TO: CORPORATE AND COMMUNITY SERVICES COMMITTEE – 9 OCTOBER 2017

SUBJECT: CHRISTMAS PERIOD ARRANGEMENTS

AUTHOR: DIRECTOR CORPORATE AND COMMUNITY SERVICES – SKYE PRICE

EXECUTIVE SUMMARY

Council is requested to approve meeting arrangements and community facility opening times for December 2017, the festive season; and the January 2018 period.

RECOMMENDATIONS

That it be a recommendation to Council:

A. That a December Ordinary Council meeting be held the second Monday of the month, 11 December 2017.

B. That meetings of the three Standing Committees for December 2017 be cancelled, with routine reports going directly to the December Ordinary Council meeting.

C. That the January Ordinary Council meeting be held Monday 29 January 2018.

D. That the meeting of the Standing Committees for January 2018 be cancelled, with routine reports going directly to the January Ordinary Council meeting.

E. That the depot, Civic Centre and library be closed to the public after 12:00pm Friday 22 December 2017 and reopen Tuesday 2 January 2018, as per Council Policy no. 104 (see attachment A).

F. That the Alice Springs Public Library be closed to the public 23, 24, 25 and 26 December 2017, with service hours during the Christmas and New Year period from 10:00am to 2:00pm on 27, 28 and 29 December 2017.

G. That the Aquatic and Leisure Centre be closed Christmas day, 25 December 2017 only.

H. That the Regional Waste Management Facility be closed Christmas day, 25 December 2017 and New Year's day, 1 January 2018.

REPORT

1. BACKGROUND

The meeting cycle for December 2017 and January 2018 should be confirmed by Council, together with the period of closure for the Civic Centre, library, depot and Regional Waste Management Facility during the Christmas and New Year season.
2. DISCUSSION

2.1 Meeting Arrangements

Christmas Day occurs Monday 25 December 2017. The following arrangements are recommended;


(ii) Meeting of the Standing Committees for December cancelled, with required reports going directly to the Ordinary Council meeting.


(iv) Meeting of the Standing Committees for January be cancelled, with required reports going directly to the Ordinary Council meeting.

Proposed Council and Standing Committee arrangements are consistent with those from 2016.

2.2 Closure of Civic Centre, library, depot and Regional Waste Management Facility

(i) Civic Centre:

The Civic Centre would be closed to the public from 12:00pm Friday 22 December 2017, reopening Tuesday 2 January, 2018.

Rangers will be on duty during the non-public holiday period.

(ii) Depot

The depot would be closed to the public from 12:00pm Friday 22 December 2017, reopening Tuesday 2 January, 2018.

The Council maintains minimum depot services during the holiday closure and a 24 hour contact number (8950-0500) is available for emergencies.

(iii) Library

The hours of opening for the library during the Christmas and New Year period are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opening Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>22 Dec</td>
<td>10:00am to 12:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>23 Dec</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>24 Dec</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Monday</td>
<td>25 Dec</td>
<td>CLOSED – Public Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>26 Dec</td>
<td>CLOSED – Public Holiday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>27 Dec</td>
<td>10:00am to 12:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>28 Dec</td>
<td>10:00am to 12:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>29 Dec</td>
<td>10:00am to 12:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>30 Dec</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>31 Dec</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Monday</td>
<td>1 Jan</td>
<td>CLOSED – Public Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2 Jan</td>
<td>10:00am to 6:00pm (resume normal hours)</td>
</tr>
</tbody>
</table>
(iv) Regional Waste Management Facility

The landfill, weighbridge and transfer station will be closed Christmas Day (Sunday 25 December, 2017) and New Year's Day (Monday 1 January, 2018).

The Rediscovery Centre will be closed from Monday 25 December, 2017 up until Monday 1 January, 2018.

(i) Staff Leave Arrangements

During the Christmas to New Year period, staff will be required to account for their leave (i.e. annual leave, time in lieu, rostered days off).

3. POLICY IMPACTS

The recommended service closures are consistent with Council Policy no. 104 (Civic Centre Closure Christmas/New Year).

4. FINANCIAL IMPACTS

There will be reduced income for the Regional Waste Management Facility and Rediscovery Centre during the proposed days of closure.

5. SOCIAL IMPACTS

There may be some feedback from members of the public, about a reduction in service levels and facility availability, during the festive season.

6. ENVIRONMENTAL IMPACTS

Nil

7. PUBLIC RELATIONS

Public notice of changes to service arrangements should be advertised via print and social media, as well as prominently posted on Council's website.

8. ATTACHMENTS

Attachment A – Council Policy 104

Skye Price
DIRECTOR CORPORATE AND COMMUNITY SERVICES
POLICY TITLE:  CIVIC CENTRE – CLOSURE FOR CHRISTMAS AND NEW YEAR

POLICY PURPOSE
The number of public holidays between Christmas and New Year mean it is practical and economically advantageous to have the Civic Centre closed during this period.

POLICY STATEMENT
That Council will close the Civic Centre (for the Christmas period each year) from close of business on 24 December (except where that day falls on a weekend or Monday in which case the last business day for that year will be the preceding Friday) until commencement of business on 2 January in the following year (except where that day falls on a weekend in which case the first business day for the following year will be the following Monday) provided that:-

(a) staff take the leave required first from Rostered Days Off and Time in Lieu accumulated in accordance with the Alice Springs Town Council Workplace Partnership Agreement 2003 and any succeeding agreement and secondly from accumulated annual leave;
(b) the Public is made fully aware of the closure period each year through an appropriate public awareness campaign; and
(c) the Chief Executive Officer be authorised to vary this policy by one or more days in any particular year, in consultation with the Mayor.