

## Christmas Closure

### Policy Objective

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 Shire of Broome services and facilities.

### Policy Statement

During the period between Christmas and New Year, the Shire's Administration Building, Depot, Library and Civic Centre will be closed.

The Waste Management Facility will close on Christmas Day, Boxing Day and New Years Day only.

The Broome Recreation and Aquatic Centre (BRAC) will close Christmas Day, Boxing Day and New Years Day.

BRAC will open for reduced hours of 7.00AM – 5.00PM (Monday – Friday) in the week leading up to Christmas Day and 9.00AM – 5.00PM (Saturday & Sunday).

Between Christmas and the conclusion of the New Years Day Public Holiday, BRAC hours will reduce to 10.00AM – 5.00PM. Normal BRAC opening hours resume on the first ordinary working day of the new year.

Throughout the Christmas closure period, the Shire will continue to provide essential services and respond to any emergency works. A 'skeleton works crew' will be rostered on and will work all weekdays except for the Christmas Day, Boxing Day and New Years Day public holidays. There will also be a 'skeleton crew' operating over the weekends to maintain rubbish control in public open spaces including Chinatown, Town Beach, parks and reserves and Cable Beach.

The Shire will provide suitable notice to the public regarding the closure period to minimise any inconvenience. Advertising will be placed in the Broome Advertiser, through the Shire Facebook page, and on the Shire's Website.

Employees affected by the closure of facilities during this period will be required to use accrued rostered days off, annual leave or take leave without pay to cover absence on normal working days.

# Responsibilities

The Chief Executive Officer will determine what essential operations are to be provided during the closure period each year and ensure that appropriate employees are available to resource the provisions of these operations.

The Director Development Services will review the employee Cyclone Business Operating Procedure prior to the cyclone season annually to ensure that officers are available to provide essential services and assist emergency services personnel in case of an extreme weather event.

Document Control Box					
<b>Document Responsibilities:</b>					
<b>Owner:</b>	Director Corporate Services		<b>Owner Business Unit:</b>	Corporate Services	
<b>Reviewer:</b>	Manager Governance, Strategy & Risk		<b>Decision Maker:</b>	Council	
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3.					