

<b>ORDINARY MEETING</b> <b>7 OCTOBER 2014</b>	<b>5.2</b>
--	------------

## **CHRISTMAS CLOSE DOWN PERIOD 2014**

Rebecca Assman: Manager Governance #429673

Darryl Crees: General Manager Corporate Services

### **RECOMMENDATION:**

**That Council resolves to have its Christmas Close-Down Period from 25 December 2014 through to Sunday 4 January 2015.**

### **EXECUTIVE SUMMARY:**

Traditionally the Christmas Close-Down Period has taken place every year under Cairns Regional Council and also under the former Douglas Shire Council. There will be a skeleton staff roster in place, including on-call staff, to handle any emergent issues that may arise.

The closure period allows staff to take time off to spend with their families and allows everyone access to leave during this period.

As the public holiday for New Year's Day falls on a Thursday an extended period to incorporate the Friday is being recommended.

### **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.

*Section 5.8.1 Where the Council declares a closedown over 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. Employees may, at their discretion, elect to take one (1) or more of the following forms of paid leave during the closedown:*

*5.8.1.1 Annual Leave;*

*5.8.1.2 Purchased Annual Leave;*

*5.8.1.3 Rostered Day off;*

*5.8.1.4 Additional leave converted from leave loading;*

*5.8.1.5 Time of in lieu; or*

*5.8.1.6 Christmas bank*

**PROPOSAL:**

The proposed dates for the Christmas Close-Down Period are Thursday 25 December 2014 to Sunday 4 January 2015, with Council operations to be fully restored from Monday 5 January 2015. This closure period will give staff eleven (11) days of leave inclusive of weekends and public holidays. They will be required to utilise four (4) days of paid leave during the shut down 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. Council’s after hours contractors will be engaged over this period to log all telephone calls and divert to on call staff as necessary.

**CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

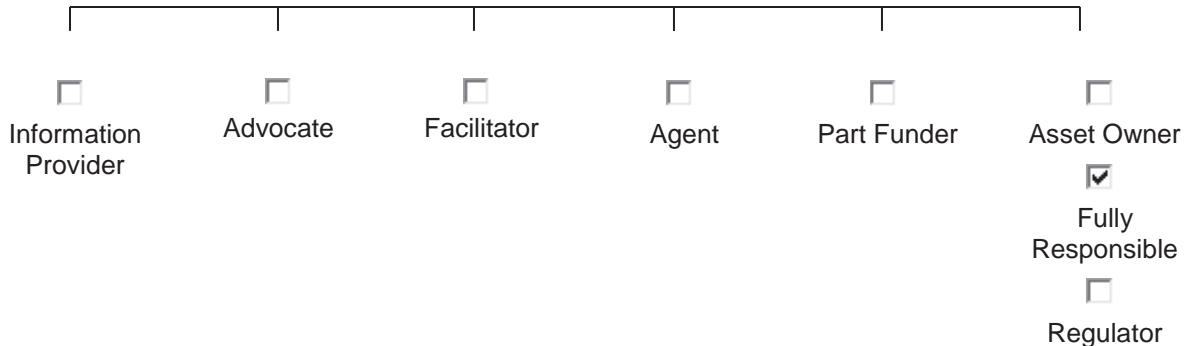
This report has been prepared in accordance with the following Corporate Plan 2014-2019 actions:

- 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.

**FINANCIAL/RESOURCE IMPLICATIONS:**

There are no financial or resource implications to Council. All Council staff are to avail of accrued leave and once Council resolution has been passed, a communication will be sent to staff to enable them to start “banking” their Rostered Days Off for the closure period, as stipulated above in there reference from the Certified Agreement.

**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 the increased workload this year due to de-amalgamation it is even more appropriate to make this leave period available to all staff.

**SUSTAINABILITY IMPLICATIONS:**

ECONOMIC: Nil

ENVIRONMENTAL: Nil

SOCIAL: As advised the social impact is positive as it will improve Staff engagement and support the ideal of Council being a local Employer of Choice.

**INTERNAL/EXTERNAL CONSULTATION:**

This decision falls within the “inform” category of Council’s Community Engagement Framework.

**ATTACHMENTS:**

Nil