



DATE ADOPTED: 25 October 2016

VERSION: 3.0

POLICY OBJECTIVES

The objective of this policy is to communicate council's decision to close non-essential services and facilities during the Christmas and New Year period.

POLICY SCOPE

This policy applies to all Maitland City Council services and facilities.

POLICY STATEMENT

During the period between Christmas and New Year Council's administration building, depot facility and libraries will be closed.

Other Council facilities will be closed on Christmas Day and will re-open during this period with changes to their operating hours. These facilities include:

- East Maitland and Maitland Swimming Pools
- Maitland Gaol
- Maitland Regional Art Gallery
- Maitland Visitor Information Centre
- Mt Vincent Waste Management Centre.

The community will be made aware of any operational changes to Council services and facilities during the Christmas and New Year period. Council will communicate these changes by undertaking appropriate advertising through notices in a local newspaper, Council's website and social media.

Throughout this period Council will continue to provide essential services to ensure the health and safety of the community. Essential services include:

- After hours call service for emergencies
- CBD cleaning
- Cleaning of community facilities as required
- Kerbside garbage collection (collections will not operate on Christmas Day. Bins will be collected the following day)
- Street sweeping.

Council will still provide appropriate on-call officers to respond to urgent maintenance work or emergency situations. These officers can be contacted by calling the Citizen Services number on 4934 9700 and you will then be redirected to the after-hours operator.

Any Council staff affected by the closure of facilities during this period will be required to take leave from annual, rostered or agreed leave balances to cover absence on normal working days.

POLICY DEFINITIONS

- Depot facilities:** Includes the services provided through the Maitland City Council Metford Road Works Depot.
- Emergency situation:** There is an immediate risk to health, life, property or the environment.

POLICY ADMINISTRATION

BUSINESS GROUP:	Administration and Governance
RESPONSIBLE OFFICER:	Group Manager Administration and Governance
COUNCIL REFERENCE:	Ordinary Meeting 25 October 2016 – Item 11.1
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/1
RELEVANT LEGISLATION	Local Government (State) Award 2014
RELATED POLICIES / PROCEDURES / PROTOCOLS	Nil

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	25/01/2000	New policy adopted
2.0	12/11/2013	Policy Review
3.0	25/10/2016	Periodic policy review. Title changed from 'Closure of Council Facilities – Christmas and New Year' to 'Council Services and Facilities – Christmas and New Year'