

## 4 August 2021

**Dear:** Members & Clerks

This circular includes the following topics:

- *No CCL Staff on site on Saturdays and Door Phone Monitoring*
- *Visitors to the Buildings & COVID-19 surveillance testing requirements*
- *Connecting to AVL hearings with Cisco Webex*
- **Important Notice** - *Webex Announcement Space for Clerks*
- *Discount for Members using the hearing rooms*
- *Contractors, Cleaners & Service Providers*

### No CCL Staff on site on Saturdays and Door Phone Monitoring

I refer to my circular to Clerks of 29 July advising that due to the impact on CCL Staff relating to the enhanced restrictions on movement outside of hotspot LGA's, from Saturday 31 July, CCL will not have Maintenance Staff in the buildings on Saturdays until further notice. The door phone will continue to operate as normal for emergency situations and after-hours access on weekends otherwise remains unchanged.

CCL's offices and the buildings continue to remain open from Monday to Fridays and Maintenance Staff will continue to attend maintenance calls and emergencies as normal. As soon as the restrictions ease the changes will be reassessed.

The door phone service has proven to be extremely popular in assisting Floors to provide remote access to the buildings from the reception Arc Consoles during this lockdown. We encourage any Floors who have not yet used this service to consider whether it would assist with the management of your Floor during the lockdown period. The service is only available to Floors using the CCL VoIP service in Wentworth & Selborne Chambers and Lockhart Chambers, for further information please contact our ICT Team through the [Members Portal](#) or [support@ccl.com.au](mailto:support@ccl.com.au)

### Visitors to the Buildings & COVID-19 surveillance testing requirements

Given the serious and escalating nature of the current COVID outbreak, the 8 LGA hotspot areas that are completely locked down (see information below regarding surveillance of residents from these areas) and particularly given that most Floors in the buildings are closed, CCL has been surprised over recent weeks at the number of non-essential visitors/workers who have required entry.

We strongly encourage all Members & Clerks to consider the need for outsiders to be invited into the buildings. Obviously, access to Justice remains an essential service which necessitates solicitors,

witnesses etc. having access, we are referring to people like removalists, Floor Cleaners coming from hotspot LGAs and non-essential service providers.

CCL is doing as much as we can to ensure that the buildings and our offices remain open and are as safe as possible, please consider making other arrangements for any visitors in situations where something can either be deferred, services can be reduced or it is not essential that someone (other than Members, Floor Staff and those who provide an essential service) come in to Chambers.

The NSW Government continues to update and publish COVID-19 surveillance testing requirements for authorised workers from within affected LGAs on its website. These rules change from time to time, please stay up to date with the requirements which are available [here](#).

## Connecting to AVL hearings with Cisco Webex

Members will be aware that the Supreme Court has recently updated their "Fact Sheet for Virtual Courtroom (v.4)" which can be found [here](#). This document contains information on how to join a Virtual Courtroom. In particular Members should note the information regarding settings for Google Chrome.

As part of the Cisco Webex system, which is available for use by all CCL Network users with a VoIP license, Members can connect via high quality connections through to the Supreme Court of NSW's AVL system from their PC with an appropriate camera and audio devices. This method has been more reliable than connecting through web browsers. This process is detailed in the following guides:

- [Install Webex](#).
- [Connect to a meeting](#).

For connections to virtual courts in any jurisdiction or for any other video conferencing needs, CCL Shareholders are also able to make use of the NSW Bar Dispute Resolution Centre at discounted rates (see below). Please visit the following link for more information or to make an [online booking](#).

For information or assistance please log a request in the [Members Portal](#) or contact [support@ccl.com.au](mailto:support@ccl.com.au)

## Important Notice - Webex Announcement Space for Clerks

On Monday an urgent situation arose relating to Network operations where Members and staff working remotely using either TPG/Internode/iiNet as their service provider were dropping off CCL VPN and email services because the service provider had routing issues. CCL's Network services in Chambers were unaffected. CCL staff needed to contact Clerks urgently to advise them of the issues but we could not do this using email and because the reception Arc consoles need to use the VPN if Floors are closed, we could not contact them via telephone. During this lockdown, CCL has also needed to share other critical information quickly with Clerks.

As a consequence of the above, during lockdown, we are setting up a Webex Announcement Space to communicate with Clerks (this space will operate similar to the way that WhatsApp works). **We intend to start using this service to communicate with Clerks from today.**

Members will recall that the Webex service was rolled out to all Members earlier this year.

Floors not connected to the CCL VoIP service can obtain a free account to access this chat by following instructions at this link: <https://www.webex.com/>

Clerks who do not activate this service on either their mobile devices or computers may miss critical information in the future, we therefore stress that it is extremely important that Clerks set up this service (if you haven't already done so) as soon as possible. Michael Wright has sent out separate correspondence directly to Clerks regarding this service and will also post some test messages. If you require assistance with this service, please call Emily Cox of our office on 9231-3644.

### **Discount for Members using the hearing rooms**

I refer to my circular of 14 July 2021 and remind Shareholders that the NSW Bar Dispute Resolution Centre on Level 1 Selborne remains open and has been repurposed for use as virtual courtrooms. CCL Shareholders will receive 20% discount on the room hire fees reducing the hire rates from \$460.00 per day to \$368.00 per day (inclusive of GST) and video conferencing services will be free of charge for Shareholders that hire rooms in the Centre during lockdown (normally \$200 ex GST per day). CCL has onsite IT support available to assist with connections to the Courts. Room hire is based on availability.

To enquire about this service or to make a booking please contact Margaret James on 9231- 3644 or email [bookings@nswbardrc.com.au](mailto:bookings@nswbardrc.com.au)

### **Contractors, Cleaners & Service Providers**

All work in Chambers carried out by contractors, cleaners and service providers must be strictly limited to what is essential. As requested above, please defer all non-essential work and please ensure that all contractors, cleaners & service providers follow the rules.

For contractors and service providers CCL requires:

- a) 72 hours notice;
- b) where possible, works should be scheduled outside of business hours to minimise contact and arranged to avoid direct contact with Members, Clerks and Staff, work areas should be segregated;
- c) Service NSW QR check-in on entry to the buildings;
- d) sign-in on Level 1, including performing the necessary temperature check and health and safety questionnaire;
- e) avoid contact with CCL Staff;
- f) observe the requirements for surveillance testing as noted above;
- g) comply with [CCL's Fit Out Guide](#); and

h) comply with [CCL's Infectious Diseases Management Plan](#).

Cleaners are also required to observe these requirements, however CCL does not require any notice or their attendance.

For further information or if you have any questions, please contact Lee Albert at [lalbert@ccl.com.au](mailto:lalbert@ccl.com.au)

Kind Regards,  
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