

## 16 REPORTS FOR INFORMATION

### 16.1 Kiama Coastline Coastal Management Program certified and published in the NSW Government Gazette

Responsible Director: Planning, Environment and Communities

---

#### Report

At their ordinary May 2024 meeting, Council resolved (24/146OC) to “Adopt the final Kiama Coastline Coastal Management Program and submit the document to the Minister for Local Government for certification.”

The Kiama Coastline Coastal Management Program (CMP) was submitted to the Minister for certification on Monday 3 June 2024.

Notification was received by Council on 24 September that the CMP was certified by the Minister on 23 September 2024, under section 17(2) of the *Coastal Management Act 2016*.

A Notice was submitted for publication in the NSW Government Gazette on 10 October 2024, which advised of the certification of the CMP. The Notice was published in the NSW Government Gazette on 11 October 2024.

With publication of the Notice, under Section 17(4) of *the Coastal Management Act 2016*, the CMP will now commence, this includes seeking funding for coastal protection works etc.

#### Communication/Community Engagement

The Communications team have been advised that the CMP has been certified and are in the process of updating the project page on Council’s website, as well as consulting on the best process for community engagement (media release/newsletter etc).

#### Risk implication

Financial considerations - currently the 2024-25 Budget and Long-Term Financial Plan do not incorporate the CMP projects. Management will refine timing of delivery of specific CMP actions/projects to align priorities and funding sources efficiently, considering budget constraints and the Council's priorities.

**16.2 Christmas / New Year - annual close down period**

Responsible Director: Office of the Chief Executive Officer

Each year, Council has an annual close down period that commences at the close of business on Christmas Eve and concludes after the New Year’s Day public holiday.

While some areas remain operational between Christmas and New Year, Council has implemented an Indoor Employee Accrued Time Protocol and Outdoor Nine Day Fortnight Protocol that allow employees to work increased hours throughout the year to accrue sufficient time to cover the three usual working days that fall during the annual close down. Employees who have not worked the additional hours throughout the year are required to access other forms of leave during this period.

It will be the responsibility of each Director to ensure there is adequate staff to support our services.

The following table details the calendar for the annual close down period:

<b>Date</b>	<b>Holiday / Day</b>	<b>Leave</b>
Tuesday 24 December	Christmas Eve	Work day – doors close at 3pm
Wednesday 25 December	Christmas Day	Public holiday
Thursday 26 December	Boxing Day	Public holiday
Friday 27 December	Usual work day	Concessional or other form of leave
Monday 30 December	Usual work day	Concessional or other form of leave
Tuesday 31 December	Usual work day	Concessional or other form of leave
Wednesday 1 January	New Year’s Day	Public holiday
Thursday 2 January	Return to work	8:30am

**Communication/Community Engagement**

A communication/media program will be implemented to advise of the close down period and services that will remain operational.

Item 16.2