

<b>Responsible Directorate</b>	Community Engagement
<b>Responsible Business Unit/s</b>	Communications and Customer Engagement
<b>Responsible Officer</b>	Director Community Engagement
<b>Affected Business Units</b>	All

## Objective

The objective of this Policy is to provide guidance for the closure of the Shire Administration Centre, Operations Depot, Waste Transfer Station and Serpentine Jarrahdale Library over the Christmas and New Year period.

## Scope

This Policy applies to the operations of the Shire Administration Centre, Operations Depot, Waste Transfer Station and Serpentine Jarrahdale Library only.

## Policy

### Introduction

The Shire of Serpentine Jarrahdale Administration Centre, Serpentine Jarrahdale Library, Waste Transfer Station and Operations Depot shall close operations each year for the non-public holidays and weekends over the Christmas / New Year period.

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.

All facilities to close at 3pm on last business day before break

### Advertising the Closure

Within three weeks of the first date of the closure period, the Chief Executive Officer or their delegate will advertise the dates of the closure on the Shire website and social media page (Facebook) and with publicly displayed signs on the public notice boards at the Administration Centre and Serpentine Jarrahdale Library.

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 Serpentine Jarrahdale employees shall use their accrued rostered days off, annual leave or take leave without pay for the closure days.

## Definitions

**Administration Centre** the Administration Centre, 6 Paterson Street, Mundijong.

**Operations Depot** corner Whitby Street and Butcher Street, Mundijong.



**Serpentine Jarrahdale Library** 858 South Western Highway, Byford.

**Waste Transfer Station** Lot 512, Watkins Road, Mundijong

**Essential Operations** operations that are to be maintained during the closure period as determined by the Chief Executive Officer.

### **Relevant Policies/Council Documents**

Nil

### **Legislation/Local Law Requirements**

- *Local Government Act 1995*

<b>Office Use Only</b>				
<b>Relevant Delegations</b>	Nil			
<b>Council Adoption</b>	<b>Date</b>	18 March 2019	<b>Resolution #</b>	OCM041/03/19
<b>Reviewed/Modified</b>	<b>Date</b>		<b>Resolution #</b>	
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