

Circular to Shareholders & Clerks: Wentworth & Selborne Chambers facade and building works

24th August 2018

Dear Shareholders & Clerks,

I refer to earlier circulars sent in relation to building works, see the circulars tab on the following webpage for more information: <https://www.ccl.com.au/shareholders>

The deadline to apply for building, maintenance or construction work during the construction period, that is between 17 December 2018 – 26 January 2019, has elapsed. Further applications to carry out work during this period will not be considered and if you have not already received approval to do so, no building, maintenance or construction work will be permitted to take place. This includes minor items, such as painting, carpeting and electrical work.

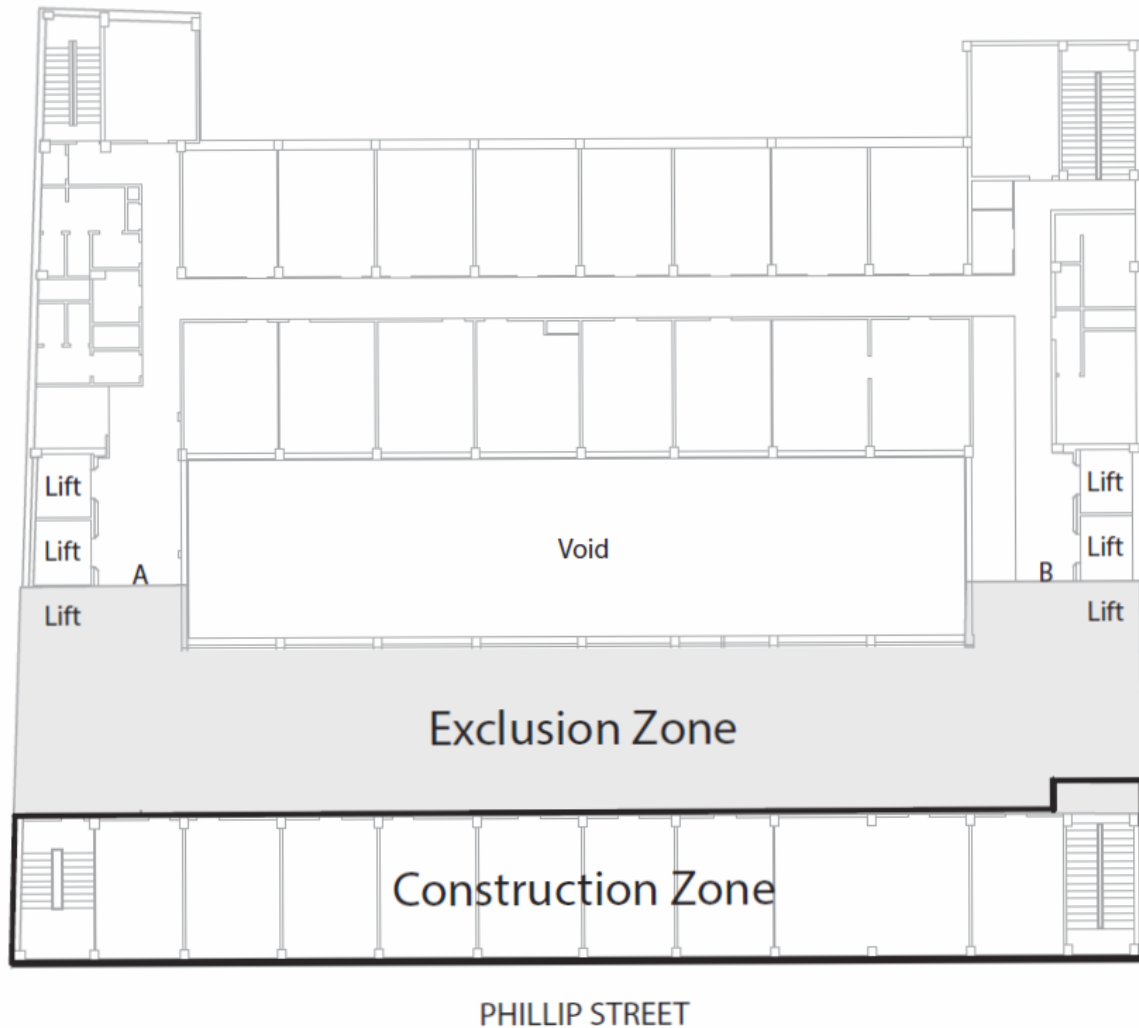
For those who have applied for and have received approval for building, maintenance or construction work during the construction period, Contractors must be appointed by 28 September 2018 at the latest, and CCL notified of who the Contractor will be.

