

Kalamunda Environmental Advisory Committee

(Formerly Community Sustainability Advisory Committee (CSAC), changed OCM Dec 2015)

Name	Representing	Address	Telephone Numbers	Appointed
Cr Brooke O'Donnell	Council Delegate			23 October 2017
Cr Sara Lohmeyer	Council Delegate			23 October 2017
Victoria Laurie	Community Representative			
Alison McGilvray	Community Representative			
Peter Forrest	Community Representative			
Rupert Duckworth	Community Representative			
Kevin Goss	Community Representative			
Mark Schilling	Community Representative			
Manager Parks & Environmental Service	City of Kalamunda	2 Railway Road Kalamunda		
	City of Kalamunda			

Deputy Representatives:

A Deputy Representative only attends meetings if the Delegate is unable to do so; should they both be in attendance only the Delegate is able to vote.

Name	Representing	Address	Telephone Numbers	Appointed
Cr Cameron Blair	Council Delegate			23 October 2017

Kalamunda Environmental Advisory Committee

Terms of Reference

(LAST UPDATE 25/9/2017)

1. Name

The name of the Committee shall be the "Kalamunda Environmental Advisory Committee".

2. Definitions

"Council" shall mean the Council of the City of Kalamunda.

"Committee" shall be the Kalamunda Environmental Advisory Committee.

3. Purpose

- 3.1 To make recommendations to Council on matters relating to environmental policy and practice, including but not limited to:
- Biodiversity protection and enhancement
 - Natural area, natural resources, remnant bushland and trees
 - Park and streetscape management
 - Catchment drainage and water course management
 - Surface water quality management
 - Resource recovery and waste management
 - Friends groups and community environment activities
 - Significant pest control
 - Integrated pest and weed management.
- 3.2 Provide feedback on community engagement matters relating to the above items.
- 3.3 Assist the City and its work within the community to encourage an increased level of awareness relating to the matters presented and discussed.
- 3.4 To highlight the Council's projects whereby the City Officer will have an opportunity to actively engage with representatives of the community.

4. Strategic Alignment

Kalamunda Advancing: Strategic Community Plan to 2027

PRIORITY 1: Kalamunda Cares and Interacts

OBJECTIVE 1.2 – To provide a safe and healthy environment for the community to enjoy.

Strategy 1.2.1 Facilitate a safe community environment.

PRIORITY 2: Kalamunda Clean and Green

OBJECTIVE 2.1. To protect and enhance the environmental values of the City.

Strategy 2.1.1. Enhance our bushland, natural areas, waterways and reserves.

Strategy 2.1.2. Support conservation and enhancement of our biodiversity.

Strategy 2.1.3. Community engagement and education in environmental management.

OBJECTIVE 2.2. To achieve environmental sustainability through effective natural resource management.

Strategy 2.2.1 Facilitate the appropriate use of water and energy supplies for the City.

Strategy 2.2.2 Use technology to produce innovative solutions to reduce power and water usage.

OBJECTIVE 2.3. To reduce the amount of waste produced and increase the amount of reuse and recycling of waste.

Strategy 2.3.1. Identify and implement strategies to reduce waste

PRIORITY 3: Kalamunda Develops

OBJECTIVE 3.1. To plan for sustainable population growth.

Strategy 3.1.1. Plan for diverse and sustainable housing, facilities and industry to meet changing social and economic needs.

OBJECTIVE 3.2. To connect community to quality amenities.

Strategy 3.2.1. Optimal asset management.

Strategy 5.6.2 Investigate opportunities for regional collaboration to deliver services.

PRIORITY 4: Kalamunda Leads

OBJECTIVE 4.1. To provide leadership through transparent governance.

OBJECTIVE 4.2. To proactively engage and partner for the benefit of the community.

5. Membership, Nominations, Election, Term of Membership and Membership Roles

5.1 The committee members shall have the following interest and/or expertise in:

- Upgrades, renewal and improvements to infrastructure and natural areas such as reserves, streetscapes, trails, waterways, parks and recreation areas;
- Environmental matters such as water sensitive urban design, biodiversity protection and enhancement, waste and recycling management, active transport, bushfire management and community partnerships.

5.2 The committee shall consist of six (6) members, including:

Elected Members – two (2) elected members that are appointed by Council
Community Representatives – up to four (4) persons residing in the Council area.

5.3 The committee shall also include (2) City appointed representatives to provide support and are without voting rights:

- Manager Parks and Environmental Service
- Coordinator Natural Areas
- Other officers as required from time to time.

- 5.4 In addition, the committee shall have one (1) Elected Alternate Member appointed by Council
- 5.5 The Council, at its first meeting after an election will appoint three (3) Elected Members to the Committee, with two to be members and one as Alternate Member.
- 5.6 The Council will seek nominations from the community through media outlets such as e-news and local community newspapers to fill the Community Representative and Community Alternate Representative roles.
- 5.7 A report will recommend six (6) of the nominated persons to become Community Representatives. Representatives will be selected on the basis of expertise, experience and personal interest.
- 5.8 Community Representatives will not be selected to represent community interest groups, associations or commercial interests.
- 5.10 The term of appointments for all members will be for a period of two years. This excludes shire staff who are perpetual members.
- 5.11 If an Elected Member cannot continue to participate on the committee, the Elected Alternate member will be appointed as member and, if necessary, Council can appoint another Elected Alternate Member.
- 5.12 Council will periodically seek nominations from individuals from within the community for potential membership on the committee when community positions become vacant.
- 5.13 The group is not empowered to manage or direct any programs, activities or Council staff.
- 5.14 The role of Chairperson and Deputy Chairperson will be determined by the committee at its first meeting. Shire staff cannot be nominated to either of these positions.

6. Meeting Frequency, Conduct, Agenda and Minutes

- 6.1 The conduct of the committee shall be in accordance with the Local Government Act 1995, Section 5.10 Code of Conduct and the Councils regulations.
- 6.2 The Committee shall at its first meeting and annually thereafter, identify topics of interest for inclusion for the planning of up-coming meetings.
- 6.3 The Committee shall at its first meeting and annually thereafter, determine the dates of the meetings for the remainder of the year.
- 6.4 The group shall meet once every quarter.
- 6.5 Meetings will commence at 6:00pm unless otherwise resolved by the group at the first meeting.
- 6.6 A quorum will be reached when at least one half plus 1 of the current appointed members are present (5).
- 6.7 The Agenda will be prepared and circulated not less than seven days before the meeting.
- 6.8 Administrative support shall be provided by a Council employee. This person is not a member of the Group.
- 6.9 The Minutes of the meeting will be reported to Council.

7. Disclosure of Interests

- 7.1 All Committee Members are required to disclose any financial, proximity or impartiality interests that they may have in any matter to be discussed at the meeting.

8. Member and Committee Performance

- 8.1 The performance of the members and committee will be measured according to the following outcomes:

Outcome	Description	Measure	Target
Meeting attendance	Committee members participate in the committee	Number of meetings attended over the term of appointment	100% attendance for each member.
Compliance	Agenda and minutes are provided in accordance with the Local Government Act 1995, Section 5.10 Code of Conduct and the Councils regulations. Members act in accordance with the code of conduct.	Number of breaches	No breaches.

Outcome	Description	Measure	Target
Strategic Objectives	Recommendations are in line with the strategic objectives and actions set by Council through the Strategic Community Plan	Number of recommendations that meet the Strategic Objectives.	100% of recommendations meet the Strategic Objectives.