



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;
- an e-mail banner to be placed on all outgoing e-mails from 1 December and end at midnight the day prior to the Shire office re-opening in January; and
- the external digital sign at the Shire Administration Office is to display the details of the closure 24 hours prior to commencing.

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