

7.19. END OF YEAR CLOSEDOWN 2025

REPORT AUTHOR Chief Executive Officer

DEPARTMENT Office of the Chief Executive Officer

RECOMMENDATION

That:

1. Council endorses the end of year closedown for 2025-2026 for Council administration centre, operational staff, libraries and community centres from 4pm Friday 19 December 2025 up to and including Sunday 4 January 2026;
2. Council endorses the end of year closedown for 2025-2026 for the swimming pool and tourist park from 12pm Wednesday 24 December 2025 up to and including Friday 26 December 2025 and 1 January 2026; and
3. Council approves the Chief Executive Officer to advertise the closures and the relevant contact details for customer requests over this period.

EXECUTIVE SUMMARY

Each year Council has a closedown period covering the Christmas and New Year period. This report is provided to inform the Council of the dates for closing Council facilities and operations during the end of year period.

BACKGROUND

Under clause 55 of the Douglas Shire Council Certified Agreement (CA), Council is allowed to declare a closedown over the Christmas and New Year period. All impacted staff are required to be advised no later than 1 October each year of the proposed closedown dates.

COMMENTS

It is the intention that a number of Council facilities will be closed as follows:

Council Offices -

Close 4.00pm on Friday, 19 December 2025 up to and including Sunday, 4 January 2026, reopening on Monday, 5 January 2026.

Libraries and Community Centres -

Close 4.00pm on Friday, 24 December 2025 up to and including Sunday, 4 January 2026, reopening on Monday, 5 January 2026.

For employees based in these facilities, the period of closure includes seven workdays and three public holidays.

Field-Based Operational Employees

Annual closedown for field-based (operational) employees will be from Friday, 19 December 2025 up to and including Friday, 2 January 2026, with a return to work scheduled for Monday, 5 January 2026.

The closedown period for field-based (operational) employees includes seven workdays and three public holidays.

A skeleton structure will remain on duty at the Mossman depot. Park and roadside maintenance mowing and slashing will continue throughout the Christmas period as scheduled and appropriate.

Swimming Pool and Tourist Park

Close 12.00pm on Wednesday 24 December 2025 up to and including Friday 26 December 2025, reopening on Saturday 27 December 2025 and closing for 1 January 2026.

For employees based at the swimming pool the period of closure will be 3 public holidays.

During this period, reservations will be available through Council's after-hours provider. In preparation for the holiday closures, reception staff will deliver advance entrance letters to ensure all incoming guests have the necessary access codes for boom gates and toilets as well as all required information.

Council's after-hours service (Nitel) will remain active to handle most enquiries; for any significant matters, a Council Officer will be available on-call for any emergency requirements.

Transfer Stations

Council's waste transfer stations will be operational as per normal operating hours on Council's website except for Christmas Day.

On-call/Emergency Response

Relevant employees will be identified and rostered for emergency situations and call outs during the closedown period.

Leave over the closedown period can be taken in any combination of annual leave, accrued Time Off in Lieu (TOIL), Rostered Days Off (RDOs), banked RDOs or leave without pay.

Advice of the Christmas closure dates will be provided to employees via all staff emails, toolbox talks and noticeboards.

Customers and the community will be advised of the closure of Council's facilities via a media release, social media posts and website notifications.

PROPOSAL

That:

1. Council endorses the end of year closedown for 2025-2026 for Council administration centre, operational staff, libraries and community centres from 4pm Friday 19 December 2025 up to and including Sunday 4 January 2026;
2. Council endorses the end of year closedown for 2025-2026 for the swimming pool and tourist park from 12pm Wednesday 24 December 2025 up to and including Friday 26 December 2025 and 1 January 2026; and
3. Council approves the Chief Executive Officer to advertise the closures and the relevant contact details for customer requests over this period.

FINANCIAL/RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Reputation, Community & Civic Leadership - Failure to provide adequate notice to community of closure of Council facilities over the end of year period results in negative perceptions.

Governance, Risk & Compliance - Failure to provide adequate and timely advice to staff of the scheduled end of year closedown results in noncompliance with the relevant Queensland Government Award.

SUSTAINABILITY IMPLICATIONS

Economic: Nil

Environmental: Nil

Social: Nil

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2025-2030 Initiatives:

Theme 3 - Service Delivery

We deliver Council services effectively and efficiently to meet community expectations, focusing on the wellbeing of both the community and our employees.

3.3 - Focus on safety and wellbeing - of the community and employees.

Operational Plan 2025-2026 Actions:

New project arisen during the financial year.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Information Provider Council provides the community with important information on services, events, policies, rules, strategies, and any other relevant data that helps the community to stay informed. In performing this role, Council seeks to be open and transparent.

CONSULTATION

Internal: Advice of the Christmas closure dates will be provided to employees via all staff emails, toolbox talks and noticeboards.

External: Nil

COMMUNITY ENGAGEMENT

Customers and the community will be advised of the closure of Council's facilities via a media release, social media posts and website notifications.

ATTACHMENTS

Nil