

# Kalamunda Flowing Reference Group

## Terms of Reference

### Name

The name of the reference group is the Kalamunda Flowing Reference Group.

### Purpose

The purpose of the Kalamunda Flowing Reference Group is to provide leadership advice and oversight on the development and implementation of “Kalamunda Flowing – A Drainage and Waterways Strategy”, as per the project plan.

### Objectives

The objectives of the reference group are:

1. To recommend the vision and objectives of the strategy “Kalamunda Flowing – A Drainage and Waterways Strategy”,
2. To represent the community on the development and implementation of the strategy,
3. To provide oversight of the overall project to deliver the strategy,
4. Facilitate engagement with the community, including education and awareness of the subjects within the strategy and ensuring appropriate community input is received to inform the strategy, and
5. To report on the progress of the preparation and implementation of the strategy for internal management and resource allocation.

*The City will resource and deliver the strategy and subsequent implementation actions, subject to budget and Council approvals.*

*Minutes and reports from the Reference Group will be actioned as internal management actions. The Council of the City of Kalamunda will be informed through internal reports as required from time to time, and ultimately by endorsement of the final strategy.*

### Legislative Framework

There is no direct legislation that this reference group operates under.

The reference group may have regard to:

*Local Government Act 1995 (WA)*

The Act provides the principal legislative framework around which the roles, purpose, responsibilities and power of local government as set out. Under the Act, regulations set out a minimum requirement for all WA local governments to develop and maintain a Strategic Community Plan and Corporate Business Plan. This compels the local governments to establish long term service and asset strategies through robust asset management practices.

The act also provides for access to private property to maintain drainage in the public interest.

*Planning and Development Act 2005 and Regulations 2009*

Covers the legislative requirements for land use planning and development. Includes drainage created or modified as a result of development, and drainage easements.

*Land Administration Act 1997 and Land Management Regulations 2006*

Includes the creation and identification of reserves and easements.

## Strategic Alignment

This project aligns with the following strategies:

*Strategic Community Plan Kalamunda Advancing 2027*

- Objective 1.2 To provide safe and healthy environments for the community to enjoy.
- Objective 2.1 To protect and enhance the environmental values of the City.
- Objective 3.2 To connect the community to quality amenities.

*Drainage Asset Management Plan (AMP)*

The City of Kalamunda Drainage AMP has the action to develop an informing strategy that identifies how the asset class will change and grow over time. The Drainage AMP proposed that a Stormwater Management Plan be prepared (during 2018-2019 and 2019-2020). This would determine:

- Water quantity and quality targets,
- Asset and non-asset solutions meet the targets,
- Critical assets,
- Intervention levels for asset upgrades, and
- Quantify future demand and link to future asset needs.

*Asset Management Strategy*

The City's Asset Management Strategy (an internal strategy) identifies that a strategy involving drainage and catchments would be developed from 2018/2019 onwards.

## Membership

### Qualification

As this is a specialised reference group involving drainage and waterways planning, community members will require significant knowledge and skills in planning, design or community engagement. This is may be in any one or more of these subjects:

- Drainage design, hydrological modelling and planning,
- Water quality management,
- Environmental management associated with drainage and waterways,
- Drainage and groundwater management for developments,
- Groundwater and geology, and
- Private and public property matters involving drainage.

Community members must be eligible as electors within the City of Kalamunda.

### Ex-Officio Members

Ex-Officio Members may be called from the following agencies:

1. Department of Environment and Water Resources
2. Department of Planning, Lands and Heritage
3. Department of Biodiversity, Conservation and Attractions

Ex-officio members will provide expert advice and recommendations however will not have voting rights.

### Number of Members

The reference group will consist of a total membership of up to nine full members comprising:

1. Up to three Councillors of the City
2. Up to five community members
3. Director Asset Services (or delegate)
4. Support Officers from the Asset Services Directorate (non voting members)

Secretariat services shall be provided by the Asset Services Directorate

### Term of Appointment

The appointment is for up to two years and members are eligible for reappointment following the Council Ordinary Election.

### Resignation or Termination of Membership

A member that misses three consecutive meetings without approved leave of absence, the Reference Group may choose to recommend to Council that the member is removed.

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

### Presiding Member and Deputy Presiding Member

As this is a technical reference group to assist with the delivery of a strategy under the Asset Services directorate of the City, the City's Director Asset Services will be the Presiding Member.

The Deputy Presiding Member will be determined by nomination and vote from the members.

### Meetings

#### Conduct

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.

#### Scheduling of Ordinary Meetings

The Reference Group shall meet at least quarterly and can increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the Reference Group

#### Special or Extra Meetings and Working Groups

A Special or extra meeting can be called by:

1. A majority decision of the Reference Group,
2. The presiding member of the Reference Group, or
3. By at least one third of the members of the Reference Group.

## 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.

## Disclosure of Interests

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.

## 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 Reference Group (with the exception of the Director Asset Services or his appointed proxy) do not have voting rights.

## Agendas and Minutes

1. Agendas and Minutes will be administered by the Chief Executive Officer (CEO) or their delegate.
2. A City of Kalamunda Officer will be appointed by the CEO as the Secretary to the Committee.
3. A call for agenda items and notices of meeting will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within two working days.
4. A draft Agenda will be sent electronically to the Presiding Member eight working days prior to the Reference Group meeting for sign off.
5. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
6. Agenda items along with any supporting papers are to be sent to the Reference Group members no later than five working days prior to meeting. This allows time for members to consider the item and make an informed decision.
7. Late or urgent agenda/business items may be accepted for consideration by the Reference Group by the Presiding Member.
8. 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.
9. The City's administration shall prepare draft minutes for all meetings within 10 working days. A copy of the minutes shall be forwarded to the Presiding Member for sign off within 10 working days of each meeting.
10. Adopted minutes and recommendations made by the Reference Group will be actioned through the City's administration.

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