

7.2 2023 Christmas Shutdown

REPORT BY THE DIRECTOR COMMUNITY
TO 19 JULY 2023 ORDINARY MEETING
GOV400103, A0260003

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the 2023 Christmas Shutdown; and**
2. **note that administrative centres, works depots, and libraries will close for the Christmas holidays from 12 noon on Friday 22 December 2023, returning on Tuesday 2 January 2024.**

Executive summary

Council traditionally closes its administrative centres, works depots and libraries for the Christmas Holidays. This report recommends the closure for the 2023 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 Monday, Boxing Day on a Tuesday, and New Year's Day on Monday 1 January. These days are gazetted as public holidays. All other business days (three 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

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies and ongoing business improvement

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 three 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

23 May 2023

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER