

Shire of Mundaring

POLICY

CHRISTMAS CLOSURE

Policy Ref:	OR-22		
Committee Rec:	ARC8.08.18	Date:	21 August 2018
Adopted:	C6.09.18	Date:	11 Sept 2018
Amended:		Date:	
Reviewed:		Date:	
Procedure Ref:	OP-50	Delegation Ref:	N/a
Statute Ref:	N/a		
Local Law Ref:	N/a		

PURPOSE

To provide guidelines for the closure of Shire buildings and facilities over the Christmas/ New Year period.

POLICY

The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to Christmas Day and will re-open on the first working day following the New Year's Day public holiday.

Recreational facilities, Mundaring Visitor Centre and the Children's Service's Office will open during this period with some variation to standard operating hours applied to the Aquatic Centres.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day.

Emergency requirements are to be established and available for all Shire facilities during this period.

The public will be advised of closure times, dates and emergency contacts via the internet, social media, local newspapers and signage on Shire buildings and facilities.