board to assist with critical communications while managing this crisis. It is quicker and easier to use than emails and I would recommend that Floor Clerks explore using this service as an easy way to communicate with your staff and members. It is helpful when members of a group chat reply to have the whole thread in one place.

This service will be replacing Jabber in the coming months.

To gain access to this service, please use the guide on the Webex Section of this site:  
<https://www.ccl.com.au/services#network-documents>

Log on using your CCL email address and CCL network password.

We are currently working on a simplified user guide, but in the interim for more information please see: <https://help.webex.com/en-us/5wctm5/Get-Started-with-the-Cisco-Webex-Teams-App> and <https://help.webex.com/en-us/nxmbalq/Cisco-Webex-Teams-Video-Tutorials>.

## **NSW BAR DISPUTE RESOLUTION CENTRE – VIRTUAL COURT ROOMS**

CCL is able to provide a virtual courtroom style arrangement by using the commercial grade VC services in the Hearing Rooms on the 1st Floor Selborne.

The rooms have been offered to Shareholders free of charge for those who would like to conduct multi-party VCs.

For those who may want to use the rooms to access court proceedings over multiple days, room hire charges will apply but we are providing support to use the technology free of charge to CCL Members.

CCL Network staff have developed the attached guide to assist members in understanding what VC platforms are compatible for use in the Hearing Rooms. – see link: <https://www.ccl.com.au/files/documents/Interoperability.pdf>

At the moment we are only able to provide a single screen in each room but we have additional equipment on order and we hope to be in a position to provide multiscreen VC equipment within the next three weeks.

## **COVID-19 – UPDATES TO CCL WEBSITE**

As previously advised, CCL has been working to update its website to provide Members and Clerks with all of the recently published documents and updated information relating to the buildings on one site, this work is now complete and information documents can be found all together and indexed at this link: <https://www.ccl.com.au/shareholders#covid19>

## **WHS GUIDE FOR WORKING FROM HOME**

CCL is in the final stages of developing its WHS Guide for Working from Home, the Guide has predominantly been developed to assist with managing employees who are working remotely but it is a good general WHS guide for dealing with the current situation. We will circulate this to Clerks when it is ready as Floors may want to adopt some of the information contained within this Guide for use in managing their own staff and members during this difficult period. We are circulating this information to provide assistance to CCL Floors, there is no requirement for Floors to use any of the information contained within the Guide.

Please do not hesitate to contact me if you require further information regarding the any of the above.

Kind regards,  
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