



Terms of reference:
Kiama Harbour Revitalisation Working Group
25/75136 | January 2026

Name	Kiama Harbour Revitalisation Working Group
Purpose:	Role of the working group is to provide a mechanism for Council and the community to shape the future of the Kiama Harbour precinct, in alignment with Council's adopted strategies and community interests.
Objectives:	Objectives of the Working Group are to: - Act as a conduit between the community, Council and the NSW Government on the Kiama Harbour Revitalisation Action Plan. - Work in close collaboration with key government stakeholders including but not limited to: - Council staff - Crown Lands - Transport for NSW, including NSW Maritime. - Review the 2021 Kiama Harbour Revitalisation Action Plan and provide input and community views for Council's consideration. - Advocate to the Council and State government for improvements and updates on implementation of the Kiama Harbour Revitalisation Action Plan. - Research and document other harbours and sites akin to Kiama Harbour, noting key learnings, opportunities and challenges.
Working Group meetings:	Meetings are held at least three (3) times per year.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or online.
Membership:	The working group is a minimum of five (5) members: - Mayor - One (1) Councillor representative (Chair) - Three (3) community representatives
Term of membership	Membership of the Advisory Working Group is for no longer than the length of a Council term. NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.
Meeting quorum:	A Quorum will be deemed to have been met under the following criteria: - minimum of 50% of the voting members plus 1 - or per statutory requirements (if required).
Meeting administration:	- Meetings are to be chaired by the Councillor representative. - Minutes and agendas will be circulated no less than five (5) days prior to a scheduled meeting.

Name	Kiama Harbour Revitalisation Working Group
	- Minutes will be taken by a representative of Council. Minutes shall be approved by the Chair and circulated to each member and to Councillors within two (2) weeks of the meeting being held. - Minutes are to be brief and focused on action items and advice.
Selection of members	When positions become vacant the selection of new Working Group members will be undertaken: - through a public invitation for EOI by applicants - by consideration of applications by Council - by Council approval of successful applicants. The following factors will be taken into consideration when determining members: - the persons relevant experience and expertise - whether the person is a resident of the Kiama Local Government Area - there is a gender balance - there is representation from across the full Kiama geographical area - cultural and age diversity is represented - Working Group members are able to demonstrate that they are connected and representative of the community.
Responsibility	Working Group members will: - Provide strategic guidance on implementation of plans, programs and initiatives - Provide important links to the communities they represent in promoting and delivering outcomes. - At all times contribute in a positive and respectful manner. - On appointment and annually provide Pecuniary Interest Returns as required by the Office of Local Government and Council. - Comply with Council's Code of Conduct. - Work in an open and honest manner, and with respect for each other. - Understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives and to make compromises accordingly. - Respect each other's opinions and consider the view of each member to be of equal importance. - Undertake to fairly present the discussion and information from the Working Group to their organisation.
Code of Conduct	At all times members must: - comply with Council's Code of Conduct for Council committee members, delegates of Council and Council advisers - contribute in a positive and respectful manner

Name	Kiama Harbour Revitalisation Working Group
	• avoid disruption, contrary conduct or being wasteful of time and resources • refrain from any form of conduct that may cause a reasonable person unwarranted offence, embarrassment or disrepute.
Conflicts of interest	• Conflicts of Interest are to be called as a matter of process. • Working Group members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. • Details of any conflicts of interest shall be appropriately noted. • Working Group members must complete a declaration of interest form. • Where members or invitees at Working Group meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Working Group deliberations on the issue where the conflict of interest may exist. • Where there is a conflict, Council's Code of Conduct will be adhered to.
Communication	Members of the Working Group are not permitted to speak to the media unless approval from the CEO is provided. Working Group members must adhere to Council's Media Policy and Social Media Policy.
WHS	At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.
Termination of membership	Non-Councillor member positions will be declared vacant/terminated when a member: 1. completes their designated term and retires from the Working Group 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of meetings scheduled in a 12-month period unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). NOTE: Council on the recommendation of the Working Group chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.
Process for termination of membership	Where a (non-Councillor or staff) Working Group member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant Working Group member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant

Name	Kiama Harbour Revitalisation Working Group
	council officer for recording. The Working Group member will be able to sight and sign the written record. Where there is re-occurrence of unsatisfactory behaviour the Working Group member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the Working Group members and Council. In addition counselling will reinforce potential for termination from the Working Group should the behaviour continue. A written record shall be kept of the formal warning and counselling. If the Working Group member's behaviour does not improve after the formal warning and counselling, the Working Group member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.