

# Christmas Closure

## Introduction

This policy is designed to provide guidelines for the closure of the Shire's Administration Centre, Library, Museum, Community Resource Centre, Depot and Visitor Centre each year for the non-public holidays and weekends over the Christmas and New Year period.

## Objective

- To assist with the proper and efficient management of the Shire's Administration Centre, Library, Museum, Community Resource Centre, Depot and Visitor Centre over the Christmas holiday period.
- To ensure that members of the public are aware of the closures.

## Scope

This policy applies to the operations of the Administration Centre, Library, Museum, Community Resource Centre, Depot, and Visitor Centre. The closure days will be the working days and weekends between Christmas Day and New Year's Day each year. Closure on public holidays will be observed.

## Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
Administration Centre	Shire Administration Centre, 15 Fiennes Street, Toodyay
CEO	Chief Executive Officer
CRC	Shire's Community Resource Centre service, operating from the Toodyay Community Centre.
Depot	Shire Operations Depot at Railway Parade, Toodyay
Essential operations	Operations that are in need of being maintained during the closure period as determined by the Chief Executive Officer.
Library	Toodyay Public Library.
Museum	Newcastle Gaol Museum, Newcastle Police Stables and Connor's Mill.
Regulations	<i>Local Government (Administration) Regulations 1996.</i>
Shire	Shire of Toodyay.

Term	Definition
Visitor Centre	Toodyay Visitor Centre at 7 Piesse St, Toodyay
WHS Legislation	Work Health and Safety Act 2020. Work (Health and Safety) General Regulations 2022.
Workers	Employees, contractors, and volunteers of the Shire as per the Work Health and Safety (WHS) legislation and regulations.

## Policy Statement

The closure days will be the working days and weekends between Christmas Day and New Year's Day each year. Closure on public holidays will be observed.

The Museum and the Visitor Centre will close on Christmas Day, Boxing Day and New Year's Day only.

The Administration Centre, Library, CRC and Depot will be closed for business from the cessation of the last working day before Christmas and the re-open on the second working day following New Year's Day.

The CEO will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days, excluding weekends although inclusive of public holidays.

### 1. Maintaining Essential Services during the Closure Period

The CEO 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.

### 2. Advertising the Closure

Within three weeks of the first date of the closure period, the CEO will give public notice through an advertisement in the Toodyay Herald or other locally distributed newspaper, on the Shire website and through social media pages and with publicly displayed signs on the public notice boards at the Administration Centre, Library, CRC, Museum and Depot.

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

### 3. Leave Arrangements for Shire Officers during the closure period:

Workers shall use their accrued rostered days off, annual leave, time in lieu or leave without pay for the closure days to account for those days not designated as public holidays.

## Reference Information

- The National Employment Standards.

## Legislation

- s.5.41 of the *Local Government Act 1995*.

## Associated documents

Nil.

## Version control information

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