

CHRISTMAS BUILDING CLOSURE & GENERAL REMINDERS

COUNSEL'S
CHAMBERS
LIMITED

25 October 2021

Dear: Shareholders & Clerks

This circular includes the following topics:

- *Christmas Holiday building closure*
- *Access Passes*
- *Lift Modernisation*
- *Building works*
- *CCL Christmas Lunch*
- *Network Support: Services & information*

Christmas Holiday building closure

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from 12pm 24 December 2021 until 8am on 4 January 2022.

Valid access passes on mobile devices, cards and tags will enable access to the building during this time.

Floors may elect to extend restrictions to lift access past 4 January 2022. Clerks can request additional closures or modified lift access times to your Floor.

Information about Floor opening times, contact details, deliveries and COVID requirements specifically for your Floor can be added to the foyer notice boards in Wentworth, Selborne and Lockhart Chambers.

Extended Floor closures or modified lift access times can be requested by contacting the Maintenance Office at maint@ccl.com.au

Access Passes

Members & Clerks are reminded of CCL's [Access Policy](#). New Access Passes will only be issued on the HID Mobile Access App – cards and tags will no longer be issued to new Access Pass holders.

The verification and renewal process will continue as usual, and the deadline to present an existing Access Pass for renewal at Reception this year is 10am on Wednesday 15 December. Access Passes will not be renewed or updated after this time, so if you require access into the building during the closure, please ensure that it is presented before the deadline.

Lift Modernisation

The lift modernisation remains on schedule. **Work on the lifts will continue until 31 March 2022.**

Each Floor in Selborne Chambers has two lift landing buttons, the buttons located between lifts 5 and 6, on the right-hand side as you face them, will be removed this evening and covered over with signage in anticipation of the new buttons being installed. The left-hand side buttons will obviously remain in service, and the lifts will operate as normal.

The modernisation requires lifts to be removed from service for extended periods of time. Four lifts will be removed from service in Wentworth & Selborne Chambers in late December and January and this will have a significant impact on lift response times.

As previously advised the following summary indicates the number of lifts that are planned to remain in service while the work is underway. Please note that the program is subject to change:

Period	Lifts remaining in service	
	Wentworth & Selborne	Lockhart
17 Sep 21 – 22 Nov 21	5	2
22 Nov 21 – 17 Dec 21	4	1
17 Dec 21 – 23 Jan 22	2	
23 Jan 22 – 28 Jan 22	4	
28 Jan 22 – 31 Mar 22	5	

Members & Clerks please note the following for Wentworth & Selborne Chambers:

- Access to Floors is available to access pass holders via the rear fire stairs.
- You can exit the building from any of the four fire stairs.

For Lockhart Chambers:

- Access to all Floors is available to access pass holders via the fire stairs.
- You can also exit the building using the fire stairs.

Buildings works

The deadline to request permission to carry out works on Floors and in Chambers has elapsed. Unless you have applied to CCL and received approval to carry out works during the Christmas and January Holiday period (17 December 2021 – 26 January 2022), work of any kind will not be permitted.

A copy of CCL's Fitout Guide can be found [here](#). **Members & Clerks are reminded that all work must comply with the requirements of the Fitout Guide and may only be carried out with CCL's approval.**

CCL Staff Christmas Lunch

CCL's Staff Christmas lunch will be on Friday 17 December 2021. From midday, a skeleton staff will be available to answer calls and take messages.

In case of emergency or the fire alarm sounding in Wentworth & Selborne or Lockhart Chambers, evacuate the buildings using the fire stairs and take direction from Emergency Services Personnel.

Network and Maintenance Support requests logged that afternoon will be attended to on Monday, 20 December. All Support requests can be logged through the [Members Portal](#).

Network Support: Services & information

Members & Clerks are reminded of the services provided by CCL as outlined in my circular of [14 July 2021](#). The circular contains important information about Video Conferencing, Network Support and the NSW Bar Dispute Resolution Centre.

Further information is available under the CCL Network section of our [Services page](#); or you can contact us at support@ccl.com.au

Kind Regards,
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CEO

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