

KALAMUNDA ENVIRONMENTAL AND SUSTAINABILITY ADVISORY GROUP

Terms of Reference

September 2023

1. Name

The name of the Group shall be the *Kalamunda Environmental and Sustainability Advisory Group*.

2. Purpose

To provide Council with support as requested in the City's progress towards becoming a more environmentally sustainable community recognising the impacts of Climate Change.

3. Objectives

To:

- a) Assist the Council by providing advice in relation to draft strategies, actions and plans in addressing Climate Change and its impact upon the community at large;
- b) Provide the Council with advice and feedback regarding community engagement activities undertaken by the City in this area
- c) Upon request by the Council or City undertake specific investigations, tasks or review of matters related to:
 - a. Biodiversity Protection and Enhancement
 - b. Urban Forest Canopy
 - c. Potable and Non-Potable Water Management
 - d. Carbon Footprint reduction
 - e. Waste Avoidance and Resource Recovery
 - f. Other issues in addressing long term sustainability for the City and its Community
 - g. Other matters referenced in the Kalamunda Clean and Green Local Environment Strategy 2019-2029
- d) Act as champions within the community for City environmental and sustainability initiatives in this area
- e) Provide advice to the Council on emerging issues and opportunities relating to environmental and sustainability matters

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

Objective 1.1 - To be a community that advocates, facilitates and provides quality lifestyles choices.

Strategy 1.1.2 - Empower, support and engage all of the community.

Objective 1.2 - To provide a safe and healthy environment for community to enjoy.

Strategy 1.2.2 - Advocate and promote healthy lifestyle choices by encouraging the community to become more active citizens.

Objective 1.3 - To support the active participation of local communities.

Strategy 1.3.1 - Support local communities to connect, grow and shape the future of Kalamunda.

Priority 2: Kalamunda Clean and Green

Objective 2.1 - To protect and enhance the environmental values of the City.

Strategy 2.1.1 - Implementation of the Local Environment Strategy

Strategy 2.1.2 - Development and Implementation of the Urban Forest Strategy.

Strategy 2.1.3 - Development and implementation of the Local Biodiversity Strategy

Strategy 2.1.4 - Increasing and protecting local biodiversity and conservation, wherever possible, through integrating ecosystem and biodiversity protection into planning processes including schemes policies and strategies.

Strategy 2.1.5 - Community engagement and education in environmental management.

Objective 2.2 - To achieve environmental sustainability through effective natural resource management.

Strategy 2.2.1 - Manage the forecast impacts of a changed climate upon the environment.

Strategy 2.2.2 -Work towards a Carbon Neutral Footprint of City-operated areas.

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

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

Strategy 4.2.1 - Actively engage with the community in innovative ways.

5. Membership

a) Qualification to be a Member

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

- i. Carbon Reduction, Energy Sustainability, Water Management.
- ii. Climate Change Management
- iii. Environmental matters such as water sensitive urban design, biodiversity protection and enhancement, waste and recycling management and community partnerships in these fields.

Community Representatives will not be selected to represent community interest groups, associations, or commercial interests.

Community Representatives are preferred that have expertise in these areas rather than a broad interest.

b) Number of Members

The Group shall consist of 6 to 7 members, comprising:

- i. One Elected Member.
- ii. Five Community Representatives, residing in the district.
- iii. If required and suitable, a professional expert on the matter of climate change, who may or may not be a resident within the District.

c) Deputy Members

The Council member shall have an appointed Deputy who is to attend meetings in the absence of a member.

d) Term of Appointment

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

e) Observers

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- i. will not participate in the business of the Group.
- ii. will not be present when items of confidentiality are presented or discussed by the Group.

f) Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group's presiding member written notice of the resignation.

g) Election of Presiding Member and Deputy Presiding Member

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

6. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Group shall meet at least quarterly. Meetings should be held on a regular date and time to be determined by the Group.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be proposed by: -

- i. A majority decision of the Group
- ii. The presiding member of the Group
- iii. By more than 1/3rd of the members of the Group

The City's administration will approve these Special or Extra Meetings subject to availability of City resources.

A Group may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Group in consultation with the City to ensure resources can be made available.

d) Quorum

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

e) Disclosure of Interests

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

f) Voting

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Group do not have voting rights.

The City may appoint additional Officers to attend meetings to provide advice or subject matter expertise on topics to be discussed at any meeting. These Officers do not have voting rights

g) Agendas and Minutes

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Group.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to Group meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the Group members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Group by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.
- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
- x. All recommendations made by the Group will be reported to Council for consideration.
- xi. All draft minutes will be tabled at the next Ordinary Council Meeting.

7. City of Kalamunda Administrative Support

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Group. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon the operations of the City.

The City will put forwards reports and recommendations from Advisory Groups for consideration.