



# Policy A3 – Annual Shire of Murray Administration Office Closure

## 1. Policy Intention

To confirm Council's support for the annual closure of the Shire of Murray (Shire) Administration Office over the Christmas – New Year period.

## 2. Policy

The Shire Administration Office will close annually between Christmas Day and New Year's Day.

The Administration Office will close from close of business on the last working day before Christmas, and re-open on the first working day following New Year's Day.

To ensure the community are aware of the closure:

- advertising shall be published in the local newspapers circulating the district in the last week of November each year;
- notice is to be placed at the Shire Library and the Shire Administration Office Notice board once published, as above;
- in the first week of December notice of the office closure is to be placed on the Shire of Murray website;
- the external digital sign at the Shire Administration Office is to display the details of the closure 24 hours prior to commencing.

Policy Detail		
<b>Responsible Directorate</b>	Office of the CEO	
<b>Responsible Department</b>	Governance	
<b>Responsible Officer</b>	Manager Governance	
<b>Next Policy Review / Schedule</b>	2027 (3-yearly)	
<b>Council Adoption</b>	<b>Date / Resolution</b>	26 July 2013 (OCM13/129)
<b>Amendment Record</b>	<b>Date / Resolution</b>	22 February 2018 (OCM18/008)
		23 June 2022 (OCM22/070)
		19 December 2024 (OCM24/159)