

Building works, building closure and notifications for Clerks

COUNSEL'S
CHAMBERS
LIMITED

15 December 2023

Dear: Shareholders, Tenants & Clerks

This circular includes the following topics:

- *Building works*
- *Building closure*
- *Notifications for Clerks*

Building works

Restrictions for noisy and disruptive building work will be partially lifted this afternoon from 6pm, Friday 15 December 2023. There are several projects planned to commence at that time which will continue through to 26 January 2024. Members, Tenants & Clerks can expect to see trades and contractors throughout CCL's buildings carrying out work for CCL, for Member's Floors and for Shareholders.

Work will be noisy and disruptive although activities involving the use of jackhammers, hammer drills and high impact demolition will remain restricted until 12pm on Friday 22 December 2023.

Major works include:

- Updates to the buildings' security system.
- Replacing air conditioning controls and equipment in Lockhart Chambers.
- Life cycle replacement of sprinkler components in Lockhart Chambers.
- Substantial renovations in Chambers and on Floors in various locations.

These works will require access to individual rooms in Lockhart Chambers from Monday 18 December 2023 onwards, our Maintenance Team will be in touch with Clerks to let you know when this will occur and the rooms where access will be required.

Also, a reminder that building work of any kind between 15 December 2023 and 26 January 2024 will not be permitted unless applications were submitted prior to 30 June and CCL has approved the work. **All other works will not be permitted to take place.**

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

Building closure

I refer to the circulars of [11 October 2023](#), [10 November 2023](#) & [30 November 2023](#).

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from 12pm on 22 December 2023 until 8am on 2 January 2024.

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 2 January 2024; Clerks can request additional closures or modified lift access times to your Floor.

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

CCL will be carrying out minor renovations to its offices and reception area; only Maintenance Staff will be onsite between 2 – 22 January 2024. ICT and Admin staff will be available remotely during this time; **there will be no face-to-face Network support available between 2 – 22 January 2024**, all support will be managed remotely.

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

Notifications for Clerks

All Floor Clerks should ensure that they are signed up to the Webex Clerks Announcement Space for important updates over the Christmas legal vacation period.

The Space is vital for communicating information in real time and keeping Clerks up to date with information that may affect Members, the buildings, and services.

For further information, please contact the Network Team via the [Members Portal](#).

Kind Regards,
Lee Albert
Operations Manager

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