

# COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

Thursday, 18 October 2001

## CIRCULAR TO SHAREHOLDERS AND CLERKS

### WENTWORTH & SELBORNE CHAMBERS

### NATIONAL DISPUTE CENTRE TENANTS

## Christmas Closure and January Work

Counsel's Chambers will close for Christmas this year on Friday the 21<sup>st</sup> of December at 6:00pm. The doors to Selborne and Wentworth Chambers and the National Dispute Centre will remain closed and re-open on Wednesday the 2<sup>nd</sup> of January, at 7:00am.

Our resident building caretaker will be on duty on Monday the 24<sup>th</sup> of December and Saturday the 29<sup>th</sup> through to Monday the 31<sup>st</sup> of December from 7am to 5pm and will be available for emergency access to the building. Access is via the intercom system located at the side entrance of Selborne and Wentworth Chambers, and the front door of the National Dispute Centre. It is also available using the after hours access cards.

Counsel's Chambers require notice of any work that is scheduled by the Floors in the January period. It is essential that contact names of contractors and details of any intended work is passed on to the Maintenance Office as soon as possible.

For further inquiries, please contact the Maintenance Office.

**Lee Albert**  
**Maintenance Co-Ordinator**