

Important information about building work and building closure

COUNSEL'S
CHAMBERS
LIMITED

4 September 2023

Dear: Members, Clerks & Tenants,

This circular includes the following topics:

- *Rules & on-site procedures*
- *CCL Office & building closure – 22 December 2023 to 2 January 2024*
- *Upcoming maintenance & building projects*
- *Power shutdown to Lockhart Chambers*

Rules & on-site procedures

Members & Clerks are reminded of CCL's [Rules & On-Site Procedures](#) which set out the minimum requirements for undertaking building, maintenance, construction, repairs and service work of any kind the buildings. Unless applications for work are made to CCL and approval granted in accordance with the [Rules & On-Site Procedures](#), work will not be permitted.

Please note the [Application Form in Section 13](#) of the Rules & On-Site Procedures, and the checklist of requirements which must be provided to CCL within the required [Notification Period set out in Section 2](#).

Where applications have been made and approval granted, CCL Staff will coordinate directly with the trades, contractors and service personnel who must undergo a Site Induction before being permitted to work in the buildings. Site Inductions lapse and must be renewed regularly, so it is critical that you notify CCL of all works to ensure that the trades, contractors and service personnel are eligible to work in the buildings.

These are strict WHS requirements and must always be observed. These requirements apply to all work in the building, no matter how minor in nature.

To avoid any inconvenience please plan accordingly and note these requirements and timelines as **trades, contractors and service personnel attending the building without approval and who have not successfully undergone a Site Induction will be turned away and not permitted to work** until the requirements are met.

In accordance with the [Rules & On-Site Procedures](#), applications for 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.**

[CCL Maintenance Staff](#) are here to assist Members & Clerks with this process.

CCL Office & building closure – 22 December 2023 to 2 January 2024

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

Upcoming maintenance & building projects

There are several projects that have been planned to be carried out between 20 December 2023 and 26 January 2024, by CCL, Members and Member Floors. **Noise restrictions in the buildings will be lifted between 12pm 20 December 2023 and 8am 26 January 2024; noisy and disruptive work is permitted to be carried out during this time.**

The more substantial works and impacts include:

- Upgrade of the building's security hardware; there may be momentary interruptions to access as new services are cut over. Access to Chambers will otherwise not be affected.
- Upgrade to the building maintenance and control systems; air conditioning services in Lockhart Chambers, Ground Floor, Basement and Subbasement of Wentworth &

Selborne will be affected, there will be momentary interruptions to the service from time to time as services are switched over.

- Replacement of air conditioning fan motor in Lockhart Chambers; work will be primarily confined to plant areas and again, there will be interruptions to air conditioning services from time to time.
- Replacement of sprinkler flow switches in Lockhart Chambers; access to one room on each Floor will be required to facilitate this work, CCL's Maintenance Team will be in touch with Lockhart Clerks with the details and timing of the work. The work will be noisy, trades will be visible on every floor in Lockhart Chambers. Access will otherwise not be affected.
- Substantial renovations will be carried out by Sixth Floor to Levels 9, 10 & 11 Lockhart Chambers; the work will be noisy, work will be confined to Levels 9, 10 & 11 Lockhart Chambers.
- Renovation of toilets on 4 Wentworth; this will be particularly disruptive, the demolition associated with this work is likely to resonate throughout Wentworth & Selborne Chambers.

These works are necessary and have been planned for some time. **Members, Clerks and Tenants should plan accordingly and be prepared for disruptive and noisy conditions in Chambers.**

Power shutdown to Lockhart Chambers

Optus are in the final stages of planning the permanent installation of their mobile phone tower above Lockhart Chambers. The installation will replace the temporary installation, the work will largely be confined to the roof of Lockhart Chambers.

The requirements for the new tower include an upgrade to the power supply from the building's main switch board and the roof of Lockhart Chambers, this will have two substantial impacts which are:

- The cabling installation, which requires access to each floor for a number of hours over 2 – 3 days.
- A power shutdown to the entire building, which will be scheduled after hours, to enable connection of the new cable.

Access to Lockhart Chambers will not be available while the shutdown is underway as all power, lift, lighting, fire services and air conditioning services will be out of service.

Optus are still developing the program for this work, it is expected to be carried out before December 2023, as soon as CCL receive more definitive information about timing it will be shared with Lockhart Clerks.

Kind Regards,
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CEO



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