

Kalamunda Environmental and Sustainability Reference Group

TERM September 2026 to August 2028

Group Representatives

Name	Representing	Email Address	Telephone
	City of Kalamunda		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Community Member		
	Professional Member (if appointed)		

Deputy Representative

Name	Representing	Email Address	Telephone
	City of Kalamunda		

City of Kalamunda Support/Secretarial Officers

Name	Position	Email Address	Telephone
Pollyanne Fisher	Manager Asset Planning	pollyanne.fisher@kalamunda.wa.gov.au	9257 9904
Kirsten Cameron	Environmental Planner	kirsty.cameron@kalamunda.wa.gov.au	9257 9936

KALAMUNDA ENVIRONMENTAL AND SUSTAINABILITY REFERENCE GROUP

Terms of Reference

July 2026

1. Name

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

2. Purpose

To provide the City with support to progress towards becoming a more environmentally sustainable community.

3. Objectives

To:

- a) Assist the City by providing advice in relation to environmental strategies, actions and plans, including the Urban Forest, Biodiversity, Local Environment and Climate Change strategies and actions;
- b) Provide the City with advice and feedback regarding community engagement activities;
- c) Upon request, 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. Other issues that affect the long-term sustainability of the City and its Community
 - f. Other matters referenced in the Urban Forest, Biodiversity, Local Environment, and Climate Change strategies.
- d) Act as champions within the community for City environmental and sustainability initiatives;
- e) Provide advice to the City on emerging issues and opportunities relating to environmental and sustainability matters.

4. Council's Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

Priority 1: Kalamunda Cares and Interacts

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

- *Strategy 1.1.1* - Ensure the entire community has access to information, facilities and services.
- *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.
- *Strategy 1.2.3* - Provide high quality and accessible recreational and social spaces and facilities.

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.
- *Strategy 2.2.3* - Produce cost effective solutions to reduce the reliance and volume of potable and ground water used by the City.

Priority 3: Kalamunda Develops

Objective 3.1 - To plan for sustainable population growth

- *Strategy 3.1.1* - Plan for diverse and sustainable activity centres, housing, community facilities and industrial development to meet future growth, changing social, economic and environmental needs.

Objective 3.4 - To be recognised as a preferred tourism destination

- *Strategy 3.4.1* - Facilitate, support and promote, activities and places to visit.

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. Urban forest management, water sensitive urban design
- ii. Biodiversity protection and enhancement, natural area management
- iii. Climate change assessment or management, carbon reduction, energy sustainability

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 six to seven (6 – 7) members, comprising:

- i. One (1) Elected Member.
- ii. Five (5) 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.

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 3 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 Presiding Member and Deputy Presiding Member will be selected via nominations and a vote of members of the Reference Group.

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 one third 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) 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.

e) Voting

Where a matter requires a vote, 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.

f) Agendas and Minutes

- i. Agendas and Minutes will be administered by the City of Kalamunda Staff.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Group.
- iii. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to Group meeting for sign off.
- iv. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- v. Agenda items along with any supporting papers are to be sent to the Group members no later than 5 days prior to meeting. Members are to submit any additional agenda items within 2 working days.
- vi. Late or urgent agenda/business items may be accepted for consideration by the Group by the Presiding Member.
- vii. If there are no agenda items the City's administration in consultation with the Presiding Member, will determine the need for the meeting to progress and advise members accordingly.
- viii. The City's administration shall prepare draft minutes for all meetings within 10 business days. A copy of the draft City of Kalamunda minutes shall be forwarded to the Group within 10 working days of each meeting. Minutes shall be ratified at the next meeting.
- ix. Any recommendations made by the Group may be reported to Council at the discretion of the City representatives for consideration in line with any relevant City processes and Policies.

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.