

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting to be held on 26 October 2012

<b>TITLE:</b>	<b>CHRISTMAS CLOSURE- BREWARRINA SHIRE COUNCIL</b>	<b>DOC REF:</b> Item 4
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<b>REPORT BY:</b>	Rod Shaw General Manager	<b>DATE:</b> 11 Oct 2012
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## IPR / MANAGEMENT PLAN REFERENCE:

## PURPOSE:

For Council to determine to closing date of Brewarrina Shire Council over the Christmas / New Year holiday period.

## CONTENT:

The HR Salary & Leave Policy, Clause 1.6.15 states:

*'The Award does not have specific provisions relating to Christmas and New Year concessional leave.*

*Council has a tradition of granting permanent indoor staff 2 days special leave between Christmas and the New Year in lieu of unpaid overtime worked throughout the year, with the balance being made up of annual leave and rostered days off. Outdoor staffs are not granted any special leave as they are paid for any non-emergency overtime throughout the year.*

*The office is normally closed between Christmas and New Year with skeleton outdoor staff on duty for any emergencies that may arise.*

*The General Manager has the authority to approve Christmas/New Year Concessional Leave.'*

As per policy, the General Manager can approve two days and a request to Council for consideration for an extra day leave is required. Traditionally, the Council has awarded Council indoor employees the three working days between Boxing Day and New Year's Day as additional time off, with full pay, in lieu of unpaid overtime. Given that scenario, no deduction would be made from employee leave entitlements.

As Christmas Day falls on a Tuesday, Staff will be required to take a voluntary RDO on Monday 24<sup>th</sup> December 2012 and this will allow for an eleven day break for all Council staff other than a skeleton outdoor staff.

## CONSULTATION:

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**CONCLUSION:**

By closing the Council from Monday 24 December 2012 till Wednesday 2 January 2013, Council staff will be able to have an 11 day break over the Christmas / New Year holiday period.

**RECOMMENDATION:**

**That:**

- 1. Council allows three additional days Christmas 2012 closure**
- 2. Council supports the closure of Council offices from 4.30pm Friday 21 December 2012 to 8.00am Wednesday 2 January 2013.**

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Rod Shaw  
General Manager

**ATTACHMENT:**

2012/13 Christmas / New Year Closure Schedule

2012/13 Christmas/New Year Closure Schedule

Fri 21/12	Sat 22/12	Sun 23/12	Mon 24/12	Tue 25/12	Wed 26/12	Thurs 27/12	Fri 28/12	Sat 29/12	Sun 30/12	Mon 31/12	Tue 1/1	Wed 1/2
Council Christmas Closure												
Last working day for Council prior to Christmas break	Weekend	Weekend	Voluntary Staff RDO	Christmas Day Public Holiday	Boxing Day Public Holiday	Indoor Staff Concessional Leave / Outdoor Staff RDO	Indoor Staff Concessional Leave / Outdoor Staff RDO	Weekend	Weekend	Indoor Staff Concessional Leave / Outdoor Staff RDO	New Year Day Public Holiday	Council re-opens

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GENERAL MANAGER

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MAYOR