



CHRISTMAS PERIOD CLOSURE POLICY Administration

1.2.13

Title:	1.2.13 Christmas Period Closure Policy
Adopted:	17 March 2021
Reviewed:	Biennially (last reviewed 14 December 2022)
Associated Legislation:	Local Government Act 1995
Associated Documentation:	
Review Responsibility:	Council

Previous Policy Number/s – Nil

Objective:

The objective of this policy is to facilitate efficient management of the Shire's Administration Centre and Depot over the Christmas period and provide guidance on closures to appropriately inform and support the community during times when service levels are suspended or reduced.

Policy:

The Shire of Mingenew shall close operations each year for a maximum two-week period over the Christmas and New Year holiday period commencing no earlier than five working days prior to Christmas Day and up to Christmas Eve (i.e. closure commencing 21 December would require operations to recommence by 5 January).

The CEO is to determine the closure starting and end date and notification must be provided to Councillors and employees at least 8 weeks prior to Christmas Day. Employees shall use annual leave, RDOs, leave without pay or other eligible leave entitlements to cover any ordinary working days during the closure period that are not a public holiday. There will be a maximum of seven ordinary working days during the closure period. The CEO may determine some services to be essential during the closure period and authorise employees to work during the closure or be on call, in accordance with the relevant employee conditions/industry award.

The Shire will comply with Local Public Notice requirements for advertising the Christmas period closure in accordance with the *Local Government Act 1995* to ensure the community is made aware of the shutdown and after hours/emergency contacts, no later than 4 weeks prior to Christmas Day.