

1 December 2020

Dear: Shareholder & Clerks,

This circular includes the following topics:

- *Interruptions to lift services; Wentworth & Selborne – January 2021*
- *Building closure – Christmas 2020 & January 2021*
- *Floor closures and security requests*
- *Building works*
- *Renewal of access cards*

Interruptions to lift services; Wentworth & Selborne Chambers – January 2021

The electrical supply for the lift services in Wentworth & Selborne Chambers will be upgraded in January 2021. This work is being performed to ensure that the lift service remains reliable and the infrastructure is suitable for future planned upgrade work.

The work will result in interruptions to the lift service and will hopefully be carried out early January in 2021. The upgrade will be carried out so that at least three lifts will remain in service at all times. Further, detailed information will be circulated to Members as soon as the upgrade program is finalised.

Building closure – Christmas 2020 and January 2021

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from midday 12pm 24 December 2020 until 8am on 4 January 2021.

Valid access cards and tags will enable access to the buildings during this time.

Requests for Floor closures and lift operating times

Floors may elect to extend restrictions to lift access past 4 January 2021. Clerks can request additional closures or modified lift access times to your Floor.

Floor closures and contact information can be added to the foyer notice boards in Wentworth, Selborne and Lockhart Chambers.

Extended Floor closures or modified lift access times can be requested by contacting the Maintenance Office at maint@ccl.com.au.

Building works

The deadline to apply to have building work carried out between 19 December 2020 and 26 January 2021 has elapsed, further applications will not be considered. Work will not be permitted to take place during this period

unless an application has already been submitted. Unless prior approval has been obtained, trades and contractors will be turned away from the buildings.

Renewal of access cards

The deadline for the renewal of access cards is 16 December 2020. If you require your access card to be checked and/or updated for use after hours and during the building closure, ensure that it is presented at Level 1 no later than 11am on 16 December 2020.

Access cards and tags presented after this time will not be attended to until the new year.

Kind Regards,
Debbie George
CEO

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