

POS	ADMINISTRATION OFFICE HOURS	PSES1
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POSITION STATEMENT CODE:	PSES1
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

Council's Administration Offices are required to be open at stipulated times to service the public.

PURPOSE:

To nominate specific times during which Council's Administration building will be open to the public.

POSITION:

The office will be open to the Public between the hours of 8.30 a.m. and 4.30 p.m. continuously on weekdays other than Public Holidays.

Council's Contact Centre (9411 3444) will operate continuously during the hours of 8.30 am and 5.00 pm.

Outside of these hours, Council's Contact Centre will be diverted to an external answering service for attendance and monitoring in accordance with pre-determined standards agreed to between the service and Council.