



Community Bulletin

Number: 2014/16

Date: 8 December 2014

Relevant: Jervis Bay Territory

Topic: Administration Office hours for the 2014-15 holiday period

For your convenience ahead of the Christmas/New Year holiday period the Cashier and Motor Vehicle Registry (MVR) services will operate on **additional days**:

Monday 22 and Tuesday 23 December 9.00 am to 12.30 pm and 1.00 pm to 3.00 pm

The Jervis Bay Territory Administration (JBTA) Office will then operate as follows:

Wednesday 24 December

Office and general counter services	9.00 am to 12.00 pm
Cashier and MVR services	9.00 am to 11.00 am


The JBTA Office will be **closed Thursday 25 December 2014 to Thursday 1 January 2015** inclusive.

The JBTA Office will resume normal business hours from Friday 2 January 2015:

Office and general counter services Monday to Friday	9.00 am to 4.30 pm (closed 12.30 pm to 1.00 pm)
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Cashier and MVR services Wednesday to Friday	9.30 am to 12.30 pm and 1.00 pm to 3.00 pm
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On behalf of all of the staff in the Jervis Bay Territory Administration, I wish you a safe and happy festive season.



Sheryl Klaffer
Director
Jervis Bay Territory Administration