



Christmas Closure

Responsible Areas	Finance and Administration
Responsible Officer	Manager Finance and Administration
Affected Staff	All Staff

Objective

The objective of the Policy is to provide guidance for the Closure of the Shire Administration Centre and Works Depot over the Christmas and new Year Period.

Scope

This Policy applies to the operations of the Shire Administration Centre and Works Depot.

Policy

Introduction

The Shire of Victoria Plains Administration Centre and Works Depot shall close operations each year for the non-public holidays between Christmas Day and New Year's Day each year. Closure on public holidays will be observed.

In addition, when Christmas Eve falls on a working day, the Administration Centre and Works Depot shall close operations from 12 noon onwards.

Advertising the Closure

Within four weeks of the first date of the closure period, the Chief Executive Officer or their delegate will advertise the dates of the closure in the local community newsletter, on the Shire website and social media page (Facebook) and with publicly displayed signs on the public notice boards at Administration Centre and the Shire libraries.

These advertisements are to include details of the emergency contact number(s) for customers to access for essential operations during the closure period.

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

Shire of Victoria Plains employees shall use their accrued roster day off, annual leave or take leave without pay for the closure days.

Definitions

Administration Centre – 28 Cavell St Calingiri

Works Depot – 10 Edmonds Street, Calingiri

Relevant management practices/documents

Nil

Legislation/local law requirements

Local Government Act 1995

Office Use Only			
Relevant delegations			
Initial Council adoption	Date	30 th October 2019	Resolution #
Last reviewed	Date		Resolution #
Next review due	Date		