# 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 and provides direction to the Chief Executive Officer (**CEO**) when determining the appropriate closure days.

## 2. Policy Scope

This Policy applies to the operations of the Shire Administration Office.

## 3. Policy Statement

### 3.1 Closure Period

The Shire Administration Office will close annually for the Christmas and New Year period. This closure will be for a maximum of five business days excluding public holidays and those days and times will be determined by the CEO.

### 3.2 Advertising of the Closure

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 at least 24 hours prior to commencing.

### 3.3 Maintaining essential services

The CEO will determine what essential operations are to be provided during the closure period each year and ensure that appropriate employees are available to resource the provision of these operations.

## 4. Definitions

**Administration Office** is the Administration Office at 1915 Pinjarra Road, Pinjarra

| Policy Detail | | |
|---|---|---|
| **Responsible Directorate** | Office of the CEO | |
| **Responsible Department** | Governance | |
| **Responsible Officer** | Manager Governance | |
| **Next Policy Review / Schedule** | 2027 (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) |
| | | 19 December 2024 (OCM24/159) |
| | | 28 March 2025 (OCM25/029) |
| | | |