

## Item 7: Office of the General Manager

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### 7.1 2021 Christmas Shut Down

REPORT BY THE DIRECTOR COMMUNITY  
TO 21 JULY 2021 ORDINARY MEETING  
GOV400088, A0260003

#### RECOMMENDATION

##### That Council:

1. **receive the report by the Director Community on the 2021 Christmas Shut Down; and**
2. **note that administrative centres, works depots and libraries will close for the Christmas holidays from 12 noon on Thursday 23 December 2021, returning on Wednesday 5 January 2022.**

#### Executive summary

Council traditionally closes its administrative centres, works depots and libraries for the Christmas Holidays. This report recommends the closure for the 2021 Christmas/New Year period.

#### Disclosure of Interest

Nil

#### Detailed report

Past practice has been for Council's workforce to take leave over the Christmas/New Year period. This is traditionally a quieter period for Council services and thus provides a good opportunity for staff to take annual leave and also reduce Council's leave balance. Christmas Day falls on a Saturday, Boxing Day on a Sunday, the Christmas Day Holiday Monday 27 December, Boxing Day Holiday on Tuesday 28 December, New Year's Day on Saturday 1 January and New Years Day Holiday on Monday 3 January. These days are gazetted as public holidays. All other business days (five in total) will be treated as annual leave.

Please note that, as always, skeleton staff crews and on call staff will remain on duty and available during this period to deal with required maintenance or issues that arise.

#### Community Plan implications

<b>Theme</b>	<b>Good Governance</b>
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies and ongoing business improvement

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## Strategic implications

### **Council Strategies**

Under the Local Government Award, appropriate notice needs to be provided to Council employees of any periods of forced leave. The Christmas and New Year period includes five days of regular annual leave for staff in administration centres, works depots and libraries. Some staff will still be available over this period for required or emergency works.

### **Council Policies**

Not Applicable

### **Legislation**

Not Applicable

## Financial implications

Not Applicable

## Associated Risks

Not Applicable

SIMON JONES  
DIRECTOR COMMUNITY

7 July 2021

*Attachments:* Nil

APPROVED FOR SUBMISSION:

BRAD CAM  
GENERAL MANAGER