

## **QUEANBEYAN AGE COLUMN 14 MARCH 2008**

**BE READY FOR EASTER:** Seems the Christmas break is hardly over and already we are heading for Easter!

Many businesses will have a well-earned break over the four days – some may even take an extra day or so. Other businesses will face a very busy and perhaps stressful time.

Whatever your situation, whether you stay at home or travel to holiday destinations, friends or loved ones, Queanbeyan Business Council wishes everyone a happy and safe Easter period.

Please drive safely, and ensure your vehicles, including trailers and caravans, are roadworthy. If driving long distances, it would be worthwhile to check tyres etc. with a licensed professional business beforehand, as these may not be available over the holiday period.

For people in business, it is worthwhile reminding readers of our pre-Christmas advice, as it is just as relevant over the Easter break. These are by no means exhaustive lists, however they might give some thought starters.

If you are operating over this busy period:

- Continue to give excellent customer service!
- Check all credit cards properly – including signatures.
- Do keep customers in view and check large bags etc..
- Remove cash from the premises or secure in a built in safe or strongroom at the end of each day.
- Ensure all doors/ windows are secured on departure – and that no-one is 'locked in'.

If you are away from your business:

- Ensure your premises are secure. Check all doors and windows are locked.
- Do you have a key register and are all your keys accounted for?
- Do you have an alarm system – do you activate it?
- Have you got satisfactory security lighting?
- Are all non-essential electrical appliances turned off?
- Do not leave cash on the premises, and place a sign on the building to this effect.
- Consider employing a security patrol.

**QUEANBEYAN VIC:** The Visitor Information Centre will operate for the following hours over the Easter period:

- Good Friday – closed
- Easter Saturday – 9 am to noon
- Easter Sunday – 9 am to noon
- Easter Monday – 9 am to noon

The Centre operates from 9 am to 5 pm on regular weekdays and from 9 am to noon on Saturdays, Sundays and most public holidays.