

# COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

Tuesday 1 November 2016

## CIRCULAR TO SHAREHOLDERS AND CLERKS

## RUBBISH COLLECTION THURSDAY 17 NOVEMBER 2016

Counsel's Chambers has arranged a rubbish collection day for Thursday, 17 November 2016. The rubbish collection is a service for those who wish to dispose of items that cannot be taken away with the regular daily service.

Items such as disused furniture, computers and printers, can be put out for collection. The following items ***will not be accepted***:

- Paint or cleaning chemicals.
- Building materials or building debris.
- Hazardous or toxic substances
- Items that have been brought in from home or other sites.

If you wish to utilise this service, please take any items that you wish to dispose of to the front concourse of Wentworth & Selborne Chambers strictly between 3 - 5pm, Thursday 17 November. If any items are placed on the concourse prior to 3pm, those items will be returned to the floor of origin.

This year there will be bins for e-waste, bins for paper and book recycling and designated areas on the concourse for furniture and other general rubbish. We ask that everyone co-operates and places rubbish in the correct designated areas to ensure that the collections are not rejected. Incorrectly placed items will be returned to the Floor.

Due to green and blue bin shortages during the month of December, please take this opportunity to remove any rubbish that you require to be removed before the end of the year.

This will be the second of two rubbish collection days organised by Counsel's Chambers this year, the next will be in May 2017. A reminder circular will be sent prior to the collection, and these dates will be posted on the Counsel's Chambers website.

If you have any questions, please contact the Maintenance Office on 9231 3644.

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