



## ADM12 CLOSURE OF CERTAIN FACILITIES – CHRISTMAS/NEW YEAR PERIOD

Aim	To provide direction to the Chief Executive Officer in relation to the closure of Shire facilities (i.e. administration, works and services) over the Christmas and New Year period.
Application	Employees
Statutory Environment	<i>Local Government Act 1995</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 2 Community ownership
Approval Date	OMC 17 December 2019 (MINUTE:722/2019)

### **Objective**

This policy is to authorise the closure of certain Shire facilities over the Christmas and New Year period.

### **Scope**

This Policy applies to the Shire Administration Offices, Libraries, and Works Depots only.

### **Policy**

Each year, the closure of the Shire Administration Offices, Libraries, and Works Depots will commence at a suitable time as approved by the Chief Executive Officer. This is traditionally two working days prior to Christmas Day (working days being Monday through Friday) reopening the next working day following the New Year's Day public holiday.



### **Advertising the Closure**

A minimum of three weeks prior to commencement of the closure period, the Chief Executive Officer or their delegate will advertise the dates of the closure period on the Shire website, social media page (Facebook) and on all public notice boards and Administration Centres.

These advertisements are to include details of the emergency contact number(s) for customers to access essential operations during the closure period. The call centre arrangements will remain in place.

### **Maintaining Essential Services during the Closure Period**

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

### **Leave Arrangements for Staff during the Closure Period**

Unless otherwise approved by the Chief Executive Officer, staff will be required to use leave entitlements during this closure period for those days that are not designated public holidays.