



CHRISTMAS CLOSURE POLICY

<i>Responsible Officer/s</i>	Position Directorate
<i>Relevant Legislation / Documents</i>	Local Government Act Policy/Procedure
<i>Adopted</i>	21 October 2005
<i>Reviewed</i>	21 June 2023
<i>Next Review</i>	21 June 2027 - once each term of council

A. Purpose

To provide the community with clear and concise information on the open hours of Council's services during the Christmas and New Year period.

B. Objective

To provide authorisation for Loxton and Waikerie offices, depots, libraries and visitor information centres to close over the Christmas period.

C. Policy

- a. That the council offices at Loxton and Waikerie be closed to the public from normal closing time at 5:00pm on the last business day immediately preceding Christmas Eve in any year and re- open on the first business day of the new year.
- b. That Council's Libraries and Visitor Information Centres at Loxton and Waikerie be closed to the public from normal closing time on the last business day immediately preceding Christmas Day in any year, unless the day immediately preceding Christmas Day is a Saturday then the libraries and visitor information centres would be closed on the Friday as per above, and re-open on the first business day of the new year.
- c. That the Loxton and Waikerie work depot sites are closed from 4:00pm on a designated day prior to Christmas Eve reopening on the first business day of the New Year.
- d. That council's Waster Transfer Station operating hours remain unchanged during the Christmas / New Year period, noting all sites are closed on Public Holidays.

- e. That the work site and waste transfer station closures be notified to the public at least 2 weeks prior to the closures, via notices at:
 - a) Each location;
 - b) In the local papers and
 - c) On Council's website and social pages
- f. Leave taken by staff on days which are not delegated public holidays are to be taken from accumulated annual leave, rostered days off or approved accrued TOIL.
- g. A report to be presented to Council for a resolution of council, at the beginning of the last quarter of each year, to provide the community with clear and concise information on the open hours of Council's services during the Christmas and New Year period.

D. Operational Capacity

Council will maintain operational capacity to manage and respond to emergencies and other general maintenance requirements during the period of closure.

E. Strategic Alignment

5 Innovation and Excellence

5.1 Organisational Development – LW People – Be recognised as a high performing, values-based organisation.

5.1.1 Implement initiatives that will create a constructive culture that is not afraid of change and can readily adapt.

F. Delegation

The Chief Executive Officer is delegated to action this policy.

G. Availability

This Policy will be available for inspection at the Council Offices at Loxton and Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website

www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

H. Document history and version control

Date	Version	Authorisation: Council/ Senior Management Team	Amendment details:
21/10/2005	1.0	not sighted – noted only on the first version located that it was adopted 21 October 2005	First version: titled: Christmas Closure Policy – Council Offices and

			Libraries
10/2008	1.1	Council meeting of October 2008	Availability noted
16/10/2009	1.2	Council meeting of 16 October 2009	Noted that the libraries and offices may close at 3:00pm and that the review period is every 2 years
25/11/2011	2.0	Council meeting of 25 November 2009	The policy includes direction for the depots, CATCH centre, Loxton Historical Village and the Loxton Visitor Information Centre and is now titled: Christmas Closure Policy
21/02/2014	2.0	Council meeting of 21 February 2014	No changes noted
17/11/2017	3.0	Council meeting of 17 November 2017	Addition of the document history and version control protocols, recommended extension of the review period, requirement to notify and ensure operational capacity where needed and notation of delegation to the Chief Executive Officer.
21/06/2023	4.0	Council meeting of the 21/06/2023	Updated to new template. New Title – Christmas Closure Policy Review period once in a council term Updated details of closure during Christmas & New Year period within policy item C Added Strategic Alignment
12/02/2024	4.1		Update with minor language change regarding alignment of time of closure for Council's Visitor Information Centres at Loxton and Waikerie.