



Memorandum

To:	Clubs, Presidents, Secretaries, Captains, Interested Parties
From:	Director of Administration, Keith Grima OAM
CC:	BOM, LSEC, JDC, MSC, SSC
Date:	21 November 2016
Pages:	1
Subject:	Branch Office Christmas Closure

Dear All

Please be advised of the following days the Branch office will be closed during the Christmas/New Year holiday period.

Closed from 4.00 pm Friday 23rd December 2016 and will re-open 9am Tuesday 3rd January 2017

Should Clubs need to make contact during this period the following Branch Directors can be contacted:

George Shales President 0400 201 749
Keith Grima Director of Administration 0407 468 189

The office will send a further reminder closer to Christmas.

Wishing you all a Merry Christmas and Safe Holiday Period.

Regards

Keith Grima OAM
DIRECTOR OF ADMINISTRATION