

CHRISTMAS / NEW YEAR CLOSURE

Purpose

This policy provides guidance on the closure of Council facilities during the Christmas/ New Year period.

Scope

This policy applies to all Shire of Plantagenet services and facilities.

Policy

The Chief Executive Officer is authorised to close the Shire Administration Centre, Library, Community Centre and Works Depot at 12 noon on the last working day before Christmas and re-open on the first working day following the New Year's Day public holiday.

The Chief Executive Officer is authorised to close or modify opening hours for the Mount Barker Swimming Pool, Recreation Centre and Waste Facilities during the Christmas New/Year Period.

Throughout the Christmas closure period, the Shire will endeavour to provide essential services and respond to any emergency works.

The Shire will provide suitable notice to the public regarding closures and modified operating hours during the closure period to minimise any inconvenience to the public.

Shire staff affected by the closure of facilities during this period will be required to use leave entitlements during this closure period for those days that are not designated public holidays.

Essential Services

The Chief Executive Officer will ensure staff and resources are available to provide essential services and assist emergency services personnel in case of fires, emergencies or extreme weather events during the closure period.

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