

17 REPORTS FOR INFORMATION

17.1 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.

Council employees 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 is noted that some areas remain operational between Christmas and New Year.

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:

Date	Holiday / Day	Leave
Wednesday 24 December	Christmas Eve	Work day – doors close at 3pm
Thursday 25 December	Christmas Day	Public holiday
Friday 26 December	Boxing Day	Public holiday
Monday 27 December	Usual work day	Concessional or other form of leave
Tuesday 30 December	Usual work day	Concessional or other form of leave
Wednesday 31 December	Usual work day	Concessional or other form of leave
Thursday 1 January	New Year's Day	Public holiday
Friday 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.

17.2 Resolution Register: 1 July 2025 to 30 September 2025 and update on previous periods

Responsible Director: Office of the Chief Executive Officer

Attached for Councillors' information is the Resolution Register for the period 1 July 2025 to 30 September 2025. The Register provides an update on the implementation of Council resolutions for this period and the actions undertaken.

Also attached is an update on those resolutions not completed in previous periods.

Communication/Community engagement

Not required.

Risk implication

The information in this report illustrates what actions have been taken and provides a level of transparency for the community.

Enclosures

- 1 Resolution Register for the period 01/07/2025 to 30/09/2025 [⇒](#)
- 2 Outstanding Resolutions Register - from previous periods up to 30/06/2025 [⇒](#)

17.3 Traffic Management: Kiama Local Transport Forum meeting - 4 November 2025Responsible Director: Infrastructure and Operations

Report

Council submitted one (1) proposal to the Kiama Local Transport Forum (LTF) meeting held on 4 November 2025 to consider a report for parking regulation changes in the Kiama Local Government Area.

Communication/Community Engagement

Organisers are required to notify the closures as per the approval conditions.

Risk implication

Approval conditions have addressed risks associated with the temporary closure of the parking spaces, and protection of pedestrians and customers in the closed off area. The requested arrangement will leave full access to a pedestrian walkway as per current street dining requirements.

This proposal is a trial only and will be assessed after the event.

Enclosures

- 1 Minutes - Kiama Local Transport Forum Meeting - 4 November 2025 [⇒](#)

17.4 Outstanding Questions with Notice Register - November 2025

Responsible Director: Office of the Chief Executive Officer

Report

Attached for Councillors' information is a list of the outstanding questions with notice for November 2025.

Communication/Community Engagement

This report provides the community with the status and timeframes for a response to any outstanding questions with notice from Councillors from previous meetings.

Risk implication

This register provides tracking of responses to questions with notice submitted by Councillors to ensure that all questions are responded to, therefore removing the risk of a question being missed.

Enclosures

- 1 Outstanding Questions with Notice Register - November 2025 [⇒](#)