

## End of Year Closure

### Policy Objective

The objective of this policy is to communicate Council's decision to close Shire of Broome (Shire) non-essential services and facilities during the end of year holiday period annually in December and January.

### Policy Scope

This policy applies to all Shire services and facilities.

### Policy Statement

During the end of year holiday period the Shire's Administration Building, Depot and Civic Centre will be closed at the discretion of the Chief Executive Officer for a maximum period of sixteen days including weekends and public holidays.

The Broome Public Library (Library) will close for the period between 24 December and New Years Day. The normal Library opening hours resume on the first ordinary working day of a New Year.

The Waste Management Facility will close on 25 December, 26 December and New Years Day only.

The Broome Recreation and Aquatic Centre (BRAC) will close on 25 December, 26 December and New Years Day.

BRAC will open for reduced hours of 7.00AM – 5.00PM (Monday – Friday) in the week leading up to 25 December and 9.00AM – 5.00PM (Saturday & Sunday).

Between 25 December 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 a new year.

Throughout the end of year holiday period closure, 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 25 December, 26 December 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.

Employees affected by the closure of facilities during this period may 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.

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