

## 5.11. CHRISTMAS CLOSE DOWN PERIOD 2017

**REPORT AUTHOR(S):** Joanne Jacobson, Manager Governance  
**GENERAL MANAGER:** Darryl Crees, General Manager Corporate Services  
**DEPARTMENT:** Governance

### RECOMMENDATION

**That Council resolves to nominate the close down period for 2018 as being from close of business Friday 21 December 2018 to start of business Wednesday 2nd January 2018.**

---

### EXECUTIVE SUMMARY

Council approval is sought for the end of year close down period. It is traditional for Council to close between Christmas and New Year. This closure ensures everyone has access to leave during the holiday period.

During this period there will be a roster of skeleton staff, including on call staff, available to respond to any issues that require immediate attention.

### BACKGROUND

Under the Cairns Regional Council Certified Agreement 2012 (which extends to Douglas Shire Council under the De-Amalgamation Transition Arrangements) Section 5.8 refers to the Christmas Close Down Period:

*5.8.1 Where the Council declares a close down over the Christmas - New Year period, in addition to the public holidays designated in the period from 24 December of each year until 2 January of the following year ("the Christmas Close Down Period"), all Employees, unless otherwise directed, will be required to take paid or unpaid leave (if no other leave is available) for the period of the closedown.*

*2.8.2 If Council is not agreeable to a Christmas Close Down Period, or operational requirements necessitate a work unit to be staffed, Council will direct a minimum operational level of Employees to work during the Christmas Close Down Period.*

### PROPOSAL

The proposed period for the Christmas Close Down is from close of business Friday 21st December 2018 to start of business Wednesday 2nd January 2018. This closure period will give staff eleven days of leave inclusive of weekends and public holidays.

Staff will be required to utilise four days of paid leave during the shutdown period. During this period there will be a roster of skeleton staff, including on call staff, available to respond to any issues that require immediate attention.

### FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications to Council.

## RISK MANAGEMENT IMPLICATIONS

The proposed Christmas Close Down Period is often perceived as a reward in return for the ongoing commitment and dedication of Council Staff; given their ongoing commitment it is appropriate to continue this provision.

## SUSTAINABILITY IMPLICATIONS

**Social:** The social impact is positive as this assists with staff engagement and supports the ideal of Council being a local Employer of Choice.

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following Corporate Plan 2014-2019 actions:

*5.3.5 Develop a workforce that is highly, effective, efficient and productive, proud to deliver value for money for ratepayers and residents.*

## 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:

**Fully-Responsible:** Funding the full cost of a program or activity

## ATTACHMENTS

Nil