

**POLICY:** STAFF - CHRISTMAS OFFICE CLOSURE

**DATE ADOPTED:** Director Corporate Services & Finance's Report #8.3.5  
Ordinary Council Meeting 20 September 2023  
Resolution No. ORD2023-269

Director Corporate Services & Finance's Report #8.3.5  
Council 22 September 2021  
Resolution No ORD2021-330  
Council 20 October 2021  
Resolution No ORD2021-349

Director Corporate Services & Finance's Report #1  
Policy 5 December 2012  
Council 6 February 2013  
Minute Book No. 11477

**ORIGINAL ADOPTION:** Director Corporate Services Report #1  
Policy 1 December 2004, Council 8 December 2004  
Minute Book No. 9416  
(former BCC Policy)

**FILE REFERENCE:** 19.00020

**OBJECTIVE:** To provide guidelines for Christmas closure of Council services

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That Council close its offices between Christmas and New Year with staff having the option of either taking annual leave or rostered days off.