



## POLICY MANUAL

<b>Policy title:</b>	<b>CLOSURE OF OFFICES CHRISTMAS/NEW YEAR POLICY</b>
<b>Policy number:</b>	<b>1.4.6</b>
<b>Objective:</b>	<b>Formalise a practice carried on for many years</b>
<b>Link to community vision/service:</b>	<b>Civic Leadership/Management</b>
<b>Program Area:</b>	<b>Corporate Services</b>
<b>Policy created: 19/11/91</b>	<b>Council reviewed: 06/08/96, 01/12/10</b>
<b>Last reviewed by staff: 18/12/13</b>	<b>TRIM Ref: ED10/15818 &amp; ED16/26931</b>

1. Council may, at the discretion of the General Manager, close its offices during the Christmas/New Year period.
2. Appropriate advertising of the availability of Council services and/or the closure of Council offices over the Christmas/New Year period, shall be made to ensure that members of the public are aware of the position.