

Circular to CCL Members, Clerks & Tenants - Important Information

I apologise for the number of Circulars being sent out by CCL over the past week but it is necessary to continue to keep our Members and Tenants informed.

Further to my circular of earlier today, additional information is below:

CISCO WEBEX MEETINGS VIDEO CONFERENCING

As promised in my email of this morning, attached are the User Installation Guides to install Cisco Webex Meetings.

NSW DISPUTE RESOLUTION CENTRE – USE BY MEMBERS FOR VIDEO CONFERENCING

Due to the recently announced social-distancing requirements, CCL has imposed restrictions on the number of people who can be in the Hearing Rooms at the NSW Dispute Resolution Centre at any one time, if you require any further information relating to these restrictions please contact Margaret James from our office on 9231-3644.

To assist with managing mediations during this difficult time, CCL is offering a free video-conferencing service using the Cisco Webex Meetings service available for all customers using the Centre.

In both Hearing Room 1 and Hearing Room 2 we are able to provide, free of charge for a period of 8 weeks access to commercial grade video conferencing services using the Cisco Webex Meetings service.

In addition, **CCL Shareholders are also welcome to book the Hearing Rooms** for multi-party video conferences (**free of charge, based on availability**), where a commercial grade meeting room service may be more suitable for multiple party video conferences than desktop video conferencing. The service is suitable to be used for appearances with solicitors and witnesses in any Supreme or Federal Court matters.

The CCL Board Room is not available for room hire until further notice.

Anyone wishing to use the video conferencing services in the hearing rooms should make arrangements with our office as far in advance as possible, please note the rooms are currently heavily booked but where possible we will accommodate CCL Shareholders, please email Margaret James – mjames@ccl.com.au

USE OF ACCESS CARDS

I take this opportunity to remind Members and Staff that it is critical at this time to ensure that security is maintained and that the Floors who have opted to close as a pre-emptive measure against the transmission of COVID-19 are not compromised.

Pursuant to the conditions relating to the use of access cards, access card holders must not use their card to provide access for any person to a floor other than their own. Failure to observe this requirement may result in CCL restricting the holder's access card without notice.

FURTHER INFORMATION RELATING TO POTENTIAL CLOSURES

Further to my email below I can now also provide more clarity around potential closures and the impact that it will have on the buildings:

1. The following Floors have opted to close, not due to any self-isolations or confirmed COVID-19 cases but as a pre-emptive measure;
 - 11th Floor
 - 2nd Floor Selborne
 - Sixth Floor Selborne & Wentworth (including Levels 9, 10 & 11 Lockhart)
2. Access cards held by Shareholder and Clerks, at present, remain valid for all areas;
3. Members & Staff of the closed floors can continue to access the Floor during the closure using their access cards;
4. If a Floor closes due to a confirmed case of the COVID-19 virus, the Floor will be closed immediately, without notice and no access to the Floor will be available until the Floor is cleaned;
5. If the building closes as a pre-emptive measure, members and staff will be able to gain access using their access cards;
6. If the building is closed due to a Government direction or multiple confirmed cases of the COVID-19 virus throughout the buildings then there will be no access.

I hope the above information is helpful, please let me know if you have any questions.

Kind Regards,

Debbie George

CEO

Counsel's Chambers Limited

From: Debbie George <dgeorge@ccl.com.au>

Sent: Friday, 20 March 2020 2:02 PM

To: Shareholders & Clerks <members@lists.counselschambers.com.au>

Subject: Circular to CCL Members, Clerks & Tenants - Important Information

Further to my email below of 19 March 2020, please see further information below:

POTENTIAL BUILDING CLOSURES

CCL's focus remains on keeping the buildings open and operating as best we can in these difficult circumstances. The situation is not 'business-as-usual'. CCL and its Members have had to modify the way we operate and offer services however, at this stage, the properties will remain open unless we are forced to close. CCL staff will be onsite between 6am and 5pm weekdays to continue to assist Members.

Members & Clerks should already be aware that certain situations may lead to either a partial or full closure of CCL's buildings without notice. Some of the possible scenarios that may lead to closures, and other important information follow:

1. The Government may require the general population to self-isolate. In this instance, CCL will close the buildings and CCL cannot predict the terms or duration of such a closure.
2. A confirmed case of COVID-19 will result in an immediate, full Floor closure. In Wentworth & Selborne Chambers, that means both sides of the Floor will be closed. It may be necessary to

close multiple Floors, the extent of the closure will be assessed based on the movements of the confirmed case throughout the building and the extent of contamination. In collaboration with the CCL Board, CCL's WHS Advisers and Environmental Cleaners, CCL intends to assess all cases individually to determine the extent of the impact on the properties.

3. Members & Clerks will be aware that persons in contact with confirmed cases must self-isolate for 14 days.
4. The duration of a Floor closure will be dependent on:
 - a. the availability of the environmental cleaner;
 - b. the extent of the self-isolation required by Members on the Floor who have been in contact with a confirmed case; and,
 - c. directions from the affected Floor.
5. It may become necessary to close the whole building in a situation where we have multiple cases occurring on different Floors. The duration of this type of closure would again be determined by the availability of environmental cleaners and the required self-isolation period for people exposed to the virus.

As we have previously noted the cost of the environmental clean would be covered by CCL (we have insurance cover for these types of situations) and we are told that the clean would take about 30 staff hours per floor.

CISCO WEBEX MEETINGS – VIDEO CONFERENCING

CCL is hoping to send out more information relating to this service either this afternoon or first thing on Monday.

NETWORK TROUBLESHOOTING GUIDES

To assist with taking some of the pressure off CCL Network staff we have developed the attached Troubleshooting Guides to deal with the most common issues for device connection in Chambers. There are four guides as follows:

- Windows wired connections - https://www.ccl.com.au/files/documents/CCL_Network_Troubleshooting_Cheat_Sheet_Wired_Windows.pdf
- Windows wireless connections - https://www.ccl.com.au/files/documents/CCL_Network_Troubleshooting_Cheat_Sheet_Wireless_Windows.pdf
- Mac wired connections - https://www.ccl.com.au/files/documents/CCL_Network_Troubleshooting_Cheat_Sheet_Wired_macOS.pdf
- Mac wireless connections - https://www.ccl.com.au/files/documents/CCL_Network_Troubleshooting_Cheat_Sheet_Wireless_macOS.pdf

We are also working on troubleshooting guides for VPN which will be circulated in the near future.

As CCL Network staff are overwhelmed with a backlog of services requests, please try to refer to the troubleshooting and setup guides that were circulated yesterday and attached now before contacting our offices. A reminder that all service requests need to be logged by either using the tenant portal or by

emailing, we are not responding to telephone calls at the moment. We also currently have no staff on reception.

UPDATE TO MANAGEMENT PLAN

As we have previously advised CCL's Infectious Diseases Management Plan is an evolving document, we have made some further revisions, please see attached the updated version.

Please let me know if you have any questions in relation to the above.

Kind regards,

Debbie George

CEO

| COUNSEL'S
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| LIMITED