Wentworth & Selborne Chambers Façade works – program, reminders and updates:

- 1 October 2018 – 17 December 2018:
 - The façade works will commence with the erection of a hoarding over the Phillip Street footpath.
 - The erection of the scaffolding will follow immediately and further preparation and preliminary work will take place to the outside of the building.
 - The usual restrictions on noisy work will be modified to enable the installation of the scaffold in the month of October 2018. Activities that generate noisy work, including drilling, hammering, grinding and if necessary, jack hammering will be allowed to take place at the following times:
 - 7am – 9am Monday to Friday.
 - 5pm – 7pm Monday to Friday.
 - 7am – 5pm Saturday.
 - After the scaffold is erected, the Contractor will be permitted to carry out other works that, whilst not involving the use of high impact tools such as hammer drills and jack hammers, may generate some noise.
 - Trades and Engineers will be visible on the scaffold during this period, immediately outside Chambers, in order to carry out work and inspections across the entire façade in anticipation of the construction period.
- 6pm Monday 17 December 2018 – 8am Saturday 26 January 2019 (the construction period):
 - The main body of the work will take place during this time.
 - Noise restrictions will be lifted completely, the work is anticipated to be noisy and disruptive throughout the construction period.
 - Air conditioning units, windows and cladding to be replaced entirely.
 - During this time there will be no access available whatsoever to any location within the exclusion zone. (See a diagram of the exclusion zone below)
 - The exclusion zone is in effect on every Floor in Wentworth & Selborne Chambers and is required in order to satisfy WHS requirements.

- There will be only four lifts in service in Wentworth & Selborne Chambers, as the two lifts closest to Phillip Street will provide access exclusively to the areas inside the exclusion zone.
- 26 January 2019 – 17 March 2019:
 - The normal operation of the building resumes and continues.
 - The balance of the external work will be carried out.
 - The scaffold dismantled and hoarding taken away.

This program is subject to change, you will be notified if and when this occurs.



Members and Staff located inside the exclusion zone must ensure that all items that may be required during the construction period, including laptops, tablets, desktop PCs, phone chargers, personal items, briefs, books and valuables and everything else required during this time are taken with you before 17 December 2018.

Photographs of each of the Chambers and Reception areas have been taken, and important information has been superimposed onto those photographs. This information includes diagrams that explain the work in Chambers, include reminders and dates, and also general information to help prepare for the work.

These marked up photos will be circulated to Clerks on each Floor, who will be coordinating with Karl Fletcher directly. These marked up photos will also be posted on the back of each door in all Chambers with windows to Phillip Street. Please read the information carefully as it sets out the work in each Chambers, and how the exclusion zone impacts reception, and contact Karl if you have any questions: karl@ccl.com.au

It is important to note that the position of the pipe and conduit connecting the internal and external air conditioning unit in each Chambers may differ slightly, and that in almost every instance, the pipe and conduit will be routed through the top of the bench or joinery located in front of the window in Chambers. From there it will be routed through pre manufactured slots to the external unit, through the back of the joinery or bench top. This may not be immediately evident from the images superimposed on the photographs, and is therefore important to note.

