2.5 END OF YEAR OFFICE CLOSURE POLICY

Responsible Directorate	Office of the Chief Executive Officer	
Adopted	October 2026	C16-10-2026
Reviewed	September 2026	C11.05.23
Procedure Ref	N/A	

1. PURPOSE

To provide guidelines for the closure of buildings and facilities over the Christmas and New Year period.

2. SCOPE

This policy applies to employees at the Administration Centre, Operations Centre, Libraries, Family, Children and Youth Services and Visitor Centre over the Christmas and New Year period.

3. POLICY

3.1. Shire Services

The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to the Christmas Day public holiday and will re-open on the first working day following the New Year's Day public holiday.

Recreational facilities, the Visitor Centre and the Family, Children and Youth Service's Office will open during this period with some variation to standard operating hours applied to the Aquatic Centres.

Emergency requirements are to be established and available for all Shire facilities during this period.

Service	**Variation**
Administration Centre	Closed
Family, Children's and Youth services	Variations to normal hours of operation will apply
Community Recycling Centres and Containers for Change Centres	Variations to normal hours of operation will apply
Libraries	Closed
Operations Centre	Closed
Recreational facilities	Variations to normal hours of operation will apply
Visitor Centre	Variations to normal hours of operation will apply

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day.

3.2. Advice to the public

The public will be advised of closure times and dates in keeping with the principles of local public notice as defined by the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. This may include information being available on the Shire's official website, public notices on the Shire's noticeboards , social media posts, advertisements in local newspaper(s), and signage on Shire buildings and facilities.

3.3. Employee leave entitlement

Employees can use any combination of leave entitlements to account for those days that are not designated as public holidays, i.e. annual leave, time in lieu or rostered days off. Employees who have insufficient leave credits may be required to take leave without pay.

4. RELATED LEGISLATION

Local Government Act 1995 section 1.7

Local Government (Administration) Regulations 1996 Regulation 3A

5. RELATED DOCUMENTS

N/A