

Christmas/New Year Opening Hours and Council Meetings

Purpose

To provide guidelines for opening hours over the Christmas/New Year period and the scheduling of Council meetings in December and January.

Scope

Councillors and Council Staff.

Definitions

Term	Meaning

Policy Principles

1. December/January Council Meetings

In accordance with Councils code of meeting practice, Ordinary Meetings of Council are to be held on the 4th Wednesday of each month. This policy clarifies an adjustment for both the January and December meetings.

- **December Meeting** - The meeting shall be held on the 3rd Wednesday of the month
- **January Meeting** – No Council Meeting shall be held in January unless determined otherwise by resolution of Council in the previous calendar year.

2. Christmas/New Year Opening Hours

If Christmas Day falls on a Sunday, Monday, Tuesday or Wednesday, Council operations will close at 5.00pm on the previous Friday and re-open on the first business day immediately following New Year.

If Christmas Day falls on a Thursday, Friday or Saturday, Council operations will close at 12 noon on Christmas Eve and re-open on the first Monday immediately following New Year.

Relevant Dates

Christmas Day	Council Meeting	Close at 5.00 pm (normal closing hours)	Close at 12 Noon	Re-Open (subject to declaration of Public Holidays)
Sunday	21 December	Friday 23 December		Tuesday 3 January
Monday	20 December	Friday 22 December		Tuesday 2 January
Tuesday	19 December	Friday 21 December		Wednesday 2 January
Wednesday	18 December	Friday 20 December		Thursday 2 January
Thursday	17 December		Wednesday 24 December	Monday 5 January
Friday	16 December		Thursday 24 December	Monday 4 January
Saturday	15 December		Friday 24 December	Tuesday 4 January

3. Staff Leave Arrangements

Staff not required to work due to a closure or reduction in services over this period, will be required to use Annual/LSL leave entitlements or accrued TIL/RDOs.

4. Council Services Over Christmas/New Year Period

- **Swimming Pools** – open other than Christmas Day and Boxing Day
- **Council Administration** – closed as detailed above
- **Yass Valley Library** – closed as detailed above
- **Yass Valley Information Centre** - open other than Christmas Day
- **Waste Transfer Stations** – open other than Christmas Day and New Year’s Day
- **Waste Collections** – collections scheduled for Christmas Day will be collected on an alternate day with customers advised in the week prior to Christmas. Collections on other public holidays will proceed as normal
- **Roads and Maintenance Services**– skeleton crews will be maintained to attend to service needs and emergencies
- **Water and Wastewater** - skeleton crews will be maintained to attend to service needs and emergencies
- **Duty Officer** – an on-call duty officer will be maintained over the entire period

Responsibilities

The Corporate Business Unit will:

- Provide all necessary administrative support for the operation of this policy
- Develop and document any procedures for the effective implementation of this policy
- Keep sufficient records to enable monitoring of compliance with this policy and provide information required for Integrated Planning and Reporting purposes and internal organisational performance measurement.

References

This policy is to be read in conjunction with the following:

Legislation	Code of Meeting Practice
Policies and Procedures	

Approval History

Stage	Date	Comment	MagiQ Reference
Original	28/8/2013	Adopted at Council Meeting	Min 282
Review	22/3/2017	Adopted at Council Meeting	Min 59
New Template	12/10/2020	Reviewed at EMT	32970

Ownership and Approval

Responsibility	Role
Author	
Owner	
Endorser	
Approver	Council