

Council Policy – Closure of Facilities - Christmas/New Year

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All

Objective

To provide direction to the Chief Executive Officer (CEO) in relation to the closure of Shire facilities (i.e., administration, works and services) over the Christmas and New Year period.

Scope

This policy applies to all employees based at the Shire's Administration Offices, Libraries, and Works Depots only.

Policy Statement

Each year, the closure of the Shire Administration Offices, Libraries, and Works Depots will commence at a suitable time as approved by the CEO. This is traditionally two working days prior to Christmas Day, 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 CEO or their delegate will notify all Shire employees of the closure dates for that year and advertise the dates of the closure period on the Shire's:

- website,
- social media page (Facebook), and
- public noticeboards.

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

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.

Leave arrangements for employees

Unless otherwise approved by the CEO, employees will be required to use their leave entitlements during the closure period for those days that are not designated public holidays.

Definitions

Working days means Monday through to Friday.

Relevant policies/documents

Nil

Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	11 October 2022	Resolution #	139/2022
Reviewed/modified	Date		Resolution #	
Next review due	Date	2024		