

## 5.11. CHRISTMAS PERIOD ANNUAL SHUTDOWN

**REPORT AUTHOR** Juanita Warner, Acting Chief Executive Officer

**DEPARTMENT** The Office of the Chief Executive Officer

### RECOMMENDATION

**That Council resolves to nominate the close down period for 2021 as being from midday Friday 24 December 2021 and re-open on Tuesday 4 January 2022.**

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### EXECUTIVE SUMMARY

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

### BACKGROUND

Under the Douglas Shire Council Certified Agreement 2020, Section 55 refers to the Christmas Close Down Period:

#### 55 Christmas Close Down Period and Christmas Bank

- (1) Where Council declares a closedown 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. Employees may, at their discretion, elect to take one (1) or more of the following forms of paid leave during the closedown:
  - a. Annual Leave;
  - b. Purchased Annual Leave;
  - c. Rostered days off;
  - d. Flex Leave;
  - e. Additional leave converted from leave loading;
  - f. Time off in lieu (TOIL); or
  - g. *Christmas Bank RDOs*.
- (2) If Council is not agreeable to a Christmas Close Down Period, or operational requirements necessitate a work team to be staffed, Council will direct a minimum operational level of employees to work during the Christmas Close Down Period.
- (3) Council will advise all employees of the arrangements for the Christmas Close Down Period by 1 October each year.
- (4) Employees engaged on the standard 9 Day Fortnight, 19 Day Month hours or flexible hours arrangements have the opportunity to request establishment of a Christmas Bank RDOs for the designated Christmas Close Down.

- (5) Where approved, employees can accrue a Christmas Bank RDOs from 1 October each year. The maximum Christmas Bank RDOs accrual for each Christmas / New Year Period is three (3) days.
- (6) Christmas Bank RDOs may only be used for the purpose of the Christmas Close Down period and will be automatically allocated to this purpose should an employee enter into the arrangement.

## PROPOSAL

The proposed period for the Christmas Close Down is from midday Friday 24 December 2021 to start of business Tuesday 4 January 2022. This closure period will give staff ten days of leave inclusive of weekends and public holidays.

Staff will be required to utilise three 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

**Economic:** Nil

**Environmental:** Nil

**Social:** Nil

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2019-2024 Initiatives:

#### Theme 5 - Robust Governance and Efficient Service Delivery

Strong governance and financial management are the foundations of the way in which Council will conduct its business and implement the initiatives of the Corporate Plan.

**Goal 1 - We will conduct Council business in an open and transparent manner with strong oversight and open reporting.**

### Operational Plan 2021-2022 Actions:

Nil

## 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:** Management Team

**External:** Nil

## COMMUNITY ENGAGEMENT

Nil

## ATTACHMENTS

Nil