

Council Policy – Christmas Closure

Responsible Directorate	Community Engagement
Responsible Business Unit/s	Communications and Customer Engagement
Responsible Officer	Manager Communications and Customer Engagement
Affected Business Units	All

Objective

The objective of this Policy is to provide guidance for the closure of the Shire of Serpentine Jarrahdale's (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 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 and Shire staff can finish work at 12pm on the 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 employees shall use their accrued rostered days off, annual leave or take leave without pay for the closure days.

Definitions

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

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

Operations Depot means the depot on the corner of Whitby Street and Butcher Street, Mundijong.

Serpentine Jarrahdale Library means the library at 858 South Western Highway, Byford.

Waste Transfer Station Lot 512, Watkins Road, Mundijong

Related Documents

Nil.

Legislation / Local Law Requirements

- *Local Government Act 1995*

Amendment Record

Relevant Delegations			
		Date	Resolution Number
Council Adoption		18/03/2019	OCM041/03/19
Version	Date	Resolution Number	Amendment Details
2	17 March 2025	OCM068/03/25	New template and amends closure from 3pm to 12pm