

Building closure, WHS and security reminders

COUNSEL'S
CHAMBERS
LIMITED

10 November 2023

Dear: Shareholders, Tenants & Clerks

This circular includes the following topics:

- *CCL Office & Building closure*
- *WHS requirements for access & egress*
- *Emergency response procedures – Wentworth & Selborne*
- *Emergency contact details*

CCL Office & Building closure

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

WHS requirements for access & egress

In order to ensure that Members, Tenants and Floors adhere to WHS requirements, please note that all paths of access and egress must remain clear at all times. Make sure that you do not store any items or materials along fire exits including corridors, in front of or within

electrical distribution boards or impeding access to fire hose reels or extinguishers.

CCL conduct regular inspections, and where items are found to be impeding access or egress, these will be relocated to reception areas and a handling fee of \$500 will be charged to the Floor.

Emergency response procedures – Wentworth & Selborne

CCL's Fire Engineers audited the buildings fire services in 2019.

The purpose of the audit was to ensure that all of the existing fire service measures in the building are performing in accordance with requirements.

One of the improvements required by the Engineers is to ensure that the audible volume of the alarm and PA system remains at a suitable volume within Chambers at all times when occupied. Members will note that the speakers for the alarms and PA system are located in the corridors and reception areas on all Floors, and not in Chambers.

In order to satisfy the Engineers requirements, two requirements have been prescribed that Members must observe when in Chambers.

1. When at least one of the Floor's two Fire Wardens are present during normal business hours, the doors to Chambers must remain unlocked when occupied. This will enable the Fire Warden to open doors to Chambers quickly and easily upon alarm activation, so that the required audible volume can be achieved within Chambers.
2. When Chambers are occupied outside of business hours, or when the Floor's two Fire Wardens are not present on the Floor during business hours, the door to each Chamber that is occupied cannot be completely closed, it is necessary for the door to be partly ajar - not closed. In the event of an alarm or emergency, this will enable the tones, alerts and instructions to be clearly heard over the alarm and PA system.

If you are not able to comply with these requirements, it will be possible to have a dedicated speaker installed in your Chambers, however this will be at your cost.

This does not apply to Lockhart Chambers or Windeyer Chambers, where standard alarm response procedures are to be observed.

CCL encourages Members to take part in emergency response training throughout the year.

Emergency contact details

Members & Clerks please note; for assistance with access outside of business hours and when CCL staff are not on site, please call security on 1300 02 04 06. Security can also be

reached on the buildings doorphones located at all building entrances and also in the foyers in Wentworth & Selborne Chambers.

CCL Staff are also on site every morning during the week from 6am, and on Saturdays from 6am to 3.30pm, and can also be reached from the doorphones.

In emergency situations, always dial 000.

Kind Regards,
Debbie George
CEO



Level 1 Selborne Chambers
174 Phillip Street Sydney
NSW 2000 Australia

P: [+61 2 9231 3644](tel:+61292313644) **E:** dgeorge@ccl.com.au **W:** www.ccl.com.au **L:** [linkedin.com](https://www.linkedin.com)

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.

This email (including any attachments) is confidential, may be privileged, may contain commercially valuable information and intended solely for the use of the individual or entity to whom it is addressed. It may be read, copied and used only by the intended recipient. If you have received it in error, please contact CCL on +61 2 9231 3644 or by email at admin@ccl.com.au, or the Sender immediately by return email, and immediately delete this email. CCL reserves the right to monitor all email communications through its networks. If the content of this email is personal or unconnected with CCL's business, we accept no liability or responsibility for it. You should take full responsibility for virus checking of this email and any attachments. If this email contains personal information (as defined in the Privacy Act Cth as amended) you must at all times comply with the Privacy Act and Australian Privacy Principles in connection with the personal information.