

Memorandum

Date: 2 July 2018
To: All Clergy, Parish Secretaries, Parish Treasurers and Diocesan Entities
From: Parish Services
Subject: **Temporary Closure of Diocesan Office – Monday 9 July 2018**
Document: 012-2018

Good Afternoon Everyone

Please be advised that the Diocesan Office building at 134 King Street, Newcastle, must undergo a temporary closure on Monday 9 July due to a planned interruption to the building's power supply by electricity provider Ausgrid.

This closure encompasses all Departments and areas of business in the building. There will be no-one available on-site at the Diocesan Office for the entirety of the day and office telephones will not be operational.

This power outage is due to an upgrade in the CBD and is beyond our control. It will be in place for the entire business day as follows:

Planned Power Interruption and Temporary Diocesan Office Closure

Start: 8.00am on Monday 9 July 2018

Finish: 5.00pm on Monday 9 July 2018

Duration: 9 Hours

Diocesan Office business will resume as usual at 8.30am on Tuesday 10 July.

Your patience during this unexpected circumstance is much appreciated.

Kind regards

A handwritten signature in black ink that reads 'Linda Wilson'.

Linda Wilson
Chief Operating Officer