

### 1.3.2 End of Year Office Closure

<b>Type:</b>	Office of the CEO - Communication & Community Engagement
<b>Legislation:</b>	<i>Local Government Act 1995</i> section 1.7 <i>Local Government (Administration) Regulations 1996</i> Regulation 3A
<b>Delegation:</b>	N/A
<b>Other Related Document:</b>	

## Objective

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

## Policy

### 1. Scope

This Policy applies to employees in the Administration office, Town depot (Technical Services) and Commonwealth Home Support Program (Neighbourhood Link) over the Christmas and New Year period.

### 2. Town Services

The Administration office will be closed for business from the end of the last working day prior to the Christmas Day public holiday and will reopen on the first working day following the New Year's Day public holiday.

The Town Depot will be closed on public holidays and will operate with a skeleton staff on working days during the Christmas and New Year period.

The Commonwealth Home Support Program (Neighbourhood Link) will be closed for approximately three weeks including the Christmas and New Year period.

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. Advice to the Public

Members of 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 Town's website, public notice on the Town's noticeboard, social media and advertisement in the local newspaper.

Clients of the Commonwealth Home Support Program will be directly advised of the dates of closure of that service.

<b>Responsible Directorate:</b>	Office of the CEO
<b>Reviewing Officer:</b>	Chief Executive Officer
<b>Decision making Authority:</b>	Council
<b>Policy Adopted:</b>	15/7/25
<b>Policy Amended/Reviewed:</b>	