

COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

Wednesday, 20 November 2002

CIRCULAR TO SHAREHOLDERS AND CLERKS

WENTWORTH & SELBORNE CHAMBERS

NATIONAL DISPUTE CENTRE TENANTS

Christmas Closure 2002 -2003

Counsel's Chambers will close for Christmas this year on Tuesday the 24th of December at 12:00pm. The doors to Selborne and Wentworth Chambers and the National Dispute Centre will remain closed until Monday the 6th of January, at the normal time of 7:00am. For the first week of the New year, the building will open at 7am, but will close early at 5.30pm. We will be closing the building early as we are anticipating a low level of activity and are concerned about security.

Our resident building caretaker will be on duty from Saturday the 28th of December until Tuesday the 31st of December from 7am to 5pm and will be available for emergency access to the building. Counsel's Chambers will have Maintenance staff present on the 2nd and 3rd of January. Details of the closing dates are on the calendar excerpt below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
Closed for weekend	Open as normal	Selborne/ Wentworth and NDC close at Midday	Building closed	Building closed	Building closed	Building closed
Caretaker on duty	Caretaker on duty	Caretaker on duty	NO CCL STAFF	NO CCL STAFF	NO CCL STAFF	Caretaker on duty
29	30	31	1	2	3	4
Building closed	Building closed	Building closed	Building closed	Building closed	Building closed	Building closed
Caretaker on duty	Caretaker on duty	Caretaker on duty	NO CCL STAFF	CCL Staff on duty	CCL Staff on duty	Caretaker on duty
5	6	7	8	9	10	11
Building closed	Building re opens at 7am and closes at 5.30 pm	Building opened	Building opened	Building opened	Building opened	Closed for weekend
Caretaker on duty	CCL Staff on duty	CCL Staff on duty	CCL Staff on duty	CCL Staff on duty	CCL Staff on duty	Caretaker on duty

For those wishing to enter the buildings after hours, access can be gained using after hours access cards. Please ensure that your cards are up to date, and if you require any assistance with this, contact the Maintenance Office. In emergency situations, access can be gained via the intercom system located at the side entrance of Selborne and Wentworth Chambers, and the front door of the National Dispute Centre. This can only be used during the hours the caretaker is on duty.

A security guard will be employed to assist with access on 2nd & 3rd January but he will only allow entry to people he has been authorised to let in. If, therefore, you are expecting someone in the building on those days, could you please let the guard know or meet them yourself.

Could all floors without a full reception staff before the 23rd of December and after the 6th of January please contact the Maintenance Office. For any other inquiries, Lee Albert will be able to assist you. He is available on 9231 3644.

Linda Bean
General Manager