A further and final photographic survey and condition report for each Member's Chambers will be conducted and a copy provided to Clerks, the purpose of this survey is to record the condition of items such as furniture, flooring, joinery and paint as well as to record any existing defects that are noted prior to work commencing on site.

Once the work commences, weekly updates will be circulated to all Clerks, the updates will outline what is happening in the coming week and offer a progress report on the work.

As would be expected with an undertaking of this nature, minor follow up work and minor defect rectification will be necessary after 26 January 2019. It is vital that the process for follow up work and reporting defects is strictly observed to avoid confusion and double handling that will only result in delays and having to visit Chambers on more than one occasion. In order to manage this process as efficiently as possible, please note the following:

1. Please report all defects through the Members Portal: <https://ccl.com.au/portal>. Defects reported via the Portal will be transferred automatically to the defects list to ensure that all defects are resolved as quickly and efficiently as possible.
2. For Members who do not wish to use the Portal, it is also possible to report defects via email: maint@ccl.com.au.
3. All defects must be reported by no later than 28 February 2019.
4. Refer to the marked up photos and the condition reports to identify pre-existing defects.
5. Please do not report the same defect more than once.
6. Please do not call CCL's offices to report defects, or in person to CCL Staff, you will be referred to maint@ccl.com.au.
7. Under no circumstances should you contact the builder or approach the builder's trades to rectify defects.
8. The rectification of defects will be carried out so that, wherever possible, Chambers are re-visited only once.
9. It may take some time before all defects are rectified. All defects that are reported will be addressed, so CCL asks for Members patience, the rectification process will be carried out as swiftly as possible.

CCL have received a number of enquiries about temporary accommodation, unfortunately there is no available temporary accommodation for Members and Staff during the construction period. Members and Floor Staff within the exclusion zone are advised to make arrangements to relocate internally, within their respective Floors or, if possible, Annexes in Lockhart Chambers or alternatively make arrangements to work remotely. Please contact ICT staff at support@ccl.com.au or via the Members Portal for assistance with VPN access.

Lockhart Chambers Façade Works

The façade works to Lockhart Chambers continues and is likely to be completed by the middle of September 2018. Whilst the bulk of the noisy work has been completed, a small number of structural

anchors are yet to be installed along the sides of the façade, which will require the façade to be drilled. This will be noisy at times, however this will be conducted only during the times permitted, which are:

- 7am – 9am Monday to Friday.
- 5pm – 7pm Monday to Friday.
- 7am – 5pm Saturday.

Once the work is completed, normal noise restrictions will be reinstated.

Reminders:

For information and reference, the latest version of the Fit Out Guide is available on the CCL website: https://www.ccl.com.au/files/documents/Fitout_Guide_July_2018_3.3.pdf. The requirements of the Fit Out Guide must be closely observed and govern all building, maintenance and construction work in CCL buildings.

Fire & Rescue NSW continue to charge for attending to fire alarms. The fee associated with attending to fire alarms stands at almost \$1,800, and in the event that the alarm is activated, CCL will pass the cost on to the person responsible. In order to minimise the possibility of inadvertently activating the fire alarm system and incurring this fee, please ensure that:

- CCL is contacted and informed of all building, maintenance and construction work.
- All trades sign on and off here on Level 1 Selborne and complete the Fit Out Guide prior to commencing work in the building.
- Aerosols or sprays are not used inside the buildings.
- All electrical equipment is tagged and tested in accordance with WHS requirements.
- Appliances are not left unattended, including toasters, kettles and sandwich presses.
- Smoking is not permitted anywhere in the buildings.

If you have any questions about the upcoming façade works, or any other matter, please contact Lee Albert on jalbert@ccl.com.au.

Kind regards,

Debbie George
General Manager

**COUNSEL'S
CHAMBERS
LIMITED**

Level 1 Selborne Chambers
174 Phillip Street Sydney
NSW 2000 Australia
DX 973 Sydney

P: +61 2 9231 3644

E: dgeorge@ccl.com.au

W: www.ccl.com.au

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.