

1 July 2021

Dear: Shareholders, Clerks, Tenants & Staff

This circular includes the following topics:

- *Australia Post - Deliveries During Lockdown*
- *Lift No. 1 - Out Of Service*
- *COVID Check-in Mandated For Workplaces*

Australia Post - Deliveries During Lockdown

There have been some issues with deliveries to the Floors that are currently closed in the buildings. Members and Clerks may not be aware that Australia Post has one permanent access card which they use early morning every day for the mail deliveries in Wentworth & Selborne Chambers, they continue to deliver mail to all Floors including those that are closed.

Our understanding is that Australia Post also use multiple contractors throughout the day and those contractors do not have an access card, you will also appreciate that we cannot give all delivery contractors an access card.

During lockdown, Floors can use the door phones to assist with access for deliveries if necessary (door phones can be answered and access activated from the remote reception consoles). Additionally, we recommend that for important items that mail be redirected to home addresses during the lockdown.

Lift No. 1 - Out Of Service

I refer to Lee Albert's email of 25 June regarding the outage of Lift Number 1 in Wentworth Chambers. Unfortunately there has been a delay in securing the parts required to undertake the repair and, as a consequence, the lift remains out of service. We are advised by the lift service company that they anticipate that the parts will arrive by Tuesday next week and we hope to have the lift returned to service by mid-next week.

COVID Check-in Mandated For Workplaces

From 12 July, the COVID QR Check-In will become mandatory for entry into offices, please see full details of this directive at the following link:

<https://www.nsw.gov.au/media-releases/covid-check-mandate-expanded>

CCL displays the QR Code at the entrances to all of our buildings, everyone including Members, Staff, Clerks & Visitors from 12 July are required to check-in using the QR Codes located at the entrances before entering the buildings.

Businesses that fail to comply with the new health order requirements may be subject to fines and in case of flagrant breaches, temporary closure orders. As a consequence, CCL will be monitoring entry from 12 July.

If you have any questions regarding the above, please contact our maintenance team on maint@ccl.com.au.

Kind Regards,
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