

1.37 CLOSURE OF SHIRE FACILITIES OVER CHRISTMAS/NEW YEAR PERIOD

OBJECTIVE

The objective of this Policy is to provide guidance for the closure of specified Shire of Gingin facilities over the combined Christmas and New Year period.

POLICY

Scope

This policy applies to the following facilities:

1. Category One

- Gingin Administration Centre (7 Brockman Street, Gingin);
- Gingin Public Library (1 Lily King Place, Gingin);
- Lancelin Office/Public Library (Vins Way, Lancelin);
- Gingin Operations Depot (Weld Street, Gingin);
- Guilderton Operations Depot (Wedge Street, Guilderton); and
- Lancelin Operations Depot (9 King Street, Lancelin).

2. Category Two

- Gingin Medical Centre;
- Gingin, Seabird and Lancelin Refuse Disposal Sites; and
- Gingin Aquatic Centre.

Closure Period

1. Category One Facilities

Category One facilities will be closed each year from Christmas Day through to New Year's Day (inclusive).

In the event that Christmas Day falls on a Tuesday, then the closure period will commence on the Monday prior (Christmas Eve).

In the event that New Year's Day falls on a Thursday, then the closure period will be extended to include the following Friday.

In the event that New Year's Day falls on a weekend, then the closure period will include the New Year's Day public holiday that falls on the ensuing Monday.

2. Category Two Facilities

Christmas/New Year operating hours for Category Two facilities will be determined by the Chief Executive Officer

Provision of Essential Services

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.

GOVERNANCE REFERENCES

Statutory Compliance	Nil
Industry Compliance	Nil
Organisational Compliance	Operational Policy 2.18 Leave Arrangements for Staff Over Christmas/New Year Closure

POLICY ADMINISTRATION

Review Cycle	2 years	Next Review	2021
Department	Office of CEO		

Version	Decision Reference	Synopsis
1.	20/08/2019 - Item 11.1.2	Policy adopted
2.	21/01/2020 - Item 11.1.2	Policy reviewed