
KALAMUNDA ENVIRONMENTAL ADVISORY COMMITTEE

Terms of Reference

August 2019

1. Name

The name of the Committee shall be the ***Kalamunda Environmental Advisory Committee (KEAC)***.

2. Purpose

To provide Council with expert advice on all matters that benefit or impact the natural environmental assets of the City.

3. Objectives

To:

- a) make recommendations to Council on matters relating to environmental policy and practice, including but not limited to:
 - i. Biodiversity protection and enhancement
 - ii. Natural area, natural resources, remnant bushland and trees
 - iii. Park and streetscape management
 - iv. Catchment drainage and water course management
 - v. Surface water quality management
 - vi. Resource recovery and waste management
 - vii. Friends groups and community environment activities
 - viii. Significant pest control
 - ix. Integrated pest and weed management
- b) provide feedback on community engagement matters relating to the above items.
- c) assist the City and its work within the community to encourage an increased level of awareness relating to the matters presented and discussed.
- d) highlight the Council's projects whereby the City Officer will have an opportunity to actively engage with representatives of the community.

4. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2027

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

OBJECTIVE 2.1 - To protect and enhance the environmental values of the city.

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

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

OBJECTIVE 3.1. - To plan for sustainable population growth.

OBJECTIVE 3.2. - to connect community to quality amenities.

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

5.1 Qualification to be a Member

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

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

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

5.2 No. of Members

The committee shall consist of eight (8) members, including:

- i. Two Elected Members.
- ii. Six Community Representatives, residing in the district.

5.3 Deputy Members

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

All other members may have a deputy delegate appointed if required.

5.4 Term of Appointment

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

5.5 Resignation or Termination of Membership

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.

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- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

6. 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*.

7. Meetings

a) Conduct of Meetings

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

b) Scheduling of Ordinary Meetings

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the City to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

c) Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3rd of the members of the Committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee 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 Committee 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 Committee 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 Committee.
- 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 committee 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 committee 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 Committee 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 Committee will be reported to Council for consideration.
- xi. All minutes will be tabled at the next Ordinary Council Meeting.

8. 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 Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.