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 shut 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 the responsibility of each Director to ensure there is adequate staff to support our services, and it is noted that some areas remain operational between Christmas and New Year.

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

Date	Holiday / Day	Leave
Thursday 24 December	Christmas Eve	Work day – doors close at 3pm
Friday 25 December	Christmas Day	Public holiday
Saturday 26 December	Boxing Day	Public holiday
Sunday 27 December	Weekend	
Monday 28 December	Public holiday	Additional as Boxing Day falls on a Saturday
Tuesday 29 December	Usual work day	Concessional or other form of leave
Wednesday 30 December	Usual work day	Concessional or other form of leave
Thursday 31 December	Usual work day	Concessional or other form of leave
Friday 1 January	New Year's day	Public holiday
Monday 4 January	Return to work	8:30am

Facility operating hours

Administration Centre

The Administration Centre will close from 3pm on Thursday 24 December 2026 and reopen at 8:45 am on Monday 4 January 2027.

Minnamurra Recycling Facility

The Waste Depot will be closed to the public from 12 noon on Thursday 24 December 2026 and will reopen at 8 am on Tuesday 29 December 2026. It will also be closed

on New Years Day Friday 1 January 2027 and reopen at 8am on Monday 4 January 2027.

Kiama Leisure Centre

The Kiama Leisure Centre will close at 4pm on Thursday 24 December 2026 and reopen at 9am on 27 December 2026, with reduced operating hours (9 am to 4pm) until Saturday 2 January 2027.

Kiama Library

The Kiama Library will close at 3pm on Thursday 24 December 2026 and reopen at 9:30am on Monday 4 January 2027.

Gerringong Library

The Gerringong Library will close at 3pm on Thursday 24 December 2026 and reopen at 9:30am on Tuesday 5 January 2027.

The Pavilion Kiama

The Pavilion Kiama will be closed from Monday 21 December 2026 and reopen at 9am on Wednesday 6 January 2027.

Visitor Information Centre

The Visitor Information Centre will be closed on Christmas Day, Friday 25 December 2026.

Closure 12 noon on 11 December 2026

The following facilities will be closed from 12 noon on 11 December 2026 to enable staff the opportunity to attend the Council Staff Christmas Party:

- Administration Centre
- Waste Depot
- Kiama Leisure Centre
- Kiama and Gerringong Libraries
- The Pavilion Kiama
- Visitor Information Centre.

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 Model Code of Conduct Complaints Statistics 2025-2026

Responsible Director: Office of the Chief Executive Officer

Report

The purpose of this report is to meet Kiama Municipal Council's reporting obligations under the "Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW" (the Procedures) in relation to Code of Conduct Complaints Statistics for the period of 1 September 2025 to 31 August 2026.

There were 6 complaints received in the period about Councillors or the Chief Executive Officer.

Under the Procedures, Council's complaints coordinator must report annually on a range of complaint statistics to their Council and to the Office of Local Government within three months of the end of September.

The Code of Conduct Complaints Statistics Report as submitted to the Office of Local Government for the period 1 September 2025 to 31 August 2026 is enclosed for Councillors' information.

It should be noted that the costs referred to in the Statistics Report refer to costs strictly related to the preliminary assessment and/or investigation costs of the Code of Conduct complaint.

Communication/Community engagement

N/A.

Risk implication

By providing the statistics within this report Council is meeting its Office of Local Government obligations and eliminating any risk of non-compliance.

Enclosures

1 Code of Conduct Returns Form 2026⇨

17.3 Resolutions Register: 1 July 2026 to 30 September 2026 and update on previous periods

Responsible Director: Office of the Chief Executive Officer

Attached for Councillors' information is the Resolutions Register for the period 1 July 2026 to 30 September 2026. 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 Resolutions Register for the period 1 July 2026 to 30 September 2026⇨

2 Outstanding Resolutions Register for previous periods up to 30 June 2026⇨