



DISTRICT COUNCIL OF LOXTON WAIKERIE

Christmas Closure Policy

Policy Identification:	A-05-01
Policy type:	Council
Summary:	To provide authorisation for the offices and library services of council to close over the Christmas period.
Record number:	9.63.1
Date of adoption or approval:	21 October 2005
Last review date:	17 November 2017
Next review date:	Once in each term of Council
Responsible department:	Corporate and Community Services
Responsible officer (s):	Director Corporate and Community Services
Review officer:	Governance Officer
Consultation required::	Managers: Libraries, Loxton Historical Village and Visitor Information Centres
Relevant references:	
Delegations:	
Legislation:	
Related policies:	
Related procedures:	

1. Purpose

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

2. Principles

- i) That the council offices at Loxton and Waikerie be closed to the public from 3-00 pm on the last business day immediately preceding Christmas Day in any year and re-open on the first business day of the new year.
- ii) That the Rex Coats Memorial Library and Loxton Public Library be closed to the public from 3:00pm 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 would be closed on the Friday as per above, and re-open on the first business day of the new year.
- iii) That the Loxton and Waikerie depots close at 12:30pm on a designated day prior to Christmas Day and are closed for public holidays, depots are staffed by a skeleton staff on all other normal working days.
- iv) Leave taken by staff on days which are not designated public holidays are to be taken from accumulated annual leave, rostered days off or approved accrued TOIL.

- v) That any closures be notified to the public via notices placed in the reception of each affected work site and notices placed in each of the local papers at least 2 weeks prior to the closures. Notice will also be given on council's website and on the doors of all locations that will be closed over this period, alternative contact details to be noted in the event of emergencies. The notice is to include opening times of the transfer stations during this period.
- vi) Loxton Historical Village is closed on Christmas Day (in addition to Christmas closure the Village is closed on Good Friday and every Monday)
The Loxton Visitor Information Centre and Waikerie District Visitor Information Centre is closed on Christmas Day only

3. Operational Capacity

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

Communication

Early communication to the general public is recognised as important and relevant media outlets be used to provide information on closures and operating arrangements

4. Delegation

The Chief Executive Officer is delegated to action this policy

5. Availability of the policy

This policy will be available for inspection at the council offices at Loxton or 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.

6. Document history and version control

Date	Version	Authorisation: Council/ Committee/ 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: <i>Christmas Closure Policy – Council Offices and Libraries</i>
/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: <i>Christmas Closure Policy</i>
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